

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**
JAMES MAKEPEACE, MAKEPEACE ENGINEERING

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

Date: **April 10, 2026**

Re: **DESIGN REVIEW PROJECT**
WATERVIEW SUBDIVISION- LOT 27 TWINDO DEVELOPMENT (6103 RIVER RUN ROAD)

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 April 3, 2026, plans were submitted to the Design Review Committee for review of the project located at 6103 River Run Road. (Twindo Development) 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- (Contact-Matt Gallager-789-7392, Stephanie Sward-789-8171, Jamie Hassemer- 789-8182, Cullen Haldeman- 789-8185)

- 1) Proposed driveways or sidewalks had no dimension- Please add to final plans. (Sward)
- 2) All work in public right of way will require an excavation permit and must meet city specifications and standards. (Sward)
- 3) Recommend moving exterior lights to area furthest away from the property line. Is approved as submitted though. (Jamie 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) Project must meet all ADA requirements in ICC A117.1-2017.
- 3) Will need confirmation that property was subdivided. (Miller)
 - a. Was confirmed- Legistar #25-0741
 - b. Plat will need to be recorded prior to any permit being issued. (Miller)
- 4) Will need Demo Permit for the existing structures that will be removed. (Miller)
- 5) Each unit will require its own permits. (Miller)
- 6) Plumbing permits will not be issued until sewer connection fee is paid. (Miller)
- 7) Separate Plumbing Permits for each parcel. (Riley)
- 8) Make sure utility lines are not crossing the final/separate parcel lines. (Riley)

Police Department- (Steve Pataska-789-7210)

- 1) No concerns at this time.

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

- 1) Variation between buildings? Color?

Utilities Department- (Brian Asp-789-3897)

- 1) Must ensure the utility lines do not cross parcel boundaries should you decide to split these into twindos. The option to split the properties into two units would only be feasible if the laterals are installed per city specifications.
- 2) These properties would also have to pay the Sanitary Sewer Connection Fee in accordance with Municipal Code.

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

- 1) No comments at this time. Project is too small. Please confirm with Yuri.

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

- 1) No comments at this time.

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

- 1) Species good. Will need a tree planting permit for the trees in the blvd. Work with Sami on this item.