

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**
KEVIN TIMMERMAN, 5TH AVENUE DESIGN SERVICES

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

Date: **March 20, 2026**

Re: **DESIGN REVIEW PROJECT**
15-UNIT APARTMENT BUILDING

Design Review Committee Members:

Steve Pataska, Police Department
Tim Acklin, Planning & Development Department
Matt Gallager, Engineering Department
Yuri Nasonovs, Engineering Department
Dwain Miller, 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 13, 2026, plans were submitted to the Design Review Committee for review of the 15-unit apartment building located at 3629 Calvert Road. 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 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) Any work within the Public ROW will need to meet city standards and will need an Excavation Permit. (Sward)
- 2) Will need to close the current opening if not being used. The proposed new opening will need to meet city specifications. (Sward)
- 3) Revise parking lot plan to include Dimensions for parking stalls. Also, provide grades for parking lot, including ada spot and drive aisle. (Sward)
- 4) Must submit a photometric plan, to scale, with cutsheets of proposed fixtures. Must show footcandle values 25ft beyond the property line. Submitted plan is not to scale. (Jamie Hassemer)
- 5) Public sidewalk section- Will need an ADA curb ramp. (Overby)

Building and Inspections Department

(Contact-Dwain Miller- 789-3868, 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 and HVAC Plans. (Miller)
- 3) Will need Separate electrical, plumbing, HVAC, building, fence and signage permits.
 - a. Separate building permits for garages and trash enclosure. (Miller)
- 4) State plan approval for plumbing plans. Must include interior and exterior fixtures. Exterior sewer and water connections are not on the submitted plan. (Riley)

- 5) Connection fee must be paid and stormwater permit must be approved before any plumbing permit will be issued. (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) Parking is closer to both streets (Calvert Rd & STH 35) than building. Will need to provide statement as to why this requirement cannot be met or request a exception from the Common Council. Link to process. Can the building and garages swap places?
- 2) Garage does not meet window requirement when facing a street. Provide percent calculation of windows and doors in relation to the total façade for the South Elevation. Windows and doors must equal 20% of the total façade.
- 3) Garage overhead doors must include a window slat.

Utilities Department- (Brian Asp-789-3897)

- 1) Sanitary Sewer Connection fee will need to be paid. Work with Brian and the Utilities Department on this item.
- 2) Will need a Utility Plan that includes all of the sanitary and water connections
- 3) Show how you plan to meter the units. Individually or Master? If individual you will need to provide a separate room.
 - a. Applicant stated they plan to meter via master.

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

1. Will need to submit application, draft maintenance agreement and review fee of \$200.
 - a. Can be found at link below.
 - b. [Stormwater Permit Application | La Crosse, WI](#)
2. Will also need to obtain/Submit a Water Quality Management Letter.

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

1. Will need a KNOX Box. Work with Fire Department on any concerns related to this requirement.
2. Fire alarm and sprinkler plans must be submitted to the State and La Crosse FD for review and approval.
3. Fire Department Connection (FDC) must be within 100ft of a hydrant.

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

- 1) Limoncello Barberry will need to be replaced- species not approved by DNR.