



CITY PLANNING DEPARTMENT

MEMORANDUM

DATE: AUGUST 23, 2024

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

FROM: TIM ACKLIN, PLANNING & DEVELOPMENT DEPARTMENT

SUBJECT: COMMERCIAL DESIGN REVIEW PROJECT
STARBUCKS 3710 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 August 16, 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 and must be addressed 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 Hassemmer- 789-8182, Cullen Haldeman- 789-8185, Jackson Overby)

- 1) Any excavation in public right of way needs proper permits (Stephanie)
- 2) Lighting was good. Recommend shields on exterior of row of lights to curb light trespass. It's getting up on the higher end.
- 3) Jackson Make sure ADA stalls are compliant. Width and length are not labeled. (Developer confirmed they are correct.)
- 4) Stephanie to send Cullen's comments.

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

- 1) If building exceeds 50,000 cubic ft state plan review is required.
- 2) 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>
- 3) 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.
- 4) Separate building permits will be required for the shell and the tenant buildout. (It is assumed this is how they are planning on building this store as this is how they have done them in the past)
- 5) State approval for grease interceptor. (Jason Riley)
- 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) No comments

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

- 1) Building must be separated from the parking lot with a landscaped buffer.
- 2) 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) Must obtain a stormwater permit per Chapter 105. Submit to Yuri. Application and draft maintenance agreement example online. Fee also required.

- 1) WQM letter will be required. Follow the link below for submittal requirements:
<https://www.cityoflacrosse.org/home/showpublisheddocument/410/637106595820700000>
- 2) Still waiting for submittal. Work with Matt and Yuri on stormwater agreements for the site.

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

- 1) No comments

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

- 1) No concerns at this time.