



CITY PLANNING DEPARTMENT

MEMORANDUM

DATE: APRIL 26, 2024

TO: DESIGN REVIEW COMMITTEE
MYLENA OLIVEIRA, PLAZA STREET PARTNERS

FROM: TIM ACKLIN, PLANNING & DEVELOPMENT DEPARTMENT

SUBJECT: COMMERCIAL DESIGN REVIEW PROJECT
7 BREW COFFEE- MORMON COULEE RD

Design Review Committee Members:

Linnea Miller, Police Department
Tim Acklin, Planning & Development Department
Matt Gallagher, Engineering Department
Yuri Nasonovs, Engineering Department
Mike Suntken, 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 April 19, 2024, plans were submitted to the Design Review Committee for review of plans for 7 Brews Coffee located on Mormon Coulee Road. 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 - (Contact-Matt Gallager-789-7392, Stephanie Sward-789-8171, Jamie Hassemer- 789-8182, Cullen Haldeman- 789-8185, Jackson Overby)

- 1) Add all dimensions of all parking spaces and one ADA designated space.
- 2) Indicate access to building from ADA space on the site plan.
- 3) Add dimensions of drive thru lanes and aisles on the site plan.
- 4) NE drive aisle. Is it public or only for 7 brew?
 - Open to public-
 - Add one way signs.
- 5) Will need to submit a Photometric Plan. Include a summary of fixtures and model numbers used. Plan must also provide calculations/foot candles 25ft outside off of property lines. (Jamie Hassemer)
- 6)

Fire Department- Division of Community Risk Management **(Contact-Mike Suntken- 789-7583, Jason Riley- 789-7585)**

- 1) A new parcel will need to be created for this building and addressed accordingly. The address shown on the drawings is incorrect.
- 2) Wall signs are only allowed on two sides per Section 111-94 of the City of La Crosse Municipal Code. A Uniform Sign Plan may be submitted to propose wall signs on three sides but the third wall sign would take the place of a monument sign.
- 3) Permits will be required for Building, HVAC, Electrical, Plumbing, Signage and Fencing which would include the dumpster enclosure.
- 4) Per Section 103-7 of the City of La Crosse Municipal Code, the building line for all properties abutting US Highway 14-61 and State Highway 35 South of Losey Boulevard shall be set back 50 feet from the right-of-way line abutting such properties.
- 5) Stormwater permit and WQM Letter must be approved by Engineering prior to any plumbing permits being issued.(Jason Riley)

- 6) Connections fee with the Utilities Department must be paid prior to any plumbing permits being issued. (Jason Riley)

Police Department- (Linnea Miller-789-7205)

- 1) No concerns at this time.

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

- 1) Will need to submit a Certified Survey Map to create new parcel.
- 2) No parking closer to the street than the building.
- 3) Non-architectural metal is not a permitted exterior material. Please provide additional material to support the proposed vertical metal siding.
- 4) K5- Visual connection of building facing Hwy 16. 20% of northwest elevation must be windows and doors. Please provide calculation.
- 5) Section F. Must provide a Landscaping Plan as part of the final plan review.
- 6) Section I- Must provide a Photometric Plan if applicable.
- 7) Must meet Section C of the commercial design standards.
- 8) Section E- Show location of all exterior mechanical elements on final plans.
- 9) E7- Must provide bicycle parking.
 - a. Show location and number on final plans.
- 10) Link to Design Standards
 - a. <https://www.cityoflacrosse.org/home/showpublisheddocument/6084/637847479856030000>
- 11) 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) Location is a problem. Looks like you are crossing existing parcel lines. Utilities and building can't cross parcels lines. Will need to address through the CSM process.
- 2) Need Utility Plan to show connections.
- 3) Subject to connection fees.

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

- 1) Must obtain a stormwater permit per Chapter 105.
- 2) WQM letter will be required. Follow the link below for submittal requirements:
<https://www.cityoflacrosse.org/home/showpublisheddocument/410/637106595820700000>

Fire Department- (Contact-Bee Xiong 789-7271)

- 1) No comments at this time.

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

- 1) Requesting tree and plant specifications, including depth and spacing on final landscape plan.