



Community Development Department

RENAISSANCE ZONE AUTHORITY

MEETING AGENDA

October 15, 2013

City-County Office Building 4:00 p.m. David J. Blackstead Meeting Room

- 1. Call to Order**
- 2. Introduce Morgan Andenas – Technical Advisor**
- 3. Approval of Minutes – September 17, 2013 Meeting**
- 4. Renaissance Zone Project – Rehabilitation**
 - a. Request of Norma Apartments, LLP for designation of the rehabilitation of the building at 215 North 3rd Street. The property is owned by Norma Apartments, LLP and is legally described as the Lot 20, Block 64, Original Plat.**
- 5. Renaissance Zone Program and CORE Incentive Program Application Fees Discussion**
- 6. Other Business**
- 7. Adjourn – Next regular meeting is scheduled for Tuesday, November 19, 2013.**



**RENAISSANCE ZONE AUTHORITY
MEETING MINUTES
September 17, 2013**

The Bismarck Renaissance Zone Authority met on September 17, 2013 in the David J. Blackstead Meeting Room in the City-County Office Building at 221 North 5th Street.

Authority members present were Curt Walth, Chuck Huber, Jim Christianson, Kevin Magstadt, Brenda Smith, George Keiser and Jeff Ubl.

Technical advisor Bruce Whittey was present.

Staff members present were Carl Hokenstad (Community Development), Charlie Whitman (City Attorney), Jason Tomanek (Planning), Brenda Johnson (Assessing) and Brady Blaskowski (Building Inspections).

Guests present included Russ Kadlec, Kenny Howard, Morgan Andenas, Dawn Kopp and Robert Graham.

CALL TO ORDER

Chairman Walth called the meeting to order at 4:00 p.m.

MINUTES

The minutes of the August 20, 2013 meeting were distributed with the agenda packet.

MOTION: A motion was made by Mr. Keiser and seconded by Mr. Christianson to approve the minutes of the August 20, 2013 meeting as received. The motion passed unanimously with members Christianson, Huber, Magstadt, Keiser, Smith, Ubl and Walth voting in favor.

CORE INCENTIVE PROGRAM PROJECT

215 North 3rd Street – CORE Housing Incentive Grant

Mr. Tomanek reported that the applicant requested the CORE Housing Incentive Grant application be held for one additional month to allow for a more thorough study of the building damages and better understanding of the Renaissance Zone Program and the CORE Housing Incentive Grant. Mr. Tomanek stated that he met with Technical Advisor Whittey, Carl Hokenstad and Charlie Whitman to discuss the ability of the applicant to use insurance money received from the fire that occurred on May 15, 2013 by Norma Apartments, LLP to qualify for the CORE Housing Incentive Grant and the general consensus was to not allow insurance money to be considered when requesting a grant from the CORE Incentive Programs. Mr. Tomanek concluded by saying that he did inquire with the North Dakota Department of Commerce - Division of Community Services regarding the ability to qualify

as a Renaissance Zone project using insurance money collected; it was the opinion of the Renaissance Zone Program Manager to allow the insurance money collected to be used to qualify for Renaissance Zone project designation.

MOTION: A motion was made by Mr. Christianson and seconded by Ms. Smith to table the CORE Housing Incentive Grant request by Norma Apartments, LLP until such time as the applicant is ready to proceed. The motion passed unanimously with members Christianson, Huber, Magstadt, Keiser, Smith, Ubl and Walth voting in favor.

Secretary's note: The Norma Apartments, LLP CORE Housing Incentive Grant application has been withdrawn by the applicant; upon closer examination, the applicant has determined that the Renaissance Zone Program would be more beneficial than the CORE Housing Incentive Grant Program.

RENAISSANCE ZONE PROGRAM PROJECTS

307 North 3rd Street – Kadlec Enterprises, LLC – Rehabilitation

Mr. Tomanek stated that the applicants are proposing to construct a building addition to the south side of the existing facility. The building addition would consist of an 886 SF basement, a 1,149 SF first floor and an 865 SF second level with an additional 284 SF exterior deck on the second level. Additional capital improvements to the existing portion of the building include mechanical and electrical systems and a fire suppression system. Mr. Tomanek continued by saying that the building is located outside the boundaries of the Bismarck Historic District. The existing building has EIFS/Dry-vit material on the exposed exterior walls. The building addition would consist of EIFS to match the existing material, cedar lap siding and simulated stone veneer; a new entry canopy to connect both buildings, an aluminum storefront window and doors to match existing, and revisions to the existing façade to blend with the new façade. The deck will be constructed with sub-deck drainage with low-maintenance decking and the railings will be a combination of painted steel and tempered glazing. Mr. Tomanek noted that the Downtown Design Review Committee reviewed the proposed project on September 12, 2013 for compliance with the DC-Downtown Core zoning regulations. The Committee believes the proposed building addition project would fulfill the requirements of the zoning district through the use of complementary materials, colors, building scale and design.

