



## CITY PLANNING DEPARTMENT

### **MEMORANDUM**

**DATE:** APRIL 11, 2025

**TO:** DESIGN REVIEW COMMITTEE  
JAKE BUNZ, T. WALL ENTERPRISES  
KENTON BROSE, SEH, INC  
ANDY CHITWOOD

**FROM:** TIM ACKLIN, PLANNING & DEVELOPMENT DEPARTMENT

**SUBJECT:** COMMERCIAL DESIGN REVIEW PROJECT  
CHALMERS- 401 3<sup>RD</sup> STREET & 215 PINE STREET

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Design Review Committee Members:

Linnea Miller, Police Department  
Tim Acklin, Planning & Development Department  
Matt Gallagher, Department of Public Works  
Yuri Nasonovs, Engineering Department  
Andrew Berzinski, Planning & Development Department  
Jason Riley, Planning & Development Department  
Brian Asp, Utilities Department  
Bee Xiong, Fire Department- Division of Community Risk Management  
Leah Miller, Parks, Recreation, and Forestry Department  
Jamie Hassemer, Engineering Department  
Stephanie Sward, Engineering Department  
Cullen Haldeman, Engineering Department  
Jackson Overby, Engineering Department

On April 1, 2025, plans were submitted to the Design Review Committee for review for The Chalmers located 401 3<sup>rd</sup> St and 215 Pine Street. The following comments/feedback have been provided and must be addressed prior to any building 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 (Traffic) - (Contact-Matt Gallager-789-7392, Stephanie Sward-789-8171, Jamie Hassemer- 789-8182, Cullen Haldeman- 789-8185)**

- 1) The proposed skybridge is impacting existing lighting in the ROW. Please provide details on these impacts and what alternatives are being proposed to relocate them. Work with Jaime on this issue. (Jamie Hassemer)
- 2) Lighting on corners of building facing ROW are high and need to be relooked at. .25 foot candles or less 25ft beyond property line is the requirement. (Jamie Hassemer)
- 3) Skybridge- Will need a Revocable Occupancy Permit since privately owned. Will also need Board of Public Works approval. Work with Engineering on this process. Engineering final approval will not be given until there is a BPW approved Revocable Occupancy Permit for the skywalk. The columns on the skybridge are not permitted in the blvd unless part of ROP.
- 4) A variance from BPW for the skywalk over the ROW may also be required.

### **Community Risk Management (Building and Inspections Department)**

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

- 1) Parcels will need to be combined prior to permits being able to be issued.
- 2) Building and HVAC plans will be required to be State Approved. With the project being phased State Plan Approval may be required for each separate phase due to State Plan reviews only being valid for 2 years. A variance could possibly be obtained from the state to extend the plan review expiration date.
- 3) Separate permits for: Building, Plumbing, HVAC, Electrical, Land Disturbance, Signs, Fire Alarm, Fire Suppression, and a demo permit for removal of the existing structure.
- 4) If construction is being done in phases under different state plan approvals, separate permits will be required for each phase of construction. Building permits are only valid for 2 years.

- 5) Building is located in the fire limits district and must comply with municipal code Sec. 103.98- Construction within the fire limit.
- 6) All land disturbance practices over 1 acre will need to have proper DNR approval.
- 7) Skywalk will be required to obtain a street privilege permit from our Engineering Department.
- 8) All vision corner clearance areas shall be met unless approved by the Traffic Engineer and approved by the Board of Public works. 115-149. (d) 10'
- 9) Stormwater permit and WQM Letter must be approved by Engineering prior to any building permits being able to be issued.
- 10) Will need State approved plans for storm, sanitary, and plumbing both interior and exterior. (Jason Riley)
- 11) Stormwater permit and WQM Letter must be approved by Engineering prior to any plumbing permits being issued.(Jason Riley)
- 12) Connections fee with the Utilities Department must be paid prior to any plumbing permits being issued. (Jason Riley)
- 13) Backwater valves may be needed on storm and clearwater piping.

**Police Department- (Linnea Miller-789-7205)**

- 1) Recommend video surveillance for all exits and entrances, especially with the skywalk. Work with the Police Department if any assistance is needed.

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

- 1) No concerns at this time.

**Utilities Department- (Brian Asp- 789-3897)**

- 1) Did not see any water or sanitary plans? Please send plans if not already in plan set.
- 2) Will be subject to a sewer connection fee. Contact Brian for more information on amount and coordination. Residential fee is per unit. Commercial is per usage.

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

- 1) Submittal is missing. Will provide more comment once received. 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:
  - a. <https://www.cityoflacrosse.org/home/showpublisheddocument/410/637106595820700000>

**Fire Department- (Contact-Bee Xiong 789-7264)**

- 1) Knox Box(s) required
- 2) Appropriate plans submitted to the State and the Fire Department along with fees and permit applications for all fire alarm and fire protection systems. Emailed electronically to FD. Must be done per each phase.
- 3) Sprinkler FDC within 100' of nearest hydrant (if applicable).
- 4) If there is a sprinkler system, 200 psi hydro underground water service line must be performed along with flush test with FD (preferably as soon as the line is covered with dirt).
- 5) Fire Limits NFPA 13 requirements for all residential areas.

- 6) The grill and firepits in the outdoor area must be on a non-combustible surface.
- 7) Must have gas shut-offs for both devices tied into the fire alarm system.
  - a. Applicant stated that there will be emergency shut-offs and timers.

**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.

**10.11.6 Cooking Equipment.**

- **10.11.6.1**

For other than one- and two-family dwellings, no hibachi, grill, or other similar devices used for cooking, heating, or any other purpose shall be used or kindled on any balcony, under any overhanging portion, or within 10 ft (3 m) of any structure.

- **10.11.6.2**

For other than one-and two-family dwellings, no hibachi, grill, or other similar devices used for cooking shall be stored on a balcony.

- **10.11.6.3\***

Listed equipment permanently installed in accordance with its listing, applicable codes, and manufacturer's instructions shall be permitted.

**10.11.7 Installation of Patio Heaters.**

- **10.11.7.1**

Patio heaters utilizing an integral LP-Gas container greater than 1.08 lb (0.49 kg) propane capacity shall comply with [10.11.7.2](#) and [10.11.7.3](#). [58:6.20.2.1]

- **10.11.7.2**

Patio heaters shall be listed and used in accordance with their listing and the manufacturer's instructions. [58:6.20.2.2]

- **10.11.7.3**

Patio heaters shall not be located within 5 ft (1.5 m) of exits from an assembly occupancy. [58:6.20.2.3]

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

- 1) It's unclear to me if the planters are encroaching into the ROW- if so, can they be repositioned to be closer to the building to be out of the right of way.
- 2) The Parks and Forestry Dept will not take on any maintenance or responsibility for trees in planters located within the ROW.