



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

Memorandum

To: DESIGN REVIEW COMMITTEE
JOE LEDVINA, LA CROSSE SCHOOL DISTRICT
NATHAN DERKS, BRAY ARCHITECTS
MELISSA KLUCK

From: TIM ACKLIN, PLANNING AND DEVELOPMENT DEPARTMENT

Date: September 26, 2025

Re: DESIGN REVIEW PROJECT
NEW ELEMENTARY SCHOOL- 807 EAST AVE.

Design Review Committee Members:

Steve Pataska, Police Department
Tim Acklin, Planning & Development Department
Matt Gallager, Engineering Department
Yuri Nasonovs, Engineering Department
Eddie Young, 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 September 11, 2025, plans were submitted to the Design Review Committee for review of the project located at 807 East Ave. (New Elementary School) 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 - (Contact-Matt Gallager-789-7392, Stephanie Sward-789-8171, Jamie Hassemer- 789-8182, Cullen Haldeman- 789-8185)

- 1) The ROW vacation and CSM were approved by Council in June. Once the design review process is complete, the vacation can be recorded followed by the CSM. The easement needed for utilities in the proposed vacated Winnebago St will be addressed by another document. Am working with the consultant on this. (Kyle Coman)
- 2) Need dimension (rectangle) of parking stalls. (Stephanie Sward)
- 3) Any replacement of public sidewalk within 15ft of an intersection will require you to replace all public ADA facilities within that intersection. (Stephanie Sward)
- 4) Driveway off of Mississippi Street cannot cut off curb head. Will need to fully replace. (Stephanie Sward)
- 5) Any replacement of curb, pavement, sidewalk, curb ramp, driveways need to follow City Standard Specifications and Detail Drawings. (Stephanie Sward)
- 6) 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)
- 7) Must place "Do not Enter" signs at exit of parking lot. (Jackson Overby)

Building and Inspections Department

(Contact-Eddie Young- 789-7582, Jason Riley- 789-7585)

- 1) Lots to be combined to create 1 parcel.
- 2) Demo permit

- 3) Require State approved Building, plumbing and HVAC plans.
- 4) Submit a separate permit for any proposed signs.
- 5) With 13' setback, dumpster enclosure and architectural wall need to meet this setback if attached to the building. If enclosure is not attached to the building may be considered a fence and would need fence permit. Planter walls are fine since not attached and landscape item.
- 6) No plumbing permits until Utilities issues are satisfied. And stormwater permit has been approved.

Police Department- Steve Pataska-789-7205

- 1) No concerns at this time.

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

- 1) Must submit a Photometric Plan including light specifications and cutsheets.
- 2) Provide calculation of percent of first floor windows to total façade on all street facing facades. (East, Market, 19th). (The ground/first floor must comprise of windows and doors that equal 20% of the entire façade.)

Utilities Department- (Brian Asp-789-3897)

- 1) Sanitary sewer needs to be extended to the north from the intersection of Winnebago to eliminate long lateral, work with the utility to coordinate work and payment. (Coordinate with Utilities)
- 2) Watermain needs to be extended to Market St. (Coordinate with Utilities)
- 3) Storm sewer on East Ave needs to stay in the ROW and make a 90 degree turn into the easement. (Coordinate with Utilities)
- 4) Sanitary Sewer Connection Fee – work with utilities office to calculate
- 5) Filed easement is required for extension of Winnebago St.
- 6) Horizontal and Vertical separation must be maintained between utilities per city standard specs – show dimensions on plans
- 7) Running utilities up 19th street in 2026. Coordinate where to stud out to with Engineering Department.
- 8) May be easier to connect from east/Winnebago to 19th/Winnebago. (Contact Brian Asp for more discussion.)

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

- 1) Mostly covered by Brian and Matt.
- 2) Need water quality management letter. Requirements are on the website.
- 3) Stormwater management permit per Sec. 105 of code.
- 4) Since over 1 acre of disturbance, get DNR permit.
- 5) Fees associated with water quality management letter and stormwater management permit. May be waived by Board of Public Works.
- 6) Submit plans and models for review in accordance with Chapter 105.

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

- 1) Knox Box Required. (preferred to be at the addressed side or front door)
- 2) Appropriate plans submitted to the State and the La Crosse Fire Department along with fees and permit applications for prior to any work starting:
Fire alarm

Commercial kitchen suppression system

Fire sprinkler systems

Email all plans to FD (state approved plans for fire alarm and sprinkler systems required for FD).

- 3) Sprinkler FDC within 100' of nearest hydrant.

200 psi hydro underground water service line must be performed along with flush test with FD prior to hooking up to sprinkler riser (preferably as soon as the line is covered with dirt).

6" minimum water service line.

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

- 1) No comment has been provided at this time on the Landscaping Plan.