



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

Memorandum

To: **DESIGN REVIEW COMMITTEE**
ERNIE TOURVILLE, DESIGN FOCUS, LLC
From: **TIM ACKLIN, PLANNING, DEVELOPMENT AND ASSESSMENT DEPARTMENT**
Date: **March 14, 2025**
Re: **DESIGN REVIEW PROJECT**
1513 MARKET STREET- MIXED USE DEVELOPMENT

Design Review Committee Members:

Linnea Miller, Police Department
Tim Acklin, Planning & Development Department
Matt Gallagher, Engineering Department
Yuri Nasonovs, Engineering Department
Eddie Young, Building and Inspections
Jason Riley, Building and Inspections
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

On March 7, 2024, plans were submitted to the Design Review Committee for review of a mixed use development located at 1513 Market Street. The following comments/feedback have been provided and must be addressed prior to any permits being issued.

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) Photometric Plan needs to extend its boundaries to where the light values reduce to 0. Please also provide cut sheets of lights being proposed. Some were not included. (Jamie Hassemer)
- 2) Any work in public ROW will need Excavation Permit and meet city specifications and standards.
- 3) Show ROW line on alley side to ensure on parking is contain on the property.
- 4) The storm connection in the alley must be to a manhole structure. The fernco connection noted in the plan is not allowed. A structure must be installed in the line that will be deeded to the Storm Water Utility for ownership and maintenance.

Building and Inspections Department

(Contact-Eddie Young- 789-7582, Jason Riley- 789-7585)

- 1) TND Zoning approval will address the proposed setbacks.
- 2) Need fence, gazebo and deck permits. Separate permits.
- 3) For main building, need two separate building permits – one for commercial for first floor.
- 4) Need UDC/new home permit for 2nd floor interior.
- 5) Interior and Exterior plumbing State Plan approval is required.
- 6) Will need Stormwater Permit approved prior to any Plumbing Permits being issued.

Police Department- Linnea Miller-789-7205

- 1) No comments at this time.

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

- 1) Bicycle parking required to be located on parcel. Will need approval from the Board of Public Works. If approved, then bicycle parking requirement will be met.
- 2) Final Zoning approval is needed.

Utilities Department- (Brian Asp- 789-3897)

- 1) Sanitary sewer connection fee will be required, work with me to get it invoiced and paid prior to permits.
- 2) I may have missed it in the plans, but I didn't see how they plan to meter the water for this property (one master meter, or business and apartment separately).
- 3) The wye connection for the storm in the alley will not be approved, they will be required to install a manhole to City of La Crosse spec on the existing storm sewer line to connect.

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

- 1) Provide \$200 review fee check.
- 2) Revise your plans to clearly label the objects to make it straight forward and understandable.
 - a. Label property lines.
 - b. Properly label all your BMPS. "Storm water" is not a proper label. Provide crosssectional detail.
 - c. In your e-mail you said that "we're proposing porous pavers in 2 patio areas". They need to be clearly labeled on all plans. Provide crosssectional detail.
 - d. On east and west sides of the site, double elevations in rectangular box? Is it a retaining wall, curb with variable head....? Provide labels and details.
- 3) Slamm Model. It is not clear to me what is it. You are showing just one NE biofilter. What about the rest of the site?
- 4) HydroCADD model.
 - a. Use CN 69 for all lawns to be conservative. HSG B fair grass.
 - b. Concrete planters must be CN 98.
 - c. For modeling purposes include your biocells areas into the lawn calculation. Do not use CN 100.
- 5) In your narrative include pre and post comparison (numbers) for the 2, 10, 100-year storms based on your Hydrocadd models. Your post should not be higher than pre.
- 6) Include DRAFT of the maintenance agreement in your resubmittal.

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

- 1) Recommend installation of a KNOX Box.

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

- 1) The new blvd tree shown on plans appears to be quite close to the new water line – may not be code compliant. Please contact me once the line has been installed and staff can verify the planting location. Blvd trees must be 6ft from utility.