MOTION: A motion was made by Mr. Keiser and seconded by Ms. Smith to recommend approval of the request for designation as a Renaissance Zone project by Kadlec Enterprises, LLC for the building at 307 North 3rd Street. The motion passed unanimously with members Christianson, Huber, Magstadt, Keiser, Smith, Ubl and Walth voting in favor.

111 North 5th Street – Fireflour, LLC – Lease

Mr. Tomanek stated that the applicant is proposing to expand the current restaurant to the adjacent space in the building; the additional area would increase the space occupied by Fireflour Pizza from 900 SF to 1,840 SF. Mr. Tomanek stated that the applicant intends to replace exterior storefront windows and one door, replace the ceiling, improve the HVAC system, add new lighting, update the electrical system and update the plumbing system. The applicant would be occupying space in a building that has not previously been classified as a Renaissance Zone project; therefore, the applicant is required to invest a minimum of \$30 per-square-foot in improvements to the space. The applicant has indicated an estimated of \$28,500. The average per-square-foot investment is \$30.32 in the new space only. Mr. Tomanek concluded by saying that the applicant indicated that has indicated that the project would be done during the winter of 2013/2014.

A discussion was held regarding the need for a second restroom facility for the restaurant. Brady Blaskowski noted that the occupancy rating would determine the need for additional restroom facilities.

A discussion was held regarding the proposed investment by the applicant and whether the amount proposed would be enough to warrant allowing the applicant to receive Renaissance Zone designation over the entire leased area (1,840 SF) or to allow the exemptions to be considered using only the additional leased area (940 SF). It was noted that the proposed investment would not be sufficient to allow the entire space to be designated as a Renaissance Zone project.

MOTION: A motion was made by Mr. Keiser and seconded by Mr. Magstadt to limit the state business income tax exemption to only that portion of the additional space (940 SF) only with the understanding that if additional expenses are necessary to renovate the expanded space that the project could be reconsidered by the Authority. The motion passed unanimously with members Christianson, Huber, Magstadt, Keiser, Smith, Ubl and Walth voting in favor.

VACANT TECHNICAL ADVISOR POSITION – Discussion

A discussion was held regarding the vacant technical advisor position. Mr. Whitman noted that the position is not one that needs the approval of the Mayor or the Board of City Commissioners; he stated that the Authority can select the Technical Advisor. Mr. Whitman also stated that the position does not have a length of term.

MOTION: A motion was made by Mr. Christianson and seconded by Mr. Keiser to select Morgan Andenas to fill the vacant Technical Advisor position. The motion passed unanimously with members Christianson, Huber, Magstadt, Keiser, Smith, Ubl and Walth voting in favor.

RENAISSANCE ZONE PROGRAM AND CORE INCENTIVE PROGRAM APPLICATION FEES

Mr. Tomanek stated that there are incurred costs with Renaissance Zone Program and CORE Incentive Program applications; he stated that costs include publishing legal notices in the Tribune and mailing letters to the adjacent property owners notifying them of the public hearing. Mr. Tomanek explained that the Planning Division is required to publish a legal ad in the Tribune, once per week for two weeks prior to each public hearing. Mr. Tomanek also stated that there are generally between 30 and 60 letters mailed out to adjacent property owners for each application.

Mr. Keiser noted that there aren't any programs where there is so much "bang for the buck" and a return on the investment being made to revitalize the downtown area.

Robert Graham indicated that he is concerned that application fees charged by local governments are a hidden revenue source from the general public's overview of the budgeting process. Mr. Graham stated that as a tax payer he doesn't like to see fees collected in excess of the necessary costs.

Mr. Huber noted that charging fees in excess of the known costs is not appropriate.

Chair Walth stated that the applicant should be responsible for the actual costs affiliated with publishing legal ads and adjacent property owner notification letters.

