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**
Samantha Stumpner, Wilkus Architects

From: **Tim Acklin, Planning and Development Department**

Date: **October 3, 2025**

Re: Design Review Project
Chipotle (3954 Mormon Coulee Rd)

Design Review Committee Members:
Steve Pataska, Police Department
Tim Acklin, Planning & Development Department
Matt Gallager, Engineering Department
Yuri Nasonovs, Engineering Department
Dwain Miller, Building & Inspections Department
Jason Riley, Building & Inspections Department
Bee Xiong, Fire Department- Community Risk Management
Brian Asp, Utilities Department
Leah Miller, Parks, Recreation, and Forestry Department
Jamie Hassemer, Engineering Department
Stephanie Sward, Engineering Department
Cullen Haldeman, Engineering Department

On September 23, 2025, plans were submitted to the Design Review Committee for review of the project located at 3954 Mormon Coulee Rd. (Chipotle) 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 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 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.
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

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

1) Not accessing MC Rd directly. Will need an access agreement with neighboring property to gain access to new parcel
2) Provide dimensions on site plan for all parking stalls and access & drive aisles.
3) All work in ROW will need approval and follow City design specifications.
4) Will need to submit a Photometric Plan for entire site. 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-Dwain Miller- 789-3868, Jason Riley- 789-7585)

1) No comments at this time until a floor plan and civil plans have been submitted. Will also need a revised site plan showing the proposed parcel.

Police Department- (Steve Pataska-789-7210)

1) No concerns at this time.

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

1) Link to Commercial Design Standards.
    a. Commercial Design Standards Handbook 3-22-16.indd
2) Must meet parking lot design requirements. Section C.

3) Must provide Landscaping Plan. Section F.
4) Must meet building design requirements. Section K.
    a. Specifically K(5). Street facing façade must be 20% windows. (Provide calculations of façade facing Mormon Coulee Rd and Losey Blvd.
    b. Significance of brick wall?
5) Must provide Lighting Plan. Section I.

Utilities Department- (Brian Asp-789-3897)

1) Parcel needs to be separated – a filed CSM will be required.
2) No private utilities can cross the parcel boundaries.
3) There may be a benefit to set up a meeting to discuss the utility connections separately, this site will be complicated.
4) What size water meter will be requested?
5) Will there be a sprinkler system?
6) This development will be subject to a Sanitary Sewer Connection Fee, work with the utilities department to calculate the fee and invoice.

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

1. Will need a CSM to show new property line.
2. Need submitted Civil Plans for the site/
3. WQM letter will be required. Follow the link below for submittal requirements:
    a. https://www.cityoflacrosse.org/home/showpublisheddocument/410/637106595820700000
4. 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
2. Commercial Kitchen Suppression System plans (electronic) and submittals with permit application and fee submitted to FD prior to work.
3. Staff will check on sprinkler requirements.

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

1) Must provide a Landscaping Plan for review.