



CITY PLANNING DEPARTMENT

MEMORANDUM

DATE: JANUARY 26, 2024

TO: DESIGN REVIEW COMMITTEE
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:

Linnea Miller, Police Department
Tim Acklin, Planning & Development Department
Bee Xiong, Fire Department
Stephanie Sward, Engineering Department
Yuri Nasonovs, Engineering Department
Jason Riley, Fire Department- Division of Community Risk Management
Mike Suntken, Fire Department- Division of Community Risk Management
Brian Asp, Utilities Department
Leah Miller, Parks, Recreation and Forestry Department.
Jamie Hassemmer, Engineering Department
Cullen Haldeman, Engineering Department
Jackson Overby, Engineering Department

The Design Review Committee **reviewed** the plans submitted on July 19, 2024, for the project (Guadalupe Shrine) located at 5250 Justin Road and provided the following feedback that must be addressed prior to any permits being issued.

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)- Contact- (Yuri Nasonovs- 789-7594)

- 1) Must obtain a stormwater permit per Chapter 105. Submit to Yuri. Application and draft maintenance agreement example online. Fee also required. 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. Follow the link below for submittal requirements:
 - a. <https://www.cityoflacrosse.org/home/showpublisheddocument/410/637106595820700000>
- 3) Any slopes greater than 30% will be disturb? Show slope on plans.
- 4) Force main will need to be part of state approval. Dumps into city manhole. Needs more information.

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

- 1) Concern with sewer mains crossing property lines. Will need to be addressed.
- 2) Please provide a set of “as built” for all private utilities after project is completed.

Engineering Department (Contact-Matt Gallagher-789-7392, Stephanie Sward-789-8171, Jamie Hassemer- 789-8182, Cullen Haldeman- 789-8185)

- 1) Wall along Parking lot. Will need parking vehicle rails and pedestrian railing to prevent going over the side. (Stephanie Sward)
 - Applicant asked what code to follow? - Refer to Roadside Design Guide
- 2) Need an update on the photometric plan. Need a summary table with Average, Min/Average, And Max Values for the area. (Jamie Hassemer)
- 3) CSM- Working with consultant on CSM and annexation process. (Matt Gallagher)
- 4) Impacts to County MM won't be approved through the city. Will be the County or Township. (Matt Gallagher)

Fire Department- Division of Community Risk Management (Contact-Mike Suntken- 789-7583, Jason Riley- 789-7585)

- 1) This project requires State approved plans for Building, HVAC, Plumbing, Fire Alarm and Fire Sprinkler Systems.
- 2) If the project involves over an acre of disturbed space, a Notice of Intent (NOI) must be submitted to and approved by the Wisconsin DNR. If it involves less than an acre, an erosion and sediment control plan must be submitted to this Department and include items required by Section 105-29 of the City of La Crosse Municipal Code.
- 3) A stamped plan from a licensed Surveyor showing the 10 foot offset line to an existing natural 30% slope will be required per Section 105-30(11) of the City of La Crosse Municipal Code. This plan shall be included with the erosion and sediment control plan and submitted with the required Land Disturbance permit. This 10'



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- offset line shall be staked and verified by the City prior to the issuance of said permits.
- 4) Permits will be required from this Department for Building, Plumbing, Electrical, HVAC, Land Disturbance, Fire Alarm and Fire Sprinklers. Additional permits would be required for any new fencing or signage on the property. Permit applications can be found here: <https://www.cityoflacrosse.org/city-services/permits-licenses>
 - 5) The project needs to be located entirely on one parcel. The SW corner of the project shown on Sheet C400 crosses a parcel line.
 - 6) The drawings show an “ADA Guest Room” in the R-1 dwelling areas on Level 2, 4 and 5. For clarification, please label these units as “Accessible” units and include a detail of those rooms to ensure compliance with ICC A117.1-2009 Section 1002. The number of “Accessible” units shall be determined per the requirements of Section 1107.6.1.1. Also note that all other dwelling units will need to be constructed as Type B units per IBC 1107.6.1.2.
 - 7) Property is zoned Planned Development. This parcel may need to be re-zoned if this was not included in the original zoning proposal.
 - 8) The address shown on the agenda is incorrect and a new address will need to be assigned to the building.
 - 9) State plan approval required - to include all interior piping and exterior utilities – include private water, storm, and sanitary sewer mains to include calculations that (Jason Riley)
 - 10) Existing private infrastructure has capacity for new/added load. (Jason Riley)
 - 11) 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. (Jason Riley)
 - 12) Discharge points for chillers, heat pumps, or clear water should be determined.
 - 13) Per memo item #9 – City of La Crosse adopts Wisconsin Administrative Plumbing Code 2023 – this request for exemption of plumbing facility requirements would be addressed via the State plan approval of the building. (Jason Riley)
 - 14) 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. (Jason Riley)
 - 15) Stormwater permit and WQM Letter must be approved by Engineering prior to any plumbing permits being issued.(Jason Riley)
 - 16) Connections fee with the Utilities Department must be paid prior to any plumbing permits being issued. (Jason Riley)
 - 17) Make sure of vecto control for storm chambers. (Jason Riley)
 - 18) Need plans for grease interceptor. (Jason Riley)
 - 19) Efforts to minimize erosion of site during construction is high priority.