The general consensus of the Authority members present was to continue the discussion until the October meeting with the understanding that staff will provide information relating to the costs affiliated with Renaissance Zone and CORE Incentive Program applications.

BUILDING RESTORATION OPTIONS

Kate Herzog with the Downtowners Association distributed information relating to various methods of removing paint from historic brick buildings and tuck pointing the brick and mortar. Ms. Herzog noted that the company she has spoken with (Morris Painting & Decorating) uses a technique similar to sand blasting; however, the material is dry ice, not sand. Ms. Herzog also said that the average price per-square-foot to tuck point brick and mortar is approximately \$16.00.

Mr. Keiser asked if a building is more valuable if the historic brick is restored versus a building that is covered with EIFS or Dry-Vit. Ms. Herzog said that they often speak with individuals that are looking for historic buildings and higher lease rates can be commanded for historic buildings. Mr. Keiser asked Ms. Herzog to check into lease rates and building values in Fargo for a comparison.

ADJOURNMENT

There being no further business, Chair Walth adjourned the meeting of the Bismarck Renaissance Zone Authority at 5:00 p.m.

Respectfully Submitted,

Jason Tomanek
Recording Secretary

Curt Walth
Chairman

**BISMARCK RENAISSANCE ZONE AUTHORITY
STAFF REPORT**

BACKGROUND:		
Title: Norma Apartments, LLP – Rehabilitation		
Status: Renaissance Zone Authority	Date: October 15, 2013	
Street Address: 215 North 3 rd Street	Legal Description: Lot 20, Block 64, Original Plat	
Project Type: Rehabilitation	Renaissance Zone Block Number: Block 13	
Applicant: Norma Apartments, LLP	Owner: Norma Apartments, LLP	
Project Description: The applicant is proposing to rehabilitate the 18-unit apartment building that was damaged by fire. The proposed work includes rehabilitating the units and the accompanying hallways where the fire occurred, replacing the roof and insulation, redesigning the units with modern functionality and new electrical infrastructure throughout the building. Other improvements would be updates to the plumbing, heating, and ventilation systems and new insulation.		
PROJECT INFORMATION:		
Parcel Size: 3,500 square feet	Building Floor Area: 10,500 square feet	Certificate of Good Standing: In process
Assessed Value of Building: \$418,700 (building only)	Proposed Investment: \$704,226	Estimated Value w/Investment: \$450,000 (estimate)
2013 Property Taxes: \$6,948 (building only)	Estimated Property Tax Benefit: \$34,740 over 5 years (100%)	Estimated Income Tax Benefit: \$18,900 over 5 years
PROJECT REVIEW GUIDELINES:		
High Priority Land Use: Yes – apartments	Targeted Area: Yes – vacant/damaged building	Public Space/Design: N/A
Capital Investment: Yes - significant	New/Expanding Business: N/A	Historic Property: Yes – contributing
ADDITIONAL INFORMATION:		
<ol style="list-style-type: none"> The building is located within the Downtown Historical District and is considered a contributing historical structure. The building was constructed around 1916 and had originally contained seventeen one-bedroom apartments and one efficiency apartment. In 1937, highway and bridge contractor Milton Rue purchased the building and renamed it after his wife Norma, previously the building was known as the Rose Apartments. The property was damaged by fire on May 15, 2013 and has been primarily vacant as a result of the damage. 		
FINDINGS:		
<ol style="list-style-type: none"> The proposed use is consistent with the City's Renaissance Zone Development Plan. 		

(continued)

2. The proposed exterior rehabilitation would be sufficient to eliminate any and all deteriorated conditions on the exterior of the existing building; in particular, the building area damaged by fire will be cleaned and restored and the remaining exterior portions of the building have been inspected and found to be in good condition.
3. Using the 2013 assessed value of the building (\$418,700) and the proposed investment of \$704,226, the level of re-investment is approximately 60 percent. The minimum level of investment for rehabilitation projects is 50 percent of the assessed building value and \$40.00 per-square-foot. The proposed investment would calculate to approximately \$67.07 per-square-foot based on the total building square footage of 10,500.
4. The applicant anticipates that the exterior rehabilitation and renovation would be completed during the spring of 2014.

