



CITY PLANNING DEPARTMENT

MEMORANDUM

DATE: SEPTEMBER 17, 2021

TO: COMMERCIAL DESIGN REVIEW COMMITTEE
FIVE BUGLES DESIGN

FROM: TIM ACKLIN, PLANNING & DEVELOPMENT DEPARTMENT

SUBJECT: COMMERCIAL DESIGN REVIEW PROJECT
LA CROSSE FIRE STATION NO.2

Commercial Design Review Committee Members Present:

Bernard Lenz, Utilities Manager
David Reinhart, Chief Inspector
Tim Acklin, Planning & Development Department
Matt Gallagher, City Engineer
Craig Snyder, Fire Department

On September 17, 2021 the Commercial Design Review Committee reviewed the plans submitted for Fire Station No.2 below are comments from Committee members:

Requirements Prior to Issuance of a Building Permit

Engineering Department - Matt Gallagher will serve as your contact person in the Engineering Department.

- 1) A site plan
- 2) Farwell is no longer a public street – may affect parking spots
- 3) Add any and all sidewalks to the plan documents
- 4) Dimensions of parking stalls and drive aisles

Engineering Department (Stormwater) – Yuri Nasonovs

- 1) Storm Water Management Plan:

AMY M. PETERSON, AICP, INTERIM PLANNING & DEVELOPMENT DIRECTOR/ PLANNING & ECONOMIC DEVELOPMENT ADMINISTRATOR

CAROLINE NEILSEN, COMMUNITY DEVELOPMENT ADMINISTRATOR

TIM ACKLIN, AICP, SENIOR PLANNER - HERITAGE PRESERVATION

NATHAN PATROS, ASSOCIATE PLANNER - ECONOMIC DEVELOPMENT

LEWIS KUHLMAN, AICP, ASSOCIATE PLANNER - COMMUNITY DEVELOPMENT

ED YOUNG, HOUSING REHABILITATION SPECIALIST

KEVIN CLEMENTS, ASSISTANT HOUSING REHAB SPEC

JACOB LAROW, NEIGH HOUSING DEVELOP ASSOC

DAWN REINHART, FED PROGRAMS ACCOUNTS TECH

- a) Submit Permit application form.
- b) Submit site specific stormwater management plan per Chapter 105.
- 2) Water Quality Management Letter has to be obtained for this project (new institutional building) for the submittal to the State. Submittal requirements can be found on our web site (under Engineering Department Services). \$25 review fee will be waived for this project.
- 3) Lots have to be combined. Lot 17-20140-10 combined with 17-20247-30 do not have the same boundaries as proposed plans. Please explain.

Community Risk Management Department (CRM) – David Reinhart

- 1) Will need State approval of Plans for; building, HVAC and plumbing, and electrical
- 2) Will need Sign Permits for any proposed signage and must meet the City's Municipal Code. (This is not required prior to receiving a Building Permit)
- 3) Correct number and dimensions of parking spots and drive aisles, and required handicap spaces
- 4) Stormwater permit from our Engineering Department
- 5) Will need a Fence Permit.
- 6) Parcels will need to be combined. This is in process at this time via a CRM Department request.

Utility Department – Bernard Lenz

- 1) Utility designs that integrate with the Wisconsin DOT La Crosse Street project are needed ASAP.
- 2) Dimensions of proposed sewer and water
- 3) Water service needs to show valves
- 4) Illustrate proposed manholes
- 5) Can you provide details of the restrictor man hole cover you are proposing?
- 6) Please provide more details of each apparatus in the Utility Plan

Police Department - No Comment

Planning Department – Jack Zabrowski

- 1) A site plan separate from the Utility Plan needs to be submitted
- 2) Landscape plan needs to be submitted
- 3) Photometric plan with lighting specs. Needs to be submitted
- 4) Please provide calculations for first floor window façade areas (sec K #5)
- 5) Parking cannot be closer to the street than building
- 6) Landscape buffer is needed between parking and building
- 7) Minimum setback for parking is 5ft. from property line
- 8) One landscaped island is required for every 12 vehicles (2 needed).
- 9) A raised curb or parking blocks needed for spots on Farwell St.
- 10) Label dimensions of parking spaces and drive aisles
- 11) Designate snow storage area or note disposal plan
- 12) 10% of the lot has to be greenspace



CITY PLANNING DEPARTMENT

- 13) Exterior building materials need to be provided, not currently listed in the chart provided in elevations (see page 30)
- 14) Indicate location of exterior mechanicals – if there are exterior mechanicals
- 15) Bike parking spots are need to be added
- 16) Detail of dumpster enclosure needed
- 17) Roof must meet requirements of a parapet wall (sec. M #3)
- 18) Is there only one public entrance on south side parking lot, or is the La Crosse St. side also a public entrance?

Fire Department - No Comment

AMY M. PETERSON, AICP, INTERIM PLANNING & DEVELOPMENT DIRECTOR/ PLANNING & ECONOMIC DEVELOPMENT ADMINISTRATOR

CAROLINE NEILSEN, COMMUNITY DEVELOPMENT ADMINISTRATOR

TIM ACKLIN, AICP, SENIOR PLANNER - HERITAGE PRESERVATION

NATHAN PATROS, ASSOCIATE PLANNER - ECONOMIC DEVELOPMENT

LEWIS KUHLMAN, AICP, ASSOCIATE PLANNER - COMMUNITY DEVELOPMENT

ED YOUNG, HOUSING REHABILITATION SPECIALIST

KEVIN CLEMENTS, ASSISTANT HOUSING REHAB SPEC

JACOB LAROW, NEIGH HOUSING DEVELOP ASSOC

DAWN REINHART, FED PROGRAMS ACCOUNTS TECH