



CITY PLANNING DEPARTMENT

MEMORANDUM

DATE: APRIL 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 Sunken, Fire Department- Division of Community Risk Management
Brian Asp, Utilities Department
Leah Miller, Parks, Recreation and Forestry Department.
Jamie Hassemer, Engineering Department
Cullen Haldeman, Engineering Department

The Design Review Committee **reviewed** the plans submitted on April 9, & 18, 2024, for the 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)- Contact- (Yuri Nasonovs- 789-7594)

- 1) For the stormwater compliance they will have to obtain a stormwater permit per Chapter 105. 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: <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- (Contact- Brian Asp- 789-3897)

- 1) Anything in ROW near County MM need to conform to city specifications.
- 2) Request that you provide a utility map of the whole property.

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

- 1) Need to know total number parking spaces to determine number of ADA spaces.
- 2) Need dimensions of ADA parking stalls.
- 3) Indicate route from the spaces to building on the site plan.
- 4) Need a summary table with Average, Min/Average, And Max Values for the area. (Jamie Hassemer)

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' 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>



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- 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)

Fire Department- (Contact-Bee Xiong 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. Plans must also be submitted to the Fire Department for permits.
- 2) KNOX Box will be required for this building.
- 3) Gas fireplace ok as long as sprinkler heads cover this space. Also include non-combustible materials.

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

- 1) Highly recommend outdoor video surveillance at this property and other areas to increase safety.

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 comments/issues at this time.