



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

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

Date: **May 30, 2025**

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

Design Review Committee Members:

Linnea Miller, 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 May 15, 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 (Traffic) - (Contact-Matt Gallager-789-7392, Stephanie Sward-789-8171, Jamie Hassemer- 789-8182, Cullen Haldeman- 789-8185)

- 1) Parking stalls on East Ave S & 19th St S cannot be designated for a particular use. Parking in public right of way is open for anyone to use.
- 2) Curb ramp north of Winnebago Street on East Avenue is not allowed. Midblock curb ramps need to have a matching one on the other side of the street and approved by Engineering & Board of Public Works.
- 3) Parking blocks will be required on the east side of the parking lot if the sidewalk is not raised above the parking lot.
- 4) Provide a rectangular dimension for the parking stalls including length & width.
- 5) Provide dimensions for the two Accessible parking stalls and the access aisle.
- 6) An Accessible parking space needs to be designated van accessible.
- 7) What is the angle of the parking stalls? **45 degrees**. May need larger drive aisle to match parking lot standards.
- 8) Any replacement of curb, pavement, sidewalk, curb ramp, driveways need to follow City Standard Specifications and Detail Drawings.
- 9) Excavation permit will be required by your contractor before any work can be performed.
- 10) A temporary traffic control plan will be required for the work in East Avenue & 19th Street
- 11) If there is a photometric plan, please submit. (Jamie Hassemer)
- 12) No double parking lane. Follow up with Engineering on this.
- 13) No curb bump ins on 19th/East Ave. Market, East Ave and 19th need to be no parking on school days.

14) Comments on how storm utility is arranged. Sanitary main and water mains need to meet City policy. Brian Asp and Yuri may have additional comments on this.

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.

Police Department- Linnea Miller-789-7205

- 1) No concerns at this time.

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

- 1) Parking closer to the street (East Ave) than the building. Will need an exception from the Common Council. **(Post mtg comment. NO exception is required. Municipal Code allows for administrative if site conditions offer no practical alternative)**
- 2) Provide exterior materials on elevations.
- 3) Must submit a Landscaping Plan
- 4) Must submit a Photometric Plan including light specifications and cutsheets.
- 5) 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.
- 2) Watermain needs to be extended to Market St.
- 3) Storm sewer on East Ave needs to stay in the ROW and make a 90 degree turn into the easement
- 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

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
- 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 systemsEmail 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) Requesting a landscaping plan