



## CITY PLANNING DEPARTMENT

### MEMORANDUM

**DATE:** NOVEMBER 22, 2023

**TO:** DESIGN REVIEW COMMITTEE  
JIM FLOTTMEYER, PARKS, RECREATION, & FORESTRY DEPARTMENT  
JAMES MAKEPEACE, MAKEPEACE ENGINEERING, INC

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

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Design Review Committee Members:

Linnea Miller, Police Department  
Tim Acklin, Planning & Development Department  
Matt Gallager, Engineering Department  
Yuri Nasonovs, Engineering Department  
Mike Suntken, Fire Department- Division of Community Risk Management  
Jason Riley, Fire Department- Division of Community Risk Management  
Brian Asp, Utilities Department  
Bee Xiong, Fire Department- Division of Community Risk Management  
Leah Miller, Parks, Recreation, and Forestry Department  
Jamie Hassemer, Engineering Department  
Stephanie Sward, Engineering Department  
Cullen Haldeman, Engineering Department

On November 15, 2024 revised plans were submitted to the Design Review Committee for review of the Carroll Park Concessions/Restrooms Building located at 1502 Marco Dr. The following comments/feedback have been provided.

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) Please submit a Lighting & Photometric Plan if exterior lighting is proposed. City Standards for lighting needs to be followed. No ground rods. Follow conduit and wiring standards. (Jamie Hassemer)
- 2) No traffic related comments. (Stephanie Sward)
- 3) Comment from last review. 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. (Cullen Haldeman)

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

- 1) Permits required for demo of existing structure, construction of the new building and land disturbance as well as for any fencing or signage that may be installed.
- 2) Plumbing, HVAC and electrical permits are also required.
- 3) Soil engineering reports will be required for any structural fill.
- 4) I'm confused by the drawing set as some plan views show an open area at the front of the building for seating and others do not. There are also details for helical piers but no indication as to where those piers are located. If there are to be helical piers, I will need the installation report submitted by the licensed installer.
- 5) Final drawings will be required with the permit applications. These drawings should include a Code Data sheet as well as all necessary details and dimensions. An HVAC plan and will also be required. Any sheets that reference the previous design should be removed or modified accordingly.
- 6) Since the building is not a construction type covered under our Building Code, an engineer or architect must stamp the plans showing the building meets the design requirements of the 2015 IBC and any other applicable Codes.
- 7) Accessibility requirements should meet the requirements of ANSI A-117.1-2009.
- 8) The project must meet all flood plain requirements.
- 9) Everything must be open trenched. (Jason Riley)
- 10) Revise State Plumbing Plans. (Jason Riley)

**Police Department- Linnea Miller-789-7205**

- 1) No comments at this time.

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

- 1) No comments at this time.

**Utilities Department- Brian Asp- 789-3897)**

- 1) No comments at this time.

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

- a) Applicant stated that a revised plan will be submitted to determine what has changed and what is needed.

**Fire Department- (Contact- Bee Xiong 789-7260)**

- 1) No comments at this time.

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

- 1) No comments at this time.