

# 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**  
**MARCUS ZETTLER, ZETTLER DESIGN STUDIO, LLC**

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

Date: **September 26, 2025**

Re: **DESIGN REVIEW PROJECT**  
**1307 16<sup>TH</sup> STREET S- APARTMENTS (FORMER SOUTH BRANCH LIBRARY)**

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### Design Review Committee Members:

Steve Pataska, 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 August 29, 2025, plans were submitted to the Design Review Committee for review of the project located at 1307 16<sup>th</sup> Street S (Former South Branch Library) 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) Applicant states that there were no proposed changes to parking lot so no comment on that at this time. (Stephanie Sward)
- 2) City is planning to move utilities out of 16<sup>th</sup> & Farnam Streets. Plan utility location accordingly. (Stephanie Sward)
- 3) All existing conduit to old library will need to be cut and capped when working on utilities. (Stephanie Sward)
- 4) Any replacement of curb, pavement, sidewalk, curb ramp, driveways need to follow City Standard Specifications and Detail Drawings. (Stephanie Sward)
- 5) Will need to submit a traffic control plan if needing to close or work in 16<sup>th</sup> Street. (Stephanie Sward)
- 6) Will need to submit a Photometric Plan for entire site. Include a summary of fixtures and model numbers used. Plan must also provide calculations/foot candles 25ft outside off of property lines. (Jamie Hassemer)

### **Building and Inspections Department**

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

- 1) Need stamped plan. If project is over 100,000 cubic feet building, HVAC plans will need to be reviewed by the state.
- 2) Separate permits for building/electrical/plumbing/HVAC/fencing/signage.
- 3) Building will need to have a sprinkler system.
- 4) Any parking? If so, provide proper handicap parking.
- 5) Zoning is R5? 1500 sq ft of lot area per unit.

6) FEE CONNECTION AND STORMWAT PERMIT IF APPLCIANBLTR

**Police Department- Steve Pataska-789-7205**

- 1) Please consider camera's at building entrances and exits points, as well as on any bike racks.
- 2) No other concerns at this time.

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

- 1) Must provide bicycle parking. 1 bicycle space for every 3 bedrooms.
- 2) Must submit a Landscaping Plan if applicable.
- 3) Must submit a Photometric Plan for any exterior lighting, must also provide light specifications and cutsheets.

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

- 1) Sanitary Sewer Connection Fee – work with utilities office to calculate.
- 2) New water service will be added for sprinklers. Will need that on final Utility plan. Show size and meter location.
- 3) Should be planning ahead for future phase and parcel boundaries. Utilities should not be crossing property lines.

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

- 1) Due to proposed scope of work at this time no stormwater permit is required.

**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 systems  
Email 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 if applicable.