

LA CROSSE WISCONSIN

Department of Planning, Development, and Assessment
400 LA CROSSE ST, LA CROSSE, WI 54601 | P: (608) 789-7512

Memorandum

To: **DESIGN REVIEW COMMITTEE**
JEFF MOORHOUSE, PARAGON ASSOCIATES, INC

From: **TIM ACKLIN, PLANNING, DEVELOPMENT AND ASSESSMENT DEPARTMENT**

Date: **November 22, 2024**

Re: **DESIGN REVIEW PROJECT**
THE HAVEN, MAIN, 10TH, & STATE STREETS

Design Review Committee Members:

Linnea Miller, Police Department
Tim Acklin, Planning & Development Department
Matt Gallager, Engineering Department
Yuri Nasonovs, Engineering Department
Eddie Young, Fire Department- Division of Fire Protection and Build Safety
Jason Riley, Fire Department- Division of Fire Protection and Building Safety
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 November 13, 2024, plans were submitted to the Design Review Committee for review of The Haven located on Main, 10th, and State Streets. 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 (Traffic) - (Contact-Matt Gallager-789-7392, Stephanie Sward-789-8171, Jamie Hassemer- 789-8182, Cullen Haldeman- 789-8185)

- 1) Project will not receive final approval from any reviewer in Engineering until the alley vacation process is near-complete
- 2) Alley vacation process likely not completed until sometime between February/April. Work with Kyle Coman on this issue. He can be reached at 608-789-7366. comank@cityoflacrosse.org
- 3) Need dimensions of parking stalls and adjacent aisles.
- 4) All grades will need to be ADA accessible.
- 5) Garage parking lot needs drive aisle width dimensions.
- 6) Entrance to garage is less than 22ft wide.
- 7) Will need a temporary Steet Privilege Permit for taking over an on-street parking and/or drive lanes for construction.
- 8) Any sidewalk replacement will need an Excavation Permit.
- 9) Alley. A new public alley will need to meet city specifications. If more of a friendly access/alley then an easement and more discussion is needed with Engineering Department staff.
- 10) Will need a photometric plan Photometric (Jamie Hassemer)
 - Will need photometric plan of on-site lighting. Needs to include Avg, Min/Max, Avg/Min values as well as a line of values 25' off of property lines for trespass verification.
 - Provide Fixtures Model numbers or cut sheets.

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

- 1) Will separate Demolition Permits for any existing buildings.
- 2) Require State approved Building and HVAC plans.
- 3) Will need a Land Disturbance Permit from the WisDNR.
- 4) Separate permits are needed for fencing, signage, and the solar installation.
- 5) Lots must be combined.

- 6) State plumbing plan review for all interior and exterior piping. (Jason Riley)
- 7) No plumbing permits may be issued until notification has been received by CRM that the sewer connection fee has been paid, water quality management has been approved, storm water management has been approved, and state plumbing plan has been approved. (Jason Riley)
- 8) Must get approval of a 6-inch connection from the Utilities Department.
- 9) Must Cut/cap when demoing existing structures. (Jason Riley)

Police Department- Linnea Miller-789-7205

- 1) No comments at this time.

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

- 1) C2. No surface off-street parking closer to street than building. (State & 10th Streets) Must meet requirement or request exception through final TND zoning process.
- 2) C7. Greenspace must meet 10% of the lot. Please provide calculation on the final plans.
- 3) C10. Must provide dimensions of garage parking stalls and drive aisle.
- 4) C14. Please indicate where snow storage will be located on final plans. If snow will be hauled away from property, please provide note of such activity on final plans.
- 5) C18. Must provide 1 parking space per bedroom. Proposing 118 bedrooms and only 68 off-street parking spaces. Must meet requirement or request an exception through the final TND zoning process.
- 6) D2. Evaluate feasibility of including a sidewalk between landscaping and north/south row of parking behind building for pedestrian safety.
- 7) E7a. Please provide number of bicycle parking/storage spaces provided in each bicycle parking/storage areas.
- 8) F4. Please table with number of proposed trees and shrubs per required calculation on final Landscape Plan.
- 9) G3. Fence meet residential zoning code requirements?
- 10) K5. Show calculation of percent of windows and doors in ratio to total façades facing the streets.
- 11) N6. Colors. Too many bright? Complimentary. Color palette revisit to fit into surrounding neighborhood.
- 12) L2. Must have a 3 ft awning over commercial space entrance.
- 13) Overhead garage with window slat

Utilities Department- (Brian Asp-789-3897)

- 1) Combine parcels-Utilities can't cross parcels
- 2) Subject to sanitary sewer fees, credit for existing connections. Work with Brian Asp on determining fees and process.
- 3) Connection to Main St show as a connection to a lined pipe. Connect to liner itself not the host pipe.

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

- 1) Alley will need to be vacated.
- 2) Parcels will need to be combined.
- 3) Submit for WQML/Storm permit and fee. Process on City Engineering website.
- 4) Conceptual review may occur prior to vacation and lot combination. Work with the Director of Public Works to request this review.

Fire Department- (Contact- Bee Xiong 789-7260)

- 1) Knox Box is required. Can be purchased at knoxbox.com
- 2) Fire Alarm Plans (electronic) with Permit Application and Fees submitted to the state and local FD (FD will need state approved plans prior to work).
- 3) Sprinkler System Plans (electronic) Permit Application and Fees submitted to the state and local FD (FD will need state approved plans prior to work).
 - FDC is within 100' of closest hydrant
 - Underground service water line needs a 200 psi hydro and flush test witnessed by FD. Preferably before any concrete has been poured.
- 4) Commercial Kitchen Suppression System Plans (electronic) with Permit Application and Fees submitted to FD prior to work (if applicable according to A1).
- 5) Solar Panels on roof must meet NFPA 1, 2012 edition, 11.12 Photovoltaic Systems.
- 6) Fire Department Access
 - NFPA 1.18.2.3.4.1.1 Fire department access roads shall have an unobstructed width of not less than 20 ft (6.1 m).
 - NFPA 1.18.2.3.4.1.2 Fire department access roads shall have an unobstructed vertical clearance of not less than 13 ft 6 in. (4.1 m).
- 7) Grade must meet requirements of NFPA 1.18.2.3.4.6

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

- 1) Tree removal: Tree preservation is a priority. Would like to see an opportunity to preserve all currently existing trees.
- 2) Tree planting: All trees planted must comply with Municipal Code 34-144. Trees must also be placed at least 15' from power poles, 15' from hydrants, and 6' from underground utilities. Tree boulevard planting permit may also be used for requirement reference, though a permit will not be required for the project. Design review serves as permit process in this case.