



## CITY PLANNING DEPARTMENT

### **MEMORANDUM**

**DATE:** JULY 26, 2024

**TO:** DESIGN REVIEW COMMITTEE  
JAKE BUNZ, T. WALL ENTERPRISES  
KENTON BROSE, SEH, INC  
ROB ZDANOWSKI  
SAM SCHUSTER  
ANDY CHITWOOD

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

**SUBJECT:** COMMERCIAL DESIGN REVIEW PROJECT  
CHALMERS- 401 3<sup>RD</sup> STREET & 215 PINE STREET

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Design Review Committee Members:

Linnea Miller, Police Department  
Tim Acklin, Planning & Development Department  
Matt Gallager, Department of Public Works  
Yuri Nasonovs, Engineering Department  
Kelsey Hanson, Fire Department- Division of Community Risk Management  
Jason Riley, Fire Department- Division of Community Risk Management  
Brian Asp, Utilities Department  
Bee Xiong, Fire Department- Division of Community Risk Management  
Brian Asp, Utilities Department  
Leah Miller, Parks, Recreation, and Forestry Department  
Jamie Hassemer, Engineering Department  
Stephanie Sward, Engineering Department  
Cullen Haldeman, Engineering Department  
Jackson Overby, Engineering Department

On July 8, 2024, plans were submitted to the Design Review Committee for review for The Chalmers located 401 3<sup>rd</sup> St and 215 Pine Street. 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, Jackson Overby)**

- 1) Phase 1 parking lot- need three (3) ADA stalls one van accessible stall.
- 2) Dimension are needed for all parking stalls. (Stephanie Sward)
- 3) Show closing off of driveways not used on final plans- Must meet city specifications. Contractors will need an excavation permit for this work. (Stephanie Sward)
- 4) Sky bridge- will need to see details plans including support it protecting support and connection and exception because of overhead structure DT. (Stephanie Sward)
  - Staff will look into process.
- 5) Will need to revise photometric plan. Light trespass is high. Show calculations of foot candles only for the parcel. Leave out the area in the public ROW. (Jamie Hassemer)
- 6) Lighting around skybridge. Need plan for, and approval of, relocating any lighting if needed. (Jamie Hassemer)
- 7) Overall phasing plan looks good. Will not be able to use 2<sup>nd</sup> street for phasing. Maybe part of Pine Street. Will need to maintain access to ramp. Maybe will be able to use part of 3<sup>rd</sup> Street. Will need a Street Privilege Permit. Work with Engineering on this process.
- 8) Skybridge- Will need a Revocable Occupancy Permit since privately owned. Will also need Board of Public Works approval. Work with Engineering on this process.

**Community Risk Management (Building and Inspections Department)**  
**(Contact- Kelsey Hanson- 789-8675, Jason Riley- 789-7585)**

- 1) Parcels will need to be combined.

- 2) Plans must be state approved even if this is phased out.
- 3) Separate permits for: Building, Plumbing, HVAC, Electrical, Land Disturbance, signs, fire alarm, fire sprinkler, and demo permit for removal of the existing structure
- 4) Building is located in the fire limits district and must comply with municipal code Sec. 103.98- Construction within the fire limit.
- 5) All land disturbance practices over 1 acre will need to have proper DNR approval.
- 6) Skywalk will need to have a street privilege permit and fire doors on both sides.
- 7) All vision corner clearance areas shall be met unless approved by the Traffic Engineer and approved by the Board of Public works. 115-149. (d)  
[https://library.municode.com/wi/la\\_crosse/codes/code\\_of\\_ordinances?nodeId=PTIILAD\\_EOR\\_CH115ZO\\_ARTIVBAZODIRE\\_S115-149LOBUDI](https://library.municode.com/wi/la_crosse/codes/code_of_ordinances?nodeId=PTIILAD_EOR_CH115ZO_ARTIVBAZODIRE_S115-149LOBUDI)
- 8) Must meet the minimum floor space requirements, section 103-334. in the Municipal Code.  
[https://library.municode.com/wi/la\\_crosse/codes/code\\_of\\_ordinances?nodeId=PTIILAD\\_EOR\\_CH103BUBURE\\_ARTVIHOPRMA\\_DIV3STRE\\_S103-334MIFLSPLOUSRE](https://library.municode.com/wi/la_crosse/codes/code_of_ordinances?nodeId=PTIILAD_EOR_CH103BUBURE_ARTVIHOPRMA_DIV3STRE_S103-334MIFLSPLOUSRE)
- 9) Will need State approved plans for storm, sanitary, and plumbing both interior and exterior. (Jason Riley)
- 10) Stormwater permit and WQM Letter must be approved by Engineering prior to any plumbing permits being issued.(Jason Riley)
- 11) 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) Recommend video surveillance for all exits and entrances. Work with the Police Department if any assistance is needed.

