

December 2, 2024

Mr. Brandon Guyer  
PLK Communities  
5905 East Galbraith Road, Suite 1400  
Cincinnati, Ohio 45236

Re: 2719 Erie Avenue | Hyde Park Square Mixed-Use (D) – **(CPRE240097)** Final  
Recommendations

Dear Mr. Guyer,

This letter is to inform you that our CSR Advisory-TEAM and CSPRO Committee has reviewed your proposed hotel with 90 rooms and a residential building with a maximum of 269 beds over a structured parking garage. The information provided is the recommendations of the City of Cincinnati and must be followed as you move forward with your project. As a reminder, we will have a **Microsoft Teams conference call meeting** with you on **December 3, 2024 @ 10 am** to discuss this information. Please see the feedback listed below. Thank you for developing within the City of Cincinnati.

### **City Planning & Engagement – Planning Division**

#### **Immediate Requirements to move the project forward:**

1. The Department of City Planning and Engagement recommends a **zone change to a Planned Development (PD) zoning district**. The zone change to a PD process takes about 3-6 months from the time of submission, with the timeline dependent on a variety of factors, and the zone change must be approved by both the City Planning Commission and City Council. The zone change application requires a Concept Plan and Development Program Statement. All items outlined in Chapter 1429-09 of the Cincinnati Zoning Code must be submitted in conjunction with the application. In addition, this project is located within an Urban Design Overlay District (UDOD), which requires additional review. Please coordinate with both the Zoning and Planning divisions of the Department of City Planning and Engagement to ensure the overall process is both efficient and compliant with the Zoning Code.

#### **Requirements to obtain permits:**

- None

#### **Recommendations:**

1. It is strongly advised that the applicant continue to engage with the Hyde Park Neighborhood Council and adjacent property owners regarding the proposed project.
2. Contact information for community councils can be found here: <https://bit.ly/CommunityCouncilContacts>.

#### **Contact:**

- **Andrew Halt** | City Planning | 513-352-4854 | [andrew.halt@cincinnati-oh.gov](mailto:andrew.halt@cincinnati-oh.gov)

### **City Planning & Engagement – Zoning Division**

#### **Immediate Requirements to move the project forward:**

1. Work with City Planning on the requested rezoning to a Planned Development.
2. Urban Design Overlay District (UDOD) Approval is required for the demolition of the existing buildings within a UDOD as per section 1437-07 part B.
3. UDOD Approval is required for the construction of a new building in a UDOD as per section 1437-07 part B.
4. Please work with Planning and Zoning Staff on next steps for the review process, as there are multiple potential sequences of review.
5. Additional information is needed to complete the UDOD review:
  - Detailed elevations showing the façade design and materials, contextual analysis illustrating the height of nearby buildings, and streetscape views showing the building within the built context.

#### **Requirements to obtain permits:**

- None

#### **Recommendations:**

- None

#### **Contact:**

- **Wes Munzel** | ZPE | 513-352-2442 | [weston.munzel@cincinnati-oh.gov](mailto:weston.munzel@cincinnati-oh.gov)

### **Metropolitan Sewer District (MSD)**

#### **Immediate Requirements to move the project forward:**

- None

#### **Requirements to obtain permits:**

1. MSD has been in contact with the developer and discussed the plans.
2. Abandonment of the 27" sewer on the northeast part of the project should include fill, seal, and abandoned per City standards.

#### **Recommendations**

- None

#### **Contact:**

- **Rob Kern** | MSD | 513-244-5588 | [rob.kern@cincinnati-oh.gov](mailto:rob.kern@cincinnati-oh.gov)

### **Stormwater Management Utility (SMU)**

#### **Immediate Requirements to move the project forward:**

- None

#### **Requirements to obtain permits:**

1. Curb cuts on Edwards Road: driveway aprons need a minimum 5' away from SMU inlets.
2. Detention
  - If detention is required by MSD, provide SMU with a copy of the following items: Approved detention calculations, drainage map, detailed drawing of detention control structure with elevations.

