



# City of La Crosse, Wisconsin

City Hall  
400 La Crosse Street  
La Crosse, WI 54601

## Meeting Agenda - Final

### Judiciary & Administration Committee

Tuesday, October 1, 2024

6:00 PM

Council Chambers  
City Hall, First Floor

This meeting is open for in-person attendance and will also be available through video conferencing. The meeting can be viewed (no participation) by visiting the Legislative Information Center Meetings calendar (<https://cityoflacrosse.legistar.com/Calendar.aspx>) - find the scheduled meeting and click on the "In Progress" video link to the far right in the meeting list.

Public comment is limited to agenda items; statements shall be restricted to the subject matter. If you wish to speak on an agenda item, please register in advance:

- Register online at <https://www.cityoflacrosse.org/city-services/meeting-registration>
- Contact the City Clerk's Office no later than 4:00p on the day of the meeting, with the following information: name, municipality of residence, if you are representing an organization or a person other than yourself at the meeting, and if you are speaking in favor, opposition or neutral.
- Sign up in person no less than ten (10) minutes before the start of the meeting.

If attending virtual and you wish to speak, contact the City Clerk's Office and we will provide you with the information necessary to join the meeting. Call 608-789-7510 or email [cityclerk@cityoflacrosse.org](mailto:cityclerk@cityoflacrosse.org).

*Public hearings shall be limited to 30 minutes when there are opposing viewpoints from the public. In the absence of opposing viewpoints, public hearings are limited to 15 minutes. Individual speakers shall speak no more than three (3) minutes unless waived by the Chair or a majority of the committee.*

*Members of the public who would like to provide written comments on any agenda may do so by emailing [cityclerk@cityoflacrosse.org](mailto:cityclerk@cityoflacrosse.org), using a drop box outside of City Hall or mailing to City Clerk, 400 La Crosse Street, La Crosse WI 54601.*

### Call To Order

### Roll Call

### Agenda Items:

#### NEW BUSINESS

- [24-1174](#) Certified Survey Map - Located in Part of Government Lot 9 of Section 19, T16N, R7W, Town of Campbell, La Crosse County, Wisconsin.
- [24-1181](#) Petition for Direct Annexation by Unanimous Approval pursuant to Sec. 66.0217(2), Wis. Stats. of land from the Town of Campbell to the City of La Crosse (1612 Nakomis Ave. - Schmidt).

- [24-1182](#) AN ORDINANCE to annex a parcel of land from the Town of Campbell to the City of La Crosse (1612 Nakomis Ave. - Schmidt).  
*Sponsors:* Dickinson
- [24-1190](#) Resolution approving additional Election Officials for 2024-2025.  
*Sponsors:* Reynolds
- [24-1200](#) AN ORDINANCE to repeal and recreate Section 115-403 of the Code of Ordinances of the City of La Crosse relating to Traditional Neighborhood Development zoning.  
*Sponsors:* Trost and Dickinson
- [24-1203](#) AN ORDINANCE to amend Subsection 115-110 of the Code of Ordinances of the City of La Crosse by transferring certain property from the Light Industrial District to the Heavy Industrial District, allowing for reconstruction of a warehouse at 1219 Travis St.  
*Public hearing.*
- [24-1207](#) AN ORDINANCE to amend Subsection 115-110 of the Code of Ordinances of the City of La Crosse by transferring certain property from the Local Business District to the Multiple Dwelling District, allowing for remodel of the current home into a roominghouse at 215 Copeland Ave.  
*Public hearing.*
- [24-1208](#) Application of Spencer Nickelatti for a Conditional Use Permit allowing for a roominghouse at 215 Copeland Ave.  
*Public hearing.*
- [24-1254](#) Resolution approving the Inter-Agency Agreement to administer the Down Payment Assistance Program.  
*Sponsors:* Happel
- [24-1267](#) Various license applications pursuant to Chapters 4, 6, and/or 10 of the La Crosse Municipal code for the license period 2024-2025 (October).
- [24-1287](#) A CHARTER ORDINANCE to create Section 19 of Appendix A of the Code of Ordinances of the City of La Crosse creating the position, duties and responsibilities of the Office of the City Administrator and removing duties from the Office of the Mayor.  
*Sponsors:* Reynolds

## Adjournment

*Notice is further given that members of other governmental bodies may be present at the above scheduled meeting to gather information about a subject over which they have decision-making responsibility.*

*NOTICE TO PERSONS WITH A DISABILITY*

*Requests from persons with a disability who need assistance to participate in this meeting should call the City Clerk's office at (608) 789-7510 or send an email to [ADAcityclerk@cityoflacrosse.org](mailto:ADAcityclerk@cityoflacrosse.org), with as much advance notice as possible.*

**Judiciary & Administration Committee Members:**

**Chris Kahlow, Tamra Dickinson, Mac Kiel, Mackenzie Mindel, Chris Woodard, Jennifer Trost,  
(Vacancy - Dist. 5)**



# City of La Crosse, Wisconsin

City Hall  
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La Crosse, WI 54601

## Text File

File Number: 24-1174

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**Agenda Date:** 10/1/2024

**Version:** 1

**Status:** New Business

**In Control:** Judiciary & Administration Committee

**File Type:** Plat/Certified Survey  
Map

**Agenda Number:** 2.





CERTIFIED SURVEY MAP SUBMITTAL & REVIEW CHECK LIST

- X   CSMs for lot splits into 3 parcels or more – CPC, J&A, Council Review & Approval  
\*Platting requirements must be waived. Chapter 113.
- CSMs for lot splits (2 parcels) or alterations Department Review Only. Sec. 101-3

Extra-Territorial Review: BEFORE FILING WITH THE CITY, you must have both Town and County approvals. The Plan Commission may not consider any land division which did not have prior approval by the approving authorities for both the Town(s) and La Crosse County.

Town Board Approved: 8/1/2024 (date) La Crosse County Approved: 7/31/2024 (date)

To be completed by property owner/surveyor with submittal (\*incomplete checklist may cause a delay in the review):

Current Tax Parcel Number(s): 4-706-0

Map ID / Location: G.L. 9, 19-16-7 Town of Campbell

Surveyor: Christy Running Phone No. 385-8432

Email: RunningSurveying@gmail.com

Property Owner: Andrew Kapauke / Kilo Properties Phone No. 317-9939

Email: \_\_\_\_\_

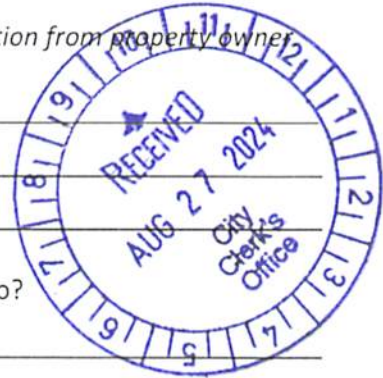
\*\*Circle who should be called when CSM is ready for pick up – Surveyor or Property Owner.

I am the property owner of record, and I approve of this CSM: Andrew Kapauke  
(property owner signature)

\*In lieu of owner's signature on this submittal checklist, you may provide written communication from property owner.

Purpose of CSM and intended outcome (or attach a letter explaining): \_\_\_\_\_

split property



Have you worked with any other Department/staff person with regard to this CSM? If so, who?

No

Have you received any other decision with regard to this CSM from any City board, commission or committee?

If so, which one and when? No

To be completed by City Clerk at time of filing:

- \_\_\_\_\_ Original Document for Signature. (Clerk will make a photocopy which is distributed for review.)
- \_\_\_\_\_ Review Fee (cash, check payable to City of La Crosse or credit card with convenience fee)  
\$300.00 – First Application  
\$150.00 – Reapplication of the same CSM
- \_\_\_\_\_ Internal Review Routing & Email to County Surveyor. (Initiated by Clerk with complete filing.)
- \_\_\_\_\_ Original CSM Issued. (Upon approval, the original will be signed and available for pick up.)

# CERTIFIED SURVEY MAP

LOCATED IN PART OF GOVERNMENT LOT 9 OF SECTION 19, T16N, R7W, TOWN OF CAMPBELL, LA CROSSE COUNTY, WISCONSIN.

NW CORNER FROM TIES 19-16-7

S86°13'42"W 1267.25'

(S84°42'20"W) S86°15'52"W 1319.83' (1319.80')

NE CORNER G.L. 9 FOUND BERNSTEIN NAIL 19-16-7

N 1/4 FOUND 1" IRON PIPE 19-16-7

UNPLATTED LANDS

UNPLATTED LANDS

LOT 1  
19,432± S.F.  
0.446± ACRES

LOT 2  
24,864± S.F.  
0.571± ACRES

LOT 3  
48,032± S.F.  
1.103± ACRES

UNPLATTED LANDS

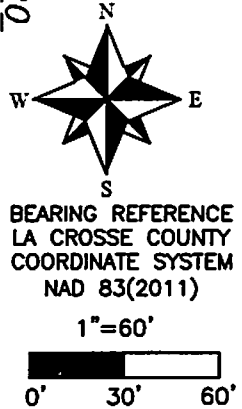
ALL SHOWN EASEMENTS ARE BY OTHER INSTRUMENT.

CTH BW - LAKESHORE DRIVE  
FRENCH SLOUGH - MISSISSIPPI RIVER

GREENWOOD AVE. VACATED  
FIRST ADDITION TO GREENWOOD PARK  
BLOCK 30

SPRUCE ST. VACATED

HEMBD ADDITION  
LOT 4



BEARING REFERENCE  
LA CROSSE COUNTY  
COORDINATE SYSTEM  
NAD 83(2011)

### LEGEND

- FOUND 3/4" IB, UNLESS NOTED
- SET 3/4" X 18" IRON BAR 1.5 LB/FT
- ( ) RECORDED AS

**CERTIFIED SURVEY MAP**

**LOCATED IN PART OF GOVERNMENT LOT 9 OF SECTION 19, T16N, R7W, TOWN OF CAMPBELL, LA CROSSE COUNTY, WISCONSIN.**

LEGAL DESCRIPTION:  
BEING PART OF GOVERNMENT LOT 9 OF SECTION 19, T16N, R7W, TOWN OF CAMPBELL, LACROSSE COUNTY, WISCONSIN, DESCRIBED AS FOLLOWS:  
COMMENCING AT THE NORTH 1/4 CORNER OF SAID SECTION 19;  
THENCE S86°15'52"W ALONG THE NORTH LINE OF GOVERNMENT LOT 8 1319.83 FEET TO THE NORTHEAST CORNER OF SAID GOVERNMENT LOT 9;  
THENCE S00°58'00"W ALONG THE EAST LINE THEREOF 2192.49 FEET TO THE POINT OF BEGINNING;  
THENCE CONTINUING S00°58'00"W ALONG SAID EAST LINE 341.00 FEET;  
THENCE S80°15'32"W 45.09 FEET;  
THENCE N26°48'06"W 100.00 FEET;  
THENCE S80°15'32"W 148.48 FEET TO THE EASTERLY R/W OF CTH BW, AKA LAKESHORE DRIVE;  
THENCE N26°48'06"W ALONG SAID R/W 330.88 FEET;  
THENCE S88°24'16"E 390.97 FEET TO THE POINT OF BEGINNING.  
PARCEL CONTAINS 92,328± S.F. OR 2.120± ACRES.  
PARCEL IS SUBJECT TO AND TOGETHER WITH ANY EASEMENTS, COVENANTS, RESTRICTIONS, OR RIGHTS OF WAY OF RECORD.

I, CHRISTIAN J. RUNNING, PROFESSIONAL LAND SURVEYOR, HEREBY CERTIFY: THAT IN FULL COMPLIANCE WITH THE PROVISIONS OF CHAPTER 236.34 OF THE WISCONSIN STATUTES, AND WITH THE SUBDIVISION ORDINANCES OF LA CROSSE COUNTY, AND THE TOWN OF CAMPBELL, AND UNDER THE DIRECTION OF KILO PROPERTIES LLC, OWNER OF SAID LAND, THAT I HAVE SURVEYED, DIVIDED AND MAPPED THE ABOVE CERTIFIED SURVEY MAP; THAT SUCH MAP CORRECTLY REPRESENTS ALL EXTERIOR BOUNDARIES AND THE SUBDIVISION OF THE LAND SURVEYED.

CHRISTIAN J. RUNNING  
PLS 2558  
DATE: 7/26/2024

FOR:  
KILO PROPERTIES LLC  
1629 LA CRESCENT ST  
LA CROSSE WI 54603

BY:  
RUNNING LAND SURVEYING  
700 DAUPHIN ST.  
LA CROSSE WI 54603

**NOTES**

- ANY STORM WATER MUST BE RETAINED ON SITE.
- PORTIONS OF THIS PLAT ARE LOCATED IN A FEMA MAPPED FLOOD FRINGE AREA
- BUILDING SETBACKS ARE DEFINED IN THE LA CROSSE COUNTY ZONING CODE 17.30.
- PORTIONS OF THIS PROPERTY ARE SUBJECT TO SHORELAND ZONING.

CITY OF LA CROSSE EXTRATERRITORIAL JURISDICTION APPROVAL

THE CITY OF LA CROSSE HEREBY APPROVES THIS CERTIFIED SURVEY MAP.

\_\_\_\_\_  
CLERK, DATE

TOWN OF CAMPBELL APPROVAL

THE TOWN OF CAMPBELL HEREBY APPROVES THIS CERTIFIED SURVEY MAP.

\_\_\_\_\_  
CHAIRMAN, DATE

## Craig, Sondra

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**From:** Reinhart, David  
**Sent:** Tuesday, August 27, 2024 11:11 AM  
**To:** Craig, Sondra  
**Subject:** RE: For Review: CSM - 1626 Lakeshore Drive (Town of Campbell)

Approved.

Thanks.

## David Reinhart

Chief Building Inspector

La Crosse Fire Department

Division of Community Risk Management

400 La Crosse St., La Crosse, WI. 54601

Office: 608-789-7564



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**From:** Craig, Sondra <craigs@cityoflacrosse.org>

**Sent:** Tuesday, August 27, 2024 9:57 AM

**To:** Acklin, Tim <Acklint@cityoflacrosse.org>; Asp, Brian <aspb@cityoflacrosse.org>; Coman, Kyle <comank@cityoflacrosse.org>; Crandall, Jay <CrandallJ@cityoflacrosse.org>; Erickson, Tina <ericksont@cityoflacrosse.org>; Gallagher, Matthew <gallagerm@cityoflacrosse.org>; Holland, Michelle <hollandm@cityoflacrosse.org>; Neumann, Shannon <Neumanns@cityoflacrosse.org>; Reinhart, David <Reinhartd@cityoflacrosse.org>; Trane, Andrea <tranea@cityoflacrosse.org>

**Subject:** For Review: CSM - 1626 Lakeshore Drive (Town of Campbell)

Good morning,

Attached for your review is a CSM for 1626 Lakeshore Drive in the Town of Campbell; this CSM is in the extraterritorial jurisdiction and is a split into three parcels, so it will also require Council approval, which will be scheduled for October. Please let me know if you approve or have any comments that I can pass on to the surveyor.

Thank you,

**SONDRA CRAIG** (she/her)

**Deputy City Clerk**

City Clerk's Office

City of La Crosse

400 La Crosse Street

La Crosse WI 54601

[craigs@cityoflacrosse.org](mailto:craigs@cityoflacrosse.org)

Direct: 608.789.7549 | Office: 608.789.7510

Visit the City Clerk webpage: <https://www.cityoflacrosse.org/your-government/departments/city-clerk>

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***Public Service hours 8:00 a.m. to 4:00 p.m. Monday through Thursday in the City Hall Lobby***

Elected Officials and Members of Official Committees:

In order to comply with open meeting requirements, please limit any reply to only the sender of this electronic communication.

## Craig, Sondra

---

**From:** Dale Hewitt <DHewitt@lacrossecounty.org>  
**Sent:** Tuesday, August 27, 2024 11:32 AM  
**To:** Craig, Sondra; Bryan Meyer  
**Subject:** RE: For Review - CSM - 1626 Lakeshore Dr

\*\*\* **CAUTION:** This email originated from an external sender. **DO NOT** click links or open attachments unless you recognize the sender and know the content is safe. \*\*\*

Good morning Sondra,

We have reviewed the proposed CCSM and have no concerns.

Thank you,

Dale

*Dale E. Hewitt*

La Crosse County Assistant County Surveyor  
212 6<sup>th</sup> Street North, Room 1200  
La Crosse, Wisconsin 54601  
Phone 608-785-9626

---

**From:** Craig, Sondra <craigs@cityoflacrosse.org>  
**Sent:** Tuesday, August 27, 2024 9:56 AM  
**To:** Dale Hewitt <DHewitt@lacrossecounty.org>; Bryan Meyer <bmeyer@lacrossecounty.org>  
**Subject:** For Review - CSM - 1626 Lakeshore Dr

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## Craig, Sondra

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**From:** Acklin, Tim  
**Sent:** Tuesday, August 27, 2024 1:01 PM  
**To:** Craig, Sondra  
**Cc:** Trane, Andrea  
**Subject:** RE: For Review: CSM - 1626 Lakeshore Drive (Town of Campbell)

We have no concerns at this time but will also be providing a staff report when it comes to CPC.  
Thanks.

### Tim Acklin, AICP

#### Planning Manager

Planning, Development, and Assessment  
City of La Crosse  
400 La Crosse Street  
La Crosse, WI 54601

[acklint@cityoflacrosse.org](mailto:acklint@cityoflacrosse.org)

Office: 608.789.7391

---

**From:** Craig, Sondra <craigs@cityoflacrosse.org>  
**Sent:** Tuesday, August 27, 2024 9:57 AM  
**To:** Acklin, Tim <Acklint@cityoflacrosse.org>; Asp, Brian <aspb@cityoflacrosse.org>; Coman, Kyle <comank@cityoflacrosse.org>; Crandall, Jay <CrandallJ@cityoflacrosse.org>; Erickson, Tina <ericksont@cityoflacrosse.org>; Gallagher, Matthew <gallagerm@cityoflacrosse.org>; Holland, Michelle <hollandm@cityoflacrosse.org>; Neumann, Shannon <Neumanns@cityoflacrosse.org>; Reinhart, David <Reinhartd@cityoflacrosse.org>; Trane, Andrea <tranea@cityoflacrosse.org>  
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## Craig, Sondra

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**From:** Coman, Kyle  
**Sent:** Thursday, September 5, 2024 11:37 AM  
**To:** 'runningsurveying@gmail.com'  
**Cc:** Craig, Sondra  
**Subject:** RE: For Review: CSM - 1626 Lakeshore Drive (Town of Campbell)  
**Attachments:** CSM Submittal-Review 9-5-24.pdf

Good morning, Chris.

I have one minor comment for this CSM. Please see below and attached.

1. The symbol for the SE corner of GL 9 appears to show a ¾" bar set. Is this the case or does the 2" pipe exist per the tie sheet?

With confirmation of this, the CSM is approved for Engineering. Feel free to get ahold of me if needed.

Thanks!

### Kyle Coman

City Surveyor & Construction Manager  
Engineering Department  
City of La Crosse  
400 La Crosse Street  
La Crosse, WI 54601

[comank@cityoflacrosse.org](mailto:comank@cityoflacrosse.org)

Office: 608.789.7366

Cell: 608.790.0309

---

**From:** Craig, Sondra <craigs@cityoflacrosse.org>  
**Sent:** Tuesday, August 27, 2024 9:57 AM  
**To:** Acklin, Tim <Acklint@cityoflacrosse.org>; Asp, Brian <aspb@cityoflacrosse.org>; Coman, Kyle <comank@cityoflacrosse.org>; Crandall, Jay <CrandallJ@cityoflacrosse.org>; Erickson, Tina <ericksont@cityoflacrosse.org>; Gallagher, Matthew <gallagerm@cityoflacrosse.org>; Holland, Michelle <hollandm@cityoflacrosse.org>; Neumann, Shannon <Neumanns@cityoflacrosse.org>; Reinhart, David <Reinhartd@cityoflacrosse.org>; Trane, Andrea <tranea@cityoflacrosse.org>  
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Thank you,

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# Office of City Clerk



September 12, 2024

CHRISTIAN RUNNING  
RUNNING LAND SURVEYING  
700 DAUPHIN ST  
LA CROSSE WI 54603

KILO PROPERTIES LLC  
1629 LA CRESCENT ST  
LA CROSSE WI 54603

## Re: Certified Survey Map

We are in receipt of the *Certified Survey Map - Located in Part of Government Lot 9 of Section 19, T16N, R7W, Town of Campbell, La Crosse County, Wisconsin (1626 Lakeshore Dr.)*.

The CSM will be considered at the following meetings:

### City Plan Commission

**Monday, September 30, 2024, at 4:00 p.m.**  
**Council Chambers, City Hall – first floor**

### Judiciary & Administration Committee

**Wednesday, October 1, 2024, at 6:00 p.m.**  
**Council Chambers, City Hall – first floor**

### Common Council

**Thursday, October 10, 2024 at 6:00 p.m.**  
**Council Chambers, City Hall – first floor**

We recommend someone attend the CPC and J&A meetings where public hearing is allowed; there may be questions or comments from a committee or council member or another citizen. Public hearing is not allowed at the Council meeting, although you are welcome to attend. The CSM will appear on the agendas as file 24-1174.

