



CITY PLANNING DEPARTMENT

MEMORANDUM

DATE: APRIL 12, 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 April 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) Directional signage will be needed to route persons needing the ADA parking spots to use the driveway. (Stephanie Sward)
- 2) The accessible path from parking lot to seating area or the order counter or to the restrooms- this must be at least 3 feet wide and no more than 2% cross slope the entire way. There will not be any building support pillars or anything impeding this path. This includes the pavers and all concrete. (Cullen Haldeman)
- 3) Seating area- there must be at least 5% of the total number of tables/picnic table or whatever they are using that are ADA compliant. The concrete in this seating area must have less than 2% cross slope. (Cullen Haldeman)
- 4) The parking area- I can't tell from the drawings but it should be a smooth transition from the parking area concrete to the concrete near the building. There should not be a step. They can utilize a ramp if needed as well. (Cullen Haldeman)
- 5) Restrooms- Restrooms must be ADA compliant, this includes the route to the restrooms. There should be clear space around each door. This also includes the door itself, the door should not have more than 5 pounds of pulling weight or pushing weight when opening. (Cullen Haldeman)
- 6) If there are going to be benches, they must be ADA complaint. The concrete pad they sit on must be large enough for a wheel chair to sit on and must be 2% by 2%. (Cullen Haldeman)
- 7) Will need a detailed Utility Plan. (Matt Gallager)
- 8) No concerns with lighting. (Jamie Hassemer)

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) No concerns at this time. (Jason Riley)

Police Department- Linnea Miller-789-7205

- 1) No concerns at this time.

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

- 1) No comments at this time.

Utilities Department- (Brian Asp- 789-3897)

- 1) Still need details on sanitary connections. Please include on plans where and how connecting.
- 2) May need a utility easement to cross any private property. Needs to be approved by the Utility Department and recorded. Work with Brian Asp.

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

- 1) Stormwater Permit already issued on February 20, 2024.

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

- 1) Knox Box is required if 5000 sq. ft. or more and recommended if it is under that.
- 2) NFPA 1- 18.2.3.2.1
 - a. A fire department access road shall extend to within 50 ft (15 m) of at least one exterior door that can be opened from the outside and that provides access to the interior of the building.
- 3) NFPA 1- 18.2.3.4.1.1
 - a. Fire department access roads shall have an unobstructed width of not less than 20 ft (6.1 m).
- 4) NFPA 1- 18.2.3.4.1.2
 - a. Fire department access roads shall have an unobstructed vertical clearance of not less than 13 ft 6 in. (4.1 m).
- 5) NFPA 1- 18.2.3.4.2 Surface.
 - a. Fire department access roads shall be designed and maintained to support the imposed loads of fire apparatus and shall be provided with an all-weather driving surface.
- 6) See attached apparatus gross weight.

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

- 1) No comments at this time.