3. Storm Requirements
  - Calculations for storm water conveyance system, major storm calculations / flood routing.
4. Utility Plan
  - Label all pipes materials.
  - In the public R/W, pipes to be DIP or RCP.
  - Show Top & Invert elevations for all Appurtenances.
  - Show slopes for all pipes.
  - Show how downspouts tie to the underground sewer system.
  - Tie into Curb inlets are NOT PERMITTED.
5. Grading Plan
  - Grading must show existing and proposed contours.
  - Impervious surfaces are NOT permitted to drain towards adjacent properties.
  - Contours changes are NOT allowed to push more runoff towards adjacent properties (as compared to pre-development conditions).
  - Runoff from all pavements must be captured and conveyed to the stormwater system. Only 800 sf of pavement may sheet flow to the public R/W.
6. Erosion & Sediment Control Plan is required. Refer to link: <https://cincinnati-oh.gov/stormwater/construction-and-design/standards/sediment-and-erosion-control/>
7. SMU Standards Plans Notes are required. Refer to link: <https://www.cincinnati-oh.gov/stormwater/construction-and-design/standards/smu-standard-plan-notes-april-2022/>
8. SMU will require an As-Built survey at the end of construction. The survey should include the following information:
  - State Plane Coordinates (N,E) for all MH's and Catch Basins.
  - Inverts and Top elevations for all MHs and Catch Basins.
  - Slopes, sizes, and materials for all storm lines.

**Recommendation:**

- None

**Contact:**

- **Kevin Gold** | SMU | 513-222-3643 | [kevin.gold@cincinnati-oh.gov](mailto:kevin.gold@cincinnati-oh.gov)

**Water Works**

**Immediate Requirements to move the project forward:**

- None

**Requirements to obtain permits:**

1. A stamped and recorded consolidation plat is required before any new branch(es), or meter(s) sold.
2. **GCWW requires the inside meter settings to be located at the point of entry. The water room must be large enough to accommodate the meter setting and backflow device and must be along the outside wall closest to the street. Also, the floor plan should show the water meter room.**
3. The subject development has active water service lines at the following property:

Address	Branch #	Size	Meter #	Size	Note
3434 Edwards Rd.	H-59018	3/4"	006950	5/8"	*Lead on private side
3438 Edwards Rd.	H-59305	3/4"	010110	5/8"	*Lead on private side
3440 Edwards Rd.	H-151001	1.5"	002045	3/4"	
3440 Edwards Rd.	H-151001	1.5"	087000	3/4"	
3442 Edwards Rd.	H-258553	3/4"	258553	5/8"	
2709 Erie Av.	H-48360	1.5"	089583	1.5"	
2719 Erie Av.	H-54868	3/4"	107975	5/8"	*Lead on private side
2719 Erie Av.	H-54868	3/4"	137094	5/8"	*Lead on private side
2721 Erie Av.	H-99161	1.5"	107976	1"	*Lead on private side
2725 Erie Av.	H-74318	3/4"	107977	3/4"	*Lead on private side
3439 Michigan Av.	H-68123	3/4"	026281	3/4"	*Lead on private side

\*Please note that there are known health risks with lead service lines. Greater Cincinnati Water Works records indicate the existing private side of these active water service lines (H-59018, H-59305, H-54868, H-99161, H-74318, and H-68123) at this site are Lead Service lines. In accordance with CMC Chapter 401 Division M, the private side must be replaced with copper service lines if it is to remain.

4. If the water service branch(es) are not to remain, the owner would be required to fill out the online Discontinuance Form (FOD) at <https://www.cincinnati-oh.gov/water/engineering-construction/forms-specifications/fod/> authorizing the discontinuance of the account associated with the existing water service branch(es). This process must be completed before any new water service branch(es) can be sold.
5. If the existing water service branch(es) for this project are not to be used for this development, they must be disconnected at the owner's / developer's expense. The discontinued branch(es) will require a drawing showing the branch(es) and branch number(s) that is to be physically disconnected from the main. Submit to Phil Young at [Phillip.Young@gcww.cincinnati-oh.gov](mailto:Phillip.Young@gcww.cincinnati-oh.gov).

