



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

Memorandum

To: **DESIGN REVIEW COMMITTEE**
JASON MARTIN, KWIK TRIP

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

Date: **August 1, 2025**

Re: **DESIGN REVIEW PROJECT**
KWIK TRIP CANOPY- 3525 STATE RD 157

Design Review Committee Members:

Steve 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
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 July 25, 2025, plans were submitted to the Design Review Committee for review of the project located at 3525 State Rd 157. (Kwik Trip Canopy) 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)

- 1) Are you removing driveway?
 - No. Only over tanks and under canopy. Not entry into site.
- 2) Revise site plan to show parking stalls and drive aisles and their dimensions.
- 3) Please provide a Photometric Plan for the site/new canopy showing light trespass. Also provide specifications of the fixtures. No more than .25ft candles 25ft beyond the property lines are permitted.

Building and Inspections Department

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

- 1) Canopy span is over 18ft. Must receive State plan approval.
- 2) Will need a Sign Permit for any new signage.
- 3) Will need to obtain your Stormwater Permit from the Engineering Department before any Building Permits will be issued.

Police Department- (Steve Pataska-789-7210)

- 1) No concerns at this time.
- 2) Recommend installation of cameras. Work with the Police Department if interested.

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

- 1) No concerns at this time.

Utilities Department- (Brian Asp-789-3897)

- 1) Storm sewer- Anything in Jansen Place Contact City of Onalaska for approval.

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

- 1) Just replacing fuel tanks?
 - a) Yes.
- 2) Submit \$200 check for the review fee.
- 3) Revise stormwater modeling. City would only accept stormwater design with the BMP(s) modeled thru the WinSLAMM. Letter from the manufacturer is not acceptable form of the BMP efficiency.
- 4) Stormwater connection to the CB in the ROW should be approved by city of Onalaska (owner).

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

- 1) Must obtain permits from the state for tank removal
- 2) Send/email state approved plans to Bee Xiong.- Xiongb@cityoflacrosse.org

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

- 1) No concerns at this time.