Attendance at the meetings is allowed either in person or virtual. If you wish to attend virtually, please email me at [craigs@cityoflacrosse.org](mailto:craigs@cityoflacrosse.org) for the link to participate. If you have any questions, comments, or concerns; do not hesitate to contact me.

Sincerely,

Sondra Craig, Deputy City Clerk  
(608) 789-7549  
[craigs@cityoflacrosse.org](mailto:craigs@cityoflacrosse.org)

**Agenda Item 24-1174 (Jenna Dinkel)**

Certified Survey Map - Located in Part of Government Lot 9 of Section 19, T16N, R7W, Town of Campbell, La Crosse County, Wisconsin.

**General Location**

The property is located at 1626 Lakeshore Drive in the Town of Campbell. See attached Map PC24-1174. The property is surrounded by Rural Residential, Residential District A, Commercial and Public Institutional.

**Background Information**

The applicant has submitted a Certified Survey Map to split parcel 4-706-0 into three separate parcels. The applicant intends to build a single-family home on each parcel.

**Recommendation of Other Boards and Commissions.**

The CSM was approved internally by the Community Risk Management Department and the Engineering Department.

**Consistency with Adopted Comprehensive Plan**

The applicant's plan to split this lot to develop three single-family homes is consistent with the Comprehensive Plan action to create more housing opportunities attractive to residents, especially households with children. This parcel also falls within the School District of La Crosse boundary.

**Staff Recommendation**

**Approval** - Staff recommends approval contingent on the applicant addressing comments or concerns expressed by other City of La Crosse Departments.

**Routing J&A 10.1.2024**

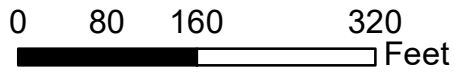




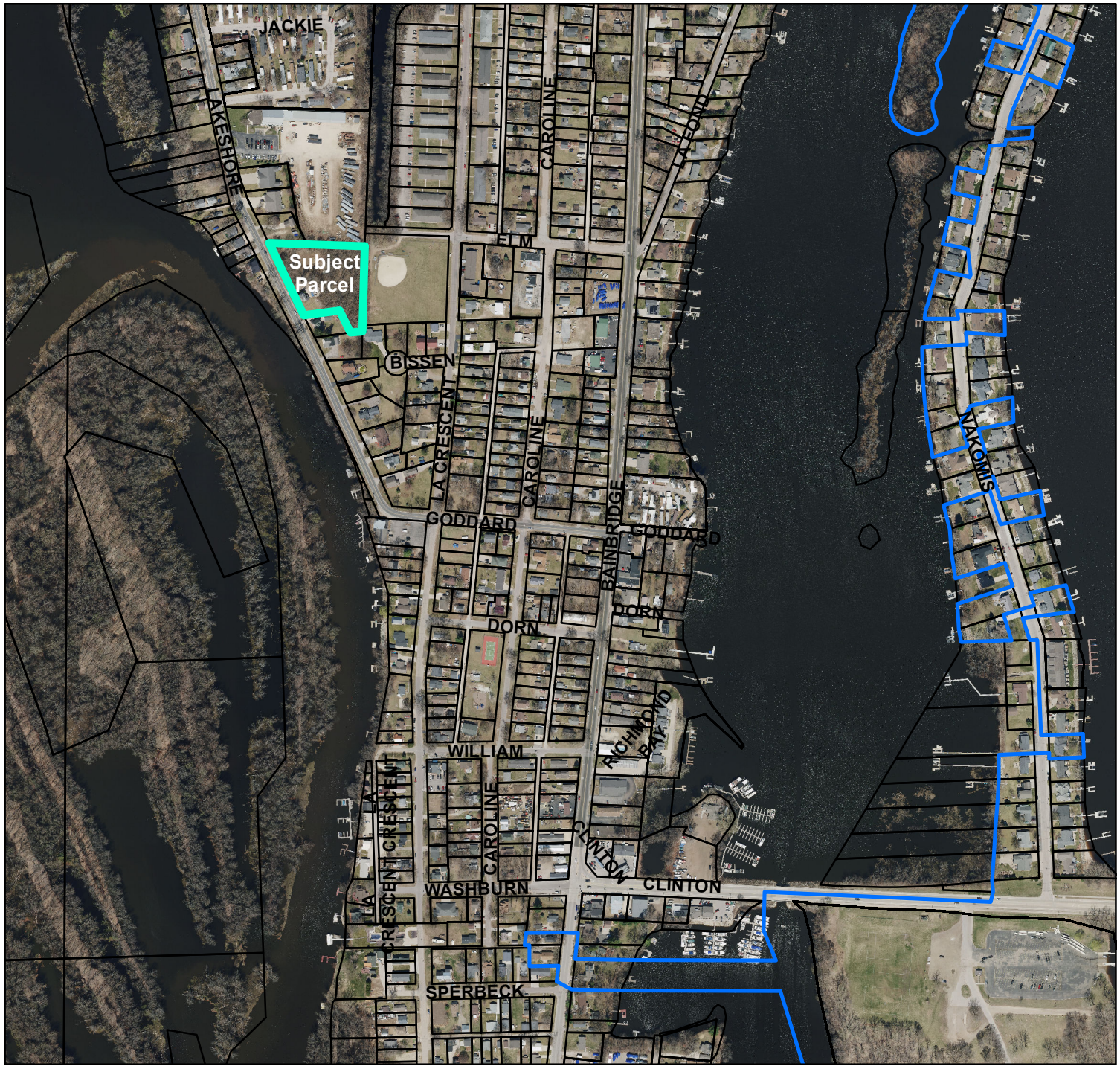
## BASIC ZONING DISTRICTS

	R1 - SINGLE FAMILY
	R2 - RESIDENCE
	WR - WASHBURN RES
	R3 - SPECIAL RESIDENCE
	R4 - LOW DENSITY MULTI
	R5 - MULTIPLE DWELLING
	R6 - SPECIAL MULTIPLE
	PD- PLANNED DEVELOP
	TND - TRAD NEIGH DEV.
	C1 - LOCAL BUSINESS
	C2 - COMMERCIAL
	C3 - COMMUNITY BUSINESS
	M1 - LIGHT INDUSTRIAL
	M2 - HEAVY INDUSTRIAL
	PS - PUBLIC & SEMI-PUBLIC
	PL - PARKING LOT
	UT - PUBLIC UTILITY
	CON - CONSERVANCY
	FW - FLOODWAY
	A1 - AGRICULTURAL
	EA - EXCLUSIVE AG
	City Limits
	SUBJECT PROPERTY



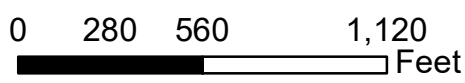






## BASIC ZONING DISTRICTS

	R1 - SINGLE FAMILY
	R2 - RESIDENCE
	WR - WASHBURN RES
	R3 - SPECIAL RESIDENCE
	R4 - LOW DENSITY MULTI
	R5 - MULTIPLE DWELLING
	R6 - SPECIAL MULTIPLE
	PD- PLANNED DEVELOP
	TND - TRAD NEIGH DEV.
	C1 - LOCAL BUSINESS
	C2 - COMMERCIAL
	C3 - COMMUNITY BUSINESS
	M1 - LIGHT INDUSTRIAL
	M2 - HEAVY INDUSTRIAL
	PS - PUBLIC & SEMI-PUBLIC
	PL - PARKING LOT
	UT - PUBLIC UTILITY
	CON - CONSERVANCY
	FW - FLOODWAY
	A1 - AGRICULTURAL
	EA - EXCLUSIVE AG
	City Limits
	SUBJECT PROPERTY







# City of La Crosse, Wisconsin

City Hall  
400 La Crosse Street  
La Crosse, WI 54601

## Text File

File Number: 24-1181

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**Agenda Date:** 10/1/2024

**Version:** 1

**Status:** New Business

**In Control:** Judiciary & Administration Committee

**File Type:** Petition

**Agenda Number:** 3.



PETITION FOR DIRECT ANNEXATION  
BY UNANIMOUS APPROVAL  
PURSUANT TO SEC. 66.0217(2), WIS. STATS

We, the undersigned, constituting all of the electors and all of the owners of real property in the following territory of the Town of Campbell, La Crosse County, Wisconsin, lying contiguous to the City of La Crosse, petition the Common Council of the City of La Crosse to annex the territory described below and shown on the attached scale map to the City of La Crosse, La Crosse County, Wisconsin.

Legal description of territory annexed is attached hereto as Exhibit "A."

We state the said territory has a population of 2.

We, the undersigned, elect that this annexation shall take effect to the full extent consistent with outstanding priorities of other annexation, incorporation or consolidation proceedings, if any.

Signature of Petitioner                      Date of Signing                      Owner

*D. Schmidt*                      8/28/24                      D. Douglas Schmidt

*Laurie H. Schmidt*                      8/28/24                      Laurie Schmidt

Address or Description of Property:

1612 Nakomis Avenue

La Crosse WI 54601

# Request for Annexation Review

Wisconsin Department of Administration

WI Dept. of Administration  
Municipal Boundary Review  
101 E. Wilson Street, 9<sup>th</sup> Floor  
Madison WI 53703  
608-264-6102 Fax: 608-264-6104  
[wimunicipalboundaryreview@wi.gov](mailto:wimunicipalboundaryreview@wi.gov)  
<http://doa.wi.gov/municipalboundaryreview/>

## Petitioner Information

Name: Douglas Schmidt

Address: 1612 Nakomis Ave, La Crosse, WI 54603

Email: dougs527@gmail.com

## Office use only:

1. Town where property is located: Campbell

2. Petitioned City or Village: La Crosse

3. County where property is located: La Crosse

4. Population of the territory to be annexed: 2

5. Area (in acres) of the territory to be annexed:

6. Tax parcel number(s) of territory to be annexed  
(if the territory is part or all of an existing parcel): 4-1142-0

Petitioners phone:  
(608) 498-2424

Town clerk's phone:  
608-783-0050

City/Village clerk's phone:  
608-789-7510

## Contact Information if different than petitioner:

Representative's Name and Address:

Phone:

E-mail:

Surveyor or Engineering Firm's Name & Address:

Phone:

E-mail:

## Required Items to be provided with submission (to be completed by petitioner):

- Legal Description meeting the requirements of s.66.0217 (1) (c) [see attached annexation guide]
- Map meeting the requirements of s. 66.0217 (1) (g) [see attached annexation guide]
- Signed Petition or Notice of Intent to Circulate is included
- Indicate Statutory annexation method used:
  - Unanimous per s. 66.0217 (2), or,
  - OR
  - Direct by one-half approval per s. 66.0217 (3)
- Check or money order covering review fee [see next page for fee calculation]

---

# Annexation Review Fee Schedule

A Guide for Calculating the Fee Required by ss.16.53 (4) and 66.0217, Wis. Stats.

---

## Required Fees

There is an initial filing fee and a variable review fee

**\$ 200** Initial Filing Fee (required with the first submittal of all petitions)  
\$200 – 2 acres or less  
\$350 – 2.01 acres or more

**\$ 200** Review Fee (required with all annexation submittals except those that consist ONLY of road right-of-way)  
\$200 – 2 acres or less  
\$600 – 2.01 to 10 acres  
\$800 – 10.01 to 50 acres  
\$1,000 – 50.01 to 100 acres  
\$1,400 – 100.01 to 200 acres  
\$2,000 – 200.01 to 500 acres  
\$4,000 – Over 500 acres

**\$ 400** TOTAL FEE DUE (Add the Filing Fee to the Review Fee)

---

Attach check or money order here, payable to: Department of Administration

THE DEPARTMENT WILL NOT PROCESS  
AN ANNEXATION PETITION THAT IS NOT ACCOMPANIED  
BY THE REQUIRED FEE.

THE DEPARTMENT'S 20-DAY STATUTORY REVIEW PERIOD  
COMMENCES UPON RECEIPT OF THE PETITION AND REVIEW FEE

Shaded Area for Office Use Only

Date fee received: \_\_\_\_\_

Payee: \_\_\_\_\_ Check Number: \_\_\_\_\_

Check Date: \_\_\_\_\_

Amount: \_\_\_\_\_

## Annexation Description for 1612 Nakomis Avenue

**Lot 14 of the First Addition to Hiawatha Islands Addition and part of Government Lot 4 all in Section 19, Township 16 North, Range 7 West, La Crosse County, Wisconsin.**

Commencing at the East corner of Section 19, Township 16 North, Range 7 West;  
thence N 87°51' W, 1,583' more or less along the North line of Government Lot 4 to the Northwest corner of Lot 14 of the First Addition to Hiawatha Islands Addition to the Town of Campbell, La Crosse County, WI;  
thence continuing N 87°51' W, 30.05' more or less to the centerline of the 60' wide right of way of Nakomis Avenue;  
thence S 1°14' E, 140' more or less along said right of way centerline to the intersection with the Easterly prolonged South line of Lot 28 of the Second Addition to Hiawatha Islands Addition;  
thence N 88°46' E, 30' along said South prolonged line of Lot 28 to the East right of way line of Nakomis Avenue;  
thence N 1°14' W, 53' more or less along said East right of way line to the Southwest corner of said Lot 14;  
thence S 83°49' E, 107.20' along the South line of Lot 14 to the meander line of the Black River;  
thence continuing S 83°49' E, 52' more or less to the West water's edge of the Black River;  
thence Northerly along the West water's edge of the Black River to its intersection with the North line of said Lot 14;  
thence N 87°51' W, 48' +/- along the North line of Lot 14 to the meander line of the Black River;  
thence continuing N 87°51' W, 105.56' along the North line of Lot 14 to the point of beginning.  
This parcel description contains 0.49 acres more or less.

Drafted by: jmc 8/30/2024

Checked by: kjc 9/12/2024

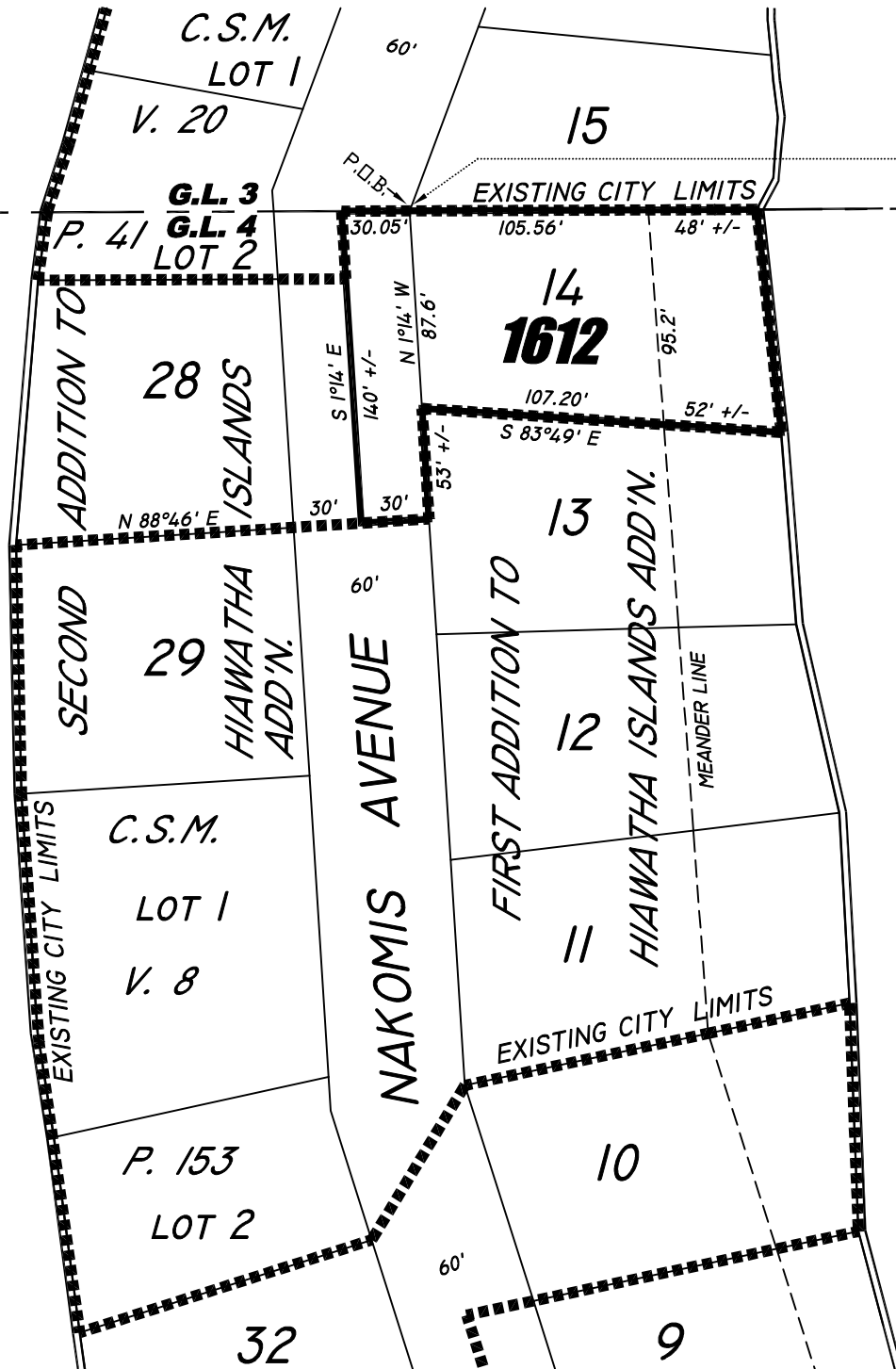
S:\\_PROJECTS\2024 MISC\2024-025 1612 Nakomis Avenue Annexation\1612 Nakomis Annexation Legal Description.doc

**RICHMOND BAY**

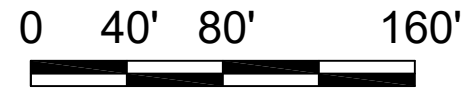
# 1612 Nakomis Avenue Annexation

1583' +/- N 87°51' W

EAST 1/4 CORNER  
SECTION 19  
TOWNSHIP 16 NORTH  
RANGE 7 WEST  
RAILROAD SPIKE W / DRILL HOLE



**BLACK RIVER**



**Stephen F. Matty**  
City Attorney

**Krista A. Gallagher**  
Deputy City Attorney

**Ellen R. Atterbury**  
Assistant City Attorney

**Gideon W. O. Wertheimer**  
Assistant City Attorney



**LEGAL DEPARTMENT**  
City of La Crosse, Sixth Floor City Hall  
400 La Crosse Street, La Crosse, WI 54601  
Ph: 608.789.7511 Fax: 608.789.7390  
Email: attorney@cityoflacrosse.org

August 29, 2024

Wisconsin Department of Administration  
Municipal Boundary Review  
101 E Wilson St - 9<sup>th</sup> Fl  
Madison, WI 53703

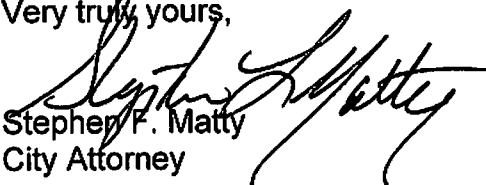
RE: Petition for Direct Annexation by Unanimous Approval pursuant to Sec.  
66.0217(2), Wis. Stats. of land from the Town of Campbell to the City of La  
Crosse (1612 Nakomis Avenue – Schmidt Property)

Dear Sir or Madam:

Please find enclosed herewith for filing you will find a copy of a Petition for Direct Annexation from the Town of Campbell to the City of La Crosse property located at 1612 Nakomis Avenue, along with the Review form and a check in the amount of \$400 payable to the Department of Administration for the review fee and acreage fee.

Please let me know if you have any questions.

Very truly yours,

  
Stephen F. Matty  
City Attorney

SFM:blb

Enclosures

CC: Town Clerk - Town of Campbell  
Nikki Elsen - City Clerk  
Doug P. Schmidt

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Wisconsin Department of Administration

WI Dept. of Administration  
Municipal Boundary Review  
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Address: 1612 Nakomis Ave, La Crosse, WI 54603

Email: dougs527@gmail.com

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Shaded Area for Office Use Only

Date fee received: \_\_\_\_\_

Payee: \_\_\_\_\_

Check Number: \_\_\_\_\_

Check Date: \_\_\_\_\_

Amount: \_\_\_\_\_



**Agenda Item 24-1181 (Lewis Kuhlman)**

Petition for Direct Annexation by Unanimous Approval pursuant to Sec. 66.0217(2), Wis. Stats. of land from the Town of Campbell to the City of La Crosse (1612 Nakomis Ave. - Schmidt).

**General Location**

Campbell, a little less than half a mile north of Clinton St. on Nakomis Island, as depicted in Map 24-1182. Adjacent land uses are residential.

