



CITY PLANNING DEPARTMENT

MEMORANDUM

DATE: SEPTEMBER 2, 2022

TO: DESIGN REVIEW COMMITTEE
JAMES MAKEPEACE, MAKEPEACE ENGINEERING
ADAM SCHLIFER, WIESER BROTHERS

SUBJECT: COMMERCIAL DESIGN REVIEW PROJECT
CHILEDADA TRAINING CENTER- 3716 MORMON COULEE RD

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
Dan Trussoni, Parks, Recreation, and Forestry Department
Jamie Hassemer, Engineering Department
Stephanie Sward, Engineering Department
Cullen Haldeman, Engineering Department

On August 29, 2022 plans were submitted to the Design Review Committee for final review of plans for an addition to the building (Chileda Training Center) located at 3716 Mormon Coulee Rdt. 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) Is the new sidewalk flush with the parking lot or raised? If it is a raised ADA access point will be needed for use with the new stall. If the sidewalk is flush please provide a bollard or parking block to prevent cars from parking on the sidewalk adjacent to the new building. (Stephanie Sward)
- 2) Any exterior lighting must provide photometric- Cut sheets and upgrade to existing lighting. (Jamie Hassemer)
- 3) Follow ADA guidelines for a walkway in the public right of way. No more than 2% cross slope. The running grade of this walk path can be up to 5%. If they exceed 5%, they will need to have another landing stone that is 2% by 2% no more than 35 feet apart from another landing stone. (Cullen Haldeman)

Division of Fire Protection and Building Safety (Building and Inspections Department) **(Contact-Mike Suntken- 789-7583, Jason Riley- 789-7585)**

1. The building and HVAC plans will need to be reviewed by the State prior to municipal review and permit application approval since this is an addition that exceeds 50,000 cu/ft.
2. The address on the submitted civil plans is incorrect. Revise to show the correct address of the site.
3. The elevator will need separate plan review by the State and inspections will be conducted by an independent agency. More info can be found here: <https://dps.wi.gov/Pages/Programs/Elevators/Default.aspx>
4. Separate permit applications will be needed for any fencing or signage that is planned for this project. If any demolition or land disturbance is planned to take place prior to the issuance of a building permit, a separate permit application will be required for that work.
5. The rear yard depth shown on the drawing does not meet the C1-Local Business Zoning requirements of 20' per Municipal Code 115-149(c)(2). An approved variance would be required to continue with the project as drawn. Follow this link for more information: <https://www.cityoflacrosse.org/your-government/departments/city-clerk/forms-chart/board-of-zoning-appeals>

6. Please fill out and submit back to CRM the attached Stormwater Utility Application form.

Police Department- Cory Brandl-789-7206

- 1) No concerns provided at this time.

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

- 1) Add green space to legend.

Utilities Department- (Brian Asp- 789-3897)

- 1) No issues at this time.

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

- 1) This project is exempt from stormwater permit requirements.

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

- 1) Fire Alarm system plan review is required. (State Review may be needed)
- 2) If there is currently no KNOX BOX there will need to be one.

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

- 1) Will need a Landscape Plan if applicable.