**Recommendations:**

1. For flow test information please email GCWW Engineering Records ([Records.Request@gcww.cincinnati-oh.gov](mailto:Records.Request@gcww.cincinnati-oh.gov)).
2. The Owner(s)/Developer(s) will need to hire a Greater Cincinnati Water Works certified licensed and bonded fire protection company and plumber to perform the private water service branch design work and installation.
3. The Owner(s)/Developer(s) must have a licensed fire protection company and plumber that is bonded and certified with GCWW and fill out the Online Branch application <https://www.cincinnati-oh.gov/water/engineering-construction/forms-specifications/> for water service.

**Contact:**

- **Rick Roell** | WaterWorks | 513-591-7858 | [richard.roell@gcww.cincinnati-oh.gov](mailto:richard.roell@gcww.cincinnati-oh.gov)

## **Fire Department**

### **Immediate Requirements to move the project forward:**

1. Your site plan needs to show 2 readily accessible Fire Hydrants within 400 feet
2. of all sides of your project.
3. In addition, the Site Plan needs to show the location of the FDC and the distance in feet from the closest Fire Hydrant.
4. FDC's are to be located within 50 feet of a Fire Hydrant.
5. Fire flow requirements is 2000 gallons/per/minutes (GPM) @ 20 pressure/per/square inch (psi) (138Kpa).

### **Requirements to obtain Permits:**

1. Fire apparatus access roads shall have an unobstructed width of not less than 20 feet.
2. Surface. Fire apparatus access roads shall be designed and maintained to support the imposed loads of fire apparatus and shall be surfaced to provide all-weather driving capabilities.
3. Turning radius. The required turning radius of a fire apparatus access road shall be determined by the fire code official.
4. Dead ends. Dead-end fire apparatus access roads in excess of 150 feet (45 720 mm) in length shall be provided with an approved area for turning around fire apparatus.
5. Emergency Responder Radio Coverage is required for your building.

### **Recommendations:**

- None

### **Contact:**

- **Robert Hart** | Fire Dept. | 513-357-7597 | [robert.hart@cincinnati-oh.gov](mailto:robert.hart@cincinnati-oh.gov)

## **Office of Environment and Sustainability (OES)**

### **Immediate Requirements to move forward with project:**

- None

### **Requirements to obtain permits:**

1. If site plans require excavation or fill of quantities above 500 cy, an environmental review will be required by OES. When completing the excavation and fill permit, identify the disposal and borrow site locations for all material. "TBD" will not be accepted. Specify if fill material will be soil or engineered fill, such as sand or gravel.
2. If offsite sourced fill is to be placed onsite which exceeds 500 cy, then it must receive OES environmental approval as per City Municipal Code Chapters 1101 and 1031. A current Phase I ESA performed to the ASTM Standard E1527-21 of the proposed offsite borrow source property must be submitted for review. Stockpiled soils that will be used as fill material from an offsite borrow source require environmental sampling and analysis and the results be submitted for review. Please contact OES for a recommended sampling plan.
3. Commercial waste, including construction and demolition debris, generated during this development project must utilize a City franchised commercial waste collection service per Cincinnati Municipal Code Chapter 730. Additional information can be found at <https://www.cincinnati-oh.gov/oes/commercial-waste-hauler-program/>.

**Recommendations:**

1. The following recommendation is based on State of Ohio requirements:
  - a. Due to the age of the existing site building, asbestos, lead based paint, and other hazardous building materials should be surveyed and, if needed, abatement should be conducted following all applicable state regulations prior to its demolition.
2. The following recommendations are based on adopted City of Cincinnati environmental and sustainability policies in support of the Green Cincinnati Plan:
  - a. The development goal should be to earn at a minimum the LEED Certified rating level.
  - b. Rooftop solar should be considered in the design as a renewable energy source.
  - c. Site parking should include electric vehicle charging stations.
  - d. Site areas designated for trash dumpsters should also have at least equal space designated for recycling dumpsters.
  - e. The use of trees in the landscape design should be included to enhance urban forestry.
  - f. The use of pervious surfaces should be maximized to the extent practical in the design.
  - g. Landscape design should consider the use of native species.
  - h. The use of heat reflective surfaces in paved parking areas should be considered to reduce the heat-island effect.

