

# LA CROSSE WISCONSIN

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

## MEMORANDUM

**DATE:** JANUARY 9, 2026

**TO:** DESIGN REVIEW COMMITTEE  
COLIN KLOS, MIDWEST DESIGN & DEVELOPMENT, LLC

**FROM:** TIM ACKLIN, PLANNING & DEVELOPMENT DEPARTMENT

**SUBJECT:** COMMERCIAL DESIGN REVIEW PROJECT  
632 ROSE/610 HAGAR STREETS

---

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 2, 2026, plans were submitted to the Design Review Committee for review of plans for an addition to the existing commercial building located at 632 Rose/610 Hagar Streets. 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 Building and Inspections Department 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) Must have lots combined before permits are issued. (Stephanie Sward)
- 2) Currently have four garage openings proposed. Will need to work with the Engineering Department to coordinate correct design specifications and process for all driveway openings and any replacement of public curb and sidewalk. (Stephanie Sward)
- 3) Parking lot needs barrier to prevent parking on Hagar Street sidewalk. (Stephanie Sward)
- 4) One parking space needs to be labeled ADA and include access aisle. (Stephanie Sward)
- 5) Need parking blocks to prevent parking over spaces onto the grass. (Stephanie Sward)
- 6)
- 7) Will need to submit a Photometric Plan. 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-Andy Berzinski- 789-7562, Jason Riley- 789-7585)**

- 1) Contact United States Postal Service for location and type of mailbox(es) required if applicable
- 2) Will need a Demolition Permit for the demolition of the existing house.

- 3) Will need State approved plans.
- 4) Will need to combine the lots. Request to combine the lots can be made to the Chief Building Inspector, David Reinhart, via email at [reinhardt@cityoflacrosse.org](mailto:reinhardt@cityoflacrosse.org). Send request along with address and parcel numbers of each parcel.
- 5) No comments at this time until a Utility Plan has been submitted. (Jason Riley)

**Police Department- (Steve Pataska-789-7210)**

- 1) No concerns at this time. Always recommend to give consideration of installation/upgrade of cameras.

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

- 1) Would like stone veneer around building the whole building.
- 2) Non-Architectural metal is being proposed as a primary siding material. Work with staff on a different, permitted exterior material.
- 3) Link to Design Standards
  - a. <https://www.cityoflacrosse.org/home/showpublisheddocument/6084/637847479856030000>
- 4) Any exceptions to the design standards will need Common Council approval.
  - a. <https://www.cityoflacrosse.org/your-government/departments/city-clerk/forms-chart/request-for-exception-to-multi-family-housing-or-commercial-design-standards>

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

- 1) The existing service is 3/4" copper from 1980. They currently use very little water so unless they need to add fire suppression that would also be fine. If a fire line is part of the expansion they would have to go out to Rose Street since there currently is no water main on Hagar.

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

- 1) Area of combined lot is 8,120 sqft. No basement.
  - a. This project is exempt stormwater requirements.

**Fire Department- (Contact-Bee Xiong 789-7271)**

1. Knox Box. Can be purchased at [www.knoxbox.com](http://www.knoxbox.com)

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

- 1) Need Landscaping Plan.