



## CITY PLANNING DEPARTMENT

### MEMORANDUM

**DATE:** JANUARY 10, 2025

**TO:** DESIGN REVIEW COMMITTEE  
JARED JONES, KIMLEY-HORN  
KATHERINE RAYNER, CREW CAR WASH  
TRAVIS SMITH, CREW CAR WASH

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

**SUBJECT:** COMMERCIAL DESIGN REVIEW PROJECT  
CREW CAR WASH 3333 STATE RD 16

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Design Review Committee Members:

Linnea Miller, Police Department  
Tim Acklin, Planning & Development Department  
Matt Gallager, Engineering Department  
Yuri Nasonovs, Engineering Department  
Andy Berzinski, Fire Department- Division of Community Risk Management  
Jason Riley, Fire Department- Division of Community Risk Management  
Brian Asp, Utilities Department  
Bee Xiong, Fire Department  
Leah Miller, Parks, Recreation, and Forestry Department  
Jamie Hassemer, Engineering Department  
Stephanie Sward, Engineering Department  
Cullen Haldeman, Engineering Department  
Jackson Overby, Engineering Department

On January 3, 2025, plans were submitted to the Design Review Committee for review of plans for Crew Car Wash located at 3333 State Rd 16. The following comments/feedback have been provided and must be addressed prior to an permits being issued.

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) Label one ADA stall for vacuum spaces- Must be accessible for van. Staff will provide dimension. (Stephanie Sward)
- 2) Uniformity is bad behind cashier building. More light needed. Trespass across property line is high,.may need shields. Work with Jaime. (Jamie Hassemer)

#### **Fire Department- Division of Community Risk Management** **(Contact-Andy Berzinski- 789-7562, Jason Riley- 789-7585)**

- 1) Building meets the setbacks required by the municipal code. However please verify with the Wisconsin DOT the setback requirements from State Road 16 and 157 and provide us with a copy in writing. Typically they have required a 50 foot setback from the state highway.
- 2) Separate permits will be required for building, HVAC, electrical and plumbing.
- 3) Separate permits will be required for the proposed trash enclosure, canopy and cashier building.
- 4) State approval of building plans will be required since the building exceeds 50,000 Cubic Feet in volume. Make sure to include the proposed canopy with the submittal to the state.
- 5) A separate permit will be required for all proposed signage and must meet the city's municipal code.
- 6) Stormwater permit will be required from our engineering department prior to any permits being able to be obtained.
- 7) A demolition permit will be required for the existing building. A new building permit will need to be applied for or a Conditional Use Permit will be required prior to a demo permit being able to be obtained.
- 8) State plan review of plumbing plans is separate from the state plan review of building plans.

- 9) Approval from the Utility Department and all connection fees paid prior to any Plumbing permits being issued.
- 10) Storm water permit will be required from our engineering department and need to be approved prior to any building permits being issued.

**Police Department- (Contact- Linnea Miller-789-7205)**

- 1) No comments at this time.

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

- 1) No issues/comments at this time.

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

- 1) Sanitary Utility
  - Public utilities belong to Onalaska (Jarrod Holter – Director of Public Works - 608-781-9543)
  - Plumbing in the ROW will be filed through City of Onalaska, whereas plumbing permits for work on the private parcel will be filed through the City of La Crosse
  - This development will be subject to a Sanitary Sewer Connection Fee, calculation and invoicing can be coordinated through the City of Onalaska utilities office.

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

- 1) No comments to be provided until a full stormwater submittal has been provided per applicant's response memo.
- 2) Submit and follow Stormwater Permit.
- 3) Application form review fees and maintenance agreement example can be found on website.

**Fire Department- (Contact-Bee Xiong 789-7271)**

- 1) KNOX Box is required due to sqft of building. Coordinate with the Fire Department on location of installation. Can be purchased at [www.knoxbox.com](http://www.knoxbox.com)

**Parks, Recreation, and Forestry-**

**(Contact-Leah Miller 789-8672, Dan Trussoni 789-4915)**

- 1) No issues/comments at this time.