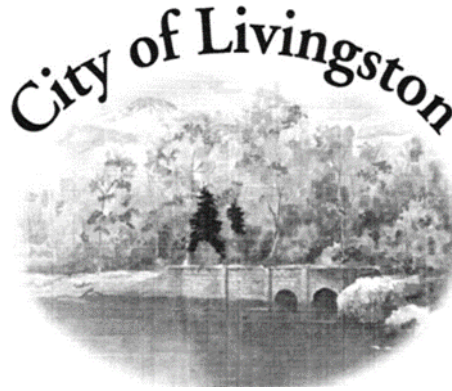


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*Incorporated 1889*

**Chairperson**  
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**Vice Chair**  
Karrie Kahle

**Commissioners**  
Mel Friedman  
Quentin Schwarz  
Torrey Lyons

**Date:** May 1, 2023

**RE:** Special Exception Permit - Shane Lelani Center for the Arts Outdoor Pavilion –  
REFERRAL COMMENTS

**Please see a summary of referral comments by agency below:**

#### **Livingston Fire & Rescue**

- Plans submitted for building permit must demonstrate a minimum 20-foot-wide passable fire lane through the southern parking lot; it is the applicant's responsibility to ensure the fire lane remains passable to emergency vehicles at all times
- The plans show removable parking bumpers will be used for parking spaces to the south of the pavilion when the pavilion is used for events; the plans submitted for building permit must include design details for the bumpers that demonstrate they are impact resistant and will effectively restrict vehicular through-movements when in place.
- The access points to D and E Streets on the north side of the existing building/ proposed pavilion must be closed during events hosted in the outdoor pavilion.

#### **City Police Department**

- This agency cited concerns about parking impacts during events in the outdoor pavilion, both at the Justice Center (City/County) Complex north of the Shane Center and in the surrounding neighborhoods.
- The interior layout of the pavilion during events must be considered as relates to mass casualty and/or medical emergencies during outdoor events. Prior to issuance of a building permit, the applicant must coordinate with the City Police and Fire Departments to ensure stage/ seating arrangements inside the pavilion during events will not affect the ability of emergency responders to render aid during events.

#### **City Public Works Department**

- Existing utilities (water, sewer, storm, gas, electric) must be shown on the plans submitted for building permit.
- At time of building permit application, a traffic circulation plan must be submitted that shows pedestrian and vehicular circulation to/ from and within the interior of the property. Circulation patterns should be shown for when the outdoor pavilion is in use for events, and when it will be used for parking only (i.e., no events). The plan must include the following information:

- Widths for pedestrian accessways must be identified to demonstrate compliance with ADA accessibility requirements. Widths and turning radii for vehicular access aisles must also be identified.
- Arrows must be used to show circulation patterns during outdoor pavilion events when the pavilion is closed to parking and thru traffic, and also on non-outdoor event days when the pavilion can be accessed for parking and thru traffic.
- All necessary signage (1-way, Do Not Enter, etc.) and pavement markings to facilitate pedestrian and vehicular safety.
- There must be adequate access and/or turnaround area for garbage trucks to access the trash collection bins (shown on sheet C-1). The dimensions of the area designated for trash collection must be shown on the plan. Parked vehicles must not restrict access to trash bins by City garbage trucks.
- Removable bollards, or other traffic control measures, must be used at the northern access points to D and E Streets during outdoor events to prevent thru traffic during those events. The method by which the northern access points will be barricaded during outdoor events must be approved by the Public Works Department and Livingston Fire & Rescue during building permit review.
- Snow storage areas must be identified.
- All new and relocated points of access to the property must meet current City of Livingston standards. Driveway approach permits must be issued by the Public Works Departments for these points of access prior to construction of the access improvements.
- The existing northern approach to the E Street access must be improved to current City Standards to be consistent with the other access points.
- A copy of the parking agreement with the City/County Complex must be provided prior to issuance of a building permit.
- Prior to issuance of a building permit, a Drainage Plan must be submitted that shows how the runoff from the proposed pavilion roof will be handled, where it will be directed, and demonstrate that the proposed redevelopment will not increase the net amount of runoff leaving the property. Impacts from runoff related to the proposed pavilion must be mitigated onsite. The drainage plan and runoff analysis must be stamped and signed by a Professional Engineer licensed in the State of Montana.
- This agency recommends the applicant consider utilizing the existing landscaped areas on the south end of the parking lot to mitigate stormwater runoff.

#### **Additional Staff Comments**

- The parking plan (sheet G-4) shows two vehicular parking spaces within the area designated as the basketball court; parking is not allowed in the basketball court or in a location that inhibits use of the court by City/County Complex staff.
- Bike parking spaces must be labeled on the parking plan submitted for building permit.
- A trip generation estimate for the outdoor pavilion is required prior to a public hearing by the City Commission. The estimate should be made based on the most intensive event use anticipated in the pavilion.