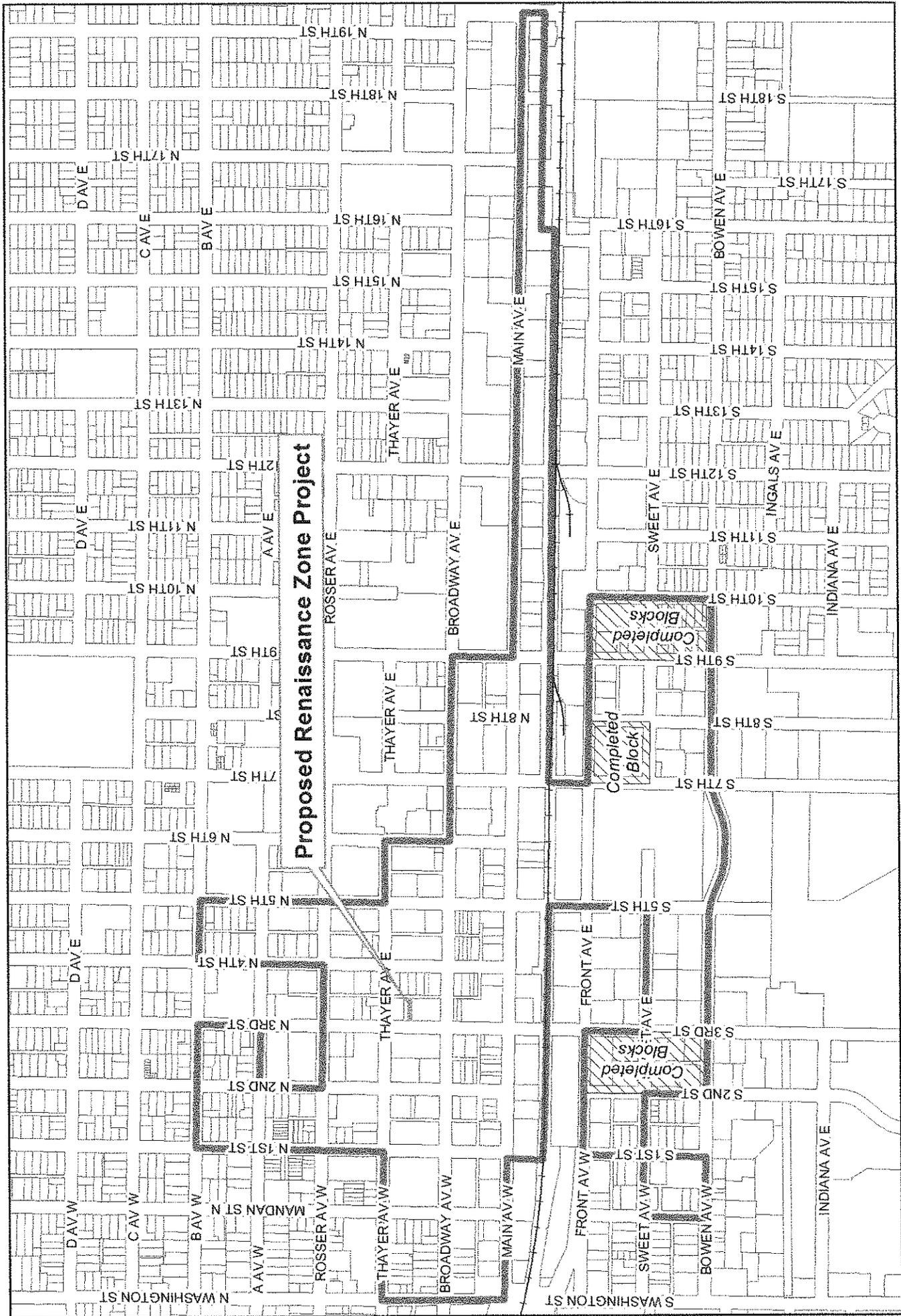
RECOMMENDATION:

Based on the above findings, staff recommends approval of the designation of the rehabilitation of the building at 215 North 3rd Street by Norma Apartments, LLP as a Renaissance Zone project, a 100% property tax exemption on the building and improvements for five years beginning with the date of completion, and an exemption from state tax on income derived from the business/investment location for five years beginning with the date of completion with the following conditions:

1. The project generally conforms to the project description.
2. All the necessary building and other required permits are obtained prior to commencement of the project.

