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**TRANSMITTAL SHEET**

**Project:** Shrine of Our Lady of Guadalupe Retreat House

**Date:** November 12, 2020

**To:** Tim Acklin, Senior Planner, City of La Crosse

**From:** Thomas Stroka, Project Architect

**Re:** Schematic Design drawing review

**Shipped Via:** E-mail

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Dear Tim,

Enclosed is a link to the schematic drawings of the proposed 53,000 SF retreat house at the Shrine of Our Lady of Guadalupe. Could the City of La Crosse make initial comments and review the questions below?

The retreat house building will be one part of the Specific Comprehensive Development Plan application to the City of La Crosse in March 2021. Per our discussion with you, the application will be an amendment to the existing Planned Development.

Some questions for the City regarding the retreat house building:

1. What City permits & applications are required for the proposed redevelopment? What are the fees?
2. City staff to confirm the project may be considered redevelopment in regards to meeting stormwater management requirements.
3. We would like to study additional parking near the proposed project (not yet shown). 8-10 spaces along the existing maintenance drive that leads to County MM.
4. We are proposing a 4-hour fire barrier and doors between the new private garage and the existing rectory garage, in order to treat the new and the existing buildings as separate buildings. Is that acceptable?
5. The interior exit stairways will be 2-hour rated. Is 120-minute rated glazing acceptable for part an interior exit stairway wall? As long as it meets wall assembly criteria, ASTM E119 "W" marking. (E.g. SuperLiteII-XL 120 by SaftiFirst)
6. The retreat house's highest occupied floor is 68 feet above the grade plane (lowest level of fire department vehicle access). Confirm that the building will not need to comply with High-Rise Building requirements.
7. Confirm that the building will not need luminous egress path markings since the retreat house does not qualify as a High-Rise Building.
8. Is there any reason a motorized canvas canopy would not be permitted at the rooftop terrace?
9. A requested exception for the plumbing facility requirements: The level 3 occupant load requires 4 water closets and 2 lavatories for each sex. Plumbing code allows the

facilities to be located one story above or below the space required, but the current design could only comply if one of the two options could be granted: (1) include the basement level facilities in the adjacent Shrine Church (one story below the space served, and 330 feet maximum travel distance) or (2) include the basement level facilities in the retreat house building (three stories below the space required).

Thank you for any initial comments and responses.

Best regards,

A handwritten signature in black ink, appearing to read "Thomas Stroka". The signature is fluid and cursive, with the first name "Thomas" and last name "Stroka" clearly distinguishable.

Thomas Stroka  
Project Architect

Encl.