



## CITY PLANNING DEPARTMENT

### **MEMORANDUM**

**DATE:** MARCH 15, 2024

**TO:** DESIGN REVIEW COMMITTEE  
NATE BYOM, KWIK TRIP

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

**SUBJECT:** MULTI-FAMILY DESIGN REVIEW PROJECT  
KWIK TRIP (2622 ROSE STREET)

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Design Review Committee Members:

Linnea Miller, Police Department  
Tim Acklin, Planning & Development Department  
Matt Gallagher, Engineering Department  
Yuri Nasonovs, Engineering Department  
Andy Berzinski, 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  
Leah Miller, Parks, Recreation, and Forestry Department  
Jamie Hassemer, Engineering Department  
Stephanie Sward, Engineering Department  
Cullen Haldeman, Engineering Department

Plans were submitted to the Design Review Committee for final review of a commercial development located at the 2622 Rose Street. (Kwik Trip) The following comments/feedback have been provided and must be addressed 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, Cullen Haldeman- 789-8185)**

- 1) No comments at this time. (Stephanie Sward)
- 2) 25ft off property line was confusing. Please add offset line to better view on plans. (Jamie Hassemer)

#### **Division of Fire Protection and Building Safety (Building and Inspections Department) (Contact-Andy Berzinski 789-7562, Jason Riley- 789-7585)**

- 1) Building and HVAC plans will be required to be state approved. Make sure to include the gas canopy with your submittal to the state.
- 2) Separate permits will be required for the store, gas canopy and trash enclosure on the new store location.
- 3) A demo and parking lot permit will be required for the existing store.
- 4) Separate permit will be required for all proposed signage and must meet the city's municipal code.
- 5) Stormwater permit will be required for our engineering permit and will need to be approved prior to building permits being obtained.
- 6) An updated address for the property will be 1133 West George St it will no longer be 2622 Rose St.
- 7) Parcels will be required to be combined.
- 8) DNR approval will be required for land disturbance since the area being disturbed is over an acre.
- 9) )State approval for interior and exterior plumbing, work out Yuri issue before permits. Check with water/storm utility for connection fees. Cut and caps for tear down of existing store. (Jason Riley)
- 10) Plans show Walgreens and Kwik Trip together. Needs to be addressed. (Jason Riley)

#### **Police Department- Linnea Miller-789-7205**

- 1) No comments at this time. Works well with the Police Department on cameras.

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

- 1) C2-Parking can't be closer to street than building. Must meet or request an exception from the Common Council.
- 2) C7-Landscaping and greenspace must total 10% of lot. Likely meet this requirement but please provide calculation on final landscape plan.
- 3) K5- First floor façade facing street must include windows and doors that total at least 20% of the total area of the façade. This requirement will pertain to the front and left facades. Please show calculation on the final plans.
- 4) K6- Buildings must be built to the front yard setback. Parking not permitted in front yard setback.
- 5) Any exceptions must be approved by the Common Council.  
<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. Throughout construction, service is to be protected to Walgreens, coordinate as necessary.
2. The city will not accept PVC (C900) for the water service.
3. For a 8" sanitary lateral or larger the city requires a Manhole at the connection location on the existing main, with a directionally poured invert.

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

- 1) Still need stormwater permit, forms, fees, \$300 review fee, draft of maintenance agreement. These can be found online.
- 2) Still need DNR Permit.
- 3) Can't receive full stormwater permit until facility fully installed. May need to work with Inspections on Temp Occupancy Permit .

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

- 1) Plan and permit for type 1 hood for kitchen for grease producing appliances. Should also include a kitchen suppression system. Approved State Plans also need to be submitted to department before work starts. Large CO2 system needs to comply with NFPA 55.
- 2) Knox Box required.

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

- 1) No concerns at this time.