



## CITY PLANNING DEPARTMENT

### MEMORANDUM

**DATE:** NOVEMBER 18, 2022

**TO:** DESIGN REVIEW COMMITTEE  
MARK ETRHEIM, MASTERCRAFT BUILDERS

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

**SUBJECT:** MULTI-FAMILY DESIGN REVIEW PROJECT  
4-UNIT CHASE STREET

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Design Review Committee Members:

Cory Brandl, Police Department  
Tim Acklin, Planning & Development Department  
Matt Gallagher, Engineering Department  
Yuri Nasonovs, Engineering Department  
Mike Suntken, Fire Department- Community Risk Management  
Jason Riley, Fire Department- Community Risk Management  
Brian Asp, Stormwater Utility  
Kyle Soden, Fire Department- Division of Fire Protection and Building Safety  
Dan Trussoni, Parks, Recreation, and Forestry Department  
Jamie Hassemer, Engineering Department  
Stephanie Sward, Engineering Department  
Cullen Haldeman- Engineering Department

On November 10, 2022 plans were submitted to the Design Review Committee for preliminary review of a 4-Unit apartment building located on Chase Street. The following comments/feedback have been provided.

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 Hassemer- 789-8182, Cullen Haldeman- 789-8185)**

- 1) Need to see a site layout (Civil Plans) with access points including dimensions. (Stephanie Sward)
- 2) Provide a parking layout with dimensions of parking stalls and any drive isle widths. (Stephanie Sward)
- 3) Provide a utility layout including ties to existing infrastructure. (Stephanie Sward)
- 4) Provide finished grades of sidewalk and driveways. (Stephanie Sward)
- 5) Make sure to use City standards for driveway openings and sidewalk. (Stephanie Sward)
- 6) Any exterior lighting? If so photometric and cutsheets needed. (Jamie Hassemer)
- 7) All grades for sidewalk (running slope and cross slope) (Cullen Haldeman)
- 8) Grades of sidewalk through any driveway. (Cullen Haldeman)
- 9) Grades for any curb ramps effected. (Cullen Haldeman)

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

- 1) The plumbing, building, HVAC and sprinkler plans will need to be reviewed and approved by the State prior to municipal review and permit application approval.
- 2) Separate permit applications will be needed for any fencing or signage that is planned for this project.
- 3) If any demolition or land disturbance is planned to take place prior to the issuance of a building permit, a separate permit application will be required for that work.
- 4) Please fill out and submit back to CRM the attached Stormwater Utility Application form.
- 5) The Permission To Start from the State is only for footing/foundation work. We have not received plan approval from the State as of 11/18/22.

**Police Department- Cory Brandl-789-7206**

- 1) No comments at this time

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

- 1) Must meet Sections J, K, L, M, N, and O of the City's Design Standards. Below is a link to the standards.
  - a. <https://www.cityoflacrosse.org/home/showpublisheddocument/6086/637847481002630000>
- 2) Must provide bicycle parking areas or make note on plans that storage will be located in the garages.
- 3) Will there be a pedestrian sidewalk to South Ave? Pedestrian sidewalks from entrances to Chase St? These are required.
- 4) Outdoor recreational spaces/Outdoor patios?
- 5) Show/mark Designated parking lot snow storage area(s) on site plan.
- 6) The cumulative length of all garage doors facing the street shall not exceed 50 percent of the total length of the street-facing elevation unless architecturally justified. Section P.
- 7) Façade facing South Ave should have a similar look to the adjacent houses to fit into the neighborhood. Not have back yard look. Patios off of Bedrooms?
- 8) Roof Lines- Add length of roof lines to plans to show requirements. Section N(5).

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

- 1) Water
  - a. We show no existing tap for this parcel, if the intention is to connect to the main on South Ave, coordinate with the State project as new watermain is being laid down South Ave.
- 2) Sanitary Sewer
  - a. We have no details for the sanitary sewer stub for this property, so work should be coordinated with the State project to lay sewer out to South Ave. as the sanitary sewer on Chase St. would require a long lateral.

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

- 1) Provide civil plans
- 2) Utilities connections? Show proposed utilities connections on plans.
- 3) Stormwater permit
  - a. If this project is exempt (per Chapter 105) submit exemption letter (along with civil plans) and \$100 review fee.
  - b. If permit is required (per Chapter 105) submit application form (city website) along with supporting documents and \$200 review fee.

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

- 1) Sprinkler System will be required to be monitored
- 2) Fire Alarm and Sprinkler Permits but be issued by the city prior to any work on installing those systems
- 3) Underground feed for sprinkler system must be tested in accordance with NFPA 25
- 4) coordinate with Fire Department on the location of the FDC connection

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

- 1) Will need a Landscape plan for final design review.