

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**
KEVIN TIMMERMAN, 5TH AVENUE DESIGN SERVICES

From: **TIM ACKLIN, PLANNING AND DEVELOPMENT DEPARTMENT**

Date: **April 3, 2026**

Re: **DESIGN REVIEW PROJECT**
15-UNIT APARTMENT BUILDING

Design Review Committee Members:

Steve Pataska, Police Department
Tim Acklin, Planning & Development Department
Matt Gallager, Engineering Department
Yuri Nasonovs, Engineering Department
Dwain Miller, 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 March 26, 2026, plans were submitted to the Design Review Committee for review of the 15-unit apartment building located at 3629 Calvert Road. The following comments/feedback have been provided and must be provided 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 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- (Contact-Matt Gallager-789-7392, Stephanie Sward-789-8171, Jamie Hassemer- 789-8182, Cullen Haldeman- 789-8185)

- 1) Recommend to select a wall pak that can be directional. (Jamie Hassemer)
- 2) Public sidewalk section- Will need an ADA curb ramp. (Overby)
- 3) All work in public right of way will require an excavation permit. (Stephanie Sward)
- 4) On your site/utility plan sheet the curb and gutter should match City Standard Detail instead of State curb and gutter detail. (Stephanie Sward)
- 5) Not shown is the closing & removal of existing driveway, please show on the plans.
- 6) New or replacement driveways shall be to City standards (no radii). (Matt Gallager)

Building and Inspections Department

(Contact-Dwain Miller- 789-3868, Jason Riley- 789-7585)

- 1) Contact United States Postal Service for location and type of mailbox(es) required if applicable
- 2) Project must meet all ADA requirements in ICC A117.1-2017.
- 3) Will need State Approved Building and HVAC Plans. (Miller)
- 4) Will need Separate electrical, plumbing, HVAC, building, fence and signage permits.
- 5) Separate building permits for garages and trash enclosure. (Miller)
- 6) Footing and Foundation Permit will not be issued until approvals have been issued by the Utilities and Engineering Departments. (Miller)
- 7) Provide measurement on plans from property lines to decks/balconies. Must be 20ft front yard setback and approximately 23ft rear yard setback. (Miller).

- 8) Will need State plan approval for plumbing plans. Must include interior and exterior fixtures. Exterior sewer and water connections are not on the submitted plan. (Riley)
- 9) Connection fee must be paid and stormwater permit must be approved before any plumbing permit will be issued. (Riley)
- 10) Must show all piping on plans- If project meets the definition of infiltration plans will need State approval. (Riley)

Police Department- (Steve Pataska-789-7210)

- 1) No concerns at this time. Recommendation to install cameras and entrance and exit points. The Police Department can assist with this effort.

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

- 1) Parking is closer to both streets (Calvert Rd & STH 35) than building. Will need to provide statement as to why this requirement cannot be met or request a exception from the Common Council. Link to process. Can the building and garages swap places?
- 2) Garage does not meet window requirement when facing a street. Provide percent calculation of windows and doors in relation to the total façade for the South Elevation. Windows and doors must equal 20% of the total façade.

Utilities Department- (Brian Asp-789-3897)

- 1) Sanitary Sewer Connection fee will need to be paid. Work with Brian and the Utilities Department on this item.

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

1. Still need full stormwater submittal.
2. Will need to submit application, draft maintenance agreement and review fee of \$200.
 - a. Can be found at link below.
 - b. [Stormwater Permit Application | La Crosse, WI](#)
3. Will also need to obtain/Submit a Water Quality Management Letter.

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

- 1) Knox Box. Can be purchased at www.knoxbox.com
- 2) Fire Alarm Plans (electronic) with Permit Application and Fees submitted to the state and local FD. (Will need copy of state approved plans).
- 3) Sprinkler System Plans (electronic) Permit Application and Fees submitted to the state and local FD. (Will need copy of state approved plans).
- 4) FDC needs to be within 100' of the nearest hydrant.
- 5) If water service line is less than 6", must have hydraulic calcs to show it can supply both the fire sprinkler and domestic water demand/supply. The revised utility plan shows a 4" water service line.

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

- 1) No concerns at this time.