



## CITY PLANNING DEPARTMENT

### MEMORANDUM

**DATE:** JANUARY 27, 2023

**TO:** DESIGN REVIEW COMMITTEE  
JARED FLICK, 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:

Cory Brandl, Police Department  
Tim Acklin, Planning & Development Department  
Matt Gallager, Engineering Department  
Yuri Nasonovs, Engineering Department  
Mike Suntken, Fire Department- Division of Fire Protection and Build Safety  
Jason Riley, Fire Department- Division of Fire Protection and Building Safety  
Brian Asp, Utilities Department  
Kyle Soden, Fire Department- Division of Fire Protection and Building Safety  
Brian Asp, Utilities Department  
Dan Trussoni, Parks, Recreation, and Forestry Department  
Jamie Hassemer, Engineering Department  
Stephanie Sward, Engineering Department  
Cullen Haldeman, Engineering Department

On January 16, 2023 plans were submitted to the Design Review Committee for final review of the Carroll Park Concessions/Restrooms Building located at 1502 Marco Dr. 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 - (Contact-Matt Gallager-789-7392, Stephanie Sward-789-8171, Jamie Hassemer- 789-8182, Cullen Haldeman- 789-8185)**

- 1) More info is needed on the function of the lights. Dimming, on/off timer, etc. (Jamie Hassemer)-
- 2) Need detail on soils to show that it can support the light poles. (Jamie Hassemer)
- 3) City Standards for lighting needs to be followed. No ground rods. Follow conduit and wiring standards. (Jamie Hassemer)
- 4) No traffic related comments. (Stephanie Sward)
- 5) Did not see any change on the building foundation or utility design accommodating the Geotechnical Report. They need to choose one of the options from the Geotechnical Report and modify their design to prevent foundation/building failure or utility failures. The light bases also need to be modified for the poor soils.
- 6) Show detail of connection of water line to main line to the Utilities Department. Must meet City specifications.
- 7) 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) A Demo Permit will be required for the removal of the existing building.
- 2) A separate Land Disturbance Permit will be required prior to the beginning of excavation. Please submit a site plan along with this permit application and note the location of the silt fence and tracking pad. The drawing set submitted for this Design Review has the silt fence and tracking pad details but doesn't indicate their respective locations on the project site. These items will need to be in place prior to the beginning of demolition of the existing structure.
- 3) Separate permits will be required for any new or replacement fencing around the project or new or re-faced signage on the structure or the project parcel.

- 4) Compaction reports will be required for the structural fill that will be brought in.
- 5) Please submit an electronic set of drawings along with the building permit application for review.
- 6) The stall door in the men's restroom must be relocated so it doesn't swing in to the required minimum area of the compartment (See Figure 604.9.3.1(C))
- 7) State Plumbing Plans are required for developments with over 16 fixtures. (Jason Riley)
- 8) New fill is needed when installing new piping. (Jason Riley)
- 9) Floodplain- Letter of Map Revision may be worthwhile to look into due to fill and compaction reports. (Sarah Rafajko-789-8678)

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

- 1) No comments were provided at this time.

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

- 1) No concerns at this time.

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

- 1) Approve of addendum to relay the water line to the main in Marco Dr.
- 2) Need back flow preventer to irrigation system.

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

- a) Overall all good. Will talk to Makepeace Engineering directly on some small details and clarifications.

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

- 1) No comments provided at this time. Will be provided as soon they can.

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

- 1) No comments or issues at this time.