**Background Information**

The owner petitioned to annex this 14,375 sq. ft. parcel to La Crosse because they had an emergency where they needed to connect to the City's water and sewer. All adjacent parcels except one across the street are in the city. The parcel's estimated fair market value is \$731,000.

**Recommendation of Other Boards and Commissions.**

The Common Council passed a resolution approving water and sewer connection agreement for property located at 1612 Nakomis Avenue (Leg. File # 24-1178)

**Consistency with Adopted Comprehensive Plan**

This is consistent with the Comprehensive Plan's goal of requiring annexation when connecting to water and sewer.

**Staff Recommendation**

**Approval** – Adjacent landowners are already connected so the petitioner does not require much public investment to connect to existing utilities.

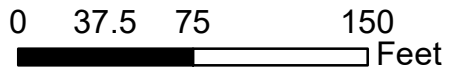
**Routing** J&A 10.1.2024



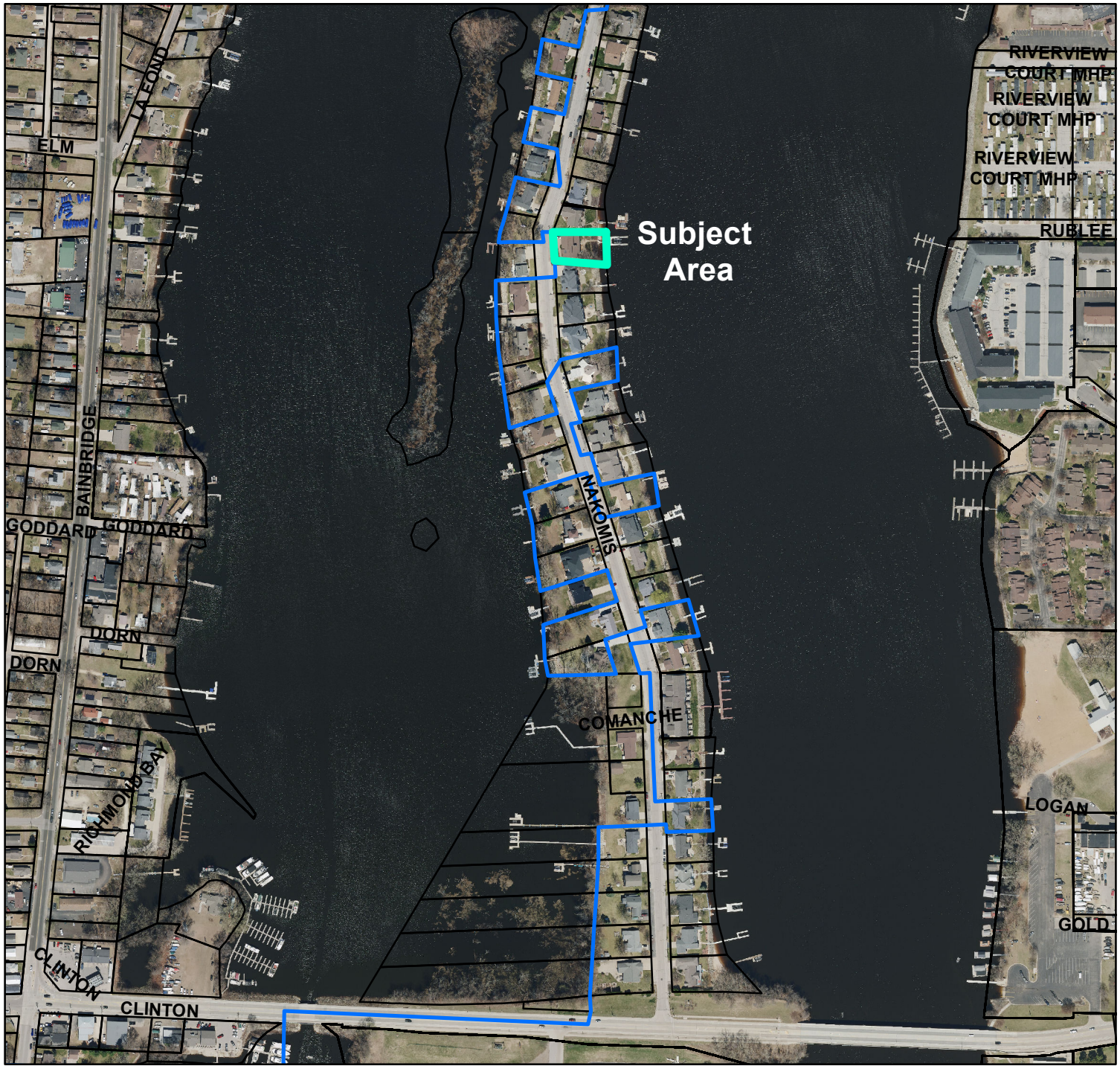
## BASIC ZONING DISTRICTS

	R1 - SINGLE FAMILY
	R2 - RESIDENCE
	WR - WASHBURN RES
	R3 - SPECIAL RESIDENCE
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	A1 - AGRICULTURAL
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	City Limits
	SUBJECT PROPERTY





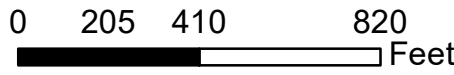




Subject Area

# BASIC ZONING DISTRICTS

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-  SUBJECT PROPERTY





# City of La Crosse, Wisconsin

City Hall  
400 La Crosse Street  
La Crosse, WI 54601

## Text File

File Number: 24-1182

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**Agenda Date:** 10/1/2024

**Version:** 1

**Status:** New Business

**In Control:** Judiciary & Administration Committee

**File Type:** Ordinance

**Agenda Number:** 4.

ORDINANCE NO.: \_\_\_\_\_

AN ORDINANCE to annex a parcel of land from the Town of Campbell to the City of La Crosse (1612 Nakomis Ave. - Schmidt).

THE COMMON COUNCIL of the City of La Crosse do ordain as follows:

SECTION I: Proper petition having been presented to the Common Council of the City of La Crosse praying for annexation of the following territory, to-wit:

SEE ATTACHED EXHIBIT "A"

to the City of La Crosse, Wisconsin, it is hereby ordained that the above described property be, and the same is hereby annexed to the City of La Crosse, Wisconsin from the Town of Campbell, La Crosse County, Wisconsin, and it is further ordered that Sec. 2-1 of the Code of Ordinances of the City of La Crosse entitled "City Boundaries" is hereby amended to include the above described property within the corporate limits of the City of La Crosse, Wisconsin.

SECTION II: Section 2-31 of the Code of Ordinances of the City of La Crosse entitled "Aldermanic Districts – Boundaries" is hereby amended where required to include the above-described property within the First Aldermanic District. The County Board of Supervisors for La Crosse County is further requested to have the annexed area included in the same district for the County Supervisor's seat as for the City Council Member.

SECTION III: Should any portion of this ordinance be declared unconstitutional or invalid by a court of competent jurisdiction, the remainder of this division shall not be affected.

SECTION IV: This Ordinance shall take effect on November 6, 2024.

\_\_\_\_\_  
Mitch Reynolds, Mayor

\_\_\_\_\_  
Nikki M. Elsen, City Clerk

Passed:  
Approved:  
Published:

## Annexation Description for 1612 Nakomis Avenue

**Lot 14 of the First Addition to Hiawatha Islands Addition and part of Government Lot 4 all in Section 19, Township 16 North, Range 7 West, La Crosse County, Wisconsin.**

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Drafted by: jmc 8/30/2024

Checked by: kjc 9/12/2024

S:\\_PROJECTS\2024 MISC\2024-025 1612 Nakomis Avenue Annexation\1612 Nakomis Annexation Legal Description.doc

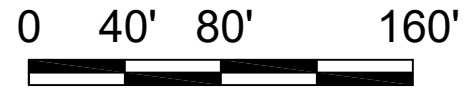
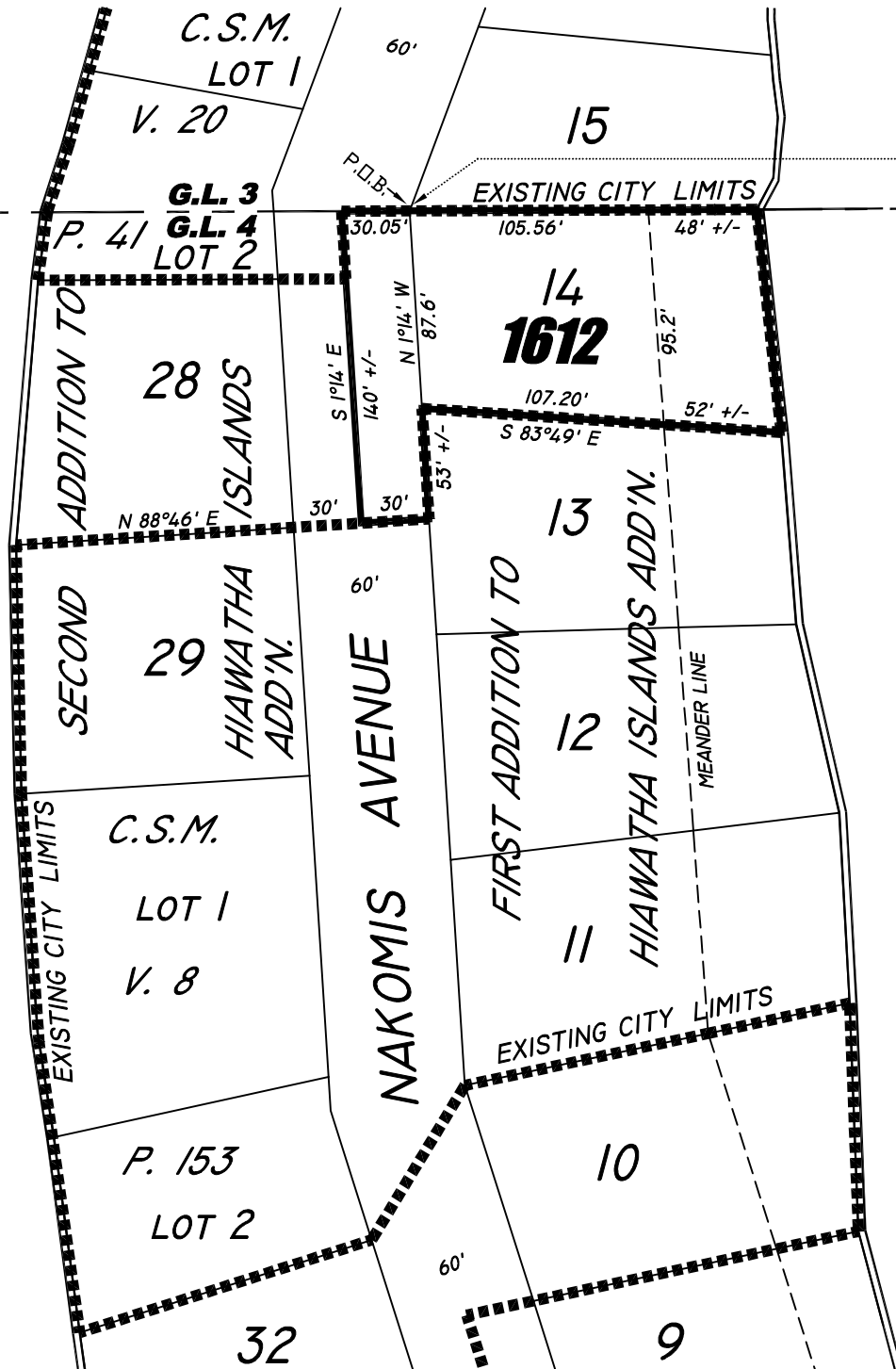


**RICHMOND BAY**

**1612 Nakomis Avenue  
Annexation**

1583' +/- N 87°51' W

EAST 1/4 CORNER  
SECTION 19  
TOWNSHIP 16 NORTH  
RANGE 7 WEST  
RAILROAD SPIKE W / DRILL HOLE



**Agenda Item 24-1182 (Lewis Kuhlman)**

AN ORDINANCE to annex a parcel of land from the Town of Campbell to the City of La Crosse (1612 Nakomis Ave. - Schmidt).

**General Location**

Campbell, a little less than half a mile north of Clinton St. on Nakomis Island, as depicted in Map 24-1182. Adjacent land uses are residential.

**Background Information**

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**Recommendation of Other Boards and Commissions.**

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**Consistency with Adopted Comprehensive Plan**

This is consistent with the Comprehensive Plan’s goal of requiring annexation when connecting to water and sewer.

**Staff Recommendation**

**Approval** – Adjacent landowners are already connected so the petitioner does not require much public investment to connect to existing utilities.

**Routing J&A 10.1.2024**

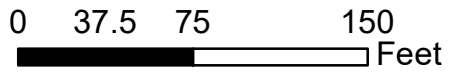




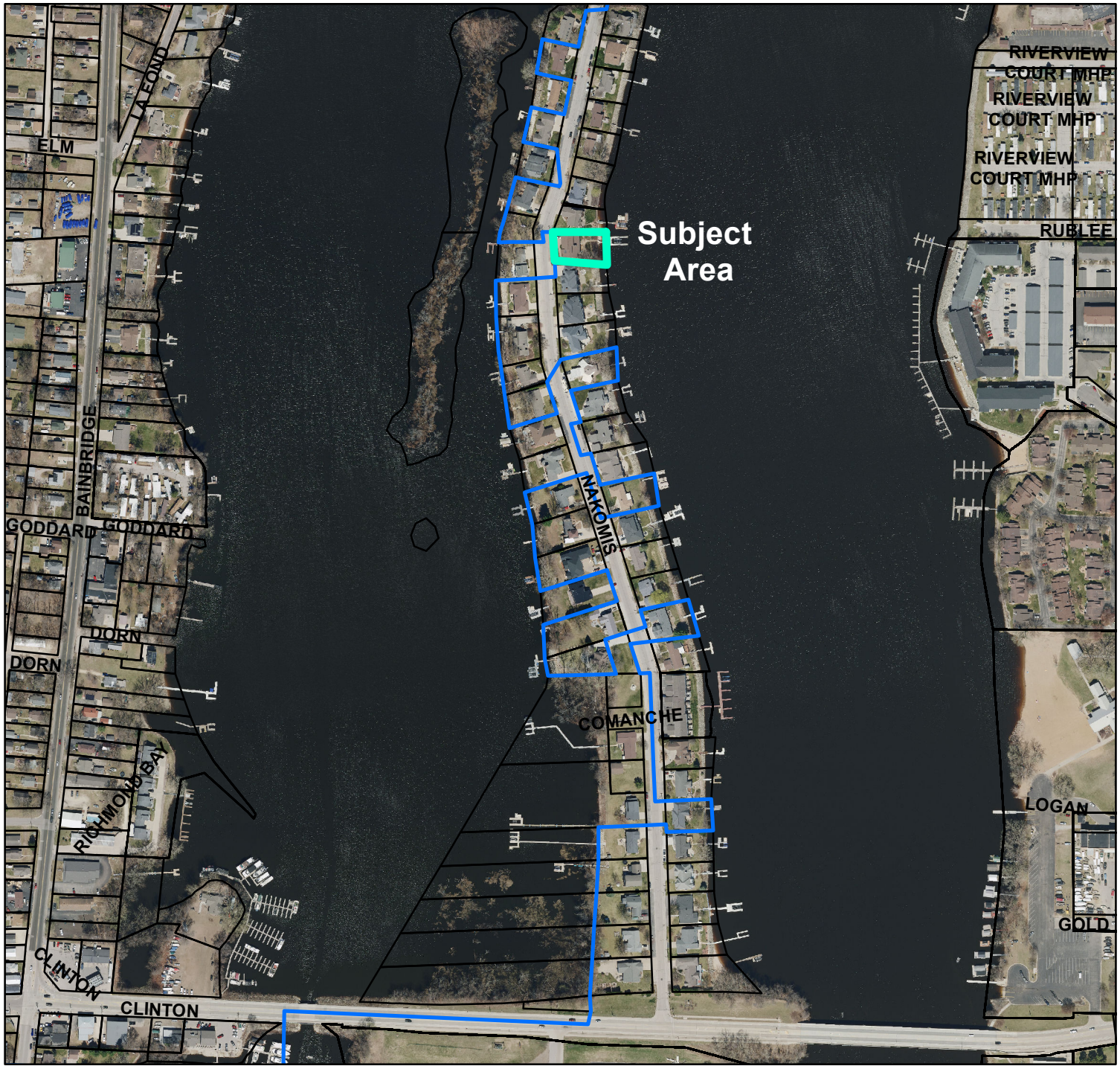
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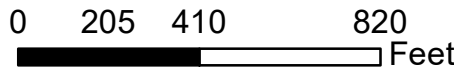


**Subject Area**

## BASIC ZONING DISTRICTS

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# City of La Crosse, Wisconsin

City Hall  
400 La Crosse Street  
La Crosse, WI 54601

## Text File

File Number: 24-1190

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**Agenda Date:** 10/1/2024

**Version:** 1

**Status:** New Business

**In Control:** Judiciary & Administration Committee

**File Type:** Resolution

Resolution approving additional Election Officials for 2024-2025.

RESOLUTION

WHEREAS, pursuant to sec. 7.30, Wis. Stats., election officials were appointed in December 2023 (Res. 23-1255) and August 2024 (Res. 24-1028) for election term 2024-2025; and

WHEREAS, the municipality may appoint additional unaffiliated election officials to increase the total number to a level sufficient for staffing polling places.

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of La Crosse that it hereby approves and appoints the additional nominated election official for 2024-2025.



# ***CITY OF LA CROSSE***

400 La Crosse Street  
La Crosse, Wisconsin 54601  
(608) 789-CITY  
[www.cityoflacrosse.org](http://www.cityoflacrosse.org)

## **LEGISLATION STAFF REPORT FOR COUNCIL**

File ID                      Caption

Staff/Department Responsible for Legislation

Requestor of Legislation

Location, if applicable

Summary/Purpose

Background

Fiscal Impact

Staff Recommendation

**Additional Election Officials for 2024-2025**

10/2024

FIRST NAME	LAST NAME	AFFILIATION
John	Adekale	Unaffiliated
James	Andersen	Unaffiliated
Margaret	Bachop	Unaffiliated
Kevin	Barsness	Unaffiliated
Scott	Blanke	Unaffiliated
Madison	Blasczyk	Unaffiliated
Richard	Breaux	Unaffiliated
Joan	Campbell	Unaffiliated
Sara	De La Rosa	Unaffiliated
Tamra	Dickinson	Unaffiliated
Mark	Dickson	Unaffiliated
Nicole	Dienberg	Unaffiliated
Sue	Dillenbeck	Unaffiliated
Kelley	Dohlby	Unaffiliated
Michael	Dorr	Unaffiliated
Rose	Elsbernd	Unaffiliated
Gustav	Fimple	Unaffiliated
Kirsten	Gabriel	Unaffiliated
Diane	Gebhart	Unaffiliated
Ben	Gerling	Unaffiliated
Debra	Gilkes	Unaffiliated
Melanie	Halvorson	Unaffiliated
JoEllen	Hartman	Unaffiliated
Angele	Jack	Unaffiliated
Evan	Janet	Unaffiliated
Barb	Janssen	Unaffiliated
Chris	Kahlow	Unaffiliated
Patrick	Kelly	Unaffiliated
Teri	Kendhammer	Unaffiliated
Mac	Kiel	Unaffiliated
Nancy	Kindley	Unaffiliated
Peter	Kish	Unaffiliated
Tammera	Klein	Unaffiliated
Lewis	Kuhlman	Unaffiliated
Jessie	Lamberson	Unaffiliated
Ellen	LaShorne	Unaffiliated
Ngao	Lee	Unaffiliated
Yeng Kong	Lee	Unaffiliated
T rue	Lor	Unaffiliated
James	Longhurst	Unaffiliated
Lois	Losby	Unaffiliated
Grace	Lundie	Unaffiliated
Jennifer	Lupes	Unaffiliated
Adam	Manta	Unaffiliated



Avery	Manthe	Unaffiliated
Christina	Mehrkens	Unaffiliated
Mackenzie	Mindel	Unaffiliated
Cheryl	Moore	Unaffiliated
Mark	Neumann	Unaffiliated
Susan	Niedzwiecki-Pham	Unaffiliated
Marion	Pahl	Unaffiliated
Yvonne	Peterson	Unaffiliated
Riley	Pierringer	Unaffiliated
Melissa	Ramos	Unaffiliated
Tracey	Rice	Unaffiliated
Barbara	Roberts	Unaffiliated
Gail	Rollins	Unaffiliated
Julia	Roskos	Unaffiliated
Aliyah	Schlicht	Unaffiliated
Leron	Stawder	Unaffiliated
Amanda	Strosahl	Unaffiliated
Mary	Thompson	Unaffiliated
Marilyn	Tiggelaar	Unaffiliated
Jennifer	Trost	Unaffiliated
Ann	Weidner	Unaffiliated
Tina	Welke	Unaffiliated
Lisa	Weston	Unaffiliated
Chris	Woodard	Unaffiliated
Sompheth	Xayaleuth	Unaffiliated
Chong	Xiong	Unaffiliated
Narine	Xiong	Unaffiliated
Yeng Kong	Xiong	Unaffiliated
Bao	Yang	Unaffiliated
Shoua	Yang	Unaffiliated
Pakula	Yang	Unaffiliated

Names will be added up until Council on 10/10/2024



# City of La Crosse, Wisconsin

City Hall  
400 La Crosse Street  
La Crosse, WI 54601

## Text File

File Number: 24-1200

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**Agenda Date:** 10/1/2024

**Version:** 1

**Status:** New Business

**In Control:** Judiciary & Administration Committee

**File Type:** Ordinance

**Agenda Number:** 5.



## ORDINANCE NO.: \_\_\_\_\_

AN ORDINANCE to repeal and recreate Section 115-403 of the Code of Ordinances of the City of La Crosse relating to Traditional Neighborhood Development zoning.