**Contact:**

- **Amanda Testerman** | OES | 513-352-5310 | [amanda.testerman@cincinnati-oh.gov](mailto:amanda.testerman@cincinnati-oh.gov)

**Parks Department (Urban Forestry)**

**Immediate Requirements to move the project forward:**

1. This development is adjacent to Cincinnati Park Board owned property, Hyde Park Square. Any impact to Parks property or park access requires written consent by Cincinnati Parks. This includes project staging, or connecting to or utilizing utilities owned or managed by Parks. Due to the age of the park, compaction of soil, and age of trees, we strongly discourage any project staging at Hyde Park Square.
2. The Cincinnati Park Board meets on the third Thursday of every month. Documents or proposals to be included must be submitted by the second Wednesday of the month. Please consider these timelines in any development schedules as documents are submitted for review or approval.

**Requirements to obtain permits:**

1. Tree protection standards must be incorporated into the project specifications with tree protection zones established around any existing public trees adjacent to the construction limits of the project that could be impacted. These standards can be found under the SUPPLEMENT TO STATE OF OHIO DEPARTMENT OF TRANSPORTATION CONSTRUCTION AND MATERIAL SPECIFICATIONS, SEC. 105.072.
2. If existing street trees need to be removed during the course of this project, or if excavation is to occur within 15' of a public tree, a public tree work permit must be issued to the developer by Urban Forestry before the work can proceed. The developer

shall also reimburse the city for the valuation of any public trees that are removed due to this project as well as the cost of their replacement. The permit can be obtained by contacting the Urban Forester for the East District, Marianne Prue, at 513-861-9070.

**Recommendations:**

1. Incorporation of tree wells and/or tree lawn and street trees with addition of new sidewalk and/or replacement of the existing. Trees improve air quality, reduce the urban heat island, and enhance the aesthetics and livability of streets, while also boosting property values and supporting economic activity. The Cincinnati Park Board and the Urban Forestry Program encourage the developers to integrate street trees into future planning to create more sustainable and attractive urban spaces.

**Contact:**

- **Garrett Dienno** | Urban Forestry | 513-484-4573 | [garrett.dienno@cincinnati-oh.gov](mailto:garrett.dienno@cincinnati-oh.gov)

**Department of Transportation & Engineering (DOTE)**

**Immediate Requirements to move the project forward:**

1. A Traffic Impact Study will be needed. Continue to work with DOTE on this.
  - a. Additional comments will be provided after the TIS is completed and approved.

**Requirements to obtain permits:**

2. Match the existing streetscape on all sides of the site.
3. Locate the trash on the plan.
4. If the angled parking is to change, that will need to be in agreement with Hyde Park Community Council.
5. Use City standard driveway apron. Provide the proposed width.
6. No encroachments are permitted in the right of way, including walls, foundations, door swings, etc.
7. Remove any unused driveway aprons and restore them to City standards.
8. Maintain pedestrian access during construction. See the Traffic Management Plan Guidelines on the DOTE website: <https://www.cincinnati-oh.gov/dote/permits-licenses/>
9. All work in the public right-of-way will require a separate DOTE permit.
10. Before applying for permits, contact [DTEaddress@cincinnati-oh.gov](mailto:DTEaddress@cincinnati-oh.gov) to have addresses assigned for hotel, residential, and retail spaces. Each space will be assigned an address on the street it fronts or is accessed from. Once constructed each assigned address number must be posted and visible from the street it is on, per the Ohio Fire Code and Cincinnati Municipal Code.

