



## CITY PLANNING DEPARTMENT

### **MEMORANDUM**

**DATE:** FEBRUARY 14, 2020

**TO:** DESIGN REVIEW COMMITTEE  
KYLE OLSON, DBS GROUP, LLC  
CATHY GEISTER, PARAGON ASSOCIATES  
JEFF MOORHOUSE, PARAGON ASSOCIATES

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

**SUBJECT:** COMMERCIAL DESIGN REVIEW PROJECT  
MY LIFE HEALTH CENTER- DARLING COURT

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Design Review Committee Members Present:

Tom Walsh, Police Department  
Tim Acklin, Planning & Development Department  
Kyle Soden, Fire Department- Division of Fire Protection and Building Safety  
Matt Gallager, Engineering Department  
Yuri Nasonovs, Engineering Department  
Jason Riley, Fire Department- Division of Fire Protection and Building Safety

On February 14, 2020 the Design Review Committee **reviewed** the plans submitted for the Commercial project (My Life Health Center) located on Darling Ct and provided the following information.

**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.

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

- 1) Proposed ponding proposal will need to be reviewed and approved by Bernie Lenz in the Utilities Department.
- 2) Project must meet “new development” stormwater requirements.
- 3) Final Grading Plan must show the 30% slope line and 10ft setback line on the site.
- 4) Must obtain a Water Quality Management Letter from the Engineering Department.
- 5) An Erosion Control Plan and Stormwater Management Plan will need to be completed, including details of tracking pad and silt fence and all erosion control measures. Stormwater Management Plan must be compliant with City of La Crosse Municipal Code 115-555.
- 6) Must submit a Stormwater Utility Application with Building Permit.
- 7) A Post Construction Maintenance Agreement will need to be reviewed and approved by the Engineering Department and recorded with the Register of Deeds prior to receiving a Building Permit.

**Water Department- Bernie Lenz-789-7588**

- 1) No comments at this time.

**Engineering Department (Traffic)- Matt Gallager-789-7392**

- 1) Darling Ct will be improved in the future.
- 2) Red diamond signs can be removed prior to construction. Coordinate with the Engineering Department.
- 3) Pipes in existing easement? Easement description of location may need to be revised accordingly on plans. Work with Bernie Lenz in the Utilities Department and Scott Dunnum in the Engineering Department in this issue.

**Division of Fire Protection and Building Safety (Building and Inspections Department)**

**Matt Diehl- 789-7583/Jason Riley- 789-7585**

- 1) Will need State approved Plumbing Plans if over 16 fixtures.
- 2) Will need information on load being added to the City Sewer.
- 3) Utilities to the east of the site may be significantly deep. Plan accordingly.
- 4) Be aware of the contents of the fill that was used on the site.
- 5) Will need separate permits for everything. (Sign, Fence, Building, Plumbing, HVAC, Electrical, Footing & Foundation, Land Disturbance)
- 6) Will need an Erosion Control Plan showing erosion control measures including silt fence, tracking pad, inlet protection, silt socks, location and material used. Tracking pads are required to be 3” clear stone or an approved man made pad.
- 7) Separate permit will be required in the future for separate tenant build outs.
- 8) DNR land disturbance permit required, WRAPP, for over an acre of land disturbance.
- 9) State plan review required for building. 50,000 cu ft +
- 10) 16+ fixtures require plumbing plans to have State review.



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- 11) Vision Corner clearance for Parking lot, nothing over 3' plants, signs etc.
- 12) Zoned C2 Setbacks are good. Please label setbacks from all property lines on the plot plan including the parking lot.
- 13) Airport Height not required, Zone D permitted use.
- 14) Parking lot has 50 spaces, 2 ADA spaces required, with one van.
- 15) Parking lot only needs 29 spots. 1 per 300 square ft of space 115-393(a)(k)(1)
- 16) 105-30(10) 30 percent slope must be at least 10' away.

### NFPA Requirement

- 17) Maximum of 150' to any portion of the facility or any portion of an exterior wall from the fire access road. Measured in straight lines and walking path.
- 18) Label plans showing the fire access road and the distance between the fire access road and the furthest exterior wall of the building away from the fire access road. Provide an approved fire access route.
- 19) Distance may be increased to 450' when building is provided with a sprinkler system.
- 20) Please contact Assistant Chief Snyder for further discussion or details.

### **Fire Department- Craig Snyder-789-7264/Kyle Soden- 789-7271**

- 1) Will the Building be sprinkled? Applicant stated NO. Access to building may not exceed 150ft. If sprinkled it may not exceed 450ft.
- 2) Will need a fire hydrant installed closer to the building. Work with Bernie Lenz in the Utilities Department to coordinate.
- 3) Coordinate KNOX Box location with Fire Department.

### **Police Department- Tom Walsh-789-7206**

- 1) No comments at this time.

### **Planning Department- Tim Acklin 789-7391**

- 1) Parking is not permitted to be located closer to the street (Darling Ct) than the building. Must meet the requirement (C2) or an exception is required from the Common Council.
- 2) Must provide a Lighting Plan for final design review. Include photometric and spec sheets for all outdoor lighting.
- 3) Must show location of all exterior building mechanicals on Site Plan.
- 4) Show snow storage on plans.
- 5) Final elevations must include materials and dimensions.

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

- 1) No comments at this time until a Landscaped Plan is submitted.