PROJECT INFORMATION:			
Title: Norma Apartments, LLP		Project Type: Rehabilitation	
Current Valuation: \$418,700 (building only)		Proposed Investment: \$704,226	
MINIMUM CRITERIA:		Possible Points	Staff Rating
Proposals Involving a Purchase with Improvements:			
1	Use consistent with the Renaissance Zone Development Plan Specific goals: A1, A2 A3, D5, G1, G3, G4 and G5	20	20
2	Significant level of re-investment based on guidelines for rehabilitation projects Proposed re-investment total: 67%	20	20
Subtotal		40	40
PROJECT REVIEW GUIDELINES - REQUIRED:			
1	High Priority Land Use <ul style="list-style-type: none"> • Primary sector business • Active commercial, specialty retail and/or destination commercial • Mixed use development • Residential units, including single or multi-family units 	15	15
2	Capital Investment <ul style="list-style-type: none"> • Consideration for level of capital investment 	15	15
3	Targeted Area <ul style="list-style-type: none"> • Parcels that have been vacant or underutilized for an extended period • Parcels specifically targeted for clearance 	15	15
4	Relocation (vs. New or Expanding Business) <ul style="list-style-type: none"> • Relocation from within the downtown area (may not be eligible) • Relocation from a community outside Bismarck area (may not be eligible) • Maintaining existing business in the downtown area or expanding business 	15	15
Subtotal		60	60
TOTAL		100	100
PROJECT REVIEW GUIDELINES – OPTIONAL:			
1	Public Space/Design <ul style="list-style-type: none"> • Incorporation of civic or public spaces • Demonstrated commitment to strengthen pedestrian connections • Attention to streetscape amenities and landscaping • Attention to design and visual appearance 	10	10
2	Historic Preservation and Renovation <ul style="list-style-type: none"> • Within the downtown historic district • Contributing or non-contributing • Historic preservation component 	10	0
Additional Optional Points		20	10
TOTAL		120	110

215 North 3rd Street - Rehabilitation



Proposed Renaissance Zone Project

City of Bismarck - Community Development Department - Planning Division



This map is for representational use only and does not represent a survey. No liability is assumed as to the accuracy of the data delineated hereon.

October 2013

September 27, 2013

Renaissance Zone Authority
c/o Bismarck Planning Department
221 North 5th Street
Bismarck, ND 58501

RE: Norma Building Renaissance Zone Application

Members of the Renaissance Zone Authority:

Norma Apartments, LLP is pleased to provide the following information, in addition to our Application, for your consideration in reviewing our request for the assistance from the Renaissance Zone Program.

Property Information

The Norma building was built in 1916 with the original layout consisting of 17 one-bedroom units and 1 efficiency unit. Originally known as the Rose apartments, it was later renamed after highway and bridge contractor Milton Rue purchased it. "Norma" was his wife's name and he continued to manage the building as an investment property for many years. Now 97 years old, the building was still being used to this day as an apartment building and represents approximately 9% of downtown Bismarck's total rental unit population.

Project Description

The project has 3 main components. The floor plan will be scrutinized in order to make improvements to the design and functionality of the existing rental units, making the Norma Apartments more desirable to potential tenants' modern needs. Substantial infrastructural improvements will be made to the building as well and the parts of the Norma building damaged in the recent fire will be completely rehabilitated.

Rehabilitation and Improvements

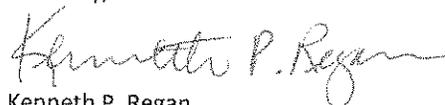
The project will start with rehabilitation of the fire damaged units and their accompanying hallways. The roof and insulation will also be completely replaced and the building will be cleaned of smoke damage. In addition to the rehabilitation, the apartment units will be redesigned with modern functionality in mind and new electrical infrastructure will be installed throughout the entire building. Finally, substantial investments will be made to improve the plumbing, heating, insulation and ventilation to the building.

Renaissance Zone Goals & Objectives

Norma Apartments, LLP believes this is a worthy project to continue to promote housing in the heart of Bismarck and its growing business district. Rather than demolish this building and turn it into surface parking, this improvement and rehab will make it more desirable to potential tenants and will help keep housing available in downtown Bismarck where the area is underserved. Also, being 97 years old, the Norma building holds significant historical value to the downtown district and will maintain the already rich architectural heritage of downtown.

Thank you for considering our proposal and application.

