



## CITY PLANNING DEPARTMENT

### MEMORANDUM

**DATE:** FEBRUARY 4, 2022

**TO:** DESIGN REVIEW COMMITTEE  
JEREMY TOMESH, SEH INC – Responses in red below

**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) N/A
- 2) Combination of parcels for project site. (If applicable) N/A
- 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) – **Photometrics updated and provided. Site now meets requirements**
- 2) Need utility connection details – **added to the plans**
- 3) Include dimensions of parking stalls – **dimensions added**
- 4) ADA stalls need to be 8.5 feet – **stall increased to 9-ft.**
- 5) Label ADA van space – **sign added**
- 6) Dimension of angle parking on east side of building need to be a rectangle – **dimension added**
- 7) Bollards or parking blocks for parking spots adjacent to grass area or sidewalk – **added**
- 8) Sidewalk that is replaced needs to comply with ADA slope requirements cross slope and running slope and if curb ramps are replaced. – **slopes comply**
- 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: **The scope of the parking lot work is to remove only the asphaltic surface, and repave. Base course to remain in place.**
- 10) 5-foot buffer/setback required from property lines for all parking (except along the alley). **A 5-ft. buffer has been added along the 7<sup>th</sup> St. side. For the King St. side, in order to get the buffer, we'd need to remove the planned landscaping along the south elevation of the building, and likely narrow the sidewalk along the building. Parking blocks added along King St. Since the parking lot work could be considered a maintenance activity, and the site is not being re-developed, can this requirement be exempt?**
- 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.) **Is a formal request from the design consultant needed, (i.e. letter)?**
- 12) Vision corners must be addressed at driveway points. (Stephanie mentioned this, too.) **Layout attached. More discussion on this, if needed.**
- 13) Removal and replacement of public sidewalk should specify material and depth of

sidewalk, or include or reference City specifications and details. **Material and depth added to the plans to match City specifications.**

- 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.) **Note added to the plans requiring the contractor to include closure plan with their excavation permit.**

**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. **State approval granted.**
- 2) Existing pole sign will be refaced – sign permit will be needed for pole and wall signs. **Noted.**
- 3) Plumbing - include storm and service lines in plans. **Included.**
- 4) Stamped plans for building and HVAC needed. **Noted.**

**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. **Calculations provided. See attached. Existing windows are in good condition and are being left in place. Due to the location of existing plumbing, bathrooms, and mechanical, etc., the ability to add windows on the 7<sup>th</sup> Street and King Street elevation isn't feasible under the current floor plan. Does the owner have the opportunity to request an exception?**
- 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. **Going back to earlier discussions, with the project scope being a remodel and a simple resurface of the existing parking lot (maintenance), the design team had the understanding that the project would be exempt from this requirement.**

**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. **Letter attached.**

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

- 1) Requested to have a KNOX box installed. **Acknowledged.**

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

- 1) No Comments