



CITY PLANNING DEPARTMENT

MEMORANDUM

DATE: JANUARY 19, 2024

TO: DESIGN REVIEW COMMITTEE
CODY CHELMINIAK, RIVER ARCHITECTS
MIKE SWINGHAMMER, RIVER ARCHITECTS

FROM: TIM ACKLIN, PLANNING & DEVELOPMENT DEPARTMENT

SUBJECT: COMMERCIAL DESIGN REVIEW PROJECT
FOREST HILLS PAVILION (600 LOSEY BLVD N)

Design Review Committee Members:

Cory Brandl, Police Department
Tim Acklin, Planning & Development Department
Matt Gallager, Engineering Department
Yuri Nasonovs, Engineering Department
Kelsey Hanson, Fire Department- Division of Fire Protection and Build Safety
Jason Riley, Fire Department- Division of Fire Protection and Building Safety
Brian Asp, Utilities Department
Bee Xiong, Fire Department- Division of Fire Protection and Building Safety
Brian Asp, Utilities Department
Leah Miller, Parks, Recreation, and Forestry Department
Jamie Hassemer, Engineering Department
Stephanie Sward, Engineering Department
Cullen Haldeman, Engineering Department

On January 8, 2024 plans were submitted to the Design Review Committee for review of plans for the Forest Hills Pavilion located at 600 Losey Blvd N. 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 (Traffic) - (Contact-Matt Gallager-789-7392, Stephanie Sward-789-8171, Jamie Hassemer- 789-8182, Cullen Haldeman- 789-8185, Jackson Overby)

- 1) Outdoor picnic tables. None show that they are ADA compliant. 5% of a total area needs to have ADA compliant seating. So at least one table should be ADA compliant, and that's minimum standard. (Cullen Haldeman)
- 2) Concessions counter. Will need the height of that counter. It should not be taller than 34 inches. (Cullen Haldeman)
- 3) Will need the dimensions and grades of the path leading from the parking lot to the new building. (Cullen Haldeman)
- 4) Provide an ADA path to the ADA stalls to the pavilion or create spaces closer to pavilion. (Stephanie Sward)
- 5) Will need to submit a Photometric Plan. Include a summary of fixtures and model numbers used. (Jamie Hassemer)
 - Plan must also provide calculations 25ft outside off of property lines.

Division of Fire Protection and Building Safety (Building and Inspections Department) **(Contact-Kelsey Hanson- 789-7562, Jason Riley- 789-7585)**

- 1) Separate permits for plumbing, electrical, HVAC, Fire and signs
- 2) Updated set of plans with occupancy information
- 3) If the structure is over 50,000 cubic feet it will need to be reviewed by the state
- 4) Drinking fountain may need to be added based on proposed occupancy
- 5) Utility Plan is required. (Jason Riley)
- 6) Will need State Plumbing Plans. (Jason Riley)
- 7) Need a grease interceptor. Show on plans. Make sure it is heated. (Jason Riley)

Police Department- Cory Brandl-789-7206

- 1) No comments have been provided at this time.

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

- 1) No comments at this time.

Utilities Department- (Brian Asp- 789-3897)

- 1) The city needs to see a utility plan for the final review. Show how to connect to sewer and water.

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

- 1) Paragon- Check with compliance of Chapter 105 and determine if permit is needed.

Fire Department- (Contact-Bee Xiong 789-7271,)

- 1) No comments at this time.

Parks, Recreation, and Forestry- (Contact-Leah Miller 789-8672, Dan Trussoni 789-4915)

- 1) We will need tree and plant specifications, including depth and spacing on final landscape plan.