Sincerely,



Kenneth P. Regan
Managing Partner
Norma Apartments, LLP

1st Floor East Apartment F

Demolition to all interior walls, 4 windows, kitchen and bathroom underlayment and sub floor. New framing will consist of 2x4 interior walls with same layout as original. New framing of 2x4 exterior walls; 4 LVL floor joists, sistered to existing. ¾" plywood sub floor in the kitchen & bathroom and ¾" UL plywood in the kitchen & bathroom. New window bucks on exterior window, and wood framed drop ceiling in the bathroom to enclose plumbing. Thermal and sound insulation will consist of 3 ½" of insulation on exterior walls with vapor barrier and 3 ½" of sound insulation on apartment divider walls and hallway walls. New sheetrock to include RC channel on ceiling, apartment divider wall, hallway walls, and 5/8" sheetrock on all walls and ceilings. New doors will include 1, 3/0 redi frame entrance door, 2, 2/6 hollow core prefinished doors and 1, 3/0 hollow core prefinished closet door with baseboard door stops on all doors. New windows will include 4, double hung vinyl windows. Baseboard will be updated with prefinished baseboard for the entire unit. Cabinets and closet shelving to include kitchen lower and upper cabinets, kitchen counter top, 2' bathroom vanity, 2' cultured marble top with sink and 12" closet shelving with closet pole.

1st Floor 2nd Apartment E

Changes to Apartment E coincide with Apartment F with the exception that only 3 windows are present in the unit that need demolition and replacement.

1st Floor Hallway

New sheetrock on all walls and ceiling on approximately 40' of hallway. New windows will include 2, double hung vinyl windows. New doors will include 1, 3/0 redi frame entrance door. A new suspended ceiling will be constructed.

2nd Floor East Apartment L

Changes to Apartment L coincide with Apartment F with the exception that framing will require 6 LVL floor joists

2nd Floor 2nd Apartment K

Changes to Apartment K coincide with Apartment F with the exception that only 3 windows are present in the unit that need demolition and replacement and only the bathroom and ½ the bedroom require underlayment and subfloor.

2nd Floor Hallway

Changes to the 2nd Floor Hallway coincide with the 1st Floor Hallway with the exception that 80' of the hallway requires these changes.

3rd Floor East Apartment R

Changes to Apartment R coincide with Apartment F with the exception that the entire unit needs underlayment and subfloor.

3rd Floor 2nd Apartment Q

Changes to Apartment Q coincide with Apartment F with the exception that only 3 windows are present in the unit that need demolition and replacement and the kitchen, bathroom and bedroom need underlayment and subfloor.

3rd Floor 3rd, 4th, 5th Apartments P, O, N

Changes to Apartments P, O & N do not require demolition of any subfloor or framing work for new subfloor, but otherwise coincide with Apartment F changes.

3rd Floor West Apartment M

Changes to Apartment M coincide with Apartment F with the exception that demolition and reconstruction of the subfloor is unnecessary and no demolition is necessary for the existing window frames.

3rd Floor Hallway

Demolition is required for 4 window locations. New sheetrock will be placed on the walls and ceilings. 6 new windows will be installed and a new suspended ceiling will be constructed.

Roof

The roof deck (58'x24') and ceiling joists and rafters on 58' of roof will need to be demolished. New framing will consist of 10" LVL rafters, 6" LVL ceiling joists and ¾" plywood roof deck for 58'x24' section of the roof. A ½" plywood on parapet wall for 60' will also be required. New insulation will consist of 18" of blown insulSAFE insulation.

Misc Repairs

The 3rd floor railing will need to be repaired. All railings will have touchups and varnishing. A 12' section of wall in basement for electrical panels will be repaired and the ceilings in the basement will be repaired in the area of joist repairs.

Electrical

Replacement of electrical wiring due to fire in burnt areas and rewire remainder of building to meet current electrical and fire codes.

Plumbing, Heating and Gas Line

Install new waste, vent & pex domestic water piping in each unit. Install new gasite gas piping as required. Fire caulk as required to code. Install new hot water heat radiation & enclosure & required piping to basement (also in hallways – 3 floors). Install new hot water heat controls in each unit (and each floor). Other miscellaneous repairs include new piping from existing in basement for east units on all 3 floors; remaining west units on 3rd floor will tie new waste and vent into existing in 2nd floor ceiling; water lines to 4 units on 3rd floor will run in hallway & serve each unit through drop ceiling; radiation in hallways and west 4 units on 3rd floor will tie into existing supply & return piping.

