

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
TRENT SCHOTT, HSR ASSOCIATES**

From: TIM ACKLIN, PLANNING AND DEVELOPMENT DEPARTMENT

Date: March 27, 2026

**Re: DESIGN REVIEW PROJECT
GUNDERSEN CREDIT UNION (4415 MORMON COULEE RD)**

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 19, 2026, plans were submitted to the Design Review Committee for review of the project located at 4415 Mormon Coulee Rd. (Gundersen Credit Union) 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 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) Staff is working with the designer on utilities, particularly options for new or extended utilities in the public R/W. The utility designs are not finalized, but staff will work offline with the designer to ensure a complete and acceptable design. (Gallager)
- 2) Curb and gutter, any pavement in the ROW, and curb cuts into Broadview Pl must get an Excavation Permit and meet city standards and specifications. Note on plans says work will follow WisDOT standards. Must be revised to state that work will follow city standards. (Sward)
- 3) Will need access and shared parking agreement between this parcel and existing. Will include stormwater and sanitary sewer. (Sward)
- 4) Property line must be added to the photometric plan and show values 25ft beyond it so light trespass can be reviewed. May need an agreement on light trespass with adjacent property (Hassemer)

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) If over 50,000 cubic feet, need state approved HVAC and Building plans.
- 3) Will need separate permits for building, electrical, plumbing, HVAC, land disturbance, parking lot, fence, and signage.

- 4) Sanitary sewer connection fee paid before any permit will be issued.
- 5) Need stormwater permit before any other building permits are issued.

Police Department- (Steve Pataska-789-7210)

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

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

- 1) Design Review Fee-
- 2) No comments.

Utilities Department- (Brian Asp-789-3897)

- 1) Work in the city ROW will need to be built to city specifications.
- 2) Will follow up on Sanitary Sewer Connection Fee.

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

- 1) Include stormwater language in agreement with adjacent property.
- 2) Site's stormwater connection to the city's CB should be not larger than 12" pipe. All larger pipes should go to the main.
- 3) Specify on plans method of connection. Core and boot for the proposed PVC pipe.
- 4) Per city standards, the connecting pipe (to the city's structure or main), once property line is crossed, should be as straight and as short as possible to occupy the smallest footprint in the public ROW as it possibly can.

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

1. Knox Box 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.