

LA CROSSE WISCONSIN

Department of Planning, Development, and Assessment
400 LA CROSSE ST, LA CROSSE, WI 54601 | P: (608) 789-7512

Memorandum

To: **DESIGN REVIEW COMMITTEE**
JESSICA SCOTT, VANTAGE ARCHITECTS, INC.

From: **TIM ACKLIN, PLANNING, DEVELOPMENT AND ASSESSMENT DEPARTMENT**

Date: **OCTOBER 4, 2024**

Re: **DESIGN REVIEW PROJECT**
1331 CLINTON STREET- BOYS & GIRLS CLUB ADDITION

Design Review Committee Members:

Linnea Miller, Police Department
Tim Acklin, Planning & Development Department
Matt Gallager, Engineering Department
Yuri Nasonovs, Engineering Department
Andrew 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

On September 27, 2024, plans were submitted to the Design Review Committee for review of an addition to the Boys & Girls Club at 1331 Clinton St. The following comments/feedback have been provided.

All revised plans in accordance with this memo must be submitted to the Planning, Development and Assessment 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, Development and Assessment 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 (Traffic) - (Contact-Matt Gallager-789-7392, Stephanie Sward-789-8171, Jamie Hassemmer- 789-8182, Cullen Haldeman- 789-8185)

- 1) General: (Stephanie Sward)
 - Parcel to the east is currently owned by School District. We cannot approve parking lot on that parcel without an agreement from the school district.
 - Need dimension on accessible stall.
- 2) Preliminary plans didn't show exterior or parking lot light. If any, it needs to be reviewed along with photometrics. May need light trespass exemption. Could be added to agreement.

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

- 1) With separate parcels, school district would need to obtain separate parking lot permit and for dumpster and storage building.
- 2) State plan approval for HVAC and fire suppression
- 3) Separate plumbing/electrical permits
- 4) Demo Permit for existing storage sheds.
- 5) State approval for plumbing
- 6) Utility to be notified of connection fees required.

Police Department- Linnea Miller-789-7205

- 1) No comments at this time.

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

- 1) Will need to combine lots. If that is not the plan, agreement for use needs to be submitted.

Utilities Department- (Brian Asp- 789-3897)

- 1) Any new watermain or new utilities that will become City Utilities need to conform to City specs. Since watermain is moving, easement need to be repair or changed to give access for repairs.
- 2) Need to see plans for the new water main for fire hydrant.

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

- 1) Submit for stormwater permit.
- 2) Cannot issue permit without legal document allowing building on the parking lot.

Fire Department- (Contact- Bee Xiong 789-7260)

- 1) In addition to state fire alarm system plans, submit also to CRM/Fire
- 2) Pull application before work is started

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

- 1) No comments as this time.