Ventilation

East system – 1 roof mounted exhaust fan, 1 fabricated roof curb. Complete duct system to 6 bathrooms

Middle system – Changes coincide with east system with the exception that ductwork will be connected to 3rd level bathrooms and to existing chase serving lower level bathrooms

West system – Changes coincide directly with middle system

SEP 27 2013

Norma Apartments			
215 N 3rd St			
Bismarck, ND 58504			
September 27, 2013			
Renovation, Rehabilitation & Building Upgrades			
Expense Category	Amount		
Acoustical Treatments	\$18,046.28		
Appliances	\$15,832.93	N/A	JT
Cabinetry	\$34,736.29		
Cleaning	\$22,654.11		
Concrete & Asphalt	\$12,739.49		
Doors	\$29,798.91		
Drywall	\$34,002.21		
Electrical	\$50,560.08		
Electrical - Special Systems	\$7,804.28		
Finish Carpentry / Trimwork	\$14,951.63		
Finish Hardware	\$11,164.26		
Fire Protection Systems	\$4,713.97		
Floor Covering - Carpet	\$17,229.85		
Floor Covering - Vinyl	\$9,880.59		
Framing & Rough Carpentry	\$67,881.20		
General Demolition	\$36,314.52		
Heat, Vent & Air Conditioning	\$25,287.37		
Heavy Equipment	\$9,286.69		
Insulation	\$17,560.43		
Interior Lath & Plaster	\$14,287.53		
Labor Only	\$42,243.01		
Light Fixtures	\$7,929.11		
Moisture Protection	\$6,126.53		
Painting	\$43,462.38		
Paneling & Wood Wall Finishes	\$16,803.18		
Permits And Fees	\$36,561.41	N/A	JT
Plumbing	\$51,429.65		
Roofing	\$52,110.23		
Steel Components	\$5,319.59		
Temporary Repairs	\$18,266.47		
Windows - Vinyl	\$21,636.86		
	\$756,620.92		

\$704,226.50 JT



ARCHITECT
1414
Bismarck, ND 58501
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PRELIMINARY
NOT FOR
CONSTRUCTION

NORMA BUILDING
215 N 3RD STREET
BISMARCK, NORTH DAKOTA

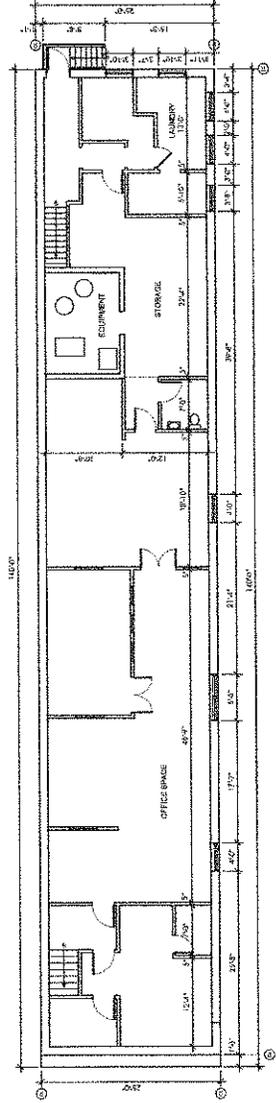
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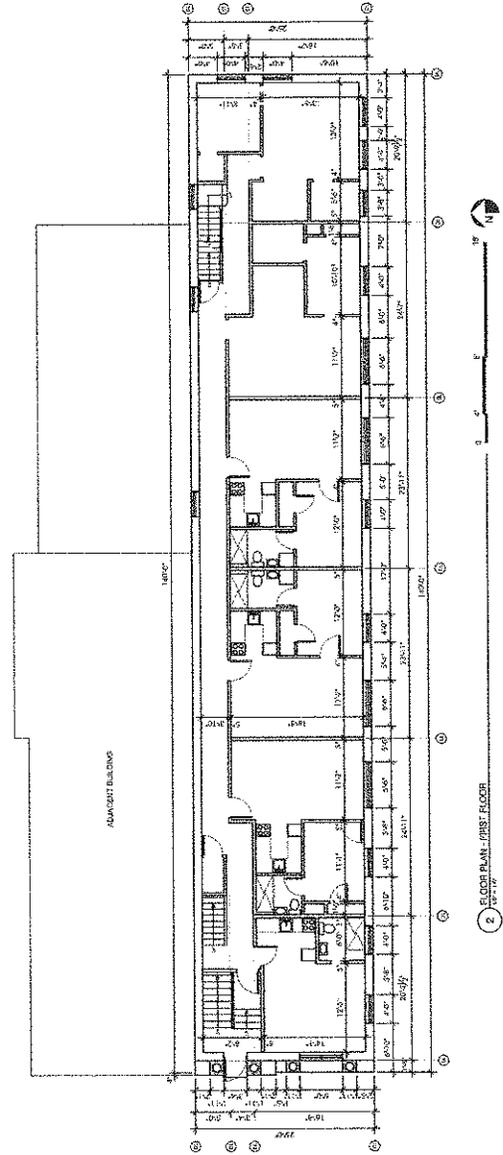
DATE
2013.10.07

