



## CITY PLANNING DEPARTMENT

### MEMORANDUM

**DATE:** JUNE 9, 2021

**TO:** DESIGN REVIEW COMMITTEE  
SPENCER CHRISTIAN, VIERBICHER  
TOM STROKA, DUNCAN STROIK ARCHITECT

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

**SUBJECT:** COMMERCIAL DESIGN REVIEW PROJECT  
OUR LADY OF GUADALUPE SHRINE- 5250 JUSTIN ROAD

---

Design Review Committee Members:

Cory Brandl, Police Department  
Tim Acklin, Planning & Development Department  
Craig Snyder, Fire Department- Division of Fire Protection and Building Safety  
Matt Gallager, Engineering Department  
Yuri Nasonovs, Engineering Department  
Jason Riley, Fire Department- Division of Fire Protection and Building Safety  
David Reinhart, Fire Department- Division of Fire Protection and Building Safety  
Bernie Lenz, Utilities Department  
Dan Trussoni, Parks, Recreation and Forestry Department.

The Design Review Committee **reviewed** the plans submitted on May 26, 2021 for the Commercial project (Guadalupe Shrine) located at 5250 Justin Road and provided the following information.

**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.

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

- 1) For the stormwater compliance they will have to obtain a stormwater permit per Chapter 105. Permit fee is currently \$0 but will change when Council will establish the fee amount. The project may not be considered redevelopment in regards to meeting stormwater management requirements but rather a new addition.
- 2) WQM letter will be required. Fee is \$25. Follow the link below for submittal requirements:

<https://www.cityoflacrosse.org/home/showpublisheddocument/410/637106595820700000>

- 3) Any slopes greater than 30% will be disturb? If yes, we can't allow it.

### **Utilities Department- Bernie Lenz-789-7588**

- 1) No comments at this time.

### **Engineering Department (Traffic)- Matt Gallager-789-7392**

- 1) All roadway and driveway work must be permitted by the La Crosse County Highway Department. Sheet C 102 has multiple notes referencing WisDOT. This is incorrect; it should be the County.
- 2) Parking along the maintenance drive could, in theory, be made to work, if the roadway were wide enough to facilitate two-way traffic and parallel parking along one side (or both). This would require widening. The parking could be on shoulder material, rather than pavement, if a rural cross section is maintained. The minimum width of the traveled way (i.e.- pavement) must be 22 feet. Each shoulder or parking lane must be another 8 feet.
- 3) Any parking at the end of the access road, or along it, needs to be called out on the plans, and it will require some type of signage and pavement marking (painting).

### **Division of Fire Protection and Building Safety (Building and Inspections Department)**

**David Reinhart- 789-7564/Jason Riley- 789-7585**

- 1) State approved plans will be required for building, HVAC, Plumbing, Fire alarm and Fire Sprinklers.
- 2) A stamped plan from a licensed Surveyor showing the 10' offset from a natural existing to a 30% slope will be required.
- 3) Council approval may be needed if not part of the original zoning request.
- 4) Building, Electrical, Plumbing, HVAC, Erosion Control, Fire Alarm and Fire Sprinkler permits will be required from this Department. Applications can be found at <https://www.cityoflacrosse.org/city-services/permits-licenses>
- 5) Fees can be found at [https://library.municode.com/wi/la\\_crosse/codes/code\\_of\\_ordinances?nodeId=PTIIL\\_ADEOR\\_APXCFESC](https://library.municode.com/wi/la_crosse/codes/code_of_ordinances?nodeId=PTIIL_ADEOR_APXCFESC)
- 6) Parking exemption required?



## CITY PLANNING DEPARTMENT

- 7) State plan approval required - to include all interior piping and exterior utilities – include private water, storm, and sanitary sewer mains to include calculations that existing private infrastructure has capacity for new/added load.
- 8) Per plan – water service extension and alternate mech. area (C301) are on a different parcel, and in a neighboring township. See City of La Crosse Engineering and Utility Departments for requirements/approval.
- 9) Discharge points for chillers, heat pumps, or clear water should be determined.
- 10) Per memo item #9 – City of La Crosse adopts Wisconsin Administrative Plumbing Code 2016 – this request for exemption of plumbing facility requirements would be addressed via the State plan approval of the building.
- 11) Reminder: State plan approval for the plumbing is a separate standalone submittal to DSPS - and is not included in the review/approval of the building in Wisconsin.

### **Fire Department- Craig Snyder-789-7264/Kyle Soden- 789-7271**

- 1) The building must be fully sprinklered with a fire alarm system. The building must also meet Chapter 18 of NFPA 1 for fire department access.

### **Police Department- Cory Brandl-789-7225**

- 1) No comments at this time.

### **Planning Department- Tim Acklin 789-7391**

- 1) Will need to show that the project meets the off-street parking requirements. (Once space for each guest room and on space for every three employees) May need a comprehensive parking plan for the whole campus or request an exemption from the Common Council.
- 2) Must provide a Lighting Plan for final design review. Include photometric and spec sheets for all outdoor lighting.

### **Parks, Recreation, & Forestry Department (Dan Trussoni 789-4915)**

- 1) No comments/issues at this time.

### Additional Questions. (Responses received in Red)

1. What City permits & applications are required for the proposed redevelopment? What are the fees? (See fee schedule under the Building & Inspections Department responses above)
2. City staff to confirm the project may be considered redevelopment in regards to meeting stormwater management requirements.
3. We would like to study additional parking near the proposed project (not yet shown). 8-10 spaces along the existing maintenance drive that leads to County MM. (Anything not on the same parcel will not be counted toward meeting the parking requirement)

4. We are proposing a 4-hour fire barrier and doors between the new private garage and the existing rectory garage, in order to treat the new and the existing buildings as separate buildings. Is that acceptable? **Required to meet IBC 2015.**
5. The interior exit stairways will be 2-hour rated. Is 120-minute rated glazing acceptable for part an interior exit stairway wall? As long as it meets wall assembly criteria, ASTM E119 “W” marking. (E.g. SuperLiteII-XL 120 by SaftiFirst) **Required to meet IBC 2015.**
6. The retreat house’s highest occupied floor is 68 feet above the grade plane (lowest level of fire department vehicle access). Confirm that the building will not need to comply with High-Rise Building requirements. **Required to meet IBC 2015.**
7. Confirm that the building will not need luminous egress path markings since the retreat house does not qualify as a High-Rise Building. **Required to meet IBC 2015.**
8. Is there any reason a motorized canvas canopy would not be permitted at the rooftop terrace? **Required to meet IBC 2015.**
9. A requested exception for the plumbing facility requirements: The level 3 occupant load requires 4 water closets and 2 lavatories for each sex. Plumbing code allows the facilities to be located one story above or below the space required, but the current design could only comply if one of the two options could be granted: (1) include the basement level facilities in the adjacent Shrine Church (one story below the space served, and 330 feet maximum travel distance) or (2) include the basement level facilities in the retreat house building (three stories below the space required) **Required to meet IBC 2015. May require a variance from the State.**