THE COMMON COUNCIL of the City of La Crosse do ordain as follows:

SECTION I: Subsection 115-403 is hereby repealed and recreated as follows:

Section 115-403. Traditional Neighborhood Development

- (a) *Purpose and intent.* The purpose of this ordinance is to allow the optional development and redevelopment of land in La Crosse consistent with the design principles of traditional neighborhoods.
- (1) A traditional neighborhood:
- a. Is compact.
  - b. Is designed for the human scale.
  - c. Provides a mix of uses, including residential, commercial, civic, and open space uses in close proximity to one another within the neighborhood.
  - d. Provides a mix of housing styles, types, and sizes to accommodate households of all ages, sizes, and incomes.
  - e. Incorporates a system of relatively narrow, interconnected streets with sidewalks, bikeways, and transit that offer multiple routes for motorists, pedestrians, and bicyclists and provides for the connections of those streets to existing and future developments.
  - f. Retains existing buildings with historical features or architectural features that enhance the visual character of the community.
  - g. Incorporates significant environmental features into the design.
  - h. Is consistent with the La Crosse's Comprehensive Plan or other applicable area plans.
- (2) The Traditional Neighborhood Development District under this chapter will allow for flexibility of overall development design with benefits from such design flexibility intended to be derived by both the developer and the community.
- (b) *Applicability.*
- (1) Traditional Neighborhood Development is for lot sizes less than 2 acres.
  - (2) In Traditional Neighborhood Development District, such development may encompass one or more principal uses or structures and related accessory uses or structures with a continuity of design and development, under a unified specific and precise comprehensive development plan. There may be a combination of land uses, including a variety of residential types, commercial, industrial, public and semi-public areas, arranged and designed in accordance with sound land planning principles and development techniques; and in such a manner as to be properly related to each other, the surrounding community, the planned thoroughfare system, and other public facilities such as water and sewer systems, parks, schools and utilities.
  - (3) The use or uses of each Traditional Neighborhood Development District shall be individually or specifically approved and may be a use permitted in the Single-Family Residence, Residence, Multiple Dwelling, Local Business, Commercial, Light Industrial, Heavy Industrial, Public and Semi-Public, Public Utility, or Parking Lot Districts, or a combination of uses permitted in the different zoning districts.

- (c) *Application Procedure.* Prior to the issuance of any permits for development within a Traditional Neighborhood Development District, the following steps shall be completed according to the procedures outlined in this section:
- (1) *Pre-petition conference.* Prior to filing the rezoning petition for Traditional Neighborhood Development with the City Clerk's Office, the applicant shall meet with the Department of Planning, Development and Assessment to discuss the scope and proposed nature of the development and the procedure for approval, including submittal requirements and design standards.
  - (2) *Petition.* Following the pre-petition conference, the applicant may file a petition with the City Clerk's Office for an amendment to the City's Master Zoning Map requesting designation as a Traditional Neighborhood Development District. The procedure for rezoning to a Traditional Neighborhood Development District shall be as required for any other change in zoning district boundaries, except that in addition thereto, the rezoning may only be considered in conjunction with a comprehensive development plan and shall be subject to the following additional requirements. The comprehensive development plan may be in the form of a general development plan in order to receive concept approval therefore requiring a two-step process or in the form of a combined general and specific comprehensive development plan in order to receive final approval in a simultaneous, single step approval process. Such petition shall be accompanied by a permit fee in the amount established by resolution.
    - a. *General Implementation Plan.* The purpose of the General Implementation Plan is to establish the intent, density, and intensity for a proposed development. A General Development Plan encompassing all of the subject property which includes the petition, a statement which sets forth the relationship of the proposed Traditional Neighborhood Development to the City's adopted Comprehensive Plan, or any other adopted area plans, the general character and size of the proposed uses, adherence to the district's design standards, and the following information.
      1. A conceptual site plan, depicting proposed features and existing site features and uses that will remain. These features should include building outlines, location of streets, transit stops, drives and parking areas, pedestrian and bicycle paths, service access areas for receiving material and trash removal, any other impervious surfaces and any other significant features. Must also indicate topography in two-foot contours, all slopes of 30% or greater, floodplains, and wetlands.
      2. General landscaping treatment including the location of proposed and existing trees and shrubs.
      3. A conceptual storm water management plan identifying the proposed patterns of major stormwater runoff, locations of stormwater infiltration areas, and other significant stormwater best management practices.
      4. Conceptual building elevations of the proposed structures conveyed with drawings or renderings that include dimensions of building height and width, and facade treatment.
      5. Any proposed departures and requested waivers from the standards of development as set forth in other City zoning regulations, land division ordinance, sign ordinance and other applicable regulations.
      6. The expected date of commencement of physical development as set forth in the proposal and also an outline of any development staging which is planned.
      7. A description of the relationship between the lands included in the proposed Traditional Neighborhood Development District and surrounding properties.

8. Characteristics of soils related to contemplated specific uses.
  9. Existing topography on site with contours at no greater than two-foot intervals City Datum where available.
  10. Wherever residential development is proposed, the general development plan shall include the approximate number of dwelling units proposed by type of dwelling and the density (i.e., the number of dwelling units proposed per gross and net acre for each type of use) and proposed off-street parking.
  11. Wherever commercial development is proposed, the general development plan shall include the approximate retail sales floor area and total area proposed for commercial development, the anticipated types of uses proposed, and proposed off-street parking.
  12. Wherever institutional, recreational or other public or quasi-public development is proposed, the general development plan shall include the general types of uses proposed, significant applicable information with respect to enrollment, residence employment, attendance, or other social or economic characteristics of development and proposed off-street parking.
  13. Wherever proposed developments include more than one land use as outlined above, the general development plan shall contain the information as appropriate for the proposed use.
  14. Any other information deemed necessary in order to evaluate the petition.
- b. *General Implementation Plan Process.*
1. *Referral and hearing.* Within 60 days after completion of the filing of the petition for rezoning under a general development plan, the City Plan Commission and Common Council shall conduct public hearings to consider the petition. A recommendation from the City Plan Commission to adopt, adopt with conditions, or to not adopt will be provided to the Common Council.
  2. Approval of the rezoning and related general development plan shall establish the basic right of use for the area when in conformity with the general development plan as approved, which shall be an integral component of the district regulations, but such plan shall be conditioned upon approval of a specific comprehensive development plan, and shall not make permissible any of the uses as proposed until a specific comprehensive development plan is submitted and approved for all or a portion of the area included within the general development plan.
  3. If a specific comprehensive development plan is not filed within 18 months of the date of approval by the Common Council, the approval shall become null and void and a new petition and approval process shall be required to reobtain general development plan approval. If the general development plan and comprehensive development plan are approved at the same time and construction has not commenced within 12 months of the date of approval by the Common Council, the approval shall become null and void and a new petition and approval process shall be required to obtain general development plan and specific comprehensive development plan approval.
- c. *Specific Implementation Plan.* The purpose of the Specific Implementation Plan is to establish a detailed development proposal. The Specific Implementation Plan can be proposed, reviewed, and acted upon as whole or in part or phases. Within 18 months of the date of approval by the Common Council of a general development plan, a specific comprehensive development plan must be submitted for approval by the Common Council. If applicable, the applicant must

have also completed the City's design review process. In addition to the information submitted for the general development plan, the following information must be attached to the applicant's Traditional Neighborhood District rezoning petition. (All items shall be required of new developments. Applicants may work with Planning, Development, and Assessment Department staff during the pre-petition conference to determine what items are applicable for existing developments).

1. All final architectural and engineering plan sets typically required for a building permit application which includes, but is not limited to:
    - i. Detailed site plan showing the dimensions and locations of all proposed structures, off-street parking, and easements.
    - ii. Utility plan depicting utility types and connections.
  2. A final Photometric Plan for the site depicting exterior light fixture locations and specifications sheets.
  3. A final stormwater management and erosion control in accordance with Chapter 105.
  4. Detailed building elevations including building materials and dimensions.
  5. A final landscaping plan.
  6. Any other information deemed necessary in order to evaluate petition.
- d. *Specific Implementation Plan Process.*
1. Referral and hearing. Within 60 days after completion of the filing of the petition for rezoning under a specific development plan, the City Plan Commission and Common Council shall conduct public hearings to consider the petition. A recommendation from the City Plan Commission to adopt, adopt with conditions, or to not adopt will be provided to the Common Council.
- (3) *Changes or additions.* Any subsequent change or addition to the plans or uses shall be submitted for review to the City Plan Commission and approved by the Common Council. Any requested change or amendment need only include the pertinent portion of the plan and drawings to delineate the amendment to the plan and need not include those items or plans that are not being changed or modified. Said changes or additions made in accordance with this subsection shall not substantially modify the previously approved specific comprehensive development plan to the extent that the same is not inconsistent with said changes or additions.
- (4) *Division of land.* All Traditional Neighborhood Developments are required to follow the subdivision procedures set forth in Chapter 113.
- (5) *Building permits.* No building permits shall be issued for any structure not in strict compliance with the approved specific implementation plans, drawings and regulations as approved by the Common Council. Subsequent alterations, changes or amendments shall require the same prior approvals as the original zoning.
- (d) *Traditional Neighborhood Development Design Standards.* In the Traditional Neighborhood Development District there shall be no predetermined specific lot area, lot width, height, bulk or floor area ratio, yard, usable open space, sign and off-street parking requirements but are determined as part of an approved specific and precise comprehensive development plan and shall be, along with the plan itself, construed to be and enforced as a part of this section. Height, yard, vision, setback, parking, lot coverage, and other related standards applicable to similar uses in other comparable zoning districts along with neighboring properties shall be considered by the City Plan Commission and the Common Council when reviewing proposed developments under this zoning district.

The Common Council shall have final approval on all proposed developments. The Common Council may approve, deny or amend any proposed development in accordance with section (a)(2) of this section.

- (1) *Traditional Neighborhood Development Uses.* A traditional neighborhood development should consist of a mix of residential uses, mixed use areas, and open space.
  - a. A mix of residential uses of the following types can occur anywhere. For infill development, the mix of residential uses may be satisfied by existing residential uses adjacent to the proposed development.
    1. Single family detached dwellings, including manufactured homes.
    2. Single family attached dwellings, including duplexes, townhouses, row houses.
    3. Multifamily dwellings, including senior housing.
    4. Secondary dwelling units (Accessory Dwelling Units)
    5. Special needs housing, such as community living arrangements and assisted living facilities.
  - b. Mixed use areas can include commercial, residential, civic or institutional, and open spaces.
    1. Commercial uses.
      - i. Food services. (Neighborhood grocery stores; butcher shops; bakeries; restaurants, cafes; coffee shops; neighborhood bars or pubs);
      - ii. Retail uses (florists or nurseries; hardware stores; stationery stores; bookstores; studios and shops of artists and artisans.);
      - iii. Services (day care centers; music, dance or exercise studios; offices, including professional and medical offices; barber; hair salon; dry cleaning);
      - iv. Accommodations (bed and breakfast establishments, small hotels or inns).
    2. Residential uses.
      - i. Single family attached dwellings, including duplexes, townhouses, row houses.
      - ii. Multifamily dwellings, including senior housing.
      - iii. Residential units located on upper floors above commercial uses or to the rear of storefronts.
      - iv. "Live/work" units that combine a residence and the resident's workplace.
      - v. "Special needs" housing, such as community living arrangements and assisted living facilities.
    3. Civic or institutional uses.
      - i. Municipal offices, fire stations, libraries, museums, community meeting facilities, and post offices.
      - ii. Transit shelters.
      - iii. Places of worship.
      - iv. Educational facilities.
    4. Open space uses.
      - i. Central square.
      - ii. Neighborhood parks.
      - iii. Playground.
      - iv. Community Gardens
  - c. Open space uses.
    1. Environmental corridors.

2. Protected natural areas.
  3. Community parks.
  4. Streams, ponds, and other water bodies.
  5. Stormwater detention/retention facilities.
  6. Community Gardens
- (2) *Development Density.* The number of residential dwelling units and the amount of nonresidential development (excluding open spaces) shall be determined as follows:
- a. The number of single-family attached and detached units permitted shall be 4-15 dwelling units per net acre.
  - b. The number of multi-family units shall be 15 - 40 dwelling units per net acre.
  - c. Secondary dwelling units are calculated into the dwelling's units per acre as stated above.
  - d. All dwelling units constructed above commercial uses shall be permissible in addition to the number of dwelling units authorized under this section. However, the total number of dwelling units shall not be increased by more than 10 dwelling units or 10 percent, whichever is greater.
- (3) *Stormwater Management.* The design and development of the traditional neighborhood development should minimize off-site stormwater runoff, promote on-site filtration, and minimize the discharge of pollutants to ground and surface water. Natural topography and existing land cover should be maintained/protected to the maximum extent practicable. New development and redevelopment shall meet the requirements in Chapter 105.
- (4) *Lot and Block Standards.* Diversity in block and lot size can assist with creating a pedestrian friendly environment. Maintaining a traditional grid system allows for multiple direct routes for pedestrians, bicyclists, and motorists. Lot design can visually enhance and promote development.
- a. Building Setback, Front - Mixed Use Areas. Structures in the mixed-use areas have no minimum setback.
  - b. Building Setback, Front - Areas of Mixed Residential Uses. Single-family detached residences shall have a building setback in the front between 0 and 25 feet. Single-family attached residences and multifamily residences shall have a building setback in the front between 0 and 15 feet.
  - c. Building Setback, Rear - Areas of Mixed Residential Uses. The principal building on lots devoted to single-family detached residences shall be setback no less than 15 feet from the rear lot line.
  - d. Side Setbacks. The Side yard setback shall a minimum of 4 feet. A reciprocal access easement for both lots and townhouses or other attached dwellings, provided that all dwellings have pedestrian access to the rear yard through means other than the principal structure may be required and recorded.
- (5) *Parking requirements.* Number of parking spaces, design, location, and screening of surface parking must meet the multi-family and commercial design standards in Chapter 115.
- (6) *Architectural Standards.*
- a. Existing Structures.
    1. Existing structures, if determined to be historic or architecturally significant, shall be protected from demolition or encroachment by incompatible structures or landscape development. It must meet the requirements under Chapter 20
    - i. Existing structures not historically significant must meet the multi-family and commercial design standards under Chapter 115, if applicable



- b. New Structures.
  - 1. Height. New structures within a Traditional Neighborhood Development shall be no more than 3 stories for single-family residential, or 5 stories for commercial, multi-family residential, or mixed use or within one story of adjacent properties, whichever is greater.
  - 2. Entries and Facades.
    - i. The architectural features, materials, and the articulation of a facade of a building shall be continued on all sides visible from a public street.
    - ii. The front facade of the principal building on any lot in a Traditional Neighborhood Development shall face onto a public street.
    - iii. The front facade shall not be oriented to face directly toward a parking lot.
    - iv. Porches, pent roofs, roof overhangs, hooded front doors or other similar architectural elements shall define the front entrance to all residences.
    - v. For commercial buildings, a minimum of 50 percent of the front facade on the ground floor shall be transparent, consisting of window or door openings allowing views into and out of the interior.
  - 3. New structures on opposite sides of the same street shall follow similar design guidelines. This provision shall not apply to buildings bordering civic uses.
  - 4. Garages and secondary dwelling units. Garages and secondary dwelling units shall be placed on a single family detached residential lot within the principal building or an accessory building provided that the secondary dwelling unit shall not exceed 1,000 square feet and meet all requirements in Chapter 115.
  - 5. Exterior signage. All signage must meet the requirements in Chapter 111
  - 6. Lighting.
    - i. Exterior lighting shall be directed downward in order to reduce glare onto adjacent properties.
    - ii. Lighting for all development, except for single-family detached dwellings, shall meet the multi-family and commercial design requirement for exterior lighting in Chapter 115.

(7) *Landscaping and Screening Standards.*

- a. Street trees. Developments shall meet the multi-family and commercial design requirement for street trees in Chapter 115.
- b. Parking area landscaping and screening. Developments shall meet the multi-family and commercial design requirement for parking area landscaping, design and screening in Chapter 115.
- c. Planting type and size. Development shall meet the multi-family and commercial design requirements for landscaping Chapter 115.

SECTION II: Should any portion of this ordinance be declared unconstitutional or invalid by a court of competent jurisdiction, the remainder of this division shall not be affected.

SECTION III: This ordinance shall take effect and be in force from and after its passage and publication.

Mitch Reynolds, Mayor

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Nikki Elsen, City Clerk

Passed:

Approved:

Published:



# ***CITY OF LA CROSSE***

400 La Crosse Street  
La Crosse, Wisconsin 54601  
(608) 789-CITY  
[www.cityoflacrosse.org](http://www.cityoflacrosse.org)

## **LEGISLATION STAFF REPORT FOR COUNCIL**

File ID                      Caption

Staff/Department Responsible for Legislation

Requestor of Legislation

Location, if applicable

Summary/Purpose

Background

Fiscal Impact

Staff Recommendation

NOTICE OF HEARING ON  
AMENDMENT TO ZONING RESTRICTION

TO WHOM IT MAY CONCERN:

NOTICE IS HEREBY GIVEN that the Common Council of the City of La Crosse, by its Judiciary & Administration Committee, will hold a public hearing on a proposed ordinance change in the zoning code as follows:

AN ORDINANCE to repeal and recreate Section 115-403 of the Code of Ordinances of the City of La Crosse relating to Traditional Neighborhood Development zoning.

The City Plan Commission will meet to consider such application on Monday, September 30, 2024 at 4:00 p.m. in the Council Chambers of City Hall, 400 La Crosse St., in the City of La Crosse, La Crosse County, Wisconsin.

A public hearing before the Judiciary & Administration Committee will be held on Tuesday, October 1, 2024 at 6:00 p.m. in the Council Chambers of City Hall, 400 La Crosse St., in the City of La Crosse, La Crosse County, Wisconsin.

Final action will be determined by the Common Council on Thursday, October 10, 2024 at 6:00 p.m. in the Council Chambers of City Hall, 400 La Crosse St., in the City of La Crosse, La Crosse County, Wisconsin.

Any person interested may be heard for or against such proposed change, and may appear in person, by attorney or may file a formal objection, which objection forms are available in the City Clerk's Office.

The petition and/or maps relating to the above referenced amendment may be examined in the Office of the City Clerk, La Crosse City Hall, between the hours of 8:00 a.m. and 4:30 p.m. on any regular business day, holidays excepted, (by appointment) or in the Legislative Information Center which can be accessed from the City website at [www.cityoflacrosse.org](http://www.cityoflacrosse.org) (search for File 24-1200).

Dated this 12<sup>th</sup> day of September, 2024

Nikki M. Elsen, City Clerk  
City of La Crosse

-----  
Publish: September 17 and 24, 2024  
One (1) Affidavit

**Agenda Item 24-1200 (Tim Acklin)**

AN ORDINANCE to repeal and recreate Section 115-403 of the Code of Ordinances of the City of La Crosse relating to Traditional Neighborhood Development zoning.

**General Location**

City-Wide

**Background Information**

At their August 2024 meeting, the Common Council, per the recommendation of the City Attorney, directed staff to draft a more specific Traditional Neighborhood Development (TND) zoning ordinance. It was determined that the current ordinance was insufficient as it did not include a specific submittal process for rezoning petitions or specific design standards and/or criteria to review them by.

The current ordinance was adopted in December 2001 and included language referencing the State Statute defining TND and a document identified as "A Model Ordinance For Tradition Neighborhood Development" (sic). This document was prepared by UW-Extension for the State and was to be used by City staff as a non-exclusive guidebook when reviewing TND rezoning petitions. Since adoption, the Common Council has approved approximately 42 projects utilizing this zoning designation.

This proposed ordinance is intended to serve as temporary replacement to our current ordinance with a much more comprehensive review and rewrite expected to occur during the larger Chapter 115 update/rewrite project that will begin January 2025.

**Recommendation of Other Boards and Commissions.**

N/A

**Consistency with Adopted Comprehensive Plan**

While amending TND zoning is not specifically addressed in the Comprehensive Plan, a "comprehensive review and update to the City's zoning code to evaluate barriers to development" is the number one action in the Housing Element. TND is a zoning district that was typically utilized by developers because their developments would not have been permitted in any of the City's basic zoning districts and was less than two acres in size. TND had allowed for those developers to request flexibility of use and other restrictions from the Common Council. The larger review and update to the zoning code will evaluate why past applications requested this zoning district and determine whether those items should be permitted, thereby potentially reducing the need for this zoning district in the future.

