



CITY PLANNING DEPARTMENT

MEMORANDUM

DATE: OCTOBER 11, 2019

TO: DESIGN REVIEW COMMITTEE
STEVEN LOWE, KWIK TRIP, INC
DAX CONNELLY, KWIK TRIP, INC

FROM: TIM ACKLIN, PLANNING & DEVELOPMENT DEPARTMENT

SUBJECT: COMMERCIAL DESIGN REVIEW PROJECT
KWIK TRIP, WARD AVE & MORMON COULEE RD

Design Review Committee Members Present:

Bernie Lenz, Utilities Department
Tim Acklin, Planning & Development Department
Matt Gallager, Engineering Department
Yuri Nasonovs, Engineering Department
Jon Molledahl, Fire Department- Division of Fire Protection and Building Safety
Craig Soden, Fire Department- Division of Fire Protection and Building Safety
Jason Riley, Fire Department- Division of Fire Protection and Building Safety
Tom Walsh, Police Department

On October 11, 2019 the Design Review Committee **reviewed** the plans submitted for the project located at 3305 Mormon Coulee Road & 1906 Ward Ave (Kwik Trip) 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) Current access points are fine.
- 2) Must meet City design requirements for any driveway work.
- 3) Final plans must show dimensions of parking stalls and drive aisles. 20' is too narrow a drive to the south of the building. Must widen to 24'.
- 4) Must provide a Photometric Plan for any exterior lighting on the site.
- 5) Make sure you are aware of where the proposed roundabout will be located as part of the 2020 WisDOT project at the intersection of Ward Ave and Mormon Coulee Road.

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

(John Molledahl- 789-7583/Jason Riley 789-7585)

- 1) Parcel with the motel will need to be rezoned to the same zoning as the commercial building. This will need to happen before the two parcels can be combined.
- 2) Must submit Demolition Permits for each building. Will need a Conditional Use Permit to demolish buildings if not also applying for a Building Permit for the new building at the same time.
- 3) Will need State approved interior and external Plumbing Plans, including storm.
- 4) Will need to combine the parcels.
- 5) Will need State approved Plans for Building, Plumbing, HVAC, and Alarm plans. Sprinkler Plans as well if installed. Will need 2 sets of plans. 1 hard copy and 1 electronic.
- 6) Will need an NOI from the WisDNR since the property is over an acre in size.
- 7) Will need separate permits for HVAC, Plumbing, Electric, Fence/wall, Signage, Building, etc
- 8) Will need a Land Disturbance and 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.
- 9) A Type 1 Hood is required in the kitchen.

Planning Department (Tim Acklin-789-7391)

- 1) Must rezone the motel parcel C2-Commercial and combine parcels.



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- 2) Make sure all of the parking lot commercial design standards are met. Any request for exemptions will have to be approved by the Common Council.
- 3) Make sure all of the landscaping commercial design standards are met. Any request for exemptions will have to be approved by the Common Council.

Police Department -(Tom Walsh-789-7206)

- 1) No issues at this time.

Utilities Department- Bernie Lenz-789-7588

- 1) Must submit a Utility Plan for final design review. More feedback can be provided once a Utility Plan can be reviewed.
- 2) Any Storm Sewer Connection must include a manhole. Any Sanitary Sewer connection must meet City standards for a Y Connection.
- 3) Project has option to cut both roads for connections. Work with the Utility Department for more information.
- 4) Must meet City requirements for any digging or excavation in the City ROW.

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

- 1) Parcel to the west of the site is listed as a closed contaminated site. Must prepare and submit a plan that will be in place that will contain and potential groundwater contamination.
- 2) Must submit calculations and design for review. More feedback can be provided once more has been submitted for review.
- 3) Highly recommended that the applicant apply for stormwater credit from the City once the new BMP is installed.

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

- 1) Asked if Kwik Trip will you be using METCO Tanks? Will need a State Permit for underground tanks. Will also need to notify the local Fire Department for Inspection. Keep Craig in the loop early on so staff can be scheduled for inspections. Kwik Trip stated that there are no plans for CMG at this location at this time.
- 2) Fire Sprinklers are highly recommended.
- 3) Current fire hydrant location adequate.