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

- 1) Phasing Timeline? Will need a CUP to demolish Tribune building if not applying for building permit at the same time.
- 2) Like materials and mix of example.
- 3) 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) Phasing- Plan to connect? Connect separately? Meter as built?
  - Applicant stated connection per phase.
- 2) Parcels will need to be combined.
- 3) Sanitary Sewer
  - The pine street sanitary sewer is a lined sewer, the connection will be subject to the City of La Crosse standard specs. The 2024 edition of the standard specs will be available early January 2024.
  - Will be subject to a sewer connection fee. Contact Brian for more information on amount.

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

- 1) Must obtain a stormwater permit per Chapter 105. Submit to Yuri. Application and draft maintenance agreement example online. Fee also required.
- 2) WQM letter will be required. Follow the link below for submittal requirements:
  - a. <https://www.cityoflacrosse.org/home/showpublisheddocument/410/637106595820700000>
- 3) Phasing- continuous phase or time between?
  - a. Applicant not sure. Stormwater approval and installation needed for occupancy. May need to work with staff on this issue.
- 4) Show utilities easement on the north side of the property.
- 5) Existing 10" connection should be eliminated. Try not to send any water to the 2<sup>nd</sup> Street, there are no capacity there. All stormwaters should be sent to the Pine's Street 60" main.
- 6) "The small portion of site that is not rooftop will sheet flow off site into the adjacent street right-of-way." Not a good idea. City requires that runoff (up to and including 10-year storm) will be piped out to the maximum extent practical.

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

- 1) Knox Box(s) required
- 2) Appropriate plans submitted to the State and the Fire Department along with fees and permit applications for all fire alarm and fire protection systems. Emailed electronically to FD.
- 3) Sprinkler FDC within 100' of nearest hydrant (if applicable).
- 4) If there is a sprinkler system, 200 psi hydro underground water service line must be performed along with flush test with FD (preferably as soon as the line is covered with dirt).
- 5) Fire Limits NFPA 13 requirements for all residential areas.
- 6) The grill and firepits in the outdoor area must be on a non-combustible surface.
- 7) Must have gas shut-offs for both devices tied into the fire alarm system.

### **NFPA 1 2012 (See all of Chapter 18 for additional requirements)**

#### **18.2.3.2 Access to Building.**

##### **• 18.2.3.2.1**

A fire department access road shall extend to within 50 ft (15 m) of at least one exterior door that can be opened from the outside and that provides access to the interior of the building.

##### **• 18.2.3.2.2**

Fire department access roads shall be provided such that any portion of the facility or any portion of an exterior wall of the first story of the building is located not more than 150 ft (46 m) from fire department access roads as measured by an approved route around the exterior of the building or facility.

##### **• 18.2.3.4.1.1**

Fire department access roads shall have an unobstructed width of not less than 20 ft (6.1 m).

##### **• 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).

#### **18.2.3.4.6 Grade.**

##### **• 18.2.3.4.6.1**

The gradient for a fire department access road shall not exceed the maximum approved.

##### **• 18.2.3.4.6.2\***

The angle of approach and departure for any means of fire department access road shall not exceed 1 ft drop in 20 ft (0.3 m drop in 6 m) or the design limitations of the fire apparatus of the fire department and shall be subject to approval by the AHJ.

- **18.2.3.4.6.3**

Fire department access roads connecting to roadways shall be provided with curb cuts extending at least 2 ft (0.61 m) beyond each edge of the fire lane.

#### **10.11.6 Cooking Equipment.**

- **10.11.6.1**

For other than one- and two-family dwellings, no hibachi, grill, or other similar devices used for cooking, heating, or any other purpose shall be used or kindled on any balcony, under any overhanging portion, or within 10 ft (3 m) of any structure.

- **10.11.6.2**

For other than one-and two-family dwellings, no hibachi, grill, or other similar devices used for cooking shall be stored on a balcony.

- **10.11.6.3\***

Listed equipment permanently installed in accordance with its listing, applicable codes, and manufacturer's instructions shall be permitted.

#### **10.11.7 Installation of Patio Heaters.**

- **10.11.7.1**

Patio heaters utilizing an integral LP-Gas container greater than 1.08 lb (0.49 kg) propane capacity shall comply with [10.11.7.2](#) and [10.11.7.3](#). [58:6.20.2.1]

- **10.11.7.2**

Patio heaters shall be listed and used in accordance with their listing and the manufacturer's instructions. [58:6.20.2.2]

- **10.11.7.3**

Patio heaters shall not be located within 5 ft (1.5 m) of exits from an assembly occupancy. [58:6.20.2.3]

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

- 1) Page – 25 – states that 10 boulevard trees are provided – I cannot decipher what 10 trees these are within the plan set. Please connect with me after the meeting to clarify.
  - The Parks and Forestry Dept will not take on any maintenance or responsibility for trees in planters located within the ROW.
- 2) It's unclear to me if the planters are encroaching into the ROW- if so, can they be repositioned to be closer to the building to be out of the right of way.