



CITY PLANNING DEPARTMENT

MEMORANDUM

DATE: MARCH 8, 2024

TO: DESIGN REVIEW COMMITTEE
MIKE POELLINGER, POELLINGER, INC

FROM: TIM ACKLIN, PLANNING & DEVELOPMENT DEPARTMENT

SUBJECT: COMMERCIAL DESIGN REVIEW PROJECT
SMOKES 4 LESS- 91 COPELAND AVE

Design Review Committee Members:

Linnea Miller, Police Department
Tim Acklin, Planning & Development Department
Matt Gallagher, Engineering Department
Yuri Nasonovs, Engineering Department
Kelsey Hanson, Fire Department- Division of Fire Protection and Build Safety
Jason Riley, Fire Department- Division of Fire Protection and Building Safety
Brian Asp, Utilities Department
Bee Xiong, Fire Department- Division of Fire Protection and Building Safety
Brian Asp, Utilities Department
Leah Miller, Parks, Recreation, and Forestry Department
Jamie Hassemer, Engineering Department
Stephanie Sward, Engineering Department
Cullen Haldeman, Engineering Department

On March 3, 2024 plans were submitted to the Design Review Committee for review of plans for an addition to Smokes4Less located at 91 Copeland Ave. The following comments/feedback have been provided and must be addressed before any permits will be 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, Jackson Overby)

- 1) Forward sections of parking lot being repaired and fixed. Add an ADA spot. Provide plan to show parking spaces and dimensions. (Stephanie Sward)
- 2) If any change or addition to the exterior lighting a photometric plan must be provide. Must also provide fixture specifications. (Jamie Hassemer)

Division of Fire Protection and Building Safety (Building and Inspections Department) **(Contact-Kelsey Hanson- 789-8675, Jason Riley- 789-7585)**

- 1) Separate permits required for building, plumbing, electrical, HVAC, Land disturbance, and signs. (Kelsey Hanson)
- 2) Flood plain manager is requiring a site/civil plan (stamped) with elevation lines showing that this build is out of the flood plain. (Kelsey Hanson)
- 3) No comments at this time. (Jason Riley)

Police Department- Linnea Miller-789-7205

- 1) No comments at this time.

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

- 1) K5- First floor façade facing the street must include windows and doors totaling an area of not less than 20% of the total area of the façade.
- 2) Any exceptions to the design standards will need Common Council approval.
 - a. <https://www.cityoflacrosse.org/your-government/departments/city-clerk/forms-chart/request-for-exception-to-multi-family-housing-or-commercial-design-standards>

Utilities Department- (Brian Asp- 789-3897)

- 1) No comments have been provided at this time.

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

- 1) Looks like project is exempt from stormwater permit requirements. If so, the applicant has to make an exemption submittal per attached guidance. If not, submit stormwater design (Chapter 105-55) for review.

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

- 1) No comments at this time.

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

- 1) Encourage to add greenspace or landscaping.
 - a. Applicant stated that they will attempt to add planters.