



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

## Memorandum

To: **DESIGN REVIEW COMMITTEE**  
**BRIAN ADAMSON, ICAP DEVELOPMENT**  
**TOM MALLMAN**  
**BRAD SEUBERT**

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

Date: **August 1, 2025**

Re: **DESIGN REVIEW PROJECT**  
**LA Z BOY- 3720 STATE RD 16**

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### Design Review Committee Members:

Steve Pataska, Police Department  
Tim Acklin, Planning & Development Department  
Matt Gallager, Engineering Department  
Yuri Nasonovs, Engineering Department  
Andy Berzinski, Building & Inspections Department  
Jason Riley, Building & Inspections Department  
Bee Xiong, Fire Department- 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 July 18, 2025, plans were submitted to the Design Review Committee for review of the project located at 3720 State Rd 16. (La Z Boy Furniture) 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.
- 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

### **Engineering Department (Traffic) - (Contact-Matt Gallager-789-7392, Stephanie Sward-789-8171, Jamie Hassemer- 789-8182, Cullen Haldeman- 789-8185)**

- 1) Provide dimensions on site plan for all parking stalls and access & drive aisles.
- 2) Some parking islands are outside of parcel. May not be considered as part of the project.
- 3) Show/provide grades of sidewalks and ADA stalls.
- 4) Will need to submit a Photometric Plan for entire site. Include a summary of fixtures and model numbers used. Plan must also provide calculations/foot candles 25ft outside off of property lines. (Jamie Hassemer)
- 5) Project should be included in the shared agreement on light trespass. Work with a Jaime on this item. (Jamie Hassemer)

### **Building and Inspections Department**

#### **(Contact-Andy Berzinski- 789-7562, Jason Riley- 789-7585)**

- 1) Project over 12,000sqft will need a fire suppression system.
  - a. Applicant plans to sprinkler the building.
- 2) State plan review required for Building, HVAC, and Fire Suppression plans.
- 3) Will need separate permit for any proposed signage.
- 4) No permits will be issued until a Stormwater Permit has been issued from the Engineering Department and connections fees paid to the Utility Department. (Jason Riley)
- 5) If project has 16+ plumbing fixtures State plan approval is required. (Jason Riley)

**Police Department- (Steve Pataska-789-7210)**

- 1) No concerns at this time. Always recommend installation of cameras.

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

- 1) Link to Commercial Design Standards.
  - a. [Commercial Design Standards Handbook 3-22-16.indd](#)
- 2) Must meet parking lot design requirements. Section C.
- 3) Must provide Landscaping Plan. Section F.
- 4) Must meet building design requirements. Section K.
  - a. Specifically K(5). Street facing façade must be 20% windows.
  - b. Can vertical design feature on either side of the entrance also be placed on the north façade?
- 5) Must provide Lighting Plan. Section I.

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

- 1) Need to see size and location of utility connections. This includes the diameter of pipes, sanitary needs to be a Y connection. Also show size of need. Revise plans accordingly.
- 2) Need to pay the sewer connection fee. Work with Brian to determine fee.

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

1. WQM letter will be required for sanitary connections. Follow the link below for submittal requirements:
  - a. <https://www.cityoflacrosse.org/home/showpublisheddocument/410/637106595820700000>
2. Must obtain a stormwater permit per Chapter 105 and submit fees.
3. IF project is over an acre in size than you must get State/WisDNR approval.
4. GMX needs to be in compliance with stormwater. May affect approval of your permit. Work with Yuri on this issue.

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

- 1) Will need State review and approval of Fire Alarm and Sprinkler plans.
- 2) FDC must be within 100ft of nearest fire hydrant.
- 3) Will need to conduct a test immediately after installation. Work with the Fire Department on scheduling this.
- 4) 6inch minimum for hook up.
- 5) KNOX Box required
- 6) Additional Information
  - a. International Building Code, Chapter 9:  
***(F) 901.8 Pump and riser room size***  
*Where provided, fire pump rooms and automatic sprinkler system rise rooms shall be designed with adequate space for all equipment necessary for the installation, as defined by the manufacturer, with sufficient working room around the stationary equipment. Clearances around equipment to elements of permanent construction, including other installed equipment and appliances, shall be sufficient to allow inspection, service, repair, or replacement without removing such elements of permanent construction of*

*disabling the function of a required fire resistance-rated assembly. Fire pump and automatic sprinkler system riser rooms shall be provided with a door and unobstructed passageway large enough to allow removal of the largest piece of equipment.*

- After reading this, risers don't need a separate room, just adequate clearance wherever they're placed. There was also no mention for a need for an exterior door with direct entry to that room/area.
- One other thing that might be important whilst we're on the subject. If a fire pump is placed, that does trigger a construction need:

#### **913.2.1 Protection of fire pump rooms**

Fire pumps shall be located in rooms that are separated from all other areas of the building by 2-hour fire barriers constructed in accordance with Section 707 or 2-hour horizontal assembly constructed in accordance with Section 711, or both.

Exceptions:

1. In other than high-rise buildings separation by 1-hour fire barriers constructed in accordance with Section 708 or 1-hour horizontal assemblies constructed in accordance with Section 711, or both, shall be permitted in buildings equipped throughout with an automatic sprinkler system in accordance with Section 903.3.1.1 or 903.3.1.2.
2. Separation is not required for fire pumps physically separated in accordance with NFPA 20.

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

- 1) No concerns at this time.