

Planning Commission
Interdepartmental Comment Form
Planning Commission Meeting Date: July 6, 2026

Please review the plans for your department's area of concern and respond back by Click here to enter a date.

PC office use only *Sent to:* *Date Returned*

Inspections	☒	_____
Engineering	☒	_____
Police	☒	_____
Fire	☒	_____
Service	☒	_____
Forester	☒	_____
Finance	☐	_____

Project Name: Northmoor Studios Conceptual Development Plan
Parcel #: 21103001
Street Address: 31207 Viking Parkway
Date received: 6/3/2026
Date distributed: 6/3/2026

Name	Michael Freeman	Date	6/5/2026
Title	Assistant Chief	Department	Fire

Please provide your comments (if you have no comments you do not need to respond):

1. Approved fire apparatus access roads shall be provided for every facility, building or portion of a building hereafter constructed or moved into or within the jurisdiction *which are not readily accessible from a public and/or private street*. The fire apparatus access road shall comply with the requirements of this section and shall extend to within 150 feet (45 720 mm) of all portions of the facility and all portions of the exterior walls of the first story of the building as measured by an approved route around the exterior of the building or facility. **2025 OFC 503.1.1**
 - **Not compliant for the three flexible tenant buildings**
2. The required turning radius of a fire apparatus access road shall be determined by the fire code official. Show as 25:50 **2025 OFC 503.2.4 Turning radius.**
3. A Knox Box (approved locking key box) is required to be installed in an approved location determined by the Fire Department and **2025 OFC Section 506.1**. Order the box at www.knoxbox.com. Minimum requirement for existing structures is the Surface Mount, Model 3261. Contact the Westlake Fire Department at 440-835-6422 for more information or to determine the approved location.
 - **At each flex tenant space and at the Northwood building access**
4. Fire alarm, fire detections, sprinkler, standpipes, and/or fire suppression plans to be submitted by certified professional designers for each area. Plans are to contain specification sheets, calculations, etc...for proper review by AHJ. **2025 OFC Section 105**
5. Type V construction is not allowed within the city of Westlake. **WCO 1303.06**
 - **Identify the OBC type of construction. Is "mass timber" compliant with type IV?**

6. New and existing buildings shall be provided with approved address identification. The address identification shall be legible and placed in a position that is visible from the street or road fronting the property. Address identification characters shall contrast with their background. Address numbers shall be Arabic numbers or alphabetical letters. Numbers shall not be spelled out. Each character shall be not less than 4 inches (102 mm) high with a minimum stroke width of 1/2 inch (12.7 mm). Where required by the fire code official, address identification shall be provided in additional approved locations to facilitate emergency response. Where access is by means of a private road and the building cannot be viewed from the public way, a monument, pole or other sign or means shall be used to identify the structure. Address identification shall be maintained. **2025 OFC 505.1**
7. Fire hydrants are required on private property, in conformity with the WCO/Building Code, and shall be installed and in working order before beginning construction on the permanent structure for which the building permit has been issued. **WCO 1371.02**
8. The building and hydrant locations shall comply with **Westlake Codified Ordinance 1371.03**. “All buildings and structures shall be so located that all parts thereof are not more than 250 feet from at least two readily accessible public or private Fire Department hydrants. Such distance shall be measured along the centerline of the streets, roadways or driveways.”
 - **Show the proposed private hydrant locations for review**
9. All fire hydrants, new or replacements shall have a 5” Integral Storz Pumper Connection on the fire hydrant pumper nozzle and 2½” Cleveland Standard thread on the remaining ports. Hydrants shall be Mueller, Kennedy, or the equivalent. **WCO 1371.04**
10. Fire hydrants shall be colored in a manner approved by the fire code official of the political subdivision in which they are located. **2025 OFC 507.5.7 Hydrant Color.**
Private hydrant barrel/base shall be painted “RUST-OLEUM” Safety Yellow, caps painted “RUST-OLEUM” White, or the equivalent.
11. Where required by the fire code official, approved signs or other approved notices or markings that include the words “NO PARKING—FIRE LANE” shall be provided for fire apparatus access roads to identify such roads or prohibit the obstruction thereof. The means by which fire lanes are designated shall be maintained in a clean and legible condition at all times and be replaced or repaired when necessary to provide adequate visibility. **2025 OFC 503.3 Marking.**