



CITY PLANNING DEPARTMENT

MEMORANDUM

DATE: JULY 15, 2022

TO: DESIGN REVIEW COMMITTEE
KEVIN BILLS, ISG
KRIS ROPPE, ISG

FROM: TIM ACKLIN, PLANNING & DEVELOPMENT DEPARTMENT

SUBJECT: COMMERCIAL DESIGN REVIEW PROJECT
PEARL STREET WALKWAY

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- Community Risk Management
Jason Riley, Fire Department- Community Risk Management
Brian Asp, Stormwater Utility
Kyle Soden, Fire Department- Division of Fire Protection and Building Safety
Brian Asp, Utilities Department
Dan Trussoni, Parks, Recreation, and Forestry Department
Jamie Hassemer, Engineering Department
Stephanie Sward, Engineering Department
Cullen Haldeman, Engineering Department

On July 1, 2022 plans were submitted to the Design Review Committee for review of the Pearl Street Walkway. 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)

- 1) Need to see grades and dimensions of walkways to make sure is ADA compliant.
- 2) Proposed lights. Need electrical layout. (Stephanie Sward)
- 3) Depth and thickness of pavement for service vehicles. (Stephanie Sward)
 - Matching La Crosse center and loading docks. Details will be on final plans. (ISG)
- 4) Need Cutsheets on exterior lights. (Jamie Hassemer)
- 5) Need an electrical plan for lighting and archway. (Jamie Hassemer)
- 6) Follow ADA guidelines for a walkway in the public right of way. No more than 2% cross slope. The running grade of this walk path can be up to 5%. If they exceed 5%, they will need to have another landing stone that is 2% by 2% no more than 35 feet apart from another landing stone. (Cullen Haldeman)
- 7) Trash cans, seated walls, tables and chairs must be out of the walking path. (Cullen Haldeman)
- 8) Decorative concrete? Provide some more detail on what that means. (Matt Gallager)

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

1. If over an acre in project size State plan review on stormwater is required.
2. If more than 4,000sqft of land is disturbed an Erosion Control Permit is required.

Police Department- Cory Brandl-789-7206

- 1) No concerns at this time.

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

- 1) No comments at this time.

Utilities Department- (Brian Asp- 789-3897)

- 1) No comments at this time

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

- 1) Kris- Look at Section 105 to determine if a Stormwater Permit is required and submit letter stating reasons if they are not.

Fire Department- (Contact-Kyle Soden 789-7271)

- 1) Make sure that ingress needs for the Radisson and La Crosse Center are maintained- ADA requirements, etc.

Parks, Recreation, and Forestry- (Contact-Dan Trussoni 789-4915)

- 1) Who is responsible for maintaining or replacing in the event of vandalism (including irrigation)
- 2) Plans call for removal of half of the wire basket on new trees. Entire wire basket that holds the root ball should be removed.
- 3) Plant Selection- tree selection great-
- 4) Variety a bit overdone- public spaces some no choke berry, nine bark, nupta. Can provide alternative species recommendations if needed.
- 5) Heavy maintenance requirements- Who responsible? Trash collections, furniture, irrigation, winter accessibility.