



CITY PLANNING DEPARTMENT

MEMORANDUM

DATE: OCTOBER 25, 2019

TO: DESIGN REVIEW COMMITTEE
KEVIN BILLS, ISG
WILL KRATT, ISG

FROM: TIM ACKLIN, PLANNING & DEVELOPMENT DEPARTMENT

SUBJECT: COMMERCIAL DESIGN REVIEW PROJECT
LA CROSSE CENTER EXPANSION

Design Review Committee Members Present:

Bernie Lenz, Utilities Department
Tim Acklin, Planning & Development Department
Matt Gallager, Engineering Department
Yuri Nasonovs, Engineering Department
David Reinhart, Fire Department- Division of Fire Protection and Building Safety
Dan Trussoni, Parks, Recreation, & Forestry Department

On October 25, 2019 the Design Review Committee **reviewed** the plans submitted for the La Crosse Expansion project provided the following feedback:

Important:

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 Utilities 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.

Engineering Department - (Matt Gallager-789-7392)

- 1) Current lighting plan is good. There are some bright numbers along 2nd St. Work with the Engineering Department if any changes are needed to the existing street lights.
- 2) Proposed new driveway openings do not meet City specifications. Will need approval from the Board of Public Works.
- 3) If any City street lights need to be removed during construction please work with the Engineering and Streets Departments on this process. If any lights are proposed to not be put back in you must get approval from the Board of Public Works.
- 4) Add a section to the plans for the street improvements along Front Street. Will need approval from the Board of Public Works to remove the sidewalk. May use colored concept for the crosswalks. Western sidewalk will need to be 6ft wide from the back of the ROW.
- 5) May need a Street Privilege Permit, or some type of other permit, to overhang the ROW.
- 6) Will need approval to remove street parking from under the overhang on Front Street.

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

- 1) Will need State approved interior and external Plumbing Plans, including storm.
- 2) Will need to combine the parcels.
- 3) Will need State approved Plans for Building, HVAC, and Alarm plans. Sprinkler Plans as well if installed. Will need 2 sets of plans. 1 hard copy and 1 electronic.
- 4) Will need separate City permits for HVAC, Plumbing, Electric, Fence/wall, Signage, Building, etc
- 5) Current zoning requires a 10ft building setback from the ROW. Will need a variance from the Board of Zoning Appeals to building into the setback.
- 6) Will need a variance from the Board of Public Works in order to build over the property line into the ROW.
- 7) Applicant requested to work with the Inspections Department to determine Occupancy during construction.

Planning Department (Tim Acklin-789-7391)

- 1) Highly recommend replacing the sidewalk on the east side of Front Street. Does not meet the pedestrian design standard requirements.
- 2) Provide renderings of all facades of the center that are being altered.
- 3) Provide examples/samples of the proposed exterior materials.



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Police Department -(Tom Walsh-789-7206)

- 1) No issues at this time.

Utilities Department- Bernie Lenz-789-7588

- 1) Recommend considering an easement from the Radisson Hotel for stormwater drainage if the City desires.
- 2) Confirmed kitchen in north hall tying in to service as well.
- 3) Sanitary sewer on Front Street needs to be labeled as a Y if it is a Y.
- 4) Must meet City requirements for any digging or excavation in the City ROW.
- 5) Confirmed that there will be no new water service.
- 6) The details on Sheet 2CO-21 are too small. Please make larger on future plans.
- 7) Detail SA-700 on sheet 2CO-20 must be revise to meet City specifications.

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

- 1) Overhang must have a vertical clearance of 22ft.
- 2) Must meet water quality compliance. Only 40% removal required. Provide model that shows the roof meets this requirement.
- 3) Clearly show location of the proposed bio cell on the plans.

Fire Department (Craig Snyder/Kyle Soden/Steve Cash 789-7264/789-7271/789-7260)

- 1) No comments at this time.

Parks, Recreation, & Forestry Department (Dan Trussoni 789-4915)

- 1) No concerns on tree types.
- 2) Provide dimensions of the proposed planters on 2nd St. City wants to remove tree grates. Will need to meet City specifications for new planters.