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: **January 16, 2026**

**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
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 9, 2026, 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 and must be addressed prior to any permits being issued.

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

1) Intersection at Mormon Coulee and Losey will have a new signal construction this summer.
2) Need access agreement from neighboring parcel for traffic flow. (Stephanie)
3) Use City detail sheets rather than WisDOT.
4) Will need to submit a Photometric Plan for uniformity and light trespass. (Jamie Hassemer)

**Building and Inspections Department**
**(Contact-Dwain Miller- 789-3868, Jason Riley- 789-7585)**

1) Contact United States Postal Service for location and type of mailbox(es) required if applicable
2) Need stormwater permit before any building permits can be issued.
3) On plans for review, there was a special section that needs special inspections. If any design, those inspections will need to be complied with and paperwork to be submitted to be added to files.
4) Need land disturbance permit, parking lot permit, building, electrical, plumbing, signage, fence for trash enclosure, HVAC permits. \
5) Setbacks for wellhead protection that need to be considered.
6) Connection fee paid to Utility.
7) State approved plans for at least grease interceptor and if 16 or more fixtures on the interior, that will also need state approval.

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

1) No concerns at this time. Recommendation to install cameras. The Police Department can assist with this effort.

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

1) Link to Commercial Design Standards.
    a. Commercial Design Standards Handbook 3-22-16.indd
2) Please provide color rendering of building showing exterior materials and all four facades.
3) Street facing façade must be 20% windows. (Provide calculations of façades facing Mormon Coulee Rd and Losey Blvd)

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

- Previous comments from the preliminary meeting that still apply:
    - Parcel needs to be separated, a filed CSM will be required.
    - Private Utilities cannot cross parcel boundaries
    - What size water meter will be requested?
    - Based on tap size we assume that there will not be a sprinkler system. (C0rrect)
    - This development will be subject to a Sanitary Sewer Connection Fee, work with the utilities office to calculate fee.
        - Provide the city with two years of usage data for two separate similar midwestern locations. This will help to estimate future flows.
- Comments based on the final submittal:
    - On the plans it is shown that there is an assumed existing sanitary sewer, there is not. If the parcel is divided the way shown, the only sewer accessible to this property is located in the sidewalk along Mormon Coulee Rd approximately 75' South of the South property line. At that point there is a dead-end sanitary manhole that can be tied into.
    - The water connection cannot be installed as shown on the plans, the service line needs to stay in the ROW until it reaches the parcel. Also the connection near the fire hydrant is not recommended due to the proximity and straight-line connection to the city's supply well. The recommended connection point would be located near the South property line, out in Mormon Coulee Rd.
    - Any road work or traffic disruption in the area will need to be coordinated with the engineering department. The traffic signal system for the intersection of Mormon Coulee RD and Losey Blvd. will be replaced in the summer of 2026.
- (Derek) Move tap location due to impact on pressure spikes from well across the street.

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

1. Will need a CSM approved with clearly marked property line.
2. Stormwater not in compliance with city standard per Chapter 105.
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. (Tenant Improvement will submit this later.)
3. Staff will check on sprinkler requirements.

**<u>Parks, Recreation, and Forestry</u>- (Contact-Sami Meyer 789-7560, Dan Trussoni 789-4915)**

1) No comments at this time.