



CITY PLANNING DEPARTMENT

MEMORANDUM

DATE: JULY 26, 2024

TO: DESIGN REVIEW COMMITTEE
SCOTT SHUST, JTS ARCHITECTS
TODD SMUTZ

FROM: TIM ACKLIN, PLANNING & DEVELOPMENT DEPARTMENT

SUBJECT: COMMERCIAL DESIGN REVIEW PROJECT
STARBUCKS 3900 STATE RD- LOT 2 GMX PLAT

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- Division of Community Risk Management
Brian Asp, Utilities 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 July 17, 2024, plans were submitted to the Design Review Committee for review of plans for Starbucks located at 3900 State Rd 16, Lot 2 of the GMX Plat. 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 - (Contact-Matt Gallager-789-7392, Stephanie Sward-789-8171, Jamie Hassemer- 789-8182, Cullen Haldeman- 789-8185, Jackson Overby)

- 1) Driveway- Plans show a tapered driveway. City Specifications require a radius design. May be acceptable because it is private. Confirm with Engineering. (Stephanie Sward)
- 2) Lighting was good. Higher levels of trespass across property lines. Add line 25ft from property line. May need to reduce levels. Jamie Hassemer)

Fire Department- Division of Community Risk Management

(Contact-Andy Berzinski- 789-7562, Jason Riley- 789-7585)

- 1) Address for new parcel will be 3710 State Rd 16.
- 2) If building exceeds 50,000cubic ft state plan review is required.
- 3) Permits will be required from this Department for Building, Plumbing, Electrical, HVAC, Land Disturbance, Fire Alarm and Fire Sprinklers. Additional permits would be required for any new fencing or signage on the property. Permit applications can be found here: <https://www.cityoflacrosse.org/city-services/permits-licenses>
- 4) Wall signs may be placed on no more than two separate walls of a building and must face a public street or principal off-street parking. Unless the criteria is met to use Uniform Sign Plan ordinance Sec 111-35.
- 5) State approval for grease interceptor
- 6) Stormwater permit and WQM Letter must be approved by Engineering prior to any plumbing permits being issued. (Jason Riley)
- 7) Connections fee with the Utilities Department must be paid prior to any plumbing permits being issued. (Jason Riley)
- 8) Plans tying to existing stubs. Stubs may not exist. Permits will be needed for this item. Work with Jason Riley.
- 9) Work with Jason on hydrant specifications.

Police Department- (Linnea Miller-789-7205)

- 1) Recommend external video surveillance for the project. Work with the Police Department if any assistance is needed.

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

- 1) Labels on rendered elevations do not match labels on Sheet A4.0.
- 2) K5- Visual connection of building facing Hwy 16. 20% of elevation facing Hwy 16 must be windows and doors. Please provide calculation.
- 3) Section F. Must provide a Landscaping Plan as part of the final plan review and meet landscaping requirements.
- 4) Building must be separated from the parking with a landscaped buffer.
- 5) Link to Design Standards
 - a. <https://www.cityoflacrosse.org/home/showpublisheddocument/6084/637847479856030000>
- 6) 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) Subject to sanitary sewer connection fees. Work with Brian on this item.
- 2) Any utilities or facilities that become public or new ones that connect to public utilities will have to meet city specifications.

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

- 1) Must obtain a stormwater permit per Chapter 105. Submit to Yuri. Application and draft maintenance agreement example online. Fee also required.
- 2) WQM letter will be required. Follow the link below for submittal requirements:
<https://www.cityoflacrosse.org/home/showpublisheddocument/410/637106595820700000>
- 3) Work with Matt and Yuri on stormwater agreements for the site.

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

- 1) Knox Box recommended.
- 2) A commercial kitchen suppression system/hood is required if there are any grease laden vapors being produced, otherwise they do not need a commercial kitchen suppression system.

NFPA 1 2012 (See all of Chapter 18 for additional requirements)

18.2.3.2 Access to Building.

• **18.2.3.2.1**

A fire department access road shall extend to within 50 ft (15 m) of at least one exterior door that can be opened from the outside and that provides access to the interior of the building.

• **18.2.3.2.2**

Fire department access roads shall be provided such that any portion of the facility or any portion of an exterior wall of the first story of the building is located not more than 150 ft (46 m) from

fire department access roads as measured by an approved route around the exterior of the building or facility.

- **18.2.3.4.1.1**

Fire department access roads shall have an unobstructed width of not less than 20 ft (6.1 m).

- **18.2.3.4.1.2**

Fire department access roads shall have an unobstructed vertical clearance of not less than 13 ft 6 in. (4.1 m).

18.2.3.4.6 Grade.

- **18.2.3.4.6.1**

The gradient for a fire department access road shall not exceed the maximum approved.

- **18.2.3.4.6.2***

The angle of approach and departure for any means of fire department access road shall not exceed 1 ft drop in 20 ft (0.3 m drop in 6 m) or the design limitations of the fire apparatus of the fire department and shall be subject to approval by the AHJ.

- **18.2.3.4.6.3**

Fire department access roads connecting to roadways shall be provided with curb cuts extending at least 2 ft (0.61 m) beyond each edge of the fire lane.

Parks, Recreation, and Forestry- (Contact-Leah Miller 789-8672, Dan Trussoni 789-4915)

- 1) Requesting tree and plant specifications, including depth and spacing on final landscape plan.