



CITY PLANNING DEPARTMENT

MEMORANDUM

DATE: APRIL 26, 2024

TO: DESIGN REVIEW COMMITTEE
MYLENA OLIVEIRA, PLAZA STREET PARTNERS

FROM: TIM ACKLIN, PLANNING & DEVELOPMENT DEPARTMENT

SUBJECT: COMMERCIAL DESIGN REVIEW PROJECT
7 BREW COFFEE- VALLEY VIEW MALL

Design Review Committee Members:

Linnea Miller, Police Department
Tim Acklin, Planning & Development Department
Matt Gallagher, Engineering Department
Yuri Nasonovs, Engineering Department
Andy Berzinski, 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 April 19, 2024, plans were submitted to the Design Review Committee for review of plans for 7 Brews Coffee located at Valley View Mall. 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) Add all dimensions of all parking spaces and one ADA designated space.
- 2) Indicate access to building from ADA space on the site plan.
- 3) Add dimensions of drive thru lanes and aisles on the site plan.
- 4) Remove existing parking overlay on the site plan.
- 5) Will need to submit a Photometric Plan. Include a summary of fixtures and model numbers used. Plan must also provide calculations/foot candles 25ft outside off of property lines. (Jamie Hassemer)

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

- 1) Storm water permit will be required from our engineering department and need to be approved prior to any building permits being issued.
- 2) State approval of Building & HVAC plans since the building exceeds 50,000 cubic feet, make sure to include the canopy with the submittal to the state.
- 3) Separate permits will be required for the proposed trash & vacuum enclosure, Canopy, Attendant Shelter
- 4) Separate permits will be required for all proposed signage, and it must meet the city's municipal code.
- 5) 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.
- 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)

Police Department- (Linnea Miller-789-7205)

- 1) No concerns at this time.

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

- 1) Will need to submit a Certified Survey Map to create new parcel.
- 2) No parking closer to the street than the building. Must provide a clearer site plan.
- 3)
- 4) Non-architectural metal is not a permitted exterior material. Please provide additional material to support the proposed vertical metal siding.
- 5) K5- Visual connection of building facing Hwy 16. 20% of northwest elevation must be windows and doors. Please provide calculation.
- 6) Section F. Must provide a Landscaping Plan as part of the final plan review.
- 7) Section I- Must provide a Photometric Plan if applicable.
- 8) Must meet Section C of the commercial design standards.
- 9) Section E- Show location of all exterior mechanical elements on final plans.
- 10) E7- Must provide bicycle parking.
 - a. Show location and number on final plans.
- 11) Link to Design Standards
 - a. <https://www.cityoflacrosse.org/home/showpublisheddocument/6084/637847479856030000>
- 12) 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) Location is a problem. Need direct access to utilities but buildings are over utilities. Need to move project to the south or have mall own utilities.
- 2) Need Utility Plan to show connections.
- 3) Subject to connection fees.

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

- 1) Must obtain a stormwater permit per Chapter 105.
- 2) WQM letter will be required. Follow the link below for submittal requirements:
<https://www.cityoflacrosse.org/home/showpublisheddocument/410/637106595820700000>

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

- 1) No comments at this time.

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.