



## CITY PLANNING DEPARTMENT

### MEMORANDUM

**DATE:** SEPTEMBER 29, 2023

**TO:** DESIGN REVIEW COMMITTEE  
MIKE POELLINGER, POELLINGER, INC

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

**SUBJECT:** COMMERCIAL DESIGN REVIEW PROJECT  
SMOKES4LESS- 91 COPELAND AVE

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Design Review Committee Members:

Cory Brandl, Police Department  
Tim Acklin, Planning & Development Department  
Matt Gallagher, Engineering Department  
Yuri Nasonovs, Engineering Department  
Kelsey Hanson, 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 September 21, 2023 plans were submitted to the Design Review Committee for review of preliminary plans for an addition to Smokes4Less located at 91 Copeland Ave. 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) The points of access need to consistently be shown as private driveway entrances, with sidewalk running through them, and appropriate aprons and flares/tapers depicted. In no cases will street-level, radiused driveway openings be allowed; sidewalk must run through the openings, elevated up at sidewalk grade.
- 2) any sidewalk within the public R/W that is possibly going to be damaged, replaced, or installed new with either project should be shown as part of the plans; such work should not be shown as by-others, and it should be shown as needing to be installed to City specifications.
- 3) It's unclear how much of the parking lot will be disturbed or replaced. Please provide more detail on scope of work to parking lot. (Stephanie Sward)
- 4) If the parking lot will be replaced, I will need to see parking stall and drive aisle dimensions. (Stephanie Sward)
- 5) They need to provide 1 van accessible ADA stall. (Stephanie Sward)
- 6) If any change or addition to the exterior lighting a photometric plan must be provide. Must also provide fixture specifications. (Jamie Hassemer)

### **Division of Fire Protection and Building Safety (Building and Inspections Department)** **(Contact-Kelsey Hanson- 789-8675, Jason Riley- 789-7585)**

- 1) Separate permits required for building, plumbing, electrical, HAVC, Land disturbance, and signs. (Kelsey Hanson)
- 2) Flood plain manager is requiring a site plan (stamped) with elevation lines showing that this build is out of the flood plain. (Kelsey Hanson)
- 3) No other comments at this time. (Jason Riley)

### **Police Department- Cory Brandl-789-7206**

- 1) No comments have been provided at this time.

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

- 1) K5- First floor façade facing the street must include windows and doors totaling an area of not less than 20% of the total area of the façade.
- 2) Parking areas shall be separated from primary buildings by a landscaped buffer.
  - a. Will there be bicycle parking? Show location and number on final plans.
- 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>
- 4) A final design review meeting for final review of your plans is still required.

**Utilities Department- (Brian Asp- 789-3897)**

- 1) No comments have been provided at this time.

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

- 1) Looks like project is exempt from stormwater permit requirements. If so, the applicant has to make an exemption submittal per attached guidance. If not, submit stormwater design (Chapter 105) for review.

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

- 1) Will need to depict fire lane on site plan.

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

- 1) If applicable we will need tree and plant specifications, including depth and spacing on final landscape plan.