



CITY PLANNING DEPARTMENT

MEMORANDUM

DATE: MAY 3, 2019

TO: DESIGN REVIEW COMMITTEE
KEVIN BILLS, ISG

FROM: TIM ACKLIN, PLANNING & DEVELOPMENT DEPARTMENT

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

Design Review Committee Members Present:

Jack Zabrowski, Planning & Development Department

Yuri Nasonovs, Engineering Department

Matt Diehl, Fire Department- Division of Fire Protection and Building Safety

Tom Walsh, Police Department

On May 3, 2019 the Design Review Committee **reviewed** the plans submitted for the La Crosse Regional Airport Car Wash Facility and provided the following feedback:

Important:

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 Utilities 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 - (Matt Gallager-789-7392)

- 1) No Comments at this time.

**Division of Fire Protection and Building Safety (Building and Inspections Department)
(Matt Diehl- 789-7562/Jason Riley 789-7585)**

- 1) Will need to meet any requirements associated with the Airport Height Overlay District.
- 2) Proposed Pole Sign will not be permitted.
- 3) Will need separate permits for HVAC, Plumbing, Electric, Fence for gates, Signage, Building, etc
- 4) Will need an Erosion Control Plan. Erosion Control Measures will need to be in place prior to construction and maintained throughout the process. This includes a DOT approved silt fence and clean rock for the tracking pad.

Planning Department (Tim Acklin-789-7391)

- 1) Must show any outside mechanicals on final Site Plan.
- 2) Must show building materials on the final elevations.
- 3) Must show where snow storage will be located on final Site Plan or make a note that states snow will be removed from the site.

Police Department -(Tom Walsh-789-7206)

- 1) If cameras will be installed it is highly recommend that you work with the Police Department for proper placement and to tie into their system.

Utilities Department- Bernie Lenz-789-7588

- 1) No comments at this time.

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

- 1) Concerned about dumping into the existing storm system.
- 2) A Post Construction Maintenance Agreement will need to be reviewed and approved by the Engineering Department and recorded with the Register of Deeds prior to receiving a Building Permit.

Fire Department (Craig Snyder/Kyle Soden/Steve Cash 789-7264/789-7271/789-7260)

- 1) No comments at this time.