



CITY PLANNING DEPARTMENT

MEMORANDUM

DATE: JANUARY 25, 2019

TO: DESIGN REVIEW COMMITTEE
KEVIN BILLS, ISG

FROM: TIM ACKLIN, PLANNING & DEVELOPMENT DEPARTMENT

SUBJECT: COMMERCIAL DESIGN REVIEW PROJECT
LA CROSSE REGIONAL AIRPORT CAR WASH FACILITY

Design Review Committee Members Present:

Tom Walsh, Police Department
Tim Acklin, Planning & Development Department
Jason Riley, Fire Department- Division of Fire Protection and Building Safety
David Reinhart, Fire Department- Division of Fire Protection and Building Safety
Matt Diehl, Fire Department- Division of Fire Protection and Building Safety

On January 25, 2019, the Design Review Committee **reviewed** the plans submitted for the Commercial project located at the La Crosse Regional Airport and provided the following information.

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 (Stormwater)- Yuri Nasonovs- 789-7594

- 1) Comments will be provided as soon as I receive them.

Water Department- Bernie Lenz-789-7588

- 1) I see no issues with sanitary and water connections. They just will need to size them in a final drawing.
- 2) As for the Storm, that storm main pipe they are tying into becomes pressurized and we have regular flooding at the gates at larger events. They need to know that in their design and account for it. (assume a pressure head based on the ground elevation at the gate and not free flow at outlet in all storm water calcs)
- 3) If there is new impervious surfaces (thus new runoff water) created they should show they are controlling that new water on site and not adding to the problem with their new water. Show the 2 and 10 year events are the same pre and post and that there is a safe outlet for the 100 year event.
- 4) If the storm water pipes tying into manhole A-4 are more than 12" they will need to tie into the manhole directly, or redo the inlet A-4 and upsize the pipe P-4 accordingly. Since they can't add new peak flows this probably shouldn't be an issue, but it might come into play if the grading alters sewer shed area size?

Engineering Department (Traffic)- Matt Gallager-789-7392

- 1) No comments at this time.

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

Matt Diehl- 789-7583

- 1) Will need State approved Plans.
- 2) Will need separate permits for everything. (Sign, Fence, Building, Plumbing, HVAC, Electrical, Footing & Foundation, Land Disturbance)
- 3) Will need an Erosion Control Plan showing erosion control measures including silt fence, tracking pad, inlet protection, silt socks, location and material used.
- 4) Must meet any Airport Height requirements.
- 5) Must provide space to stack 20 cars for the car wash.
- 6) Must meet the off-street parking requirement. (1 space per every 3 employees. Also meet office space requirement)
- 7) Must show that the removal of approximately 65 parking spaces for this facility does not take required parking away from the airport facility. (1 space for every 300sqft of terminal space. Must also include office)
- 8) Must maintain the Vision Clearance at all of the corners. This includes landscaping. 15ft for driveways.
- 9) Must provide a silt fence around the entire construction area.
- 10) Must provide an unobstructed path from all spaces to the ADA restroom.
- 11) Will need State approved Plumbing Plans. (Interior and Exterior)
- 12) Must follow all interior Plumbing Code, including eyewash station, trench drain distance, etc.



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Fire Department- Craig Snyder-789-7264/Kyle Soden- 789-7271

- 1) No Comments at this time.

Police Department- Tom Walsh-789-7206

- 1) Highly encouraged to install video cameras. Contact the Police Department for assistance with placement.

Planning Department- Tim Acklin 789-7391

- 1) Must provide a Lighting Plan for final design review. Include photometric and spec sheets for all outdoor lighting.
- 2) Must provide a detail of the proposed fence.
- 3) Must show location of all exterior building mechanicals on Site Plan.
- 4) Show snow storage on plans.
- 5) Final elevations must include materials and dimensions. Must also include additional detail on metal panels.