

# 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**  
**SAM CHALLE, HTG ARCHITECTS**

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

Date: **April 3, 2026**

Re: **DESIGN REVIEW PROJECT**  
**MAYO EMPLOYEES FEDERAL CREDIT UNION (605 WEST 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 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 27, 2026, plans were submitted to the Design Review Committee for final review of the project located at 605 West Ave (Mayo 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- (Contact-Matt Gallager-789-7392, Stephanie Sward-789-8171, Jamie Hassemer- 789-8182, Cullen Haldeman- 789-8185)**

- 1) Did not see a summary table on lighting values showing min and max. Please provide a scale drawing or mark of values 25ft beyond the property line. (Jamie Hassemer)
- 2) Ferry Street is expected to be under construction this Summer and it's strongly advised you perform your utility work prior to the street reconstruction. The project is anticipated to be bid in May of this year. It's not promised the contractor for the street reconstruction will allow you to make your connections when they control the site. (Sward)
- 3) All work in public right of way will require an excavation permit. (Sward)
- 4) Any work in West Avenue will also require a traffic control plan (to be approved by the State) requiring a 2 week minimum approval time. (Sward)
- 5) It's not clear if your driveway on West Avenue is moving, if it is please show your new driveway apron and curb & gutter replacement limits. (Sward)
- 6) On page C4, change General Note #2 to reference City Standards and Specifications instead of WisDOT references. (Sward)
- 7) Any construction in public right of way within 15' of a pedestrian ramp needs to bring the pedestrian ramp to PROWAG compliance. (Sward)
- 8) Page C5, Detail 1, 2, & 10 should be replaced with City of La Crosse Details. (Sward)
- 9) Confirm Monument sign is not within the vision triangle. (Sward)

### **Building and Inspections Department**

**(Contact-Eddie Young- 789-7582, 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. (Young)
- 4) Will need Separate electrical, plumbing, HVAC, building, fence and signage permits. (Young)
- 5) State plan approval for plumbing plans. (Riley)
- 6) Will need a Demo Permit for the existing building. Work with staff on this item.
- 7) All monuments must be out of the vision clearance triangle. Triangle is 20ft from corner of intersection and 15ft from corners of driveways onto property.
- 8) Any pipes associated with an infiltration basin will need a State approved plumbing plan.
- 9) If needed, State approval of fire alarm and sprinkler plans.
- 10) Would like clarification on plans regarding whether you have new connections or using existing ones.
- 11) Metallic water surface required to curb stop.

### **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) Must provide bicycle parking. Indicate on site plan location and number of provided spaces.
- 2) Provide percent calculation of windows and doors in relation to the total façade for the West and North elevations.
- 3) Parking closer to street than building. Will need to request a exception from the council. Link to process.
  - a. [Request for Exception to Multi-Family Housing or Commercial Design Standards | La Crosse, WI](#)

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

- 1) The city requests a set of as-built drawings after construction to locate underground utilities.
- 2) Catch basin needs to be built to City of La Crosse Standard Specs.
- 3) C4- CURB STOP LOCATION POINT 3 SHOW ON PRIVATE PRICATE NEEDS TO BE SHOWN ON PUBLIC ROW

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

1. Missing Storm permit application and fee \$200.
  - a. Can be found at link below.
    - i. [Stormwater Permit Application | La Crosse, WI](#)
2. BMP labeled as infiltration basin- need more detail-
  - a. Applicant stated they will provide a section detail
  - b. Update maintenance agreement accordingly.
3. Connection to city catch basin- no detail on how to connect. Please provide and clearly label on plans.

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

1. Will need a KNOX Box. Work with Fire Department on any concerns related to this requirement.

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

- 1) No concerns at this time.