**Staff Recommendation**

Planning staff worked with the City Attorney's office on drafting this ordinance to largely reflect how TND zoning had been used and reviewed over the past 20 years. TND zoning has been used in the same manner as Planned Development District (PDD) zoning. The major difference between the two had been size of development. PDD is for developments that are 2 acres or more in size. TND had

always been used for developments less than 2 acres. The process for preparing petitions, submittal, and reviewing both a “General” (Use) & “Specific” (final plans) petition is essentially the same. This same process has been incorporated into the proposed ordinance.

One difference that PDD zoning is that specific design standards have been included that relate to the general principles of TND zoning such as uses, density, and architecture. Many other requirements for site and building design have been required to meet the multi-family or commercial design standards as they do now. The Common Council will still have final approval of all proposed developments under TND zoning.

The proposed ordinance is intended to offer specific guidance when reviewing TND zoning petitions until a more comprehensive review takes place during the zoning code update project. **This item is recommended for approval.**

**Routing** J&A 10.1.2024





# City of La Crosse, Wisconsin

City Hall  
400 La Crosse Street  
La Crosse, WI 54601

## Text File

File Number: 24-1203

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**Agenda Date:** 10/1/2024

**Version:** 1

**Status:** New Business

**In Control:** Judiciary & Administration Committee

**File Type:** Ordinance

**Agenda Number:** 6.

ORDINANCE NO.: \_\_\_\_\_

AN ORDINANCE to amend Subsection 115-110 of the Code of Ordinances of the City of La Crosse by transferring certain property from the Light Industrial District to the Heavy Industrial District, allowing for reconstruction of a warehouse at 1219 Travis St.

THE COMMON COUNCIL of the City of La Crosse do ordain as follows:

SECTION I: Subsection 115-110 of the Code of Ordinances of the City of La Crosse is hereby amended by transferring certain property from the Light Industrial District to the Heavy Industrial District on the Master Zoning Map, to-wit:

*Tax Parcel 17-50001-40; 1219 Travis St.*

SECTION II: Should any portion of this ordinance be declared unconstitutional or invalid by a court of competent jurisdiction, the remainder of this division shall not be affected.

SECTION III: This ordinance shall take effect and be in force from and after its passage and publication.

\_\_\_\_\_  
Mitch Reynolds, Mayor

\_\_\_\_\_  
Nikki M. Elsen, City Clerk

Passed:  
Approved:  
Published:



BORTON CONSTRUCTION, INC.

September 5, 2024

City of La Crosse

Attn: Andrea Trane, City Planner

Re: Badger Corrugating Rezoning Petition

Dear Andrea,

On behalf of Badger Corrugating, we are submitting a rezoning request for the lot located at 1219 Travis Street. We are requesting this property to be rezoned to heavy industrial to allow Badger Corrugating to reconstruct their warehouse located on this site. The existing warehouse is at the end of its useful life and needs to be reconstructed to better fit the product lines that Badger Corrugating now provides to the community.

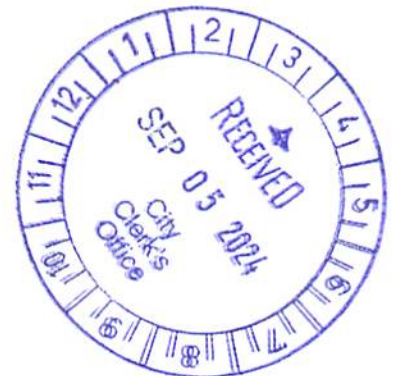
In the coming weeks, Brian Mlsna, President of Badger Corrugating will be meeting with the surrounding neighborhood to address any concerns they may have with this rezoning.

If you have any questions, please feel free to contact Brian Mlsna at 608-788-0100 or myself at 608-779-0400.

Sincerely,

Paul Borsheim, President

Borton Construction, Inc.



PETITION FOR CHANGE TO ZONING  
CITY OF LA CROSSE

AMENDMENT OF ZONING DISTRICT BOUNDARIES

Petitioner (name and address):

BADGER CORRUGATING COMPANY  
1801 WEST AVE SOUTH

Owner of site (name and address):

Brian + Melissa MISKA  
1801 WEST AVE SOUTH

Address of subject premises:

1219 TRAVIS ST.

Tax Parcel No.:

17-50001-40

Legal Description (must be a recordable legal description; see Requirements):

SEXAUERS ADDITION LOTS 5, 6, 7 + 8 AND E. 10FT VAC ALLEY.  
ON WTS 9FT VAC ALLEY ON N - SEE ATTACHED LEGAL DESCRIPTION

Zoning District Classification:

LIGHT INDUST - M1

Proposed Zoning Classification:

HEAVY INDUSTRIAL - M2

Is the property located in a floodway/floodplain zoning district?  Yes  No

Is the property/structure listed on the local register of historic places?  Yes  No

Is the Rezoning consistent with Future Land Use Map of the Comprehensive Plan?  Yes  No

Is the Rezoning consistent with the policies of the Comprehensive Plan?  Yes  No

Property is Presently Used For:

Warehouse

Property is Proposed to be Used For:

Warehouse

Proposed Rezoning is Necessary Because (Detailed Answer):

NEED to have ALL parcels with the SAME ZONING per Dave Reinhart.

Proposed Rezoning will not be Detrimental to the Neighborhood or Public Welfare Because (Detailed Answer):

Existing Warehouse will be Replaced with New Warehouse, 10' LANDSCAPING BUFFER will be ADDED to soften up the appearance.

Proposed Rezoning will not be Detrimental to the City's Long Range Comprehensive Plan Goals, Objectives, Actions and Policies Because (Detailed Answer):

The site is currently USED for the SAME purpose.

The undersigned depose and state that I/we am/are the owner of the property involved in this petition and that said property was purchased by me/us on the 5<sup>th</sup> day of September, 2024.

I hereby certify that I am the owner or authorized agent of the owner (include affidavit signed by owner) and that I have read and understand the content of this petition and that the above statements and attachments submitted hereto are true and correct to the best of my knowledge and belief.

Brian F. Miller  
(signature)

608 788 0100                      9-5-2024  
(telephone)                                      (date)

BMLSNA@BADGERLAX.COM  
(email)

PETITIONER SHALL, BEFORE FILING, HAVE PETITION REVIEWED AND INFORMATION VERIFIED BY THE DIRECTOR OF PLANNING & DEVELOPMENT.

Review was made on the 5<sup>th</sup> day of September, 20 24.

Signed: [Signature] Plan Manager  
Director of Planning & Development



AFFIDAVIT

STATE OF Wisconsin )  
COUNTY OF La Crosse ) ss

The undersigned, Kelly Wesley, being duly sworn states:

1. That the undersigned is an adult resident of the City of La Crosse, State of Wisconsin
2. That the undersigned is (one of the) legal owner(s) of the property located at 1219 Travis Street
3. By signing this affidavit, the undersigned authorizes the application for a conditional use permit/district change or amendment (circle one) for said property.

Brian Minna - signed by Paul Borsheim  
Property Owner Agent

Subscribed and sworn to before me this 5 day of Sept, 2024

Kelly Wesley  
Notary Public  
My Commission expires 4/17/2027

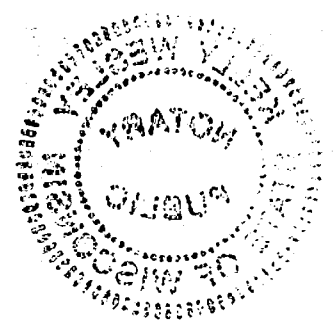




10/20/01  
10/20/01

10/20/01

10/20/01



**EXHIBIT A**  
**LEGAL DESCRIPTION**

**PARCEL A:**

Lots 3 and 4 of Sexauer's Addition to the City of LaCrosse, LaCrosse County, Wisconsin and the vacated South 9 feet of alley abutting Lot 4 and the vacated West 10 feet of alley abutting Lots 3 and 4.

1800 West Avenue S. (Tax Parcel No. 17-50001-030).

**PARCEL B:**

Lots 5, 6, 7 and 8 of Sexauer's Addition to the City of LaCrosse, LaCrosse County, Wisconsin and the East 10 feet of vacated alley on the West and the South 9 feet of vacated alley on the North.

1219 Travis Street (Tax Parcel No. 17-50001-040).

**PARCEL C:**

Part of the SW 1/4 of the NE 1/4 of Section 8, Township 15 North, Range 7 West to the City of LaCrosse, LaCrosse County, Wisconsin, described as follows: Beginning at the Northeast corner of Lot 43 of Sexauer Addition; thence West along the North line of said lot extended to the East line of West Avenue; thence North 50 feet to a point of intersection with BN Tract #64 center line; thence East along said line 400 feet; thence South at right angle to said tracks center line to the North line of Lot 44 of Sexauer Addition; thence West along said North line of the point of beginning.

1801 West Avenue S. (Tax Parcel No. 17-50265-100).

**PARCEL D:**

Part of the SW 1/4 of the NE 1/4 of Section 8, Township 15 North, Range 7 West to the City of LaCrosse, LaCrosse County, Wisconsin, bound on the West by the East line of West Avenue, on the East by South 13th Street, on the North by CB&Q Railroad right of way, on the South by Sexauer Addition to the City of LaCrosse. Also including the North 9 feet of vacated alley between said parcel and Lots 4 and 5 of Sexauer Addition.

1801 West Avenue S. (Tax Parcel No. 17-50266-010).

**PARCEL E:**

Lot 5 of Heileman Industrial Addition to the City of LaCrosse, LaCrosse County, Wisconsin, subject to railroad easement.

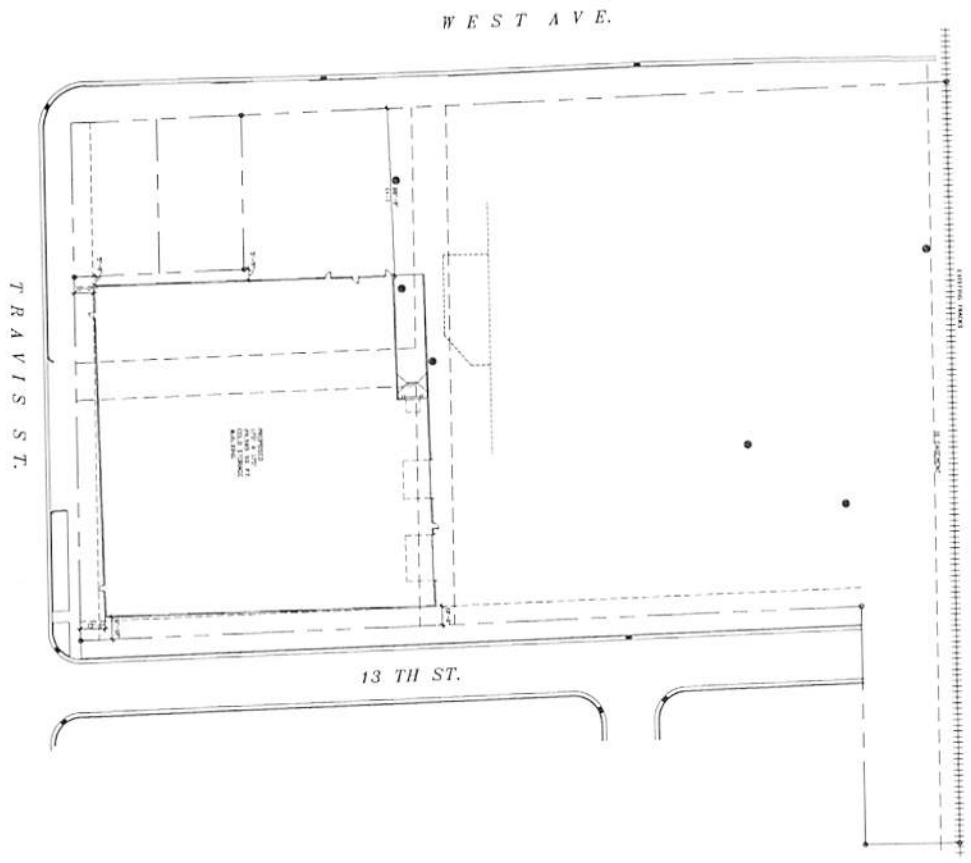
1802 West Avenue S. (Tax Parcel No. 17-50560-050).

**PARCEL F:**

The East 45 feet of Lots 1 and 2 of Sexauer's Addition to the City of LaCrosse, LaCrosse County, Wisconsin and the West 10 feet of the vacated alley adjacent on the East.

1211 Travis Street. (Tax Parcel No. 17-50001-020).


  
 1 ARCHITECTURAL SITE PLAN
   
 1" = 30'-0"



SHEET NO.
   
 A0.1

REVISIONS	NO.	DATE	DESCRIPTION

PROJECT TITLE:
   
**BADGER**
  
 PROJECT LOCATION:
   
**LACROSSE, WI 53140**

GENERAL CONTRACTOR:
   
**Borton**
  
**CONSTRUCTION**
  
 2 Copeland Ave, Ste 201
   
 LaCrosse, WI 54602

**Easkay**
  
**Architecture**
  
 - Commercial
   
 - Industrial
   
 - Residential
   
 Onalaska, WI 54650 Ph: 608-317-1565
   
 Email: [esaskayarchitect@gmail.com](mailto:esaskayarchitect@gmail.com)
  
 I only truly feel like you, architect, in your own presence
   
 with my direct experience and that I am a fan of your work
   
 the way of the Stone of artistry

Commercial - Residential - Architecture  
 Faskay Architecture  
 Onalaska, WI 54650 Ph: 608-317-1555  
 Email: ekaayarchitect@gmail.com  
 1000 Wisconsin Avenue, Suite 1000  
 Washington, DC 20007  
 Tel: 202-462-3600 Fax: 202-462-3601  
 www.faskayarchitect.com

GENERAL CONTRACTOR:  
**Borton**  
**CONSTRUCTION**  
 2 Copeland Ave Ste 201  
 LACROSSE, WI 54603

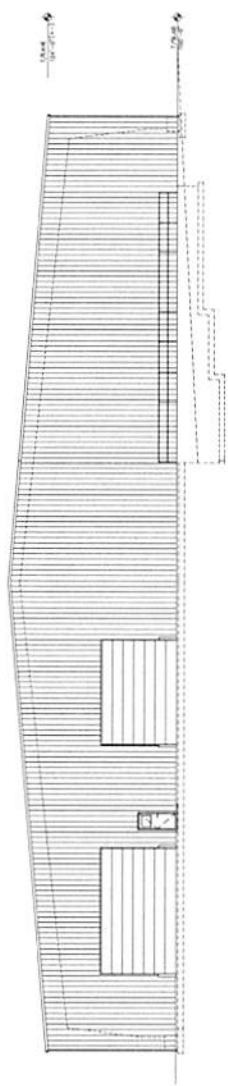
PROJECT TITLE:  
 BADGER  
 DATE / SET - TYPE:  
 MARCH PRELIMINARY  
 PROJECT LOCATION:  
 LACROSSE, WI 53140

DRAWN BY:

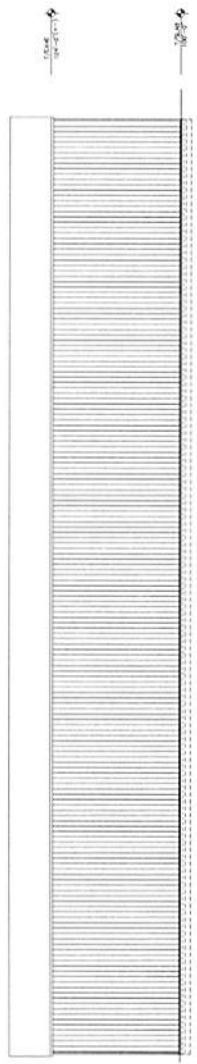
REVISIONS	NO.	DATE

SHEET TITLE:  
 ELEVATIONS  
 SHEET NO.:

A2.0



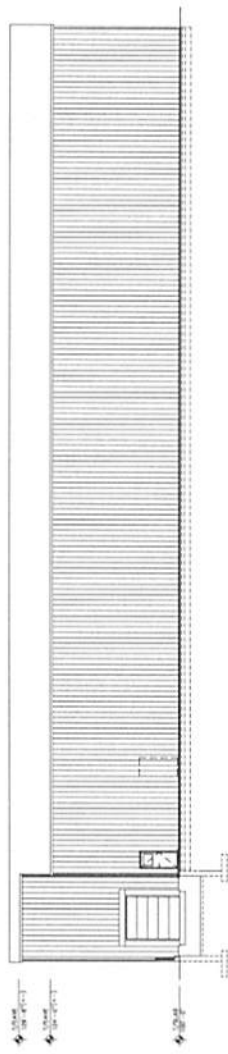
1 NORTH ELEVATION  
3/32"=1'-0"



2 SOUTH ELEVATION  
3/32"=1'-0"



3 EAST ELEVATION  
3/32"=1'-0"



4 WEST ELEVATION  
3/32"=1'-0"



# ALTA/ACSM LAND TITLE SURVEY

NORTH QUARTER CORNER OF SECTION 8, T19N, R17E, LOCATED FROM THE

ON PROPERTY: 8 STANDARD STALLS  
ON CITY PROPERTY: 37 STANDARD STALLS

BY GRADING PLATING THIS PROPERTY IS IN ZONE "M" OF THE FLOOD INSURANCE RATE MAP NO. 500820022C, COUNTY OF SHERIDAN, FANNING, NE. COMM. SURF. C. EFFECTIVE DATE OF APRIL 1, 2008.

ZONE "M" IS DEFINED AS AREAS DETERMINED TO BE SUBJECT TO 2.5 TO 3.0 FEET ANNUAL CHANCE FLOODPLAIN.

183,147 SQ. FT. +/-  
4.25 ACRES +/-

UNDERGROUND UTILITIES LOCATIONS SHOWN ON SURVEY WERE OBTAINED FROM A COMPARISON OF FIELD MEASUREMENTS SHOWING APPROXIMATE LOCATIONS, AND AVAILABLE UTILITY DRAWINGS. THESE ACCURACY AND COMPLETENESS MAY VARY. PRIOR TO ANY EXCAVATION UTILITY LOCATIONS SHOULD BE VERIFIED BY THE CONTRACTOR.

THE "S" COMPANY  
FILE NO. 12345  
LAYER 1  
DATE: 5/12/2010

PARCEL A:  
Lots 3 and 4 of Sexauer's Addition to the City of La Crosse, La Crosse County, Wisconsin and the western South 8 feet of alley abutting Lots 4 and the western West 10 feet of alley abutting Lots 3 and 4.

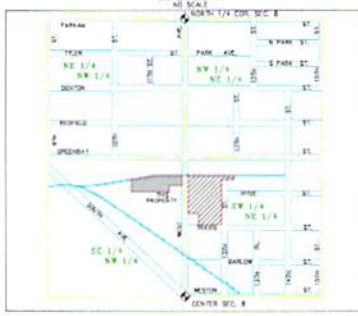
PARCEL B:  
Lots 5, 6, 7, and 8 of Sexauer's Addition to the City of La Crosse, La Crosse County, Wisconsin and the East 10 feet of western alley on the West and the South 8 feet of western alley on the North.

PARCEL C:  
Part of the SW 1/4 of the NE 1/4 of Section 8, Township 18 North, Range 7 West to the City of La Crosse, La Crosse County, Wisconsin, described as follows: Beginning at the northeast corner of Lot 43 of Sexauer's Addition, thence West along the North line of said Lot 43 to the East line of West Avenue, thence North 30 feet to a point of intersection with 30' Track #84 center line, thence East along said 30' track, thence South of 80' angle to west track center line to the North line of Lot 44 of Sexauer's Addition, thence West along said North line to the point of beginning.

