



CITY PLANNING DEPARTMENT

MEMORANDUM

DATE: JANUARY 21, 2022

TO: DESIGN REVIEW COMMITTEE
LAURA EYSNOGLE, FIVE BUGLES DESIGN

FROM: TIM ACKLIN, PLANNING & DEVELOPMENT DEPARTMENT

SUBJECT: COMMERCIAL DESIGN REVIEW PROJECT
CITY OF LA CROSSE FIRE STATION #2

Design Review Committee Members:

Cory Brandl, Police Department
Tim Acklin, Planning & Development Department
Matt Gallager, Engineering Department
Yuri Nasonovs, Engineering Department
Andrew Berzinski, Eddie Young Fire Department- Division of Fire Protection and Build Safety
Jason Riley, Fire Department- Division of Fire Protection and Building Safety
Brian Asp, Stormwater Utility
Kyle Soden, Fire Department- Division of Fire Protection and Building Safety
Bernie Lenz, Utilities Department
Dan Trussoni, Parks, Recreation, and Forestry Department
Jamie Hassemer, Engineering Department
Stephanie Sward, Engineering Department

On January 18, 2022 plans were submitted to the Design Review Committee for final review of Fire Station #2 located at 1400 La Crosse Street. The following comments/feedback have been provided and will need to be addresses 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 (Traffic) - (Contact-Matt Gallager-789-7392, Stephanie Sward-789-8171, Jamie Hassemer- 789-8182)

- 1) Parking enough for ADA. Revise plans to reflect the following: (Stephanie Sward)
 - Label ADA van spaces
 - Label size of hash out areas of ADA areas.
- 2) Fiber optic line needs to be accommodated in plans coordinated with contractors to ensure the line is not disconnected before other alternate route is functioning
- 3) 13th and Farwell St., City does not have an easement on those streets anymore UWL has those easements – need easements in writing before approval
- 4) Parking stalls need to be 8.5 feet wide, ADA stalls need to meet federal guidelines provide dimensions of parking stalls
- 5) Parking lot near Oakland St. shows 20-foot drive aisle between stalls, this needs to be 22 feet minimum
- 6) Lighting – main walkway needs to be minimum 1-foot candle, SE side light trespass potential to UWL, like to see verification that this light does not trespass onto UWL property.

Division of Fire Protection and Building Safety (Building and Inspections Department) **(Contact-Eddie Young- 789-7582, Jason Riley- 789-7585)**

- 1) Must apply for separate permits for building, and fences.
- 2) State Plan review required for Building, HVAC, Plumbing, electrical and sprinkler plans.
- 3) Civil plans need to included with the state approval when submitted
- 4) Sign permit(s) needed for any proposed signage and must meet the City's Municipal Code. (This is not required prior to receiving a Building Permit)
- 5) Correct number and dimension of parking spots and drive aisles, and required handicap spaces
- 6) Stormwater permit from our Engineering Department

Plumbing inspector Notes: Jason

- 1) State approved plumbing plans - to include all exterior utilities.
- 2) No plumbing permits will be issued prior to approvals from the Utility & Engineering Departments.

Police Department- Cory Brandl-789-7206

- 1) No concerns have been provided.

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

- 1) Need curb stops for 4 spaces east of southern driveway
- 2) Provide calculation that landscape buffers, green space, planting islands total 10% of the lot. C7

Utilities Department- (Bernie Lenz-789-7588, Brian Asp-)

Overall

We were told at the design review meeting on 1/21/2022 that the plan we were sent is not the final Utility Plan. Please provide the Final Utility Plan. Note that additional comments may be forthcoming based on review of said final plan once we have it to review.

Provide documentation to confirm adequate coordination has been performed such that all proposed utility work and stubs shown to be done by others on your plans are or will be part of the La Crosse Street State Bid let and timing of said project is adequate to meet your schedule, or show all temporary utility connections to be used until said project is completed.

Water

- 1) The plan shows the 6" water line passing under the Storm sewer drain having 3.6' of separation. As close as that is to the outfall of the drain pipe we request you call out insulation between the two services to prevent freezing of the likely stagnant water service.
 - a. *We say stagnant because of the large size for the relatively low usage of the combined water system as Bernie pointed out during the meeting
- 2) A 6" Pipe sizing for the combined fire protection/water service could result in stagnant domestic water. We request that you provide calculations showing retention time in combined system is adequate to maintain chlorination or provide a separate domestic service if deemed necessary.
- 3) The 6" water service is very close to the building footing, which may cause significant damage in the future if a leak or break were to form in the line; undermining the building very quickly. Consider moving this pipe away from the building foundation.
- 4) Please include a detail of the meter connection to the service.

Storm Sewer

- 1) Rather than tying into the existing stubbed pipe that attaches to the catch basin for your east storm pond, the city would request a pipe be run straight to the manhole instead to avoid over flushing the catch basin and capacity shortfall in the lead
 - a. *the boot in the storm manhole and the stubbed pipe should be included in the coordination with the state job
- 2) Please provide details of the restrictor man hole cover you are proposing.

Sanitary Sewer

- 1) The plan shows an 8" PVC sanitary lateral, plumbing code requires a manhole at all sanitary lateral connections of 8" or larger
 - a. *This manhole should be included in the coordination with the state job
- 2) As with the water service, call out insulating between the storm sewer and the sanitary lateral, there is only 5.4' of separation. With the low flow of a sanitary lateral this could cause the freezing of the uninsulated line.

Additional comments from the preliminary meeting

- 1) Please provide more details of each apparatus in the Utility Plan
 - a. Please provide details of the Sanitary manhole
 - b. Please provide details of the Storm manhole
 - i. Please provide details for the water meter assembly

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

- 1) Needs full storm water plan
- 2) Yuri will meet to discuss all details with Consultant

Fire Department- (Contact-Kyle Soden 789-7271)

- 1) Fire Alarm and Sprinkle plans need State approval before submitting to the City.

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

- 1) Needs landscaping plans – to be submitted later