DRAWING NAME
BASEMENT &
FIRST FLOOR PLAN

DRAWN BY: CAP
SHEET NUMBER
A201



1 FLOOR PLAN - BASEMENT
18'-0" x 110'-0"



2 FLOOR PLAN - FIRST FLOOR
18'-0" x 110'-0"

RECEIVED

OCT - 5 2013



ARCHITECT
1445 14TH ST
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NORMA BUILDING
215 N 3RD STREET
BISMARCK, NORTH DAKOTA

PROJECT NUMBER
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DATE
2013.10.07

DRAWING NAME

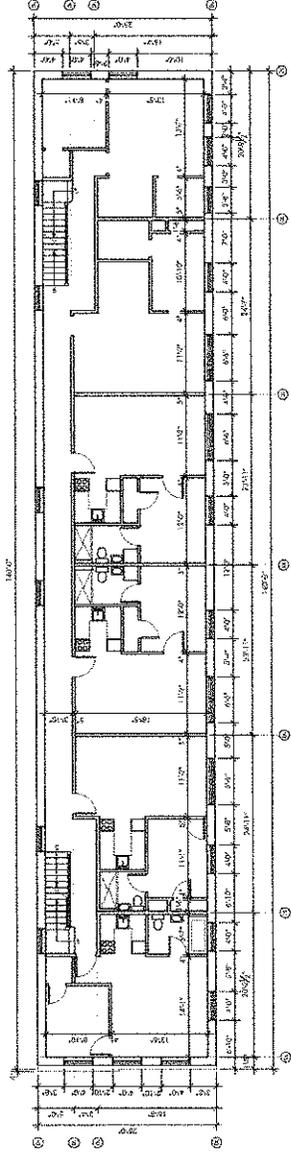
**SECOND & THIRD
FLOOR PLAN**

DRAWN BY: CAP

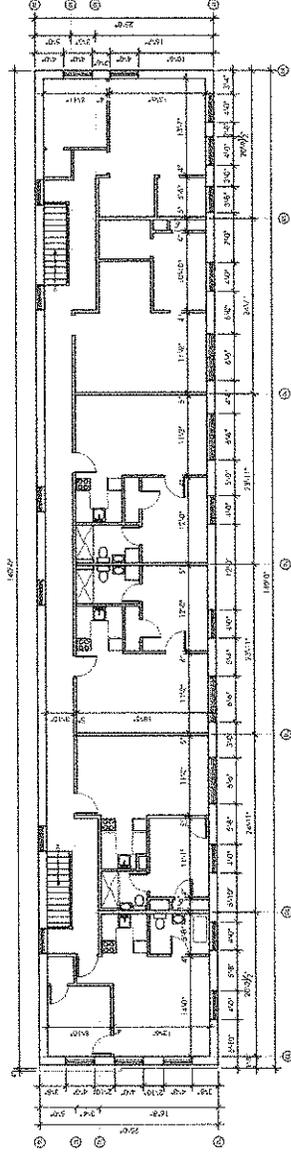
SHEET NUMBER

A202

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1 FLOOR PLAN - SECOND FLOOR



2 FLOOR PLAN - THIRD FLOOR



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NORMA BUILDING
215 N 3RD STREET
BISMARCK, NORTH DAKOTA

PROJECT NUMBER
2013.27

PHASE
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DATE
2013.10.07

DRAWING NAME
ROOF PLAN

DRAWN BY: CAP
SHEET NUMBER

A801

DATE PLOTTED: 10/10/07 10:58 AM BY: CAP

