



## CITY PLANNING DEPARTMENT

### MEMORANDUM

**DATE:** SEPTEMBER 29, 2023

**TO:** DESIGN REVIEW COMMITTEE  
JAKE BUNZ, T. WALL ENTERPRISES  
KENTON BROSE, SEH, INC  
ROB ZDANOWSKI

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

**SUBJECT:** COMMERCIAL DESIGN REVIEW PROJECT  
CHALMERS- 401 3<sup>RD</sup> STREET & 215 PINE STREET

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Design Review Committee Members:

Cory Brandl, Police Department  
Tim Acklin, Planning & Development Department  
Matt Gallager, Engineering Department  
Yuri Nasonovs, Engineering Department  
Kelsey Hanson, Fire Department- Division of Fire Protection and Build Safety  
Jason Riley, Fire Department- Division of Fire Protection and Building Safety  
Brian Asp, Utilities Department  
Bee Xiong, Fire Department- Division of Fire Protection and Building Safety  
Brian Asp, Utilities Department  
Leah Miller, Parks, Recreation, and Forestry Department  
Jamie Hassemer, Engineering Department  
Stephanie Sward, Engineering Department  
Cullen Haldeman, Engineering Department

On September 22, 2023, plans were submitted to the Design Review Committee for review of preliminary plans for The Chalmers located 401 3<sup>rd</sup> St and 215 Pine Street. The following comments/feedback have been provided.

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 (Traffic) - (Contact-Matt Gallager-789-7392, Stephanie Sward-789-8171, Jamie Hassemer- 789-8182, Cullen Haldeman- 789-8185, Jackson Overby)**

- 1) The points of access need to consistently be shown as private driveway entrances, with sidewalk running through them, and appropriate aprons and flares/tapers depicted. In no cases will street-level, radiused driveway openings be allowed; sidewalk must run through the openings, elevated up at sidewalk grade.
- 2) any sidewalk within the public R/W that is possibly going to be damaged, replaced, or installed new with either project should be shown as part of the plans; such work should not be shown as by-others, and it should be shown as needing to be installed to City specifications.
- 3) Driveways need to be built to City standards. (Stephanie Sward)
- 4) We will need detailed plans of the skywalk and of how you will be accessing the Parking garage as well as where the piers will be placed if they are within the Public R/W or not. (Stephanie Sward)
- 5) Increase ADA stalls to 6 with one designated as van accessible. (Stephanie Sward)
- 6) Show dimensions of parking spaces, drive aisles, as well as driveways. (Stephanie Sward)
- 7) One thing I forgot to mention is we will need to see an access agreement with the property to the north for the driveway. (Stephanie Sward)
- 8) Will need a photometric plan showing all exterior lighting. Needs to show light trespass 25ft beyond the property lines. (Jamie Hassemer)
- 9) Also show how existing ROW lighting will be protected. (Jamie Hassemer)

#### **Division of Fire Protection and Building Safety (Building and Inspections Department) (Contact- Kelsey Hanson- 789-8675- 789-7562, Jason Riley- 789-7585)**

- 1) Parcels will need to be combined.
- 2) Plans must be state approved even if this is phased out.
- 3) Separate permits for: Building, Plumbing, HVAC, Electrical, Land Disturbance, signs, fire alarm, fire sprinkler, and demo permit for removal of the existing structure

- 4) Building is located in the fire limits district and must comply with municipal code Sec. 103.98- Construction within the fire limit.
- 5) All land disturbance practices over 1 acre will need to have proper DNR approval.
- 6) Skywalk will need to have a street privilege permit and fire doors on both sides.
- 7) Depending how this project is phased and how it is sent into the State for approval, separate permits may be required.
- 8) Will need State approved plans for storm, sanitary, and plumbing both interior and exterior.
- 9) No permits until stormwater approval from Engineering.

**Police Department- Cory Brandl-789-7206**

- 1) No comments have been provided at this time.

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

- 1) Access easement for northwest entry.
- 2) Need Elevations K5- Visual connection of building facing the streets. 2<sup>nd</sup> 3<sup>rd</sup> pine Streets.
- 3) Timeline? Will need a CUP to demolish Tribune building if not applying for building permit at the same time.
- 4) Like materials and mix of example.
- 5) Any exceptions to the design standards will need Common Council approval.
  - a. <https://www.cityoflacrosse.org/your-government/departments/city-clerk/forms-chart/request-for-exception-to-multi-family-housing-or-commercial-design-standards>

**Utilities Department- (Brian Asp- 789-3897)**

- 1) Will there be 3 utility phases? Lots of connection points. Old infrastructure. City looking into for more information.
- 2) Will be subject to a sewer connection fee. Contact Brian for more information on amount.

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

- 1) Submit request for WQML (see website for details).
- 2) Submit stormwater application and \$300 review fee.
- 3) Show utilities easement on the north side of the property.
- 4) Existing 10" connection should be eliminated. Try not to send any water to the 2<sup>nd</sup> Street, there are no capacity there. All stormwaters should be sent to the Pine's Street 60" main.
- 5) "The small portion of site that is not rooftop will sheet flow off site into the adjacent street right-of-way." Not a good idea. City requires that runoff (up to and including 10-year storm) will be piped out to the maximum extent practical.

**Fire Department- (Contact-Bee Xiong 789-7264)**

- 1) Will need to depict the fire lane on the final site plan.
- 2) Will need to be a full NFPA 13 system as it is located within the fire district and not a combination of 13 and 13R.
- 3) Would also need a monitored fire alarm system.
- 4) Fire and Sprinkler systems would have to go to the State for approval.
- 5) FDC will need to be located within 100' of a hydrant and indicate what street it is going to be off of.

- 6) Coordinate location of the Knox Box.
- 7) If the building is going to have three separate building permits for each phase, we should have three separate FA and Sprinkler permits not just the one.

**Parks, Recreation, and Forestry-** (Contact-Leah Miller 789-8672, Dan Trussoni 789-4915)

- 1) We will need tree and plant specifications, including depth and spacing on final landscape plan.