**Recommendations:**

- None

**Contact:**

- **Morgan Kolks** | DOTE | 513-335-7322 | [morgan.kolks@cincinnati-oh.gov](mailto:morgan.kolks@cincinnati-oh.gov)

### **Buildings & Inspections – Buildings**

#### **Immediate Requirements to move the project forward:**

- None

#### **Requirements to obtain permits:**

1. The entire structure will need to be equipped with a fire sprinkler system.
2. At the time of permitting submission, a code analysis will be required.
3. A geo-technical report will be required at the time of permit submission.
4. If the sprinkler system in the garage is wet, then verify how 40% temperature will be maintained.
5. A fire standpipe and fire alarm system will be required.
6. The remainder of the building code comments will occur at the time of building permit submission.

#### **Recommendations:**

- None

#### **Contact:**

- **Art Dahlberg** | B&I Plans Exam | 513-352-2424 | [art.dahlberg@cincinnati-oh.gov](mailto:art.dahlberg@cincinnati-oh.gov)

### **Law Department**

#### **Immediate Requirements to move the project forward:**

1. No requirement at this time.
2. If this development were to create an encroachment in City right of way or property, a permanent change in the use of City right of way or City property or would require additional right of way to be dedicated, a Coordinated Report will be required. Application for Coordinated Report can be requested at [real.estate@cincinnati-oh.gov](mailto:real.estate@cincinnati-oh.gov).

#### **Requirements to obtain permits:**

- None

#### **Recommendations:**

- None

#### **Contact:**

- **Renee Luttrell** | Law | 513-352-3338 | [renee.luttrell@cincinnati-oh.gov](mailto:renee.luttrell@cincinnati-oh.gov)

### **Department of Community & Economic Development (DCED)**

#### **Immediate Requirements to move the project forward:**

- None

#### **Requirements to obtain permits:**

- None

#### **Recommendations:**

- None

#### **Contact:**

- **Robert Bertsch** | DCED | 513-352-3773 | [robert.bertsch@cincinnati-oh.gov](mailto:robert.bertsch@cincinnati-oh.gov)



### Health Department

#### **Immediate Requirements to move the project forward:**

- None

#### **Requirements to obtain permits:**

1. A food facility plan review by the Cincinnati Health Department (CHD) will be required if future or current space (or tenant) is licensable (or is currently licensed) as a food service operation (FSO) or retail food establishment (RFE). If licensable, plumbing will not issue permits until CHD has completed the food facility review and approved the project. In addition, plan review and transient accommodation license are required for hotel.

#### **Recommendations:**

1. For assistance in determining whether facility is licensable as an FSO/RFE or not, please contact Trisha Blake. For information related to transient accommodation license and hotel plan review, please contact Angela Uran at 513-352-2918 or Stefani Doherty at 513-352-1417.

#### **Contact:**

- **Trisha Blake** | Health Dept. | 513-352-2447 | [trisha.blake@cincinnati-oh.gov](mailto:trisha.blake@cincinnati-oh.gov)

### Police Department

#### **Immediate Requirements to move the project forward:**

- None currently.

#### **Requirements to obtain permits:**

- No comments.

#### **Recommendations:**

- None

#### **Contact:**

- **Katalin Howard** | Police Dept. | 513-352-3298 | [katalin.howard@cincinnati-oh.gov](mailto:katalin.howard@cincinnati-oh.gov)
- **Brandon Kyle** | Police Dept. | 513-564-1870 | [brandon.kyle@cincinnati-oh.gov](mailto:brandon.kyle@cincinnati-oh.gov)

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FINAL ACTION: The CSR Advisory-TEAM and CSPRO Committee believes that the proposed project plans are moving in the appropriate direction and recommends that the project move forward to City Planning Commission subject to the following condition.

- **The subject development must follow the requirements listed above to ensure that the development meets the requirements of all agencies as they apply for all permits.**

Sincerely,

  
Art Dahlberg,  
Director of Buildings and Inspections Department  
& CSPRO Committee Chair

  
Rodney D. Ringer,  
Development Manager