

Action Required: Submit drawings or detailed report/spec to demonstrate compliance. A separate review for CPTED requirements must be performed. Permit will not be issued until CPTED review is approved.

Per email and phone conversations between Nicole Rezai of Klover Architects and Joe Frogge it was determined that the below narrative response will suffice.

Section 9.120. Bank/Financial Services

A. Lighting requirements – light levels shall be in accordance with the following standards:

- 1. Indoor-lobby – Light levels of sufficient intensity to provide for high resolution video data recording from the digital video surveillance cameras in accordance with the camera manufacturer's specifications.**
Remodel lighting levels are the same as the existing lighting levels which are in accordance with the camera monitoring manufacturer's specifications.
- 2. Outdoor – Minimum lighting levels of 5 footcandles shall be maintained at the stores entrance or shall be sufficiently lit to provide for high resolution video data recording of outside activity within 50 feet of the store entrance.**
All existing exterior lighting is to remain with no modifications with this scope or work.

B. Employee protection required.

- 1. Hard-wired phone shall be installed inside walk-in vaults or other emergency measure shall be provided that is acceptable to the CPTED review committee.**
Mazuma requests a waiver on this requirement as penetrating the existing vault would not only be costly, the likelihood of being shut it said vault is minimal. The vault can be opened from the inside as a standard safeguard. If waiver is not granted Mazuma will install a hard-wired phone during the remodel process.
- 2. Banning disguises, i.e., no caps, sunglasses or visors, etc.**
Mazuma has signage to this point in place at all of its locations.

C. Video surveillance camera(s), two-color digital high definition, required:

- 1. To maintain view of cash register counter**
Mazuma is upgrading its surveillance and alarm package as a part of this remodel. Each teller work station will have full color coverage.
- 2. To maintain view of all public and/or employee entrances into building/tenant space**
Mazuma has coverage on both the interior and exterior at entrances to the facilities.
- 3. To maintain view of customers leaving via a door mounted pin hole camera to be positioned at a height of between 4 and 5 feet from the bottom of the door**
Mazuma will have a height strip camera covering the public entrance into the building.

4. **Capable of providing a minimum storage of 30 days of video surveillance data**

Mazuma retains a minimum of 90 days of activity.

D. Alarm System required

1. **Alarm system shall be monitored off-site**

Mazuma's alarms are monitored by a third party off-site provider.

Alarms include a backup cellular panel.

2. **Silent panic alarm shall be provided at each cash register**

Response below item D.4

3. **Each teller and each employee directly accessible to the public shall be provided a remote alarm to wear on their person**

Response below item D.4

4. **Provide alarm activation inside walk-in vaults**

To limit exposure and detour robbery, Mazuma uses cash recyclers and dispensers instead of traditional teller drawers. Mazuma has previously met requirements 2-4 of this section previously, but due to the frequency of false alarms and remotes being removed from the branch, we have removed this capability. We request a waiver for requirements 2 – 4 on Section D, especially as our operating guidance is to ensure all perpetrators be gone from the premise prior to activating any alarm device. Mazuma teaches to call 911 and provide quality information that cannot be provided by alarm device itself. It's program is Safe Catch.

- E. Automatic door lock required. An Automatic door lock capable of being locked from any cash transaction counter shall be provided.**

Mazuma requests a waiver for this to be required for the remodel as no work is to be done on the ADA assist doors. The doors can all be locked remotely should this be necessary. A part of Safe Catch is to ensure all parties involved in a situation be out of the facility before any alarms are activated and the doors are physically locked to help mitigate any hostage type situation.

F. Visibility maintained

1. **Unobstructed line of sight shall be maintained at all times from the cash register to the front door.**

Unobstructed line of sight has been maintained from the front door to the teller stations.

2. **Window areas shall be free from posters, flyers and other such visibility blockers**

All window areas will be kept free from posters, flyers and other such visibility blockers.

- G. Height strips shall be required at each public entrance in direct view of employees**

Existing height strips on entrance doors are to remain.

- H. "No Loitering/trespass" signs shall be posted at the front entry to the building**

Mazuma will incorporate this into required signage.

- I. Annual review required.
 1. An annual review of security measures shall be performed by each establishment with assistance from the Police Department
 2. In the event of a robbery, the establishment where the robbery occurred shall, within 15 days of the event, schedule a review of security measures with the Police Department to determine steps to be taken to help deter additional robberies including, but not limited to, adding surveillance cameras, adding new lighting or increase the amount of existing lighting, adding a bullet resistant glass bandit barrier or man trap, adding landscaping for controlled access, etc.
 3. In the event of an additional robbery where the Police Department's recommendations have not been implemented from a previous robbery, grounds may exist for revocation of the business license.
Items 1-3 have been noted and requirements will be followed.

Fire Plan Review

1. 2012 IFC 505.1 – Address numbers. New and existing buildings shall have approved address numbers, building numbers or approved building identification placed in a position that is plainly legible and visible from the street or road fronting the property. These numbers shall contrast with their background. In Multi-tenant commercial building where tenants have multiple entrances located on different sides of the building, each door shall be addressed. Address numbers shall be Arabic numerals or alphabet letters. Numbers shall be a minimum of 4 inches (102 mm) high with a minimum stroke width of 0.5 inch (12.7 mm).

Action Required: (verified at inspection) Post the numeric address of 1155 on the building in a contrasting color to the background. Address shall be readable from the roadway (Douglas St.)

Existing building address numbers comply with the above stated and are located on the storefront glass above the entrance door.

2. 2012 IFC 906.2 – General requirements. Portable fire extinguishers shall be selected, installed and maintained in accordance with this section and NFPA 10.

Action Required: (verified with inspection) Provide a minimum of two 2A-10BC fire extinguishers. (rating 5 lb)

Refer to sheet CVR – a note has been added to comply with the above requirement.

3. **2012 IFC 906.5 – Conspicuous location.** *Portable fire extinguishers shall be located in conspicuous locations where they will be readily accessible and immediately available for use. These locations shall be along normal paths of travel, unless the fire code official determines that the hazard posed indicates the need for placement away from the normal paths of travel.*

Action Required: (verified at inspection) *Mount the fire extinguishers on a normal path of travel close to an exit. The travel distance to an extinguisher shall be a maximum distance of 75 feet from anywhere within the business.*

Refer to sheet CVR – a note has been added to comply with the above requirement.

This concludes our response to your comments. Please feel free to give us a call should you have any further questions or concerns.

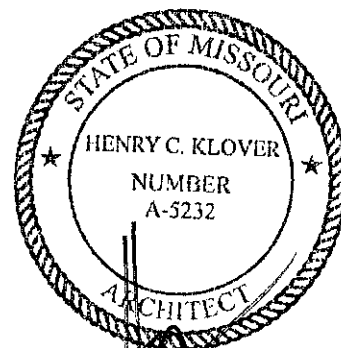
Sincerely,

Henry C. Klover
President

MO State Architect License #: 005232

CC: Joe Goss, Debbie Baumann

Attachments: CVR, A400 (REVISED PER OWNER COMMENT)



DATE SIGNED APR 14 2017