



CITY PLANNING DEPARTMENT

MEMORANDUM

DATE: FEBRUARY 11, 2022

TO: DESIGN REVIEW COMMITTEE
JARED FLICK, PARKS, RECREATION, & FORESTRY DEPARTMENT
JAMES MAKEPEACE, MAKEPEACE ENGINEERING, INC

FROM: TIM ACKLIN, PLANNING & DEVELOPMENT DEPARTMENT

SUBJECT: COMMERCIAL DESIGN REVIEW PROJECT
CARROLL PARK CONCESSION/RESTROOM BUILDING- 1502 MARCO DR

Design Review Committee Members:

Cory Brandl, Police Department
Tim Acklin, Planning & Development Department
Matt Gallager, Engineering Department
Yuri Nasonovs, Engineering Department
Andrew Berzinski, Eddie Young Fire Department- Division of Fire Protection and Build Safety
Jason Riley, Fire Department- Division of Fire Protection and Building Safety
Brian Asp, Stormwater Utility
Kyle Soden, Fire Department- Division of Fire Protection and Building Safety
Bernie Lenz, Utilities Department
Dan Trussoni, Parks, Recreation, and Forestry Department
Jamie Hassemer, Engineering Department
Stephanie Sward, Engineering Department
Cullen Haldeman, Engineering Department

On February 4, 2022 plans were submitted to the Design Review Committee for preliminary review of the Carroll Field Concession/Restrooms Building located at 1502 Marco Dr. The following comments/feedback have been provided and will need to be addresses prior to any permits being issued.

All revised plans in accordance with this memo must be submitted to the Planning and Development Department for review, unless otherwise stated. No permits will be issued for this project by the Division of Fire Prevention and Building Safety until they receive written confirmation/approval from the Planning and Development Department.

Requirements Prior to Issuance of a Demolition or Footing & Foundation Permit

- 1) Approval of a Certified Survey Map. (If applicable)
- 2) Combination of parcels for project site. (If applicable)
- 3) Approval of Final Plans from the Engineering Department.
- 4) Approval of Final Plans from the Utility/Water Department.
- 5) Approval of Final Plans from the Division of Fire Prevention and Building Safety (Inspections)

Requirements Prior to Issuance of a Building Permit

- 1) Approval of Final Plans from the Planning and Development Department.

Requirements Prior to Issuance of an Occupancy Permit

- 1) A Letter of Credit in the estimated cost amount of the proposed landscaping has been submitted to the Planning and Development Department to guarantee the proper installation and growth of all landscape improvements proposed in the approved Landscape Plan **OR** all proposed landscaping in the approved Landscape Plan has been installed.
- 2) A stamped letter of substantial completion from the design engineer of the project within 10 days of completion.
- 3) Field review and approval of the completed stormwater management facility by the City's Utilities Department.

Engineering Department - (Contact-Matt Gallager-789-7392, Stephanie Sward-789-8171, Jamie Hassemer- 789-8182, Cullen Haldeman- 789-8185)

- 1) (Jamie Hassemer)- Plans indicate proposed exterior lighting. Will need a photometric plans and light specifications as part of the final design review.
- 2) (Cullen Haldeman) Reminder for the contractor that all sidewalks leading up to the building should not exceed 2% cross slope or 5% running slope. All sidewalk around the building should be within 2% any direction.
- 3) Plans indicate that the water service is the same as the sprinkler system. Is that permitted?

Community Risk Management (Building and Inspections Department) (Contact-Mike Suntken- 789-7582, Jason Riley- 789-7585)

- 1) The plans that were submitted are floodplain compliant, nothing further needed from floodplain.
 - a. BFE at project site – 641.82
 - b. Proposed Finished Floor Elevation – 645.69
 - c. Proposed Lowest Adjacent Grade (FG on plans) – 645.61
- 2) (Optional) They could remove the structure from the floodplain with a LOMR-F. If they choose to do so, I will need:
 - a. A compaction report showing the ground was compacted to 95% after all grading is completed, but before the foundation work begins. (Technical Bulletin 10-01)
 - b. the completed LOMR-F application showing the Lowest Adjacent Grade of the finished structure is at least 643.82.
- 3) Separate demo permit w/ sign-offs for existing structure must be submitted along with the final building plans for the new structure prior to demolition.
- 4) Separate permits required for any fencing or signage
- 5) Compaction testing and report will be needed for all structural fill.

- 6) No silt fence or tracking pad is shown on the erosion control plan. erosion control will need to be in place and inspected prior to the start of demolition.
- 7) On sheet 17 the correct building code year is 2015, not 2012. it should also be noted that ICC a117.1-2009 will be used for the Accessibility code
- 8) one of the serving windows will need to be at an accessible serving counter height per the requirements of Section 904 of ICC A117.1-2009
- 9) The stall door in the men's restroom cannot swing into the available clear space.
- 10) accessible seating will be required in the picnic area
- 11) more interior elevation views of the accessible components will be required on the final drawings.
- 12) State Plumbing review is required for the interior.
- 13) If service is to be private State review is also required.
- 14) Look into water service as stated under Engineering #3.

Police Department- Cory Brandl-789-7206

- 1) No comments were provided at this time.

Planning Department-(Contact-Tim Acklin-789-7391)

- 1) No concerns at this time.

Utilities Department- (Bernie Lenz-789-7588, Brian Asp- 789-3897)

- 1) Comments will be provided the week of February 14, 2022.

Engineering Department (Stormwater) - (Contact-Yuri Nasonovs-789-7594)

- 1) Storm Water Management Plan:
 - a) Submit Permit application form, draft of the maintenance agreement (will be signed by the Park Director without recording).
 - b) Modeling to be revised to comply with in-fill requirements. All BMPs should be labeled and detailed to confirm with the model.
 - c) Provide diagram and explanations how stormwater will be handled up to 100-year event.
 - d) Is additional 12" pipe is really necessary? Check for the design alternatives to save money for the city.
- 2) Utilities (to add to the Utilities Department future comments):
 - a) All proposed sewer mains to be per city standard details and specifications.
 - b) Please note that sanitary sewer lateral should be only connected directly to the main, not MH. Connection shall be per city standard detail.
 - c) Plans showing existing storm infrastructure connection (from the West) to the proposed main. Is this private (owned and operated by the Park Department) or public (owned and operated by the Sewer Department for the city) infrastructure? Engineering Department has no records of this infrastructure in case if it's public. Please clarify and provide as-builts in case it's public that we can update our records.
 - d) Existing water service has to be investigated and determined if it's still usable. If not, new service has to be per city standard detail.
- 3) Water Quality Management Letter has to be obtained for this project (new institutional building) for the submittal to the State. Submittal requirements can be found on our web site (under Engineering Department Services). \$100 review fee will be waived for this project.
 - a) Proposed building has to be above flood plain elevation for the letter to be issued.

Fire Department- (Contact-Kyle Soden 789-7271)

- 1) No comments or issues at this time.

Parks, Recreation, and Forestry- (Contact-Dan Trussoni 789-4915)

- 1) No comments or issues at this time.