



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

Memorandum

To: **DESIGN REVIEW COMMITTEE**
KEVIN GUNDERSON, RIVER VALLEY ARCHITECTS

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

Date: **May 16, 2025**

Re: **DESIGN REVIEW PROJECT**
KWIK TRIP CLINIC ADDITION-2835-2841 DARLING CT

Design Review Committee Members:

Linnea Miller, 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 May 9, 2025, plans were submitted to the Design Review Committee for review of the project located at 2835-2841 Darling Ct. (Kwik Trip Clinic). 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) Include street names on final plans. (Stephanie Sward)
- 2) New driveways and curbs must meet city specifications. Includes any removal. (Stephanie Sward)
- 3) Proposed drive thru opening is 16ft can be reduced to 132ft. (Stephanie Sward)
 - Applicant stated that they prefer 16ft to make sure there is room for emergency vehicles.
 - If the model shows that 12ft works that is preferred. (Stephanie Sward)
- 4) One parking stall is labeled as 8ft. City requirement is 8.5 ft.
 - Applicant stated that 8ft meets the ADA width
 - Should meet city requirement of 8.5ft. (Stephanie Sward)
- 5) Photometric Plan looks good- Submit cutsheets of fixtures. (Jamie Hassemer)

Building and Inspections Department

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

- 1) Require State approved Building and HVAC plans.
- 2) Submit a separate permit for any proposed signs.
- 3) Stormwater Permit must be approved and issued prior to any building permits being issued.
- 4) Will need State plan approval for storm infiltration. (Jason Riley)
- 5) If there are more than 16 fixtures (interior and exterior) State plan approval is required for the Plumbing plans. (Jason Riley)
- 6) If licensed as a clinic then they may need to meet additional DHS standards. (Jason Riley)

- 7) If any new water connections are required must pay connection fees with the Utility Department prior to building permits being issued.

Police Department- Linnea Miller-789-7205

- 1) No concerns at this time.

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

- 1) Must provide a Landscaping Plan for the final design review meeting. Meet parking lot landscaping requirements.
- 2) Provide parking lot dimensions on site plan. (Parking spaces, drive aisles, landscaped buffers)
- 3) Show percent windows calculations on facades facing the public streets.

Utilities Department- (Brian Asp-789-3897)

- 1) New sanitary sewer must installed with a Y into the existing manhole.

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

- 1) Will need to submit an application for a Stormwater Permit and include fee. Application on City website
- 2) Provide a draft maintenance agreement for review.
- 3) Submit plans and models for review in accordance with Chapter 105.

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

- 1) Fire Alarm Plans (electronic) with Permit Application and Fees submitted to the state and local FD. (Will need copy of state approved plans).
- 2) Sprinkler System Plans (electronic) Permit Application and Fees submitted to the state and local FD. (Will need copy of state approved plans).
- 3) Where are they relocating the current FDC and horn/strobe (Fire Department Connection) for the sprinkler system. It is currently located on the SW corner of the building where the new addition will be going. It will need to be operable for the rest of the building before they start construction.
- 4) FDC needs to be within 100' of the nearest hydrant.



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

- 1) No concerns at this time