

LA CROSSE WISCONSIN

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

Memorandum

To: DESIGN REVIEW COMMITTEE
ALYSSA LEE, 360 REAL ESTATE
JEREMY NOVAK, 360 REAL ESTATE

From: TIM ACKLIN, PLANNING AND DEVELOPMENT DEPARTMENT

Date: May 1, 2026

Re: DESIGN REVIEW PROJECT
7-11 COPELAND AVE DEVELOPMENT- RIVER POINT DISTRICT

Design Review Committee Members:

Steve Pataska, Police Department
Tim Acklin, Planning & Development Department
Matt Gallager, Engineering Department
Yuri Nasonovs, Engineering Department
Jeremiah Huber, Building and Inspections Department
Jason Riley, Building and Inspections Department
Brian Asp, Utilities Department
Bee Xiong, Fire Department- Division of Fire Protection and Building Safety
Brian Asp, Utilities Department
Samantha Meyer, Parks, Recreation, and Forestry Department
Jamie Hassemer, Engineering Department
Stephanie Sward, Engineering Department
Cullen Haldeman, Engineering Department

On April 24, 2026, plans were submitted to the Design Review Committee for review of the development located on the parcels on or near 7 Copeland Ave within the River Point District. 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 Building and Inspections Department

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.
- 4) Compliance statement required to be submitted from the supervising professional (architect or engineer) observing the construction project.
- 5) Final inspection to be performed by Building & Inspections staff.
- 6) 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) Copeland Ave is being reconstructed/raised by the WisDOT in 5 years. We have not seen the amount the road will be raised in this section. (Sward)
- 2) The apartment building parking will need 4 accessible parking stalls, one of which needs to be Van accessible. (Sward)
- 3) The parking stalls need a rectangular parking stall dimension. (Sward)
- 4) Parcels will need to be combined or an access agreement provided for the 3 parcels. (Sward)
- 5) All work in the public right of way needs an excavation permit and to follow City standards.
- 6) Sidewalk panels in driveway areas will need to be replaced with a larger thickness sidewalk piece. (Sward)
- 7) Provide dimensions of ADA stalls, access aisles, & sidewalk. (Sward)
- 8) Provide grades of ADA stalls, access aisles, & sidewalk. (Sward)
- 9) Dimension all driveway widths (missing for the apartment parking lot entrance) (Sward)
- 10) Overall, the Lighting Plan is good. Must show security lighting on photometric plans. Proposed property lines must be added to the photometric plan and show footcandle values 25ft beyond it so light trespass can be reviewed. Light trespass must address lighting per parcel and phase or you develop an agreement on light trespass between properties. (Hassemer)

Building and Inspections Department

(Contact-Jeremiah Huber- 789-7583, Jason Riley- 789-7585)

- 1) Contact United States Postal Service for location and type of mailbox(es) required if applicable
- 2) State plan review required for each building and HVAC plans.
- 3) Will need a variance for construction type for each building due to their location within the City's Fire Limits.
- 4) Will need a NOI from the WisDNR because development is over an acre of land
- 5) Separate permits will be needed for any proposed signage and fencing and must meet code.
- 6) The Site Plan must show the ordinary high water mark and the setbacks from any proposed buildings. (Municipal Code Chapter 109)
- 7) Will need a separate permit for any white box buildout.
- 8) May need sprinklers in the commercial tenant space.
- 9) A Stormwater Permit will need to be issued before any building permits will be issued.
- 10) Any building with more than 16 plumbing fixtures will need State approved plans.
- 11) Any exterior fixtures and grease interceptors will need State review and approval.
- 12) Sanitary Sewer fee(s) must be paid before any permits will be issued.
- 13) A portion of 9 Copeland Avenue is within the floodplain. Must meet requirements and process for removing it. Work with Dave Reinhart in the Inspections Department. (The property address per the County is 9 Copeland Ave, not 7 Copeland Ave)

Police Department- (Steve Pataska-789-7210)

- 1) No concerns at this time. Recommendation to install cameras, including on exterior bike racks. The Police Department can assist with this effort.

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

- 1) No concerns at this time. Make sure that architecture design, exterior materials, screening, and landscaping requirements meet the standards in the Planned Development Document for River Point District.

Utilities Department- (Brian Asp-789-3897)

- 1) Will need utility plan- should include where you anticipate all three buildings are connecting to city utilities. Crossing parcel lines is discouraged.
- 2) Subject to Sanitary Sewer Connection Fees. Work with the Utilities Department on invoicing.
- 3) CSM should show utilities and parking in ROW.

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

- 1) Each parcel may need to be reviewed individually- A separate permit and application will be needed for each. One single system could also be created to serve each parcel. Will need a drainage easement if this is desired.
- 2) Part of the overall development is served via the River Point District stormwater management plan. Work with Yuri and Andrea Trane to discuss further how this fits into this development.

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

1. The two residential buildings will need State approval for sprinkler and alarm plans.
2. The commercial building may need sprinklers depending on size of the building and its location within the Fire District Limits.

3. Will need a variance for construction type from the Fire Chief due to being located within the City's Fire Limits.
4. Exterior materials must be non-combustible since located within the Fire Limits.
5. FDC on each building must be within 100ft of a hydrant.
6. Will need a Knox Box for each building. Can be purchased at www.knoxbox.com

Parks, Recreation, and Forestry- (Contact-Sami Meyer 789-7560, Dan Trussoni 789-4915)

- 1) No comments at this time, Will need a final landscaping plan.