



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

## Memorandum

To: **DESIGN REVIEW COMMITTEE**  
**JEFF MOORHOUSE, PARAGON ASSOCIATES, INC**

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

Date: **April 25, 2025**

Re: **DESIGN REVIEW PROJECT**  
**THE HAVEN, MAIN, 10<sup>TH</sup>, & STATE STREETS**

---

### Design Review Committee Members:

Linnea Miller, Police Department  
Tim Acklin, Planning & Development Department  
Matt Gallagher, 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 April 18, 2025, plans were submitted to the Design Review Committee for review of The Haven located on Main, 10<sup>th</sup>, and State Streets. 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.

#### **Engineering Department (Traffic) - (Contact-Matt Gallagher-789-7392, Stephanie Sward-789-8171, Jamie Hassemer- 789-8182, Cullen Haldeman- 789-8185)**

- 1) Everything Storm that is built in the R/W needs to meet City specifications. (Matt Gallagher)
- 2) Sidewalks- all sidewalks must be made ADA complaint
- 3) Curb ramp at 10<sup>th</sup> and State- Before giving final approval, I will need to see a design for this curb ramp showing grades and that this curb ramp will meet our new standards. The ramp stones should not have flares on them.
- 4) Curb ramp at 10<sup>th</sup> and Main- Before giving final approval, I will need to see a design for this curb ramp showing grades and that this curb ramp will meet our new standards. The ramp stones should not have flares on them.
- 5) Be sure they have the latest edition of our current specs and standards, along with our new curb ramp design standards. All can be found on City Website under Engineering.
- 6) Any work within the public right of way will require an excavation permit and will need to follow City Standard Specifications and Procedures as well as Construction Details.
  - Pay special attention to driveway openings and aprons and pedestrian curb ramps.
- 7) The utility work on Main Street will require a full detour plan from the contractor.
- 8) The closure of Main Street may also need Board of Public Works approval depending on time length of closure.
- 9) The driveway/drive through openings on Main Street.
  - Is this meant to be one way or two way traffic? If one way, reduce the width of the openings to 12' unless necessary for turning traffic.
  - If two way, increase the width to 20' openings. If you increase the width, make sure 3-6' buffer space remains between the driveway and the public sidewalk

- 10) Don't add a detectible warning field near east end of driveway opening on Main Street.
- 11) Jamie – Symbols for lights on plans but need cut sheets and photometrics to be provided if there is. Answer from developer: Electrical is design/build will meet specs but won't have it before permit. That will be submitted before permits are requested.

**Building and Inspections Department**

**(Contact-Eddie Young- 789-7582, Jason Riley- 789-7585)**

- 1) Require State approved Building and HVAC plans.
- 2) Will need a Land Disturbance Permit from the WisDNR.
- 3) Separate permits are needed for fencing, signage, and the solar installation.
- 4) Lots must be combined.
- 5) TND zoning development density is needed. Variance may be needed.
- 6) State plumbing plan review for all interior and exterior piping. (Jason Riley)
- 7) No plumbing permits may be issued until notification has been received by CRM that the sewer connection fee has been paid, water quality management has been approved, storm water management has been approved, and state plumbing plan has been approved. (Jason Riley)
- 8) Must get approval of a 6-inch connection from the Utilities Department.

**Police Department- Linnea Miller-789-7205**

- 1) No comments at this time.

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

- 1) C2. No surface off-street parking closer to street than building. (State & 10<sup>th</sup> Streets) Must meet requirement or request exception through final TND zoning process.
- 2) C7. Greenspace must meet 10% of the lot. Please provide calculation.
- 3) F4. Please include table with number of proposed trees and shrubs per required calculation on Landscape Plan. Sheet CL100 table is missing some of those numbers.
- 4) G3. Proposed fence must meet residential zoning code requirements.
- 5) K5. Show calculation of percent of windows and doors in ratio to total façades facing the streets.
- 6) N6(a) Must meet this requirement. Color choices must be in general harmony with the existing neighborhood. There may be too many colors and may need revisit the color palette. The proposed color scheme on the facades will need an exception to this requirement from the Council as part of your final zoning.
- 7) L2. Must have a 3 ft awning over commercial space entrance. Please show on plans with dimension.
- 8) Overhead garage door should incorporate a window slat.
- 9) Will need a variance from the Board of Zoning Appeals if the density of the project exceeds 40 units per acre per TND zoning.

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

- 1) Combine parcels-Utilities can't cross parcels
- 2) Subject to sanitary sewer fees, credit for existing connections. Work with Brian Asp on determining fees and process.
- 3) Connection to Main St show as a connection to a lined pipe. Connect to liner itself not the host pipe.

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

- 1) Parcels will need to be combined.
- 2) Stormwater main right of way – this complies and there are no issues. This looks acceptable. Internally we will discuss inlet 1 and inlet 2 to decide what is wanted. Will let you know.
- 3) Conceptually it looks good. Yuri has been working with Bob. There may be a few minor issues such as finalized maintenance agreement, fee and final DNR permit.

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

- 1) Fire Alarm Plans (electronic) with Permit Application and Fees submitted to the state and local FD (FD will need state approved plans prior to work).
- 2) Sprinkler System Plans (electronic) Permit Application and Fees submitted to the state and local FD (FD will need state approved plans prior to work).
  - FDC is within 100' of closest hydrant
  - Underground service water line needs a 200 psi hydro and flush test witnessed by FD. Preferably before any concrete has been poured.
- 3) Solar Panels on roof must meet NFPA 1, 2012 edition, 11.12 Photovoltaic Systems.

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

- 1) No comments.

Is there anything else needed to record CSM? Final zoning? Permitting?