



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

Memorandum

**To: DESIGN REVIEW COMMITTEE
TRENT SCHOTT, HRS ASSOCIATES
DOUG RAMSEY, HSR ARCHITECTS**

From: TIM ACKLIN, PLANNING AND DEVELOPMENT DEPARTMENT

Date: March 13, 2026

**Re: DESIGN REVIEW PROJECT
MAYO EMPLOYEES FEDERAL CREDIT UNION (605 WEST AVE)**

Design Review Committee Members:

Steve Pataska, Police Department
Tim Acklin, Planning & Development Department
Matt Gallager, Engineering Department
Yuri Nasonovs, Engineering Department
Eddie Young, 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 February 25, 2026, plans were submitted to the Design Review Committee for review of the project located at 605 West Ave (Mayo Credit Union) 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) Dimensions for parking lot need to be on the civil plans. (Stephanie Sward)
- 2) Are you replacing the driveway aprons and sidewalks? (Stephanie Sward)
 - Yes- On Ferry Street
 - Will need excavation permit and design will need to meet city specifications. (Stephanie Sward)
 - Any work on West Ave will need to have an approved traffic control plan WisDOT. (Stephanie Sward)
- 3) The drive aisle around the building may be too narrow if a car is stalled within it. Please consider widening. (Stephanie Sward)
- 4) Must submit a photometric plan with cutsheets of proposed fixtures. Must show footcandle values 25ft beyond the property line. (Jamie Hassemer)

Building and Inspections Department

(Contact-Eddie Young- 789-7582, 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. (Young)
- 3) Will need Separate electrical, plumbing, HVAC, building, fence and signage permits. (Young)
- 4) State plan approval for plumbing plans. (Riley)

- 5) Will need a Demo Permit for the existing building. Staff will discuss how to permit the existing building to be used while the new building is being constructed, especially concerning the utilities.
- 6) All monuments must be out of the vision clearance triangle. Triangle is 20ft from corner of intersection and 15ft from corners of driveways onto property.
- 7) Any pipes associated with an infiltration basin will need a State approved plumbing plan.

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) Must provide bicycle parking. Indicate on site plan location and number of provided spaces.
- 2) Provide percent calculation of windows and doors in relation to the total façade for the West and North elevations.
- 3) Parking closer to street than building. Will need to request a exception from the council. Link to process.

Utilities Department- (Brian Asp-789-3897)

- 1) Existing 1” pipe may be enough instead of proposed 2”.
- 2) Will need as built.
- 3) Catch basin may be a small inlet box which may be a problem.

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

1. Conceptually good
2. Require soil borings.
3. Storm permit application draft maintenance agreement on website fee \$200
4. Will need to submit application, draft maintenance agreement and review fee of \$200.
 - a. Can be found at link below.
 - i. [Stormwater Permit Application | La Crosse, WI](#)

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

1. Will need a KNOX Box. Wok with Fire Department on any concerns related to this requirement.

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

- 1) No concerns at this time.