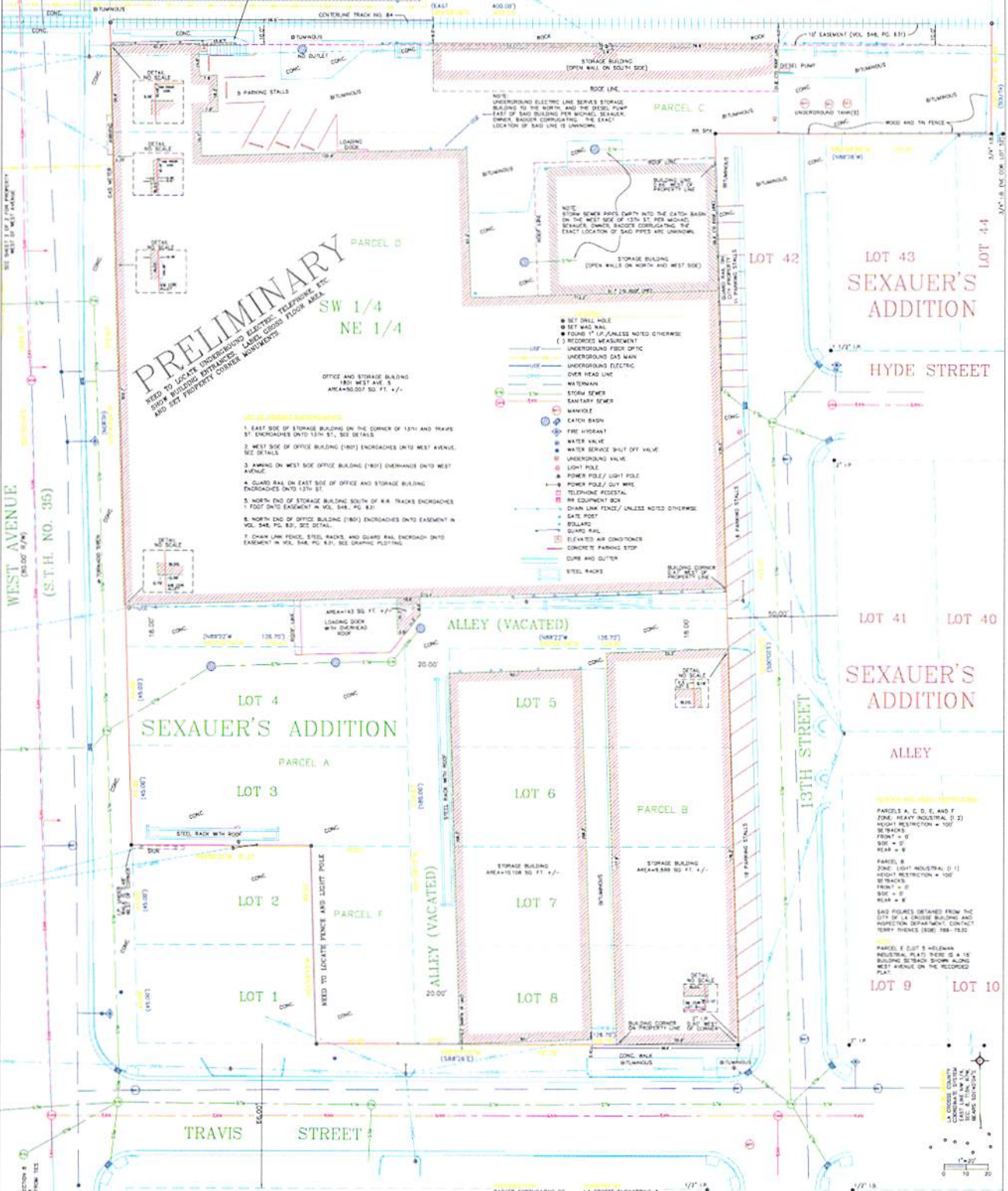
PARCEL D:  
Part of the SW 1/4 of the NE 1/4 of Section 8, Township 18 North, Range 7 West to the City of La Crosse, La Crosse County, Wisconsin, bounded on the West by the East line of West Avenue, on the East by South 13th Street, on the North by 30' Track #84, and on the South by Sexauer's Addition to the City of La Crosse. Also including the North 8 feet of western alley between 30' Track #84 and Lots 4 and 5 of Sexauer's Addition to the City of La Crosse.

PARCEL E:  
Lot 5 of Helman Industrial Addition to the City of La Crosse, La Crosse County, Wisconsin, subject to proposed easement.

PARCEL F:  
The East 45 feet of Lots 1 and 2 of Sexauer's Addition to the City of La Crosse, La Crosse County, Wisconsin and the West 10 feet of the western alley adjacent to the East.



C.S.M. VOL 1, PG. 59



**PRELIMINARY**  
NEED TO LOCATE UNDERGROUND UTILITIES, TELEPHONE, FLOOR AREA, AND SET PROPERTY CORNERS

SW 1/4  
NE 1/4

OFFICE AND STORAGE BUILDING  
180' WEST AVE. 8  
AREA=1007 SQ. FT. +/-

- EAST SIDE OF STORAGE BUILDING ON THE CORNER OF 13TH AND TRAVIS 3' ENCROACHES ONTO 13TH ST. SEE DETAILS.
- WEST SIDE OF OFFICE BUILDING (180') ENCROACHES ONTO WEST AVENUE. SEE DETAILS.
- ARMING ON WEST SIDE OFFICE BUILDING (180') ENCROACHES ONTO WEST AVENUE. SEE DETAILS.
- GUARD RAIL ON EAST SIDE OF OFFICE AND STORAGE BUILDING ENCROACHES ONTO 13TH ST.
- NORTH END OF STORAGE BUILDING SOUTH OF RR TRACKS ENCROACHES 1' ONTO EASEMENT IN VOL. 548, PG. 837.
- NORTH END OF OFFICE BUILDING (180') ENCROACHES ONTO EASEMENT IN VOL. 548, PG. 837. SEE DETAIL.
- CHAIN LINK FENCE, STEEL RAILS, AND GUARD RAIL ENCROACHES ONTO EASEMENT IN VOL. 548, PG. 837. SEE GRADING PLATING.

- SET DRILL HOLE
- SET WAD NAIL
- FOOTING 1" UNLESS NOTED OTHERWISE
- RECORDED MEASUREMENT
- UNDERGROUND FOUR OPTIC
- UNDERGROUND GAS MAIN
- UNDERGROUND ELECTRIC
- OVER HEAD LINE
- WATER MAIN
- STORM SEWER
- SANITARY SEWER
- MANHOLE
- CLAY BRICK
- CONCRETE
- FIRE HYDRANT
- WATER VALVE
- WATER SERVICE SHUT OFF VALVE
- UNDERGROUND VALVE
- TELEPHONE ACCESS
- POWER POLE/LIGHT POLE
- POWER POLE/ GUY WIRE
- SATE POST
- RR EQUIPMENT BOX
- CHAIN LINK FENCE/ UNLESS NOTED OTHERWISE
- GATE POST
- COLLAR
- GUARD RAIL
- ELEVATED AIR CONDITIONER
- CURE AND GUTTER
- STEEL RAILS

LOT 42  
LOT 43  
SEXAUER'S ADDITION

HYDE STREET

LOT 41  
LOT 40

SEXAUER'S ADDITION

ALLEY

LOT 9  
LOT 10



BARGER CONSULTING CO  
1801 WEST AVE. S  
LA CROSSE, WI 54601  
(608) 782-2433

LA CROSSE ENGINEERING &  
ARCHITECTURE, INC.  
1213 S. 3RD ST.  
LA CROSSE, WI 54601  
(608) 782-2433

Tax Parcel	OwnerName	PROPADDCOMP	CompleteAddress	MailCityStateZip
17-50021-80	8 KEY REAL ESTATE HOLDING LLC	1222 TRAVIS ST	1343 COUNTY ROAD SS	ONALASKA WI 54650
17-50021-40	ALLEN J BECKER, TAMARA L BECKER	1915 13TH ST S	1915 13TH ST S	LA CROSSE WI 54601-6251
17-50001-20	BADGER CORRUGATING COMPANY	1211 TRAVIS ST	1801 WEST AVE S	LA CROSSE WI 54601-6239
17-50560-41	BADGER CORRUGATING COMPANY	1800 WEST AVE S	1801 WEST AVE S	LA CROSSE WI 54601-6239
17-50001-30	BADGER CORRUGATING CORP	1811 WEST AVE S	1801 WEST AVE S	LA CROSSE WI 54601-6239
17-50265-100	BADGER CORRUGATING CORP	1801 WEST AVE S	1801 WEST AVE S	LA CROSSE WI 54601-6239
17-50266-10	BADGER CORRUGATING CORP	1801 & 1809 WEST AVE S	1801 WEST AVE S	LA CROSSE WI 54601-6239
17-50021-125	BALTIC AVENUE INVESTMENTS OF LACROSSE LLC	1217 BARLOW ST	64 MCINTOSH RD E	LA CRESCENT MN 55947
17-50021-140	BALTIC AVENUE INVESTMENTS OF LACROSSE LLC	1907 & 1911 WEST AVE S	64 MCINTOSH RD E	LA CRESCENT MN 55947
17-50021-130	BARREL INN INC	1917 WEST AVE S	2005 WEST AVE S	LA CROSSE WI 54601
17-50021-20	BRAD SIEMS, CRYSTAL L SIEMS	1923 13TH ST S	1923 13TH ST S	LA CROSSE WI 54601-6251
17-50020-100	BRIAN HOFF	1316 TRAVIS ST	1316 TRAVIS ST	LA CROSSE WI 54601-6327
17-50003-80	BRIAN L PETERSON	1306 HYDE AVE	1306 HYDE AVE	LA CROSSE WI 54601
17-50020-120	CHARLES R HOFER, SANDRA K HOFER	1910 13TH PL S	1910 13TH PL S	LA CROSSE WI 54601-6301
17-50003-100	CITY OF LACROSSE	1301 HYDE AVE	400 LA CROSSE ST	LA CROSSE WI 54601
17-50001-100	CLARA D HOLFLAND	1323 TRAVIS ST	1323 TRAVIS ST	LA CROSSE WI 54601-6343
17-50021-50	CLARKE ENTERPRISES LLC	1909 13TH ST S	1040 MAIN ST	ONALASKA WI 54650
17-50003-90	DANIEL A GABEL, SARAH A GABEL	1302 HYDE AVE	1302 HYDE AVE	LA CROSSE WI 54601-6363
17-50003-60	DAVID D CHRISTIANSON, BARBARA A CHRISTIANSON	1316 HYDE AVE	1316 HYDE AVE	LA CROSSE WI 54601-6363
17-50003-140	DORI L WALSH (LE), DORI L WALSH LIVING TRUST	1319 HYDE AVE	1319 HYDE AVE	LA CROSSE WI 54601
17-50265-60	GREEN BAY STREET PROPERTIES LLC	1300 GREEN BAY ST	1801 WEST AVE S	LA CROSSE WI 54601
17-50003-70	HAILEY MARIE HORTON, CHRISTOPHER HANSON	1310 HYDE AVE	1310 HYDE AVE	LA CROSSE WI 54601-6363
17-50003-40	JADE A MILLER, MITCHELL G THIES	1324 HYDE AVE	1324 HYDE AVE	LA CROSSE WI 54601-6363
17-50003-130	JENNY JOLLY	1311 HYDE AVE	1311 HYDE AVE	LA CROSSE WI 54601-6347
17-50020-130	JEROME W KORGER	1912 & 1914 13TH PL S	1914 13TH PL S	LA CROSSE WI 54601
17-50021-60	JOAN M SEYMOUR	1302 TRAVIS ST	1302 TRAVIS ST	LA CROSSE WI 54601-6327
17-50021-100	LAMBREA PROPERTIES LLC	1912 13TH ST S	1903 WEST AVE S	LA CROSSE WI 54601
17-50021-90	LAMBREA PROPERTIES LLC	1908 13TH ST S	1903 WEST AVE S	LA CROSSE WI 54601
17-50022-20	LAMBREA PROPERTIES LLC	1903 WEST AVE S	1903 WEST AVE S	LA CROSSE WI 54601
	LANOGA CORPORATION			
17-50600-10	C/O 1701 WEST LLC	1701 WEST AVE S	PO BOX 1621	LA CROSSE WI 54602-1621
17-50003-50	LEE H GROSSKREUTZ, ROSEMARY I GROSSKREUTZ	1320 HYDE AVE	1320 HYDE AVE	LA CROSSE WI 54601-6363
17-50001-70	LINDA J BIRKLE	1311 TRAVIS ST	1311 TRAVIS ST	LA CROSSE WI 54601
17-50001-80	MADLINE M BERGER, DREW D BERGER	1315 TRAVIS ST	1315 TRAVIS ST	LA CROSSE WI 54601-6343
17-50021-110	MARY S DAVIS	1920 13TH ST S	1920 13TH ST S	LA CROSSE WI 54601
17-50003-120	MATTHEW WILTGEN, KYLIE WILTGEN	1307 HYDE AVE	1307 HYDE AVE	LA CROSSE WI 54601-6347
17-50001-90	MICHAEL J CADE	1319 TRAVIS ST	1319 TRAVIS ST	LA CROSSE WI 54601
17-50021-70	MIKAYLA A TOMSYCK	1308 TRAVIS ST	1308 TRAVIS ST	LA CROSSE WI 54601-6327
17-50283-20	PEPSI COLA BOTTLING CO OF LACROSSE	1900 WEST AVE S	1900 WEST AVE S	LA CROSSE WI 54601-6260
17-50003-110	PHILIP W BERG, ELLEN S BERG	1303 HYDE AVE	1303 HYDE AVE	LA CROSSE WI 54601-6347
	RICHARD E CLEMENTS, CONNIE L CLEMENTS,			
17-50021-30	CYNTHIA M ROACH, KEVIN R CLEMENTS	1917 13TH ST S	1917 13TH ST S	LA CROSSE WI 54601-6251
17-50001-50	ROBERT P DAYTON	1301 TRAVIS ST	1301 TRAVIS ST	LA CROSSE WI 54601
17-50001-60	ROSEMARY J ELLINGSWORTH	1307 TRAVIS ST	1307 TRAVIS ST	LA CROSSE WI 54601-6343
17-50001-10	SCOTT M MCLEES, JAN L MCLEES	1833 WEST AVE S	1833 WEST AVE S	LA CROSSE WI 54601-6239
		1320 TRAVIS ST		
17-50020-110	STEVEN T EIDE	1904 13TH PL S	2520 LOSEY CT	LA CROSSE WI 54601-3938
17-50021-120	THOMAS R OESTREICHER	1926 13TH ST S	1926 13TH ST S	LA CROSSE WI 54601

**Properties within 300 feet of 1219 Travis St.**

APPLICANT	BADGER CORRUGATING COMPANY	1219 TRAVIS ST	1801 WEST AVE S	LA CROSSE WI 54601-6239
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**NOTICE OF HEARING ON  
AMENDMENT TO ZONING RESTRICTION**

TO WHOM IT MAY CONCERN:

NOTICE IS HEREBY GIVEN that the Common Council of the City of La Crosse, by its Judiciary & Administration Committee, will hold a public hearing on a proposed ordinance change in the zoning code as follows:

**AN ORDINANCE to amend Subsection 115-110 of the Code of Ordinances of the City of La Crosse by transferring certain property from the Light Industrial District to the Heavy Industrial District, allowing for reconstruction of a warehouse at 1219 Travis St.**

**Property is presently: a warehouse**

**Property is proposed to be used as: new warehouse with landscaping buffer**

**Rezoning is necessary to: all parcels in the project are required to have the same zoning**

*Tax Parcel 17-50001-40; 1219 Travis St.*

The City Plan Commission will meet to consider such application on **Monday, September 30, 2024, at 4:00 p.m.** in the Council Chambers of City Hall, 400 La Crosse St., in the City of La Crosse, La Crosse County, Wisconsin (public speaking on such application is allowed).

A public hearing before the Judiciary & Administration Committee will be held on **Tuesday, October 1, 2024, at 6:00 p.m.** in the Council Chambers of City Hall, 400 La Crosse St., in the City of La Crosse, La Crosse County, Wisconsin.

Final action will be determined by the **Common Council** on **Thursday, October 10, 2024, at 6:00 p.m.** in the Council Chambers of City Hall, 400 La Crosse St., in the City of La Crosse, La Crosse County, Wisconsin.

Any person interested may appear at public hearings either in person, by agent, or by attorney, and may express their approval or objection, or file a letter in the office of the City Clerk.

The petition and/or maps relating to the above referenced amendment may be examined in the Office of the City Clerk, La Crosse City Hall, between the hours of 8:00 a.m. and 4:30 p.m. on any regular business day, holidays excepted, (by appointment) or in the Legislative Information Center which can be accessed from the City website at [www.cityoflacrosse.org](http://www.cityoflacrosse.org) (search for File 24-1203).

Dated this 11<sup>th</sup> day of September, 2024.

Nikki M. Elsen, City Clerk  
City of La Crosse

-----  
Publish: September 17 & 24, 2024  
One (1) Affidavit

**Agenda Item 24-1203 (Andrea Trane)**

AN ORDINANCE to amend Subsection 115-110 of the Code of Ordinances of the City of La Crosse by transferring certain property from the Light Industrial District to the Heavy Industrial District, allowing for reconstruction of a warehouse at 1219 Travis St.

**General Location**

On the corner of Travis St and 13<sup>th</sup> St S, one half block off West Ave S. Council District 10. Not in a neighborhood association.

**Background Information**

The property owner, Badger Corrugating, is looking to make updates to their current business campus, including an updated showroom, office space, and warehouse. To complete their project, they need to combine parcels. A requirement for combining parcels is that the zoning is consistent. Staff from planning and community risk management met with the developers and business to discuss their plans and advised them of this requirement. The option to rezone the other parcels from heavy to light industrial were discussed. Concerns regarding timing of the project due to other requirements (design review) and future uses for their business were discussed.

Of the 8 parcels on this block, the other 7 are already zoned Heavy Industrial.

**Recommendation of Other Boards and Commissions**

N/A

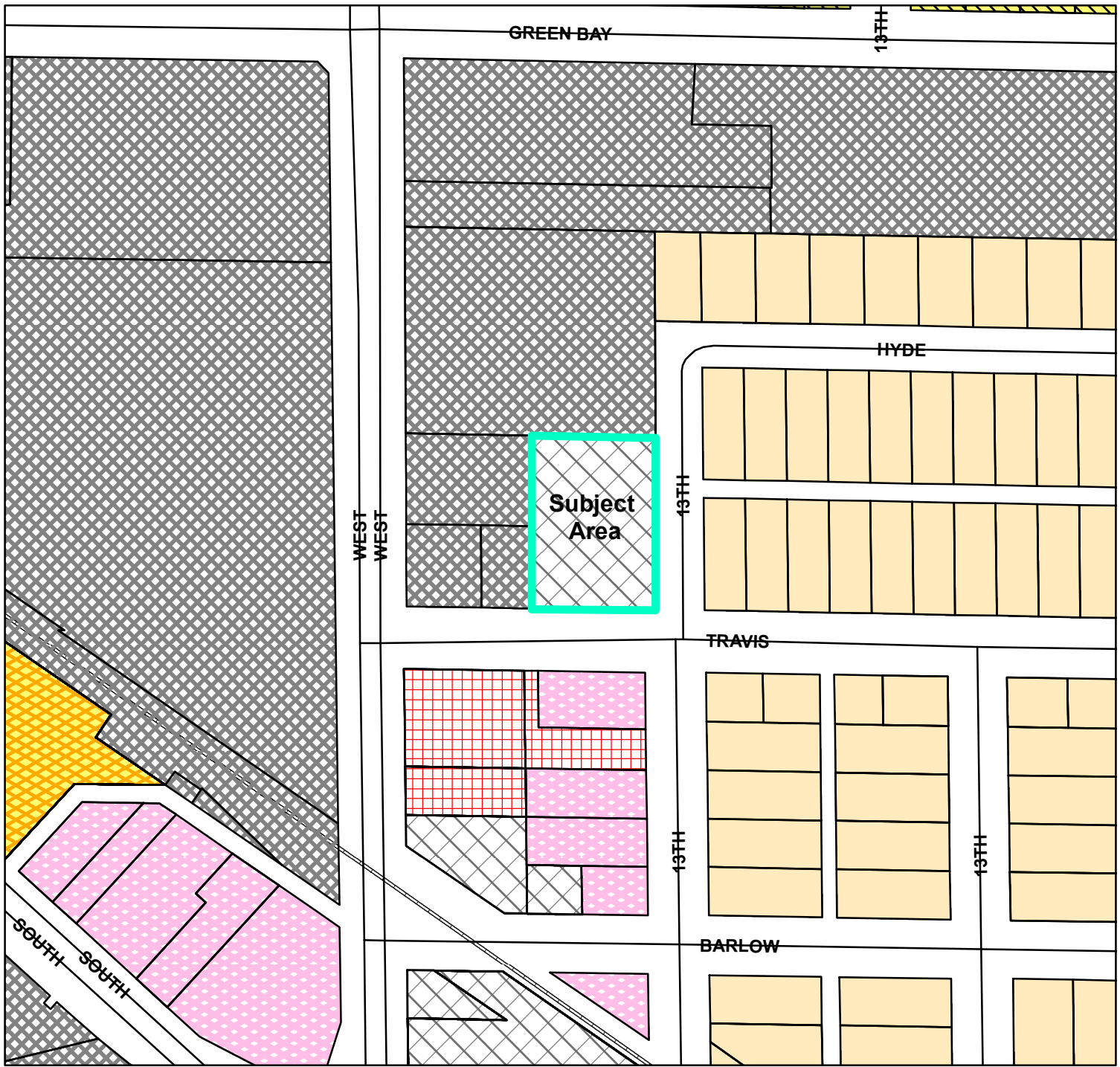
**Consistency with Adopted Comprehensive Plan**

This parcel is a part of the N-14 Spence neighborhood. Although Industrial is Undesirable, Existing Uses are Allowable.

