

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**
TRENT SCHOTT, HSR ASSOCIATES

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

Date: **January 16, 2026**

Re: **DESIGN REVIEW PROJECT**
GUNDERSEN CREDIT UNION (4415 MORMON COULEE RD)

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 January 9, 2026, plans were submitted to the Design Review Committee for review of the project located at 4415 Mormon Coulee Rd. (Gundersen Credit Union) 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 (Traffic) - (Contact-Matt Gallager-789-7392, Stephanie Sward-789-8171, Jamie Hassemer- 789-8182, Cullen Haldeman- 789-8185)

- 1) Need photometrics and cut sheets. (Jamie)
- 2) Need access and shared parking agreement between this parcel and existing. Will include stormwater and sanitary sewer. (Stephanie)
- 3) Diagonal parking – provide rectangular dimension. (Stephanie)
- 4) Sanitary manhole detail – not clear where that is being installed. The style isn't allowed in public right of way as it doesn't match the City's standards. (Stephanie)
- 5) Need driveway dimension/width (Stephanie)

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) Need stormwater permit before any other building permits are issued.
- 3) If over 50,000 cubic feet, need state plans.
- 4) Separate electrical, plumbing, HVAC, land disturbance, parking lot, if new or replacement of fence, signage permits.
- 5) Sanitary sewer connection fee paid.

Police Department- (Steve Pataska-789-7210)

- 1) No concerns at this time. Recommendation to install cameras. The Police Department can assist with this effort.

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

- 1) Link to Commercial Design Standards.
 - a. [Commercial Design Standards Handbook 3-22-16.indd](#)
- 2) Street facing façade must be 20% windows. (Provide calculations of façades facing Mormon Coulee Rd and Broadview Place)
- 3) Elevations might be mislabeled.

Utilities Department- (Brian Asp-789-3897)

- Private Utilities cannot cross parcel boundaries
- What size water meter will be requested?
- This development will be subject to a Sanitary Sewer Connection Fee, work with the utilities office to calculate the fee.
- All utility facilities (manholes, pipes, connections) that are intended to become the city's responsibility after construction shall be built according to City of La Crosse standard specs as found on the city's website.
 - The city does not allow for offset tops on manholes.
- The plans don't show your planned route for the sanitary sewer, show that on the final submittal.
- Based on conversations that have been had about the sanitary, the city approves the contractor to install in manhole near the centerline of Broadview Pl to intercept the existing 8" sanitary service.
 - The sewer will need to be run SW in the ROW until it reaches the property line, at that point it can be angled toward the building.
 - In this situation the city approves connecting all three pipes directly to the new manhole.
- The private storm sewer must be re-routed to not cross the parcel boundary.
- Show water curb box in City sidewalk. (Pete)

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

1. Will need a CSM to show new property line.
2. WQM letter will be required. Follow the link below for submittal requirements:
 - a. <https://www.cityoflacrosse.org/home/showpublisheddocument/410/637106595820700000>
3. Must obtain a stormwater permit per Chapter 105 and submit fees.

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

1. Knox Box can be purchased at www.knoxbox.com

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

- 1) Must provide a Landscaping Plan for review.