



## CITY PLANNING DEPARTMENT

### **MEMORANDUM**

**DATE:** FEBRUARY 4, 2022

**TO:** DESIGN REVIEW COMMITTEE  
JEREMY TOMESH, SEH INC

**FROM:** TIM ACKLIN, PLANNING & DEVELOPMENT DEPARTMENT

**SUBJECT:** COMMERCIAL DESIGN REVIEW PROJECT  
CCF BANK- 141 7TH STREET S.

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Design Review Committee Members:

Cory Brandl, Police Department  
Tim Acklin, Planning & Development Department  
Matt Gallager, Engineering Department  
Yuri Nasonovs, Engineering Department  
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

On January 28, 2022 plans were submitted to the Design Review Committee for final review of plans for CCF Bank located at 141 7<sup>th</sup> Street S. 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 (Traffic)** - (Contact-Matt Gallager-789-7392, Stephanie Sward-789-8171, Jamie Hassemer- 789-8182, Cullen Haldeman 790-0301)

- 1) Southside of building light levels need to be increased to one candle foot candle average. (Jamie Hassemer)
- 2) Need utility connection details
- 3) Include dimensions of parking stalls
- 4) ADA stalls need to be 8.5 feet
- 5) Label ADA van space
- 6) Dimension of angle parking on east side of building need to be a rectangle
- 7) Bollards or parking blocks for parking spots adjacent to grass area or sidewalk
- 8) Sidewalk that is replaced needs to comply with ADA slope requirements cross slope and running slope and if curb ramps are replaced.
- 9) The demolition/removal plan shows the entire parking lot being removed. This will trigger a need for the entire site to comply with parking standards. (Please note that non-compliant parking is only allowed to stay if the surface and arrangement of spaces are not changing at all.) Therefore, we need substantial tweaks to the parking lot and arrangement of spaces, as follows:
- 10) 5-foot buffer/setback required from property lines for all parking (except along the alley).
- 11) Parking spaces may not be in front of the front line of the building. 7th Street seems like the critical side, as you realistically need to keep spaces on the King Street side. Please note that that can be done, but requires a requested exemption to standards from the Council, since to cover the fact that this is a corner property and.)
- 12) Vision corners must be addressed at driveway points. (Stephanie mentioned this, too.)
- 13) Removal and replacement of public sidewalk should specify material and depth of sidewalk, or include or reference City specifications and details.
- 14) Temporary traffic control would be needed for temporary closure of sidewalk for utility hookups. (Or note that it will be required and provided by the contractor as part of the Excavation Permit during construction.)

**Division of Fire Protection and Building Safety** (Building and Inspections Department)

(Contact-Eddie Young- 789-7582, Jason Riley- 789-7585)

- 1) State plan review required for Plumbing due to more than 16 fixtures.
- 2) Existing pole sign will be refaced – sign permit will be needed for pole and wall signs.
- 3) Plumbing - include storm and service lines in plans
- 4) Stamped plans for building and HVAC needed.

**Police Department-** Cory Brandl-789-7206

- 1) No concerns have been provided.

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

- 1) Must provide windows, trim, door calculations of the facades facing 7<sup>th</sup> Street and King Street. Must equal 20% of the façade.
- 2) Plans indicate that the parking lot will be removed. If there is a reconstruction of the parking lot then parking lot setbacks and green space requirements must be met. This includes the 5ft buffer from property lines, green space islands, etc. Must meet Section C of the design standards.

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

- 1) No comment

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

- 1) Request letter clarifying scope regarding removal or lack of removal of asphalt surfaces on the parking lot.

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

- 1) Requested to have a KNOX box installed.

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

- 1) No Comments