



CITY PLANNING DEPARTMENT

MEMORANDUM

DATE: JANUARY 16, 2019

TO: DESIGN REVIEW COMMITTEE
GARY WOOLEVER, VIERBICHER

FROM: TIM ACKLIN, PLANNING & DEVELOPMENT DEPARTMENT

SUBJECT: COMMERCIAL DESIGN REVIEW PROJECT
PIZZA RANCH- 3119 STATE ROAD 16

Design Review Committee Members Present:

Tom Walsh, Police Department
Jason Gilman, Planning & Development Department
Jon Molledahl, Fire Department- Division of Fire Protection and Building Safety
Craig Snyder, Fire Department- Division of Fire Protection and Building Safety

On December 28, 2018 the Design Review Committee **reviewed** the plans submitted for the Commercial project located at 3119 State Road 16 and provided the following information.

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.

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

- 1) An Erosion Control Plan and Stormwater Management Plan will need to be completed, including details of tracking pad and silt fence and all erosion control measures. Stormwater Management Plan must be compliant with City of La Crosse Municipal Code 115-555.
- 2) Must submit a Stormwater Utility Application with Building Permit.
- 3) Must provide a Grading Plan to reflect new site layout.
- 4) A Post Construction Maintenance Agreement will need to be reviewed and approved by the Engineering Department and recorded with the Register of Deeds prior to receiving a Building Permit.

Water Department- Tina Erickson/Bernie Lenz-789-7588

- 1) The storm sewer pipes are shallow. We need to know the amount of grade change over the pipe/easement and be ensured the pipe is going to be adequately protected during construction and have cover post construction to handle proposed loading (cars only or deliveries too?)
- 2) You have a major gas line that can't be moved easily. Cover over this is also important.
- 3) Are the sanitary sewer depths adequate to get grade in the lateral and not run into the gas line?
- 4) What is happening with required storm water treatment?
- 5) LACK OF INFORMATION
 - a. No post construction storm water controls shown.
 - b. No Erosion Control Plan
 - c. No Grading Plan.
 - d. No Utilities Plan
- 6) These above issue are large and could impact the overall project layout. They all should be laid out at least in concept during the preliminary review. Nothing was given to even comment or suggest on. I request a second preliminary review once these have been thought about and preliminary designs be presented.

Engineering Department (Traffic)- Matt Gallager-789-7392

- 1) No comments at this time.

Division of Fire Protection and Building Safety (Building and Inspections Department)

Matt Diehl- 789-7583

- 1) Will need State approved Plans.
- 2) Will need separate permits for everything. (Sign, Fence, Building, Plumbing, HVAC, Electrical, Footing & Foundation, Land Disturbance)
- 3) Will need an Erosion Control Plan showing erosion control measures including silt fence, tracking pad, inlet protection, silt socks, location and material used. Tracking pads are required to be 3" clear stone or an approved man made pad.
- 4) Flood way cannot be disturbed during construction. It will be required to have a silt fence separating the floodway and construction area. Silt fence cannot be in the floodway. This silt fence cannot be moved for any reason, will have to be maintained, and properly in place until final occupancy is granted.



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- 5) Current plans show no building located in the Floodplain. If plans were to change there are construction standards that need to be met.
- 6) Must contact the Mississippi Valley Archeological Center for review due to being located within a designated archeological sensitive area. A form will be provided to you with the permit when issued. You may also pick it up ahead of time.
- 7) Accessible parking spots are adequate according to this plan. Required to have to van accessible spot.
- 8) Must maintain the Vision Clearance at all of the corners. This includes landscaping.

Fire Department- Craig Snyder-789-7264/Kyle Soden- 789-7271

- 1) Fire Suppression, alarm, and sprinkler plans needed prior to construction.
- 2) State Fire Alarm and Sprinkler Plans required. Should be forwarded to Fire Prevention and Building Safety.
- 3) Fire access confirmation is needed.
- 4) Questions on curbed islands.

Police Department- Tom Walsh-789-7206

- 1) No comments at this time.

Planning Department- Tim Acklin 789-7391

- 1) Must provide a Landscape Plan for final design review. Plan must include a percentage of green space on the site.
- 2) Must provide a Lighting Plan for final design review. Include photometric and spec sheets for all outdoor lighting.
- 3) Must provide a detail of the proposed trash enclosure.
- 4) Must show location of all exterior building mechanicals on Site Plan.
- 5) Show snow storage on plans.
- 6) Must obtain a waiver from the Commercial Design Standards for any parking spaces closer to the street than the building. (C2)
- 7) Building Elevations must be complaint with Section K2 in the design standards.
- 8) Final elevations must include materials and dimensions.
- 9) Must meet any parking lot screening requirements.