

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
KAIT HEGEWALD, HRS ASSOCIATES
DOUG RAMSEY, HSR ARCHITECTS
JEFF MOORHOUSE, PARAGON ASSOCIATES

From: TIM ACKLIN, PLANNING AND DEVELOPMENT DEPARTMENT

Date: March 13, 2026

Re: DESIGN REVIEW PROJECT
BETHANY CHURCH ADDITION (3936 COUNTY RD B)

Design Review Committee Members:

Steve Pataska, Police Department
Tim Acklin, Planning & Development Department
Matt Gallager, Engineering Department
Yuri Nasonovs, Engineering Department
Andy Berzinski, 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 6, 2026, plans were submitted to the Design Review Committee for review of the project located at 3936 County Rd B. (Bethany Church) 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) No comments. (Stephanie Sward)
- 2) Is the existing parking lot being relit?
 - (Applicant) NO. Will confirm.
 - Any additional exterior lighting needs to be reviewed via a photometric plan. (Jamie Hassemer)

Building and Inspections Department

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

- 1) Contact United States Postal Service for location and type of mailbox(es) required if applicable
- 2) Will need State Approved Building, HVAC, and Plumbing Plans. (Berzinski)
- 3) Will need Separate electrical, plumbing, HVAC, building and, signage permits. (Berzinski)
- 4) State plan approval for plumbing plans. (Riley)
- 5) Will need sanitary sewer connection fee paid before any plumbing permits will be issued. Will work with Utilities on this item. (Riley)

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) No concerns at this time.

Utilities Department- (Brian Asp-789-3897)

- 1) No Sanitary Sewer fee for this project.
- 2) The existing utilities that were previously capped on this property run through, or close, to the proposed footings. You will want to make sure it is not an issue during construction. A drawing is attached.

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

1. No permit is required.
2. Will need to submit statement assessing current approved system and how it will comply with new project.

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

1. Fire alarm and sprinkler plans to be electronically submitted to the Fire Department and have state approval of plans.
2. KNOX Box required.

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

- 1) No concerns at this time.