**Staff Recommendation**

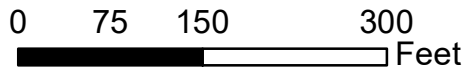
Staff recommends approval.

**Routing J&A 10.1.2024**

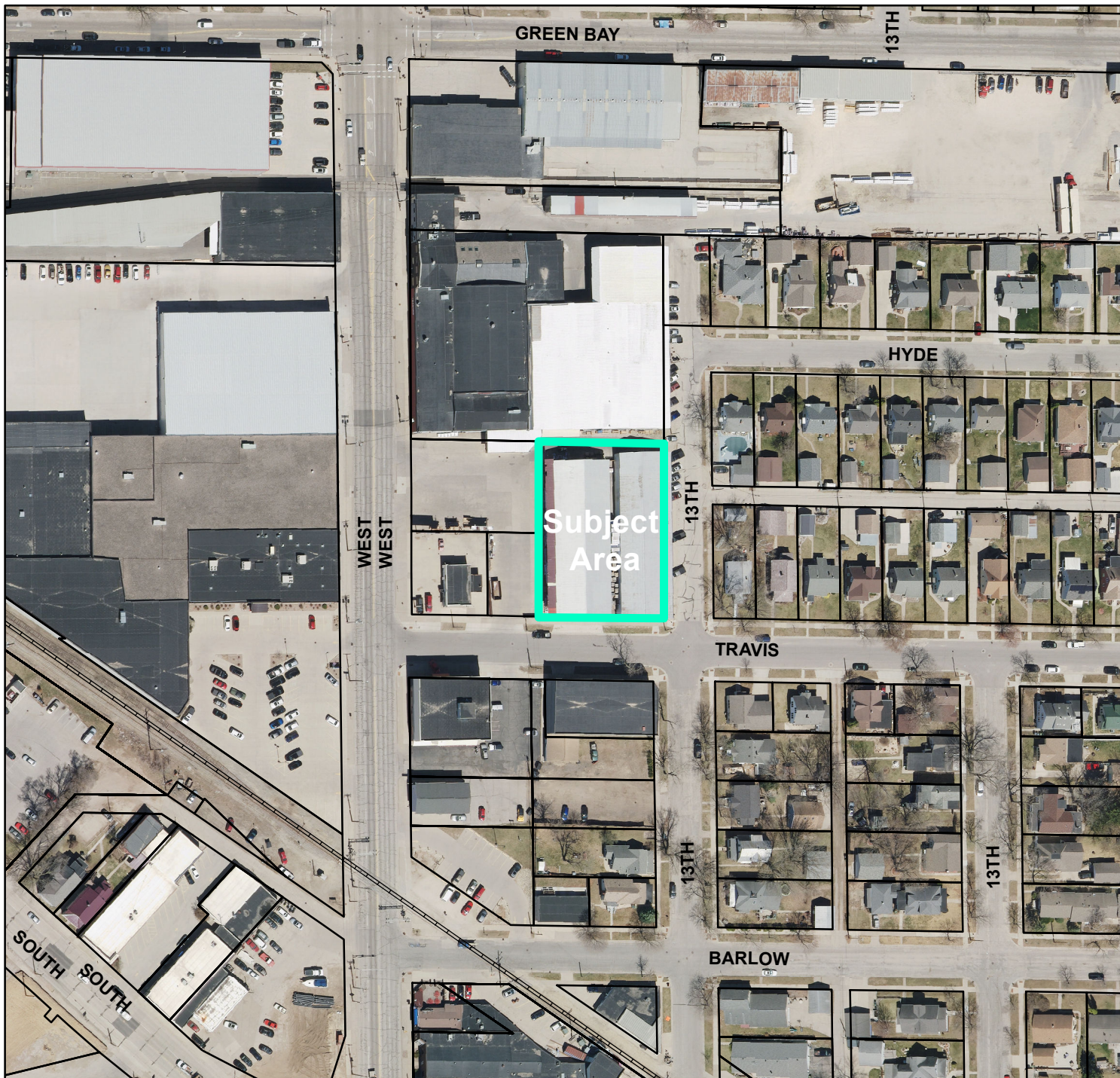


## BASIC ZONING DISTRICTS

- R1 - SINGLE FAMILY
- R2 - RESIDENCE
- WR - WASHBURN RES
- R3 - SPECIAL RESIDENCE
- R4 - LOW DENSITY MULTI
- R5 - MULTIPLE DWELLING
- R6 - SPECIAL MULTIPLE
- PD - PLANNED DEVELOP
- TND - TRAD NEIGH DEV.
- C1 - LOCAL BUSINESS
- C2 - COMMERCIAL
- C3 - COMMUNITY BUSINESS
- M1 - LIGHT INDUSTRIAL
- M2 - HEAVY INDUSTRIAL
- PS - PUBLIC & SEMI-PUBLIC
- PL - PARKING LOT
- UT - PUBLIC UTILITY
- CON - CONSERVANCY
- FW - FLOODWAY
- A1 - AGRICULTURAL
- EA - EXCLUSIVE AG
- City Limits
- SUBJECT PROPERTY

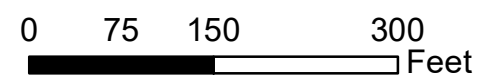






# BASIC ZONING DISTRICTS

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-  M1 - LIGHT INDUSTRIAL
-  M2 - HEAVY INDUSTRIAL
-  PS - PUBLIC & SEMI-PUBLIC
-  PL - PARKING LOT
-  UT - PUBLIC UTILITY
-  CON - CONSERVANCY
-  FW - FLOODWAY
-  A1 - AGRICULTURAL
-  EA - EXCLUSIVE AG
-  City Limits
-  SUBJECT PROPERTY





# City of La Crosse, Wisconsin

City Hall  
400 La Crosse Street  
La Crosse, WI 54601

## Text File

File Number: 24-1207

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**Agenda Date:** 10/1/2024

**Version:** 1

**Status:** New Business

**In Control:** Judiciary & Administration Committee

**File Type:** Ordinance

**Agenda Number:** 7.



ORDINANCE NO.: \_\_\_\_\_

AN ORDINANCE to amend Subsection 115-110 of the Code of Ordinances of the City of La Crosse by transferring certain property from the Local Business District to the Multiple Dwelling District, allowing for remodel of the current home into a roominghouse at 215 Copeland Ave.

THE COMMON COUNCIL of the City of La Crosse do ordain as follows:

SECTION I: Subsection 115-110 of the Code of Ordinances of the City of La Crosse is hereby amended by transferring certain property from the Local Business District to the Multiple Dwelling District on the Master Zoning Map, to-wit:

*Tax Parcel 17-10030-40; 215 Copeland Ave*

SECTION II: Should any portion of this ordinance be declared unconstitutional or invalid by a court of competent jurisdiction, the remainder of this division shall not be affected.

SECTION III: This ordinance shall take effect and be in force from and after its passage and publication.

\_\_\_\_\_  
Mitch Reynolds, Mayor

\_\_\_\_\_  
Nikki M. Elsen, City Clerk

Passed:  
Approved:  
Published:

PETITION FOR CHANGE TO ZONING  
CITY OF LA CROSSE

AMENDMENT OF ZONING DISTRICT BOUNDARIES

Petitioner (name and address):

Spenser Nickelatti  
543 Driftwood St, West Salem, WI 54609

Owner of site (name and address):

Yan Pan 215 Copeland Ave LaCrosse, WI 54603

Address of subject premises:

215 Copeland Ave, LaCrosse, WI 54603

Tax Parcel No.:

17-10030-40

Legal Description (must be a recordable legal description; see Requirements):

Southern Addition Lot 4 Block 48 EX W  
10 FT Taken For Alley In Resl Doc No 1381906  
SEE ATTACHED

Zoning District Classification:

C1 - Local Business

Proposed Zoning Classification:

R5 - Multiple Dwelling

Is the property located in a floodway/floodplain zoning district?

Yes  No

Is the property/structure listed on the local register of historic places?

Yes  No

Is the Rezoning consistent with Future Land Use Map of the Comprehensive Plan?

Yes  No

Is the Rezoning consistent with the policies of the Comprehensive Plan?

Yes  No

Property is Presently Used For:

Residential, vacant

Property is Proposed to be Used For:

Affordable Co-living housing, Multiple Dwelling R-5

Proposed Rezoning is Necessary Because (Detailed Answer):

Massive need for affordable housing, property laid out well for 10BR living

Proposed Rezoning will not be Detrimental to the Neighborhood or Public Welfare Because (Detailed Answer):

Properly screened tenant applicants with heavy owner/management involvement.

Proposed Rezoning will not be Detrimental to the City's Long Range Comprehensive Plan Goals, Objectives, Actions and Policies Because (Detailed Answer):

Already a mix of business and residential in neighborhood, high density street.

**AMENDMENT OF ZONING DISTRICT BOUNDARIES  
CITY OF LA CROSSE  
PETITION FOR CHANGE TO ZONING**

Petitioner (name and address):

[Redacted]

Owner of site (name and address):

[Redacted]

Address of subject premises:

[Redacted]

Tax Parcel No.:

[Redacted]

Legal Description (must be a recordable legal description; see Requirements):

[Redacted]

Zoning District Classification:

[Redacted]

Proposed Zoning Classification:

[Redacted]

Is the property located in a floodway/floodplain zoning district? Yes \_\_\_ No \_\_\_

Is the property/structure listed on the local register of historic places? Yes \_\_\_ No \_\_\_

Is the Rezoning consistent with Future Land Use Map of the Comprehensive Plan? Yes \_\_\_ No \_\_\_

Is the Rezoning consistent with the policies of the Comprehensive Plan? Yes \_\_\_ No \_\_\_

Property is Presently Used For:

[Redacted]

Property is Proposed to be Used For:

[Redacted]

Proposed Rezoning is Necessary Because (Detailed Answer):

[Redacted]

Proposed Rezoning will not be Detrimental to the Neighborhood or Public Welfare Because (Detailed Answer):

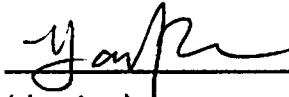
[Redacted]

Proposed Rezoning will not be Detrimental to the City's Long Range Comprehensive Plan Goals, Objectives, Actions and Policies Because (Detailed Answer):

[Redacted]

The undersigned depose and state that I/we am/are the owner of the property involved in this petition and that said property was purchased by me/us on the 15<sup>th</sup> day of February, 2008.

I hereby certify that I am the owner or authorized agent of the owner (include affidavit signed by owner) and that I have read and understand the content of this petition and that the above statements and attachments submitted hereto are true and correct to the best of my knowledge and belief.



(signature)



(telephone)

9/6/24  
(date)

(email)

**PETITIONER SHALL, BEFORE FILING, HAVE PETITION REVIEWED AND INFORMATION VERIFIED BY THE DIRECTOR OF PLANNING & DEVELOPMENT.**

Review was made on the 11<sup>th</sup> day of September, 2024

Signed: , Plan Manager  
Director of Planning & Development

The undersigned depose and state that I/we declare the owner of the property involved in this petition and that said property was purchased by me/us on the \_\_\_\_\_ day of \_\_\_\_\_

I hereby certify that I am the owner or authorized agent of the owner (include affidavit signed by owner) and that I have read and understand the content of this petition and that the above statements and attachments submitted hereto are true and correct to the best of my knowledge and belief.

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(date)

\_\_\_\_\_  
(email)

**PETITIONER SHALL, BEFORE FILING, HAVE PETITION REVIEWED AND INFORMATION VERIFIED BY THE DIRECTOR OF PLANNING & DEVELOPMENT.**

Review was made on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
Director of Planning & Development

AFFIDAVIT

STATE OF Wisconsin )  
COUNTY OF La Crosse ) ss

The undersigned, Yan Pan, being duly sworn states:

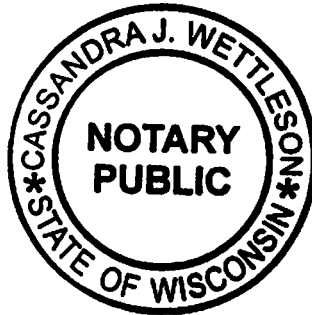
1. That the undersigned is an adult resident of the City of La Crosse, State of Wisconsin.
2. That the undersigned is (one of the) legal owner(s) of the property located at 215 Copeland Ave La Crosse WI 54603
3. By signing this affidavit, the undersigned authorizes the application for a conditional use permit/district change or amendment (circle one) for said property.



Yan Pan  
Property Owner

Subscribed and sworn to before me this 6 day of September 2024.

Cassandra J. Wettleson  
Notary Public  
My Commission expires 8-21-27.





AFFIDAVIT

STATE OF MISSISSIPPI  
COUNTY OF HANTS COUNTY

The undersigned, \_\_\_\_\_, being duly sworn states:

1. That the undersigned is an adult resident of the City of \_\_\_\_\_ State of \_\_\_\_\_
2. That the undersigned is (one of the) legal owner(s) of the property located at \_\_\_\_\_
3. By signing this affidavit, the undersigned authorizes the application for a conditional use permit/abstract change or amendment (circle one) for said property.

\_\_\_\_\_  
Property Owner

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public  
My Commission expires \_\_\_\_\_



Exterior sketch

← Alley →

Four off-street parking spots

215 Copeland house

About 7'

3'

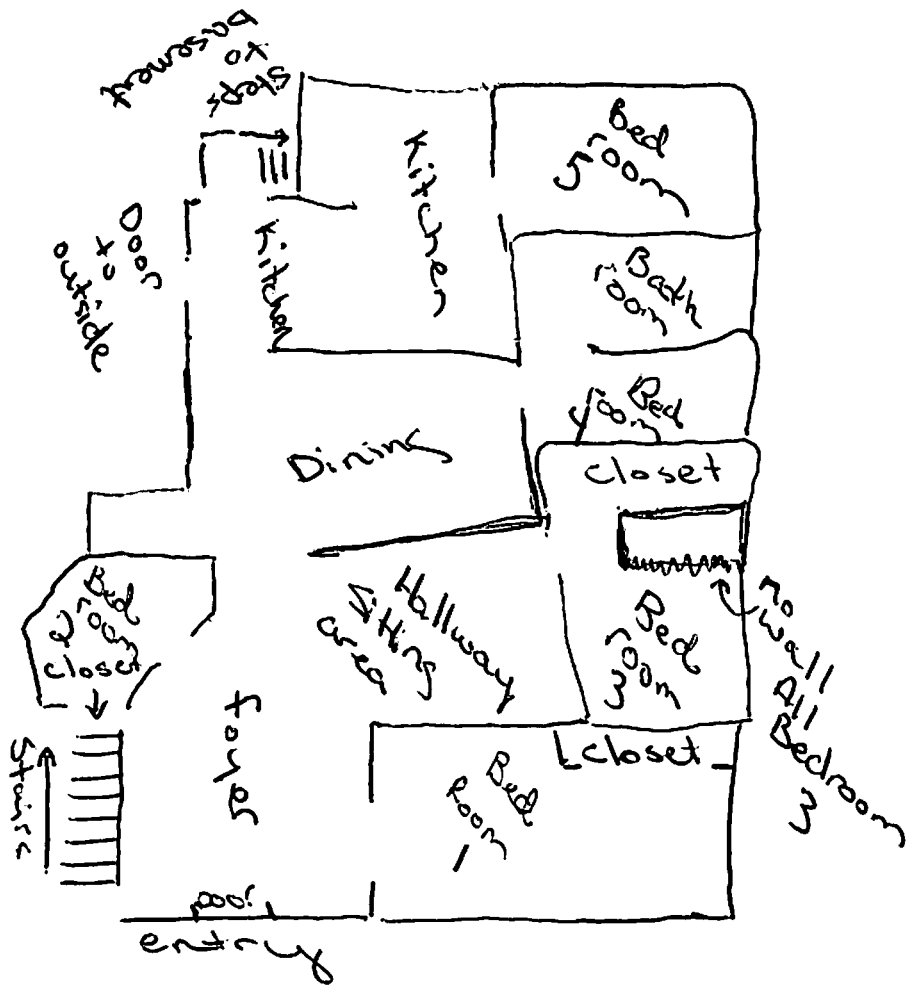
Neighbor fence

About 36'

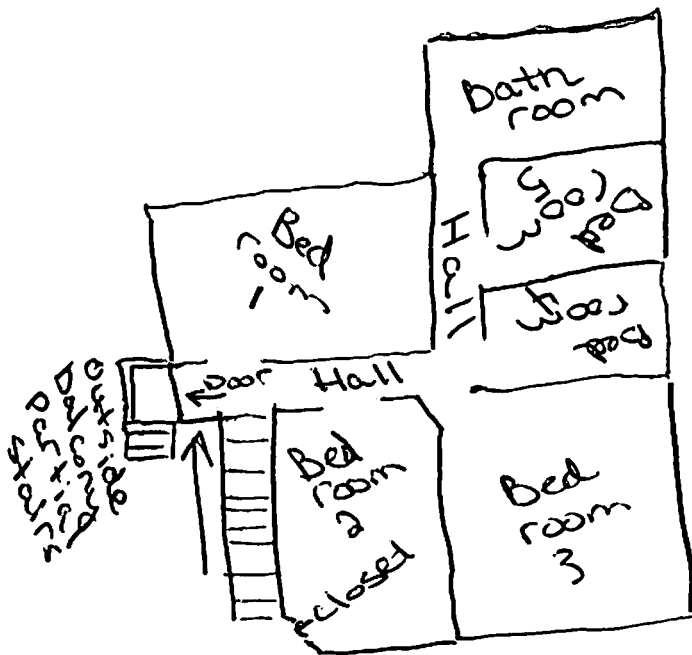
Sidewalk

Copeland Ave

# First Floor 5 Bedrooms



# 2nd Floor 5 Bedrooms





September 6, 2024

**VIA HAND DELIVERY**

Spenser Nickelatti  
543 Driftwood Street  
West Salem, WI 54669

Dear Sir or Madam:

My name is Spenser Nickelatti and I am filing the attached paperwork with the hope that my applications are approved so I may purchase the property located at 215 Copeland Avenue.

My background as a landlord is extensive. I own several area properties. I have purchased many dilapidated properties and spent millions of dollars in improvements to be able to provide affordable housing to residents of the La Crosse and surrounding area. The home that is the subject of this filing will require extensive remodeling. When finished, this property will help to fill the affordable housing gap by allowing ten citizens to rent at an affordable price and will include a shared kitchens and multiple shared bathrooms as well as all utilities and high-speed internet. The safety of the occupants is important to me. The home will include smoke detectors, carbon monoxide detectors, fire extinguishers and first aid kits. Keys will be provided to each resident allowing access to their designated room.

My property manager, Munson Realty, conducts a strict background check on all potential renters to ensure we are providing a safe environment for all who will occupy the home and those living nearby. If I am able to purchase this property, the improvements to this home and addition of affordable housing will improve the neighborhood and benefit the La Crosse community as a result.

Thank you for your consideration.

Respectfully,



Spenser Nickelatti



September 6, 2024

VIA HAND DELIVERY

Spencer Nicklati  
543 Dittwood Street  
West Salem, WI 54089

Dear Sir or Madam:

My name is Spencer Nicklati and I am filling the attached paperwork with the hope that my applications are approved so I may purchase the property located at 218 Cobland Avenue.

My background as a landlord is extensive. I own several area properties. I have purchased many dilapidated properties and spent millions of dollars in improvements to be able to provide affordable housing to residents of the La Crosse and surrounding area. The home that is the subject of this filing will require extensive remodeling. When finished, this property will help to fill the affordable housing gap by allowing non-citizens to rent an affordable place and will include a shared kitchen and multiple shared bathrooms as well as all utilities and high-speed internet. The safety of the occupants is important to me. The home will include smoke detectors, carbon monoxide detectors, fire extinguishers and first aid kits. Keys will be provided to each resident allowing access to their designated room.

My property manager, Munson Realty, conducts a strict background check on all potential renters to ensure we are providing a safe environment for all who will occupy the home and those living nearby. If I am able to purchase this property, the improvements to this home and addition of affordable housing will improve the neighborhood and benefit the La Crosse community as a result.

Thank you for your consideration.

Respectfully,

Spencer Nicklati

DOCUMENT NUMBER

# GUARDIAN'S DEED

1495091

LACROSSE COUNTY REGISTER OF DEEDS  
CHERYL A. MCBRIDE

RECORDED ON  
02/15/2008 @1:30PM

REC FEE: 11.00  
TRANSFER FEE: 300.00  
EXEMPT #:

PAGES: 1

Dawn Rootness, as guardian of  
Ronald P. Tatarek.

for a valuable consideration conveys, without warranty, to

~~xxxxxxx~~ Ri Fa Li and Yan Pan As

Joint tenants with right of survivorship

Return to:

RI FA LI  
215 Copeland Ave  
La Crosse, WI 54601

the following described real estate in La Crosse County, State of Wisconsin:

Tax Parcel No: 17-10030-040

Lot 4 in Block 48 of Southern Addition to the Village of North LaCrosse, in the City of LaCrosse, LaCrosse County, Wisconsin.