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

- 1) Knox Box Required
- 2) Appropriate plans submitted to the State and the Fire department along with fees and permit applications for all fire alarm and fire protection systems (commercial kitchen suppression system/hood and sprinkler). Emailed electronically to FD.
- 3) Sprinkler FDC within 100' of nearest hydrant.
 - a. If there is a sprinkler system, 200 psi hydro underground water service line must be performed along with flush test with FD (preferably as soon as the line is covered with dirt).
- 4) The grill and heater on the 6th floor patio area must be on a non-combustible surface.
- 5) Must have gas shut-offs for both devices tied into the fire alarm system.

NFPA 1 2012 (See all of Chapter 18 for additional requirements)

18.2.3.2 Access to Building.

- **18.2.3.2.1**

A fire department access road shall extend to within 50 ft (15 m) of at least one exterior door that can be opened from the outside and that provides access to the interior of the building.

- **18.2.3.2.2**

Fire department access roads shall be provided such that any portion of the facility or any portion of an exterior wall of the first story of the building is located not more than 150 ft (46 m) from fire department access roads as measured by an approved route around the exterior of the building or facility.

- **18.2.3.4.1.1**

Fire department access roads shall have an unobstructed width of not less than 20 ft (6.1 m).

- **18.2.3.4.1.2**

Fire department access roads shall have an unobstructed vertical clearance of not less than 13 ft 6 in. (4.1 m).

18.2.3.4.3 Turning Radius.

- **18.2.3.4.3.1**

The turning radius of a fire department access road shall be as approved by the AHJ.

- **18.2.3.4.3.2**

Turns in fire department access roads shall maintain the minimum road width.

- **18.2.3.4.4 Dead Ends.**

Dead-end fire department access roads in excess of 150 ft (46 m) in length shall be provided with approved provisions for the fire apparatus to turn around.

18.2.3.4.6 Grade.

- **18.2.3.4.6.1**

The gradient for a fire department access road shall not exceed the maximum approved.

- **18.2.3.4.6.2***

The angle of approach and departure for any means of fire department access road shall not exceed 1 ft drop in 20 ft (0.3 m drop in 6 m) or the design limitations of the fire apparatus of the fire department and shall be subject to approval by the AHJ.

- **18.2.3.4.6.3**

Fire department access roads connecting to roadways shall be provided with curb cuts extending at least 2 ft (0.61 m) beyond each edge of the fire lane.

I can provide more specs of apparatus if needed.

10.11.6 Cooking Equipment.

- **10.11.6.1**

For other than one- and two-family dwellings, no hibachi, grill, or other similar devices used for cooking, heating, or any other purpose shall be used or kindled on any balcony, under any overhanging portion, or within 10 ft (3 m) of any structure.



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- **10.11.6.2**
For other than one-and two-family dwellings, no hibachi, grill, or other similar devices used for cooking shall be stored on a balcony.
- **10.11.6.3***
Listed equipment permanently installed in accordance with its listing, applicable codes, and manufacturer's instructions shall be permitted.

10.11.7 Installation of Patio Heaters.

- **10.11.7.1**
Patio heaters utilizing an integral LP-Gas container greater than 1.08 lb (0.49 kg) propane capacity shall comply with [10.11.7.2](#) and [10.11.7.3](#). [58:6.20.2.1]
- **10.11.7.2**
Patio heaters shall be listed and used in accordance with their listing and the manufacturer's instructions. [58:6.20.2.2]
- **10.11.7.3**
Patio heaters shall not be located within 5 ft (1.5 m) of exits from an assembly occupancy. [58:6.20.2.3]

Police Department- (Contact- Linnea Miller-789-7205)

- 1) No comments at this time.

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

- 1) Annexation of land from the Town of Shelby-combine with city parcel.
- 2) Will need to submit an amendment to the property's Planned Development District-Specific Zoning.

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

- 1) No concerns/issues at this time.