

LA CROSSE WISCONSIN

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

MEMORANDUM

DATE: JULY 11, 2025

TO: DESIGN REVIEW COMMITTEE
DALE JACOBSON

FROM: TIM ACKLIN, PLANNING & DEVELOPMENT DEPARTMENT

SUBJECT: COMMERCIAL DESIGN REVIEW PROJECT
1822 STATE RD 16 (HWY 16 PARCELS)

Design Review Committee Members:

Steven 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
Brian Asp, Utilities Department
Bee Xiong, Fire Department- Community Risk Management
Leah Miller, Parks, Recreation, and Forestry Department
Jamie Hassemer, Engineering Department
Stephanie Sward, Engineering Department
Cullen Haldeman, Engineering Department
Jackson Overby, Engineering Department

On June 7, 2025, plans were submitted to the Design Review Committee for review of plans for a commercial development located at 1822 State Rd 16. 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 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, Jackson Overby)

- 1) If any work is done on the portion of the driveway entrance that is within public ROW the work must meet City specifications. Additionally, the entrance must be within parcel not over a parcel line.
 - a. Specs [Specifications & Details | La Crosse, WI](#)
- 2) Driveway must be 20ft minimum.
- 3) Parking stalls 34-40 must have a parking block. Please revise plans.
- 4) Provide the width of the ADA unloading space.
- 5) Any work in the ROW must have an Excavation Permit.
 - a. Excavation permit [Excavation Permit | La Crosse, WI](#)

Building & Inspections Department

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

- 1) State Approved Building & HVAC plans will be required.
- 2) Separate building, HVAC, plumbing, electrical and sign permits are required.
- 3) Stormwater permit will need to be issued prior to any building permits being able to be obtained.
- 4) If any storm piping is required by the Engineering Dept. will also require State plan approval. (Jason Riley)
- 5) WQML approval, stormwater approval, and sanitary connection fee payment required prior to issuance of plumbing permits. (Jason Riley)

Police Department- (Steve Pataska-789-7210)

- 1) Recommend that cameras are installed at all entry and exit points.

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

- 1) C5- Parking stalls must be 5ft front property lines. Provide dimension on site plan. Still need on NE corner of parking lot and parcel.

Utilities Department- (Brian Asp- 789-3897)

- 1) Subject to sanitary sewer connection fee. Contact Brian Asp for fee calculation and process.

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

- 1) Must meet the stormwater submittal and requirements for each parcel. Submittals and requirements can be found in Chapter 105.
 - a. [Chapter 105](#)
 - b. PKANS SAME – FORM APP AGREEMENT SEPERATE
- 2) Stormwater management facilities for each parcel may be permitted on the same set of plans. This includes, but not limited to per Chapter 105, site plan grading plan, utility plan, and draining plans.
- 3) You must provide separate fees. Applications, Water Quality Management Letters, and maintenance agreements per parcel.
- 4) Submitted maintenance agreement is incomplete. Must requirements in Chapter 105. form maintenance
- 5) If less than 1 acre no WisDNR Permit is required. If over 1 acre must obtain a permit from the WisDNR.
- 6) WQM letter and process may be found at the link below.
<https://www.cityoflacrosse.org/home/showpublisheddocument/410/637106595820700000>

Fire Department- (Contact-Bee Xiong 789-7271)

- 1) Knox Box Required
- 2) 18.2.3.2 Access to Building. (Must meet the following code requirements)
 - 18.2.3.2.1
A fire department access road shall extend to within 50 ft (15 m) of at least one exterior door that can be opened from the outside and that provides access to the interior of the building.
 - 18.2.3.2.2
Fire department access roads shall be provided such that any portion of the facility or any portion of an exterior wall of the first story of the building is located not more than 150 ft (46 m) from fire department access roads as measured by an approved route around the exterior of the building or facility.
 - 18.2.3.4.1.1
Fire department access roads shall have an unobstructed width of not less than 20 ft (6.1 m).
 - 18.2.3.4.4 Dead Ends.
Dead-end fire department access roads in excess of 150 ft (46 m) in length shall be provided with approved provisions for the fire apparatus to turn around.
 - 18.2.3.4.6.2*

The angle of approach and departure for any means of fire department access road shall not exceed 1 ft drop in 20 ft (0.3 m drop in 6 m) or the design limitations of the fire apparatus of the fire department and shall be subject to approval by the AHJ.

- 18.2.3.4.6.3

Fire department access roads connecting to roadways shall be provided with curb cuts extending at least 2 ft (0.61 m) beyond each edge of the fire lane.

Parks, Recreation, and Forestry-

(Contact-Leah Miller 789-8672, Dan Trussoni 789-4915)

- 1) No concerns at this time.