



CITY PLANNING DEPARTMENT

MEMORANDUM

DATE: DECEMBER 1, 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 3RD STREET & 215 PINE STREET

Design Review Committee Members:

Cory Brandl, Police Department
Tim Acklin, Planning & Development Department
Matt Gallagher, Engineering Department
Yuri Nasonovs, Engineering Department
David Reinhart, 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 October 27, 2023, plans were submitted to the Design Review Committee for review for The Chalmers located 401 3rd 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) If any sidewalk is removed, it must go back in ADA compliant. (Cullen Haldeman)
- 2) If they come within 10 feet of any curb ramp that is not ADA compliant, they must bring that curb ramp into compliance. (Cullen Haldeman)
- 3) Make sure all driveways meet our City standards. (Cullen Haldeman)
- 4) Indoor parking garage. (Stephanie Sward)
 - Driveway aprons need to be built to City standards (standard flare).
 - The access aisles adjacent to ADA spaces need to have their widths dimensioned.
- 5) Skybridge. (Stephanie Sward)
 - 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.
- 6) Temporary parking lot shown on page 20: (Stephanie Sward)
 - Need to widen the drive aisles to be a minimum of 22 feet throughout.
 - Show handicapped parking spaces with dimensions (3 needed)
 - Parking blocks needed for the spaces adjacent to the sidewalk, and potentially required for the parking spaces adjacent to the building.
 - The spaces adjacent to the building need a buffer.
- 7) Will need to revise photometric plan. Light trespass is high. Show calculations of foot candles only for the parcel. Leave out the area in the public ROW. (Jamie Hassemer)

Division of Fire Protection and Building Safety (Building and Inspections Department) **(Contact- David Reinhart- 789-7564- 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) All vision corner clearance areas shall be met unless approved by the Traffic Engineer and approved by the Board of Public works. 115-149. (d)
https://library.municode.com/wi/la_crosse/codes/code_of_ordinances?nodeId=PTIILAD_EOR_CH115ZO_ARTIVBAZODIRE_S115-149LOBUDI
- 9) Must meet the minimum floor space requirements, section 103-334. in the Municipal Code.
https://library.municode.com/wi/la_crosse/codes/code_of_ordinances?nodeId=PTIILAD_EOR_CH103BUBURE_ARTVIHOPRMA_DIV3STRE_S103-334MIFLSPLOUSRE
- 10) Will need State approved plans for storm, sanitary, and plumbing both interior and exterior. (Jason Riley)
- 11) No permits until stormwater approval from Engineering. (Jason Riley)

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) Timeline? Will need a CUP to demolish Tribune building if not applying for building permit at the same time.
- 3) Like materials and mix of example.
- 4) 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) Water
 - Will the connection on Pine street be a “live tap” valve or will you be cutting in a “tee”? Either way it must be coordinated with the City of La Crosse water utility, to plan shutdowns.
- 2) Storm Sewer
 - No comments
- 3) Sanitary Sewer
 - The pine street sanitary sewer is a lined sewer, the connection will be subject to the City of La Crosse standard specs. The 2024 edition of the standard specs will be available early January 2024.
 - 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 2nd 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) Unclear of the trees, planters and landscaping is located in the right of way.
- 2) Need to review planting specifications for vegetation. Specifications to include planting depth, spacing, soil replacement, tree pit, soil cells?
- 3) Describe why a waiver for street trees is being requested.