

Planning Commission

Interdepartmental Comment Form

Planning Commission Meeting Date: September 14, 2026

Please review the plans for your department's area of concern and respond back by 9/3/2026

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

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

Project Name: Rise School conceptual plan
Parcel #: 21324030
Street Address: 1299 Columbia Rd.
Date received: 8/12/2026
Date distributed: 8/12/2026

Name	Michael Freeman	Date	8/13/2026
Title	Assistant Chief	Department	Fire

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

1. Construction will not interfere with access for emergency vehicle and/or fire department personnel. 2025 OFC Section 504.1
2. A Knox Box (approved locking key box) is required to be installed in an approved location determined by the Fire Department 2025 OFC Section 506.1 Order the box at www.knoxbox.com. Minimum requirement for existing structures is the Surface Mount, Model 3261. For new construction the Recessed Box, Model 3270, plus the mounting kit Model 3290, is recommended. Contact the Westlake Fire Department at 440-835-6422 for more information or to determine the approved location.
 - **Front entry door**
3. New and existing buildings shall have approved address numbers, building numbers or approved building identification placed in a position that is plainly legible and visible from the street or road fronting the property. These numbers shall contrast with their background. Address numbers shall be Arabic numerals or alphabet letters. Numbers shall be a minimum of 4 inches (102mm) high with a minimum stroke width of 0.5 inch (12.7 mm). 2025 OFC Section 505.1
4. Vehicle impact protection required by this code shall be provided by posts that comply with Section 312.2 or by other approved physical barriers that comply with Section 312.3. 2025 OFC 312.1
 - **Show Vehicle Impact protection for the playground from the parking spots**
5. 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

- Maintain fire lane marking along the south side, assure the tree height is above 13.6ft.
6. Type 5 construction is not allowed within the city of Westlake. WCO 1303.06
 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 distances from hydrants to all parts of the building are compliant with WCO1371.03.
 - this new building may require an additional fire hydrant.