



CITY PLANNING DEPARTMENT

MEMORANDUM

DATE: MAY 12, 2023

TO: DESIGN REVIEW COMMITTEE
MARK ETRHEIM, MASTERCRAFT BUILDERS

FROM: TIM ACKLIN, PLANNING & DEVELOPMENT DEPARTMENT

SUBJECT: MULTI-FAMILY DESIGN REVIEW PROJECT
4-UNIT CHASE STREET

Design Review Committee Members:

Cory Brandl, Police Department
Tim Acklin, Planning & Development Department
Matt Gallagher, Engineering Department
Yuri Nasonovs, Engineering Department
Mike Suntken, 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
Dan Trussoni, Parks, Recreation, and Forestry Department
Jamie Hassemer, Engineering Department
Stephanie Sward, Engineering Department
Cullen Haldeman- Engineering Department

On May 2, 2023 plans were submitted to the Design Review Committee for review of a 4-plex located on Chase Street. The following comments/feedback have been provided and will need to be addresses prior to any 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 - (Contact-Matt Gallager-789-7392, Stephanie Sward-789-8171, Jamie Hassemer- 789-8182, Cullen Haldeman- 789-8185)

- 1) Parking cannot be in front of the building. They will need to ask for a variance to park vehicles in front of the building. If parking will be allowed on the driveway on stall needs to be labeled van accessible. (Stephanie Sward)
- 2) No issues with lighting. (Jamie Hassemer)

Division of Fire Protection and Building Safety (Building and Inspections Department) **(Contact-Mike Suntken- 789-7582, Jason Riley- 789-7585)**

- 1) The side yard setback shown on Sheet A0.1 should read 7'-0" instead of the 5'-0" shown.
- 2) The rear yard setback shown on Sheet A0.1 should read 30'-0" instead of the 25' shown. Building will need to be relocated so the 30' rear yard setback can be met. Current plans show a dimension of 29'-5" to the building.
- 3) A separate fence permit application is required for any proposed fencing to be installed on the property and a separate sign permit application will be required for any proposed signage on the property.
- 4) Will need State approved Plumbing Plans- Will also need approval from Yuri in the Engineering Department. Check on connection fee from the Utilities Department.

Police Department- (Cory Brandl-789-7206)

- 1) No comments at this time

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

- 1) Multi-Family Design Standards
 - a. <https://www.cityoflacrosse.org/home/showpublisheddocument/6086/637847481002630000>
- 2) Must provide bicycle parking areas or make note on plans that storage will be located in the garages.
- 3) Will there be a pedestrian sidewalk to South Ave? Pedestrian sidewalks from entrances to Chase St? These are required.

- 4) Show/mark Designated parking lot snow storage area(s) on site plan.
- 5) The cumulative length of all garage doors facing the street shall not exceed 50 percent of the total length of the street-facing elevation unless architecturally justified. Section P. An exception may be requested from the Common Council
- 6) Façade facing South Ave should have a similar look to the adjacent houses to fit into the neighborhood. Not have back yard look. Patios off of Bedrooms?
- 7) Roof Lines- Add length of roof lines to plans to show requirements. Section N(5).

Utilities Department- (Brian Asp- 789-3897)

- 1) Show metering on plans- Meet requirements. Sprinkler system? Waiting to hear on connection fee for sanitary. Will get back to applicant.
 - a. (Applicant) Will be metering in separate room. Will send revised plans

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

- 3) Maintenance agreement missing exhibit- request sent to engineer.
 - a. Figure 1.

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

- 1) Sprinkler System will be required to be monitored.
- 2) Fire Alarm and Sprinkler Permits but be issued by the city prior to any work on installing those systems.
- 3) Underground feed for sprinkler system must be tested in accordance with NFPA 25
- 4) Coordinate with Fire Department on the location of the FDC connection

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

- 1) Will need a Landscape plan for final design review. Must meet design review requirements stated in Section F.