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: **July 24, 2026**

Re: Design Review Project
Chipotle (4354 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 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 July 17, 2026, plans were submitted to the Design Review Committee for review of the project located at 4354 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, Kyle Coman- 789-7366)

1) Need access agreement for driveways. Please provide.
2) Need ADA access aisle dimension- Please revise site plan.
3) Water access main needs to go to Mormon Coulee unless establishing a utility easement.
    a. Please work with Brian Asp on this item.
4) Excavation within ROW needs a permit and meet City Standards.
5) Lighting fixtures are good. Is there an agreement with lighting trespass over property lines?
    a. Not that they are aware of. (Chipotle)
    b. Will need an agreement that will allow light trespass across the property lines. Will provide an example. If there is not an agreement then foot candle values need to be added 25ft past the property lines for review. Values look high now. (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) Project must meet all ADA requirements in ICC A117.1-2017. (Includes handicapped stalls)
3) Will need a separate parcel created. Follow process linked below and work with Kyle Coman in Engineering at 789-7366.
    a. Certified Survey Map | City of La Crosse, WI

4) Will need to rezone the property. Follow process under the Planning Department Section of this memo.
5) Will need a Land Disturbance Permit
6) Will need a Parking Lot Permit
7) Will need separate Electrical, Plumbing, HVAC, signage permits as well as a fence permit for trash enclosure.
8) The interior build will require separate permits.
9) Need stormwater permit before any building permits can be issued.
10) On plans for review, there was a special section that needed special inspections. If any are needed, those inspections will need to be complied with and paperwork must be submitted to be added to your file.
11) Connection fee must be paid to the Utility Department.
12) State approved plans for the grease interceptor are needed. If the project includs 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) Will need to rezone the new parcel after it is created. The next deadline is Friday, August 7th by 5:00pm. Link to process below.
    a. Petition for Amendment to Zoning | City of La Crosse, WI
2) Must pay Design Review Fee. $250 for buildings under 500 cubic ft. $500 for buildings 500 cubic ft or greater.

Utilities Department- (Brian Asp-789-3897)

1) Water
    a. The water cannot cross parcel boundaries so they will need to connect to the watermain on the east side of Mormon Coulee Rd.
2) Sewer
    a. The city approves the sanitary connection provided that they are not crossing onto the Wendy's lot to connect, there are some differences between their plans and the city's maps.
    b. They will subject to a Sanitary Sewer Connection Fee, work with the utility office to calculate.

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

1. WQM letter will be required. Follow the link below for submittal requirements:
    a. https://www.cityoflacrosse.org/home/showpublisheddocument/410/637106595820700000
2. Must obtain a stormwater permit per Chapter 105 and submit fees.
    a. Submit a new stormwater application form.
3. Draft of the maintenance agreement. Template on our website.
4. The Preserver treatment calculator is not acceptable pollutant loading model. Per Sec.105-61 "Pollutant loading models such as DETPOND, WinSLAMM, P8 or equivalent methodology may be used to evaluate the efficiency of the design in reducing total suspended solids."

Fire Department- (Contact- Bee Xiong 789-7260)

1. Knox Box can be purchased at www.knoxbox.com
2. Commercial Kitchen Suppression System plans and sprinklers plans (electronic) and submittals with permit application and fee submitted to FD prior to work on the interior. (Tenant Improvement will submit this later.)

Parks, Recreation, and Forestry- (Contact-Sami Meyer 789-7560, Dan Trussoni 789-4915)

1) No comments at this time.