

October 3, 2024

Attn: Timothy Acklin, AICP Planning Manager  
Nikki Elsen, City Clerk  
Sondra Craig, Deputy City Clerk  
City of La Crosse  
400 La Crosse Street  
La Crosse, WI 54601

Re: Planned Development Zoning Update for the Shrine of Our Lady of Guadalupe

Dear Mr. Acklin,

Enclosed is our application to update the Planned Development zoning for the parcels at the Shrine of Our Lady of Guadalupe of the Diocese of La Crosse Inc. for Raymond Leo Cardinal Burke. Existing parcels whose zoning includes G2, G4, and G6 are to be designated as Planned Development. The existing buildings and uses of the parcels include a Pilgrim Center (office, mercantile, banquet & kitchen, garage), a small Votive Chapel (A-3 assembly), a Shrine Church (A-3 assembly), Priory (R-3 congregate living facility), and a Maintenance Building (garage). There are over 100,000 pilgrims who visit the Shrine each year which makes a great positive impact on the City of La Crosse.

The new Saint Juan Diego Pilgrim House is planned on the hillside next to the existing Shrine Church and will house conferences, transient residential guests, as well as a convent for religious sisters to live year-round. Because the new building's footprint crosses a parcel line into Shelby (a parcel owned by the Shrine but not previously annexed by the City of La Crosse) the Owner is requesting the annexation of that parcel into the City and is supplying a Certified Survey Map to both municipalities. The Pilgrim House building is 55,000 square feet and is mixed occupancy (R-1 hotels, R-3 convent and A-2 banquet hall). In a future phase, the Shrine plans to build an additional residence for the executive director, called the Casa Zumárraga. This residence is planned in proximity to the Shrine Church and will be approximately 5,000 square feet.

Visiting pilgrims to the existing Shrine Church and to the proposed Pilgrim House will continue to use the ½ mile walking path to reach the hilltop. Driveway road improvements and a security gate near the County MM approach to the Church are planned for catering vehicles, package delivery, and trash service.

The Owner's address is:  
Shrine of Our Lady of Guadalupe  
5250 Justin Road  
La Crosse, WI 54601

The construction project site address is:  
Saint Juan Diego Pilgrim House  
6025 County Road MM  
La Crosse, WI 54601

Responses to the other items required for a Specific Comprehensive Development Plan are below. Please see the enclosed drawing exhibits as well:

- (i) A plat plan including all information required for a preliminary plat under Chapter 14 of this Code and applicable provision of Chapter 236, Wisconsin Statutes, together with areas to be reserved for vehicular and pedestrian traffic, utilities, parking, public uses and easements. For commercial, industrial, public or semi-public, or mixed used developments, a detailed site plan showing the dimensions and locations of all proposed structures, areas to be reserved for vehicular and pedestrian traffic, utilities, parking, public uses and easements.  
**Response: See the enclosed civil site plans.**
- (ii) A legal description of the boundaries of lands included in the proposed Planned Development District.  
**Response: This legal description is enclosed with the Certified Survey Map.**
- (iii) A description of the relationship between the lands included in the proposed Planned Development District and surrounding properties.  
**Response: The site property is zoned for Planned Development and is used for religious purposes. The development on the property includes an existing Shrine Church, Rectory, Votive Chapel, and Pilgrim Center. The new Development will consist of a Pilgrim House "Retreat Center" and in the next phase an additional Residence. "Casa Zumárraga." The site property is bound by CTH MM to the west and south. Property to the east is primarily privately owned agricultural, agricultural forest, and residential land. The land to the north of the property comprises of privately owned agricultural land and municipally owned land.**
- (iv) The location of public and private roads, driveways and parking facilities.  
**Response: See the enclosed civil site plans and architectural drawings.**
- (v) The size, arrangement and location of any individual building sites and proposed building groups on each individual lot (not applicable to single family attached or detached residential projects).  
**Response: See the enclosed civil site plans and architectural drawings.**
- (vi) The location of institutional, recreational and open space areas, common areas and areas reserved or dedicated for public uses, including schools, parks and drainageways.  
**Response: See the enclosed civil site plans and architectural drawings.**
- (vii) The type, size and location of all temporary advertising signs and permanent entrance features or signs.  
**Response: See the enclosed architectural drawings for a new entrance gate along County MM.**
- (viii) Detailed landscaping plans including plant listings.  
**Response: See the enclosed landscape plan L100.**
- (ix) Final architectural plans, elevations and drawings and sketches illustrating the design and character of proposed structures (not applicable to single family attached or detached residential projects).  
**Response: See the enclosed architectural drawings. The next phase Residence "Casa Zumárraga" is shown only on the rendered masterplan.**
- (x) The existing and proposed location of public sanitary sewer, water supply facilities and stormwater drainage facilities in the form of engineering plans.  
**Response: See the enclosed civil site plans.**
- (xi) The existing and proposed location of all private utilities or other easements.

- Response: See the enclosed civil site plans.**
- (xii) Characteristics of soils related to contemplated specific uses.  
**Response: See the enclosed stormwater report and accompanying geotechnical report.**
- (xiii) Existing topography on-site with contours at no greater than two (2) foot intervals City Datum.  
**Response: See the enclosed civil site plans.**
- (xiv) Provide for anticipated uses of adjoining lands, whether owned by the developer or not, in regard to roads, surface water drainage, utilities, and compatibility with existing adjacent land uses.  
**Response: See the enclosed civil site plans and architectural drawings for the proposed Saint Juan Diego Pilgrim House.**
- (xv) If the development is to be staged, a staging plan describing each stage of the development and how it will function by itself and the relationship to other development stages/units within the district or on adjacent property.  
**Response: The Saint Juan Diego Pilgrim House is the initial phase. The Casa Zumárraga will be constructed following the Pilgrim House and will use the same approach drive.**
- (xvi) All restrictive covenants.  
**Response: Documents in Schedule B, Part II of the Alta Commitment For Title Insurance state various ingress/egress and utility easements and that property granted is to be used for religious purposes.**
- (xvii) Proposed erosion control plan and final grading plan in conformance with Section 14.29 of the Municipal Code.  
**Response: Enclosed erosion control plan C400.**
- (xviii) All conditions agreed to by the applicant which are not included in the written documentation required under subsections (i) through (xvii) of this section shall be part of the development plan.  
**Response: Noted.**

Thank you for your review of the zoning petition. We and the Owner look forward to answering any questions from the City.

Sincerely yours,



Duncan Stroik, AIA

Enclosures