



## CITY PLANNING DEPARTMENT

### **MEMORANDUM**

**DATE:** NOVEMBER 16, 2018

**TO:** DESIGN REVIEW COMMITTEE  
JEFF MOORHOUSE AND CATHY GEISTER, PARAGON ASSOCIATES  
RACHEL MAHAIRAS AND ALAN IVERSON, CASTLE REALTY  
KATE PAYNE, INVISION

**FROM:** TIM ACKLIN, PLANNING & DEVELOPMENT DEPARTMENT

**SUBJECT:** COMMERCIAL DESIGN REVIEW PROJECT  
COMMERCIAL BUILDING- 2216 STATE ROAD

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Design Review Committee Members Present:

Bernie Lenz, Utility Department  
Tim Acklin, Planning & Development Department  
Doug Kerns, Engineering Department  
Yuri Nasonovs, Engineering Department  
Brent Thielen, Fire Department- Division of Fire Protection and Building Safety  
Craig Snyder, Fire Department- Division of Fire Protection and Building Safety  
Jason Riley, Fire Department- Division of Fire Protection and Building Safety

On November 16, 2018 the Design Review Committee **Conditionally Approved** the plans submitted for the project located at 2216 State Road 16 (Castle Realty) subject to the following conditions:

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.

#### **Engineering Department (Traffic)** - (Matt Gallager-789-7392/Doug Kerns- 789-8185)

- 1) Will need Sidewalk and Driveway Permits if any work or staging is to be done in the ROW. Coordinate with Doug Kearns.
- 2) Beginning in 2019 the City will be requiring additional permitting for contractors and subcontractors to park out on public streets during construction projects they are working on.

#### **Division of Fire Protection and Building Safety (Building and Inspections Department)**

**Matt Diehl- 789-7583**

- 1) Depending on future tenant uses the parking lot and number of spaces will have to be reevaluated at time of permitting.
- 2) Project is located within an Archeological Sensitive Area. Forms are available in the Division of Fire Protection and Building Safety Department to go through this process.
- 3) Will need to submit an Erosion Control Plan for use during construction with location of tracking pads, silt fence, inlet protection, silt socks, etc.
- 4) Will need separate permits. This includes HVAC, fences, Electric, Plumbing, and Building, signage, land disturbance.
- 5) Must start the Demolition Permit process for the existing buildings at the same time as applying for a Building Permit otherwise a Conditional Use Permit is required. Must follow proper demo sign off process.

#### **Police Department-Tom Walsh-789-7206**

- 1) No issues at this time.

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

- 1) Must provide Elevations that show dimensions and label all building materials.
- 2) Must meet requirement C2. Parking may not be closer to the street than the building. (Sunset Lane) A waiver from the Common Council is required if not meeting this requirement. Application is made to the City Clerk's Office. Application is reviewed by the City Plan Commission, Judiciary and Administration Committee and the Common Council.

- 3) Must meet requirement L2. This requirement pertains to the 2 entrances on the other tenant spaces.

**Water Department- - Bernie Lenz-789-7588**

- 1) Check with WisDOT in tying into the existing utilities on Frontage Road.
- 2) Lateral may be shallow near Frontage Road. Encouraged to consider a larger pipe.

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

- 1) May need to revise grade near driveway to prevent water flow to Frontage Road. Work with Yuri.
- 2) Make revision to Maintenance Agreement and record with La Crosse County and provide copy to Yuri.
- 3) Make sure engineer is involved in installation of the stormwater facilities to ensure proper installation.

**Fire Department- (Contact-Craig Snyder/Kyle Soden 789-7264/789-7271)**

- 1) Sprinkler system is highly encouraged.
- 2) Sprinkler system requirements will be re-evaluated depending on the use of future tenants.
- 3) Fire Alarm Plans reviewed by State.
- 4) No outdoor fire places will be permitted without a sprinkler system. This includes wood, gas, coal, etc.
- 5) No outdoor propane or gas heaters if no sprinkler system.
- 6) No piped gas line if no sprinkler system.