Authority of Guardian: Pursuant to court order dated December 26, 2007, Case No. 07 GN 282.

This is not homestead property.  
(is not)

Exceptions to warranties: Easements, covenants, zoning and restrictions of record, though no republication is intended herein.  
General taxes for the year 2008.

Dated this 23rd day of January, 2008.

(SEAL)

(SEAL)

Guardian

Dawn Rootness

Guardian Dawn Rootness

### AUTHENTICATION

Signature(s) \_\_\_\_\_

authenticated this \_\_\_\_\_ day of \_\_\_\_\_ 2008.

TITLE: MEMBER STATE BAR OF WISCONSIN

(if not \_\_\_\_\_  
authorized by 706.06, Wisconsin Statutes

Drafted by James T. Gull - La Crosse, WI

\* Names of persons signing in any capacity should be typed or printed below their signatures

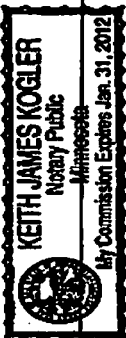
### ACKNOWLEDGEMENT

STATE OF WISCONSIN  
La Crosse COUNTY } SS

Personally came before me this 25th day of  
January, 2008 the above named  
Dawn Rootness

to me known to be the person who executed the foregoing instrument and acknowledge the same.

Notary Public State of \_\_\_\_\_  
My commission expires: Jan 31 2012



Tax Parcel	OwnerName	PROPADDCOMP	CompleteAddress	MailCityStateZip
17-10032-30	BENJAMIN NEUMANN	209 COPELAND AVE	617 MISSISSIPPI ST	LA CROSSE WI 54601
17-10029-230	CITY OF LACROSSE	301 COPELAND AVE	400 LA CROSSE ST	LA CROSSE WI 54601
17-10051-40	COULEE AUTO PROPERTIES LLC	229 ROSE ST	1612 NAKOMIS AVE	LA CROSSE WI 54603
17-10051-10	DANIEL E KUNDY	230 COPELAND AVE	230 COPELAND AVE	LA CROSSE WI 54603-3037
17-10221-60	DAVID C LAWRIE, WILLOW L LAWRIE	205 ROSE ST	205 ROSE ST	LA CROSSE WI 54603
17-10032-10	DOUGLAS A WEIDENBACH	213 COPELAND AVE	213 COPELAND AVE	LA CROSSE WI 54603
17-10295-60	GOEHNER INVESTMENTS LLC	224& 226 COPELAND AVE	1516 NAKOMIS AVE	LA CROSSE WI 54603
17-10295-80	REDEEMED CHRISTIAN CHURCH OF GOD PRINCE OF PEACE	214 COPELAND AVE	214 COPELAND AVE	LA CROSSE WI 54603
17-10295-80	GRAND RIVER VENTURES LLC	214 COPELAND AVE	W4524 KINNEY GOULEE RD N	ONALASKA WI 54650
17-10032-60	JAMES GRABINSKI REVOCABLE TRUST, HOLLY GRABINSKI REVOCABLE TRUST	157 COPELAND AVE	1091 PAWN DR	GREEN BAY WI 54313-7313
17-10224-10	JENNIFER WALKER	208 COPELAND AVE	955 OAK AVE N	ONALASKA WI 54650
17-10051-30	JOSEPH M PIETREK	518 & 520 CAR ST	201 3RD AVE E	HOLMEN WI 54636
17-10051-20	KEEGAN M KUEHL	510 CAR ST	510 CAR ST	LA CROSSE WI 54603-3036
17-10295-70	KEITH WILLIAM KAUFMANN	220 & 222 COPELAND AVE	220 COPELAND AVE	LA CROSSE WI 54603-3037
17-10037-70	LANCE R DECHANT	308 COPELAND AVE	907 AMY DR	HOLMEN WI 54636
17-10224-30	M&T HOLDINGS LLC	169 ROSE ST	N8825 FAWN MEADOW LN	HOLMEN WI 54636
17-10221-30	MARY THERESA KAST	215 ROSE ST	215 ROSE ST	LA CROSSE WI 54603-3071
17-10032-120	MASRUD MCGUIRE LLC	150 SUMNER ST	333 BUCHNER PL #225	LA CROSSE WI 54603
17-10032-20	MICHAEL S HEROLD, TERI L HEROLD	211 COPELAND AVE	211 COPELAND AVE	LA CROSSE WI 54603
17-10224-40	NEADER MOTORS ON ROSE INC	206 COPELAND AVE	145 ROSE ST	LA CROSSE WI 54603
17-10032-40	NEUMATIK LLC	205 COPELAND AVE	617 MISSISSIPPI ST	LA CROSSE WI 54601
17-10032-50	NEUMATIK LLC	165 COPELAND AVE	617 MISSISSIPPI ST	LA CROSSE WI 54601
17-10221-50	NORTH SIDE PROPERTIES LLC	213 ROSE ST	439 CENTRAL RD	LA CROSSE WI 54603
17-10030-30	PETER J MCNEILL	223 COPELAND AVE	223 COPELAND AVE	LA CROSSE WI 54603-3086
17-10030-80	RICKY G HUTSCHENREUTER	229 SUMNER ST	229 SUMNER ST	LA CROSSE WI 54603
17-10033-60	S & J PROPERTIES OF LACROSSE LLC	151 COPELAND AVE	N3498 SUNSET LN	LA CROSSE WI 54601
17-10037-80	SEAN W COPUS	302 COPELAND AVE	302 COPELAND AVE	LA CROSSE WI 54603
17-10032-70	SEVEN PROPERTIES LLC	155 COPELAND AVE	N3498 SUNSET LN	LA CROSSE WI 54601
17-10030-100	SPOCK ENTERPRISES LLC	217 SUMNER ST	313 MONITOR ST	LA CROSSE WI 54603
17-10030-110	SPOCK ENTERPRISES LLC	213 SUMNER ST	313 MONITOR ST	LA CROSSE WI 54603
17-10030-120	SPOCK ENTERPRISES LLC	213 SUMNER ST	313 MONITOR ST	LA CROSSE WI 54603
17-10030-130	SPOCK ENTERPRISES LLC	213 SUMNER ST	313 MONITOR ST	LA CROSSE WI 54603
17-10030-50	SPOCK ENTERPRISES LLC	400 CAR ST	313 MONITOR ST	LA CROSSE WI 54603
17-10030-60	SPOCK ENTERPRISES LLC	233 SUMNER ST	313 MONITOR ST	LA CROSSE WI 54603
17-10030-90	SPOCK ENTERPRISES LLC	223 SUMNER ST	313 MONITOR ST	LA CROSSE WI 54603
17-10029-250	SPOCK ENTERPRISES LLC	333 & 401 CAR ST	313 MONITOR ST	LA CROSSE WI 54603
17-10031-10	SPOCK ENTERPRISES LLC	223 SUMNER ST	313 MONITOR ST	LA CROSSE WI 54603
17-10032-110	SPOCK ENTERPRISES LLC	208 SUMNER ST	313 MONITOR ST	LA CROSSE WI 54603
17-10030-20	STEVEN T EIDE	227 & 229 COPELAND AVE	2520 LOSEY CT	LA CROSSE WI 54601-3938
17-10030-10	TASHYRA T JACKSON	231 COPELAND AVE	231 COPELAND AVE	LA CROSSE WI 54603-3086
17-10029-240	W-MONARCH PROPERTIES LLC	403 CAR ST	PO BOX 1534	LA CROSSE WI 54602-1534
17-10030-40	YAN PAN	215 COPELAND AVE	215 COPELAND AVE	LA CROSSE WI 54603
17-10224-20	YAN PAN	206 COPELAND AVE	215 COPELAND AVE	LA CROSSE WI 54603

\*Revised on 9/24/2024. Update to property owner for 214 Copeland Ave.

Properties within 300 feet of 215 Copeland Ave.

Applicant Spenser Nickelatti 543 DRIFTWOOD ST WEST SALEM WI 54669

Properties within 300 feet of 215 Copeland Ave.



**NOTICE OF HEARING ON  
AMENDMENT TO ZONING RESTRICTION**

TO WHOM IT MAY CONCERN:

NOTICE IS HEREBY GIVEN that the Common Council of the City of La Crosse, by its Judiciary & Administration Committee, will hold a public hearing on a proposed ordinance change in the zoning code as follows:

**AN ORDINANCE to amend Subsection 115-110 of the Code of Ordinances of the City of La Crosse by transferring certain property from the Local Business District to the Multiple Dwelling District, allowing for remodel of the current home into a roominghouse at 215 Copeland Ave.**

**Property is presently: vacant residential**

**Property is proposed to be used as: roominghouse**

**Rezoning is necessary to: allow for remodel into affordable multiple dwelling housing**

*Tax Parcel 17-10030-40; 215 Copeland Ave*

The City Plan Commission will meet to consider such application on **Monday, September 30, 2024, at 4:00 p.m.** in the Council Chambers of City Hall, 400 La Crosse St., in the City of La Crosse, La Crosse County, Wisconsin (public speaking on such application is allowed).

A public hearing before the Judiciary & Administration Committee will be held on **Tuesday, October 1, 2024, at 6:00 p.m.** in the Council Chambers of City Hall, 400 La Crosse St., in the City of La Crosse, La Crosse County, Wisconsin.

Final action will be determined by the **Common Council on Thursday, October 10, 2024, at 6:00 p.m.** in the Council Chambers of City Hall, 400 La Crosse St., in the City of La Crosse, La Crosse County, Wisconsin.

Any person interested may appear at public hearings either in person, by agent, or by attorney, and may express their approval or objection, or file a letter in the office of the City Clerk.

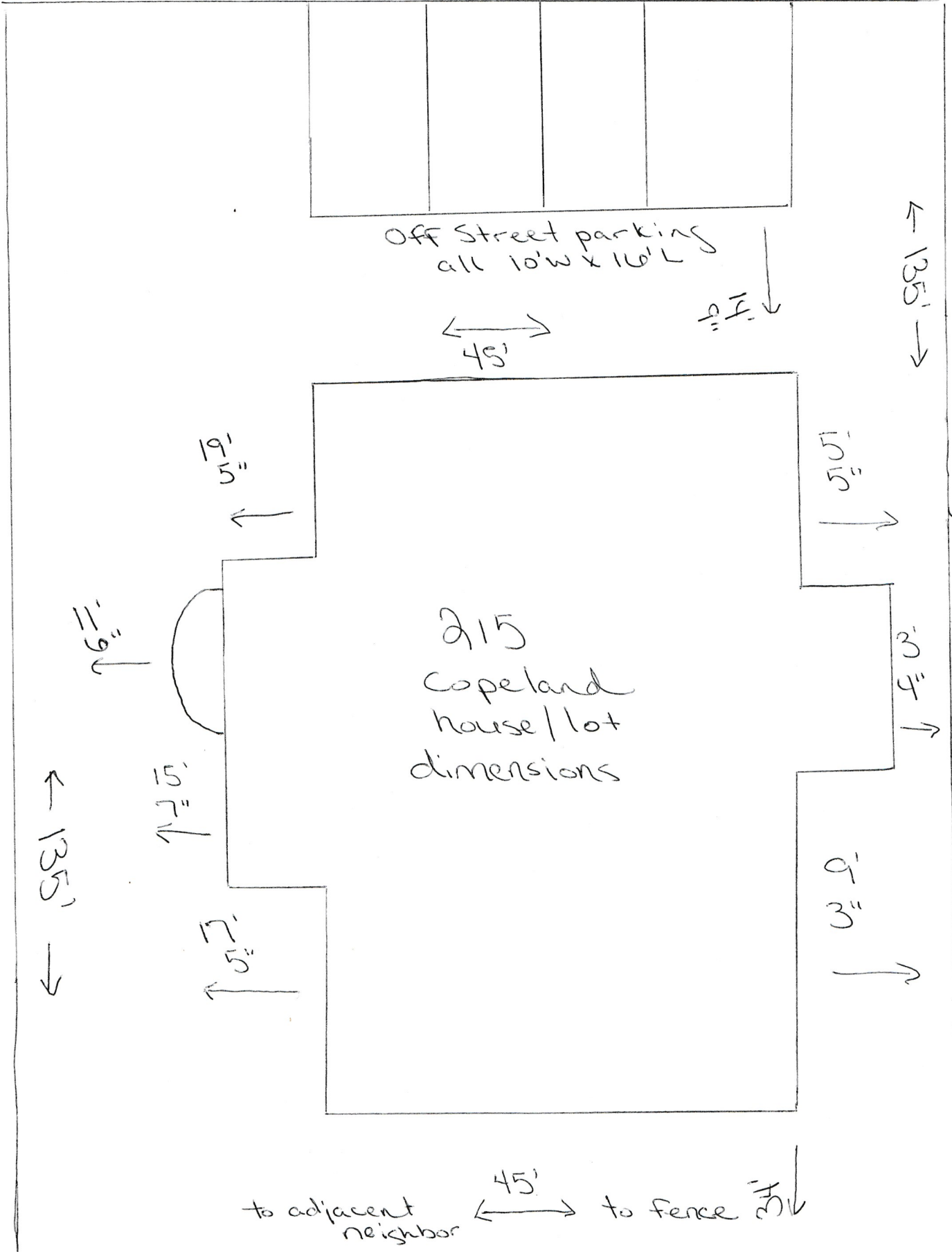
The petition and/or maps relating to the above referenced amendment may be examined in the Office of the City Clerk, La Crosse City Hall, between the hours of 8:00 a.m. and 4:30 p.m. on any regular business day, holidays excepted, (by appointment) or in the Legislative Information Center which can be accessed from the City website at [www.cityoflacrosse.org](http://www.cityoflacrosse.org) (search for File 24-1207).

Dated this 11<sup>th</sup> day of September, 2024.

Nikki M. Elsen, City Clerk  
City of La Crosse

-----  
Publish: September 17 & 24, 2024  
One (1) Affidavit

← Alley →



Off Street parking  
all 10'w x 16'L

45'

17' 9"

← 135' →

19' 5"

10' 5"

Neighbor's Fence 8ft high (wooden)

215  
Copeland  
house / lot  
dimensions

2' 5"

6' 9"

← 135' →

15'

3' 9"

17' 5"

to adjacent neighbor

45'

to fence 3' 9"

Sidewalk

Copeland Ave



**Agenda Item 24-1207 (Tim Acklin)**

AN ORDINANCE to amend Subsection 115-110 of the Code of Ordinances of the City of La Crosse by transferring certain property from the Local Business District to the Multiple Dwelling District, allowing for remodel of the current home into a roominghouse at 215 Copeland Ave.

**General Location**

Council District 3, block bounded by Copeland Ave, Car, Sumner, and Monitor Streets as depicted on attached Map 24-1207. Parcel is in Lower Northside & Depot Neighborhood Association. Surrounding land uses within a two-block radius are industrial to the west, industrial and residential to the north, residential and commercial to the east and south. Residential is mostly single-family homes but does include several duplexes. There are some larger multi-family buildings.

**Background Information**

This item is related to agenda Item #24-1208. The applicant is requesting to rezone the subject property to the Multiple Dwelling zoning district to convert the existing house into a ten (10) bedroom rooming house. The applicant is also requesting approval of a Conditional Use Permit to permit a rooming house in this zoning district. (24-1208)

The applicant states that they would purchase the house and invest in its renovation to a rooming house with ten bedrooms sharing one kitchen and two bathrooms. The existing house currently has ten bedrooms. The applicant also states that they intend for this project to provide additional affordable housing options to La Crosse residents.

Plans indicate that only four (4) off-street parking spaces are being provided. Off-Street parking requirements for rooming houses are one space for every two beds, plus one space for every three employees. Since there are no on-site employees and 10 beds the off-street requirement for the proposed use will be five (5) parking spaces.

**Recommendation of Other Boards and Commissions.**

N/A

**Consistency with Adopted Comprehensive Plan**

This property is located within the Highway Route 53 Corridor (C-3) in the Comprehensive Plan. The land use category for the proposed rooming house would be considered "Low Density Residential" which is considered "Acceptable" in this area.

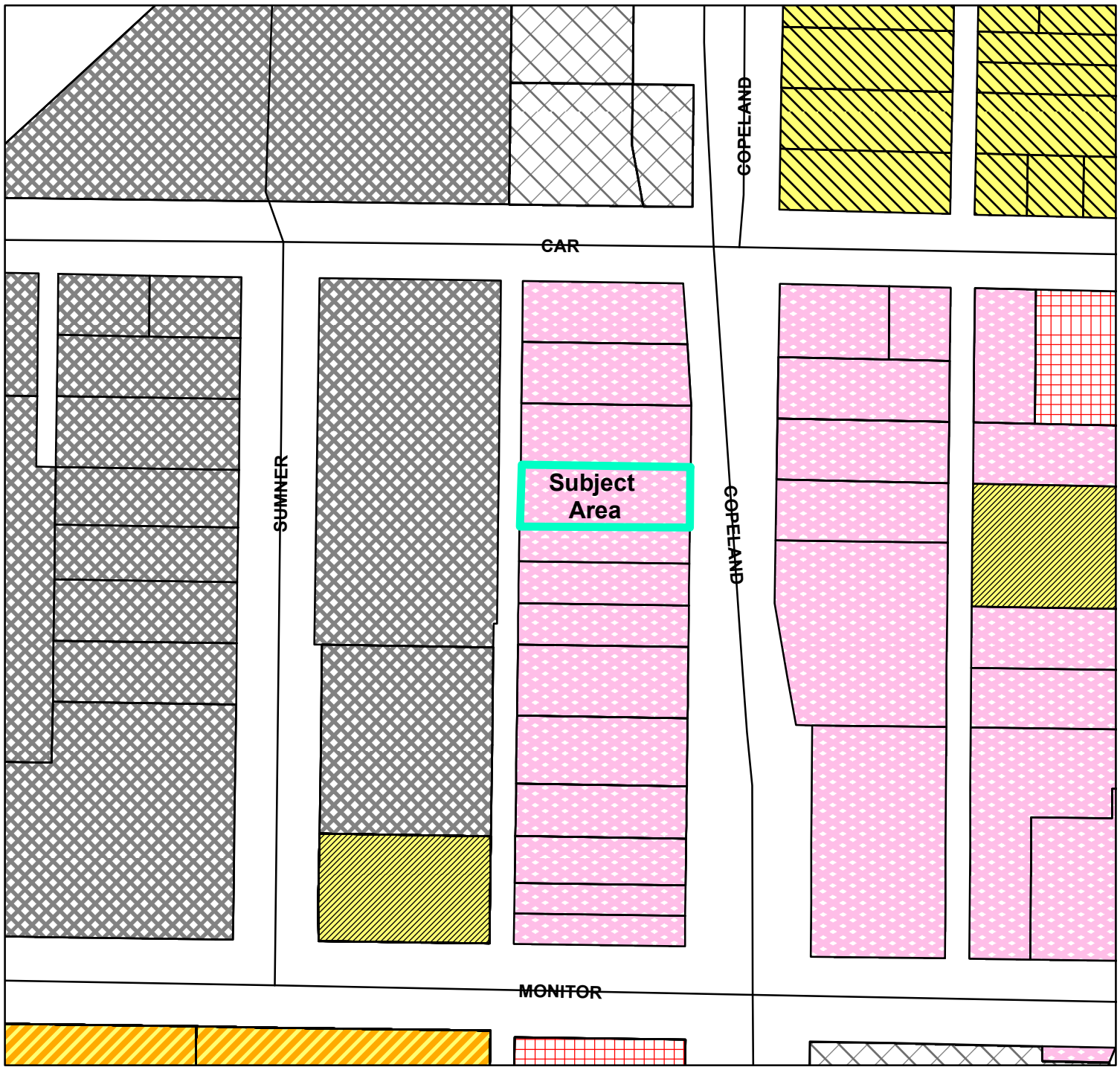
This property is adjacent to Pulse Node D (Monitor Street) in the Hwy 53 Corridor Master Plan which calls for transitional residential densities adjacent to single family housing. A ten-bedroom rooming house along a major arterial/State Hwy would be considered transitional residential.

**Staff Recommendation**

Staff has no concerns with transitioning the current house to a rooming house. This type of residential allows for the existing single-unit home to remain rather than demolishing it for what would likely be a larger multi-family structure which has been opposed along this corridor in the past. Staff acknowledges that there is not enough off-street parking being provided for each tenant however, there is quite a lot of on-street parking available along both sides of Copeland Ave. Since the applicant will be short one required parking space they will need to apply for a variance from the Board of Zoning Appeals. Since both sides of Copeland Ave between Car and Monitor Streets are all zoned C1-Local Business, rezoning this parcel to R5-Multiple Dwelling may be considered spot zoning. However, since the majority of the block (13 of 19 parcels) is used for residential and rezoning this parcel to residential is consistent with the comprehensive plan it would not be an example of spot zoning.

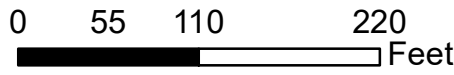
**This item is recommended for approval.**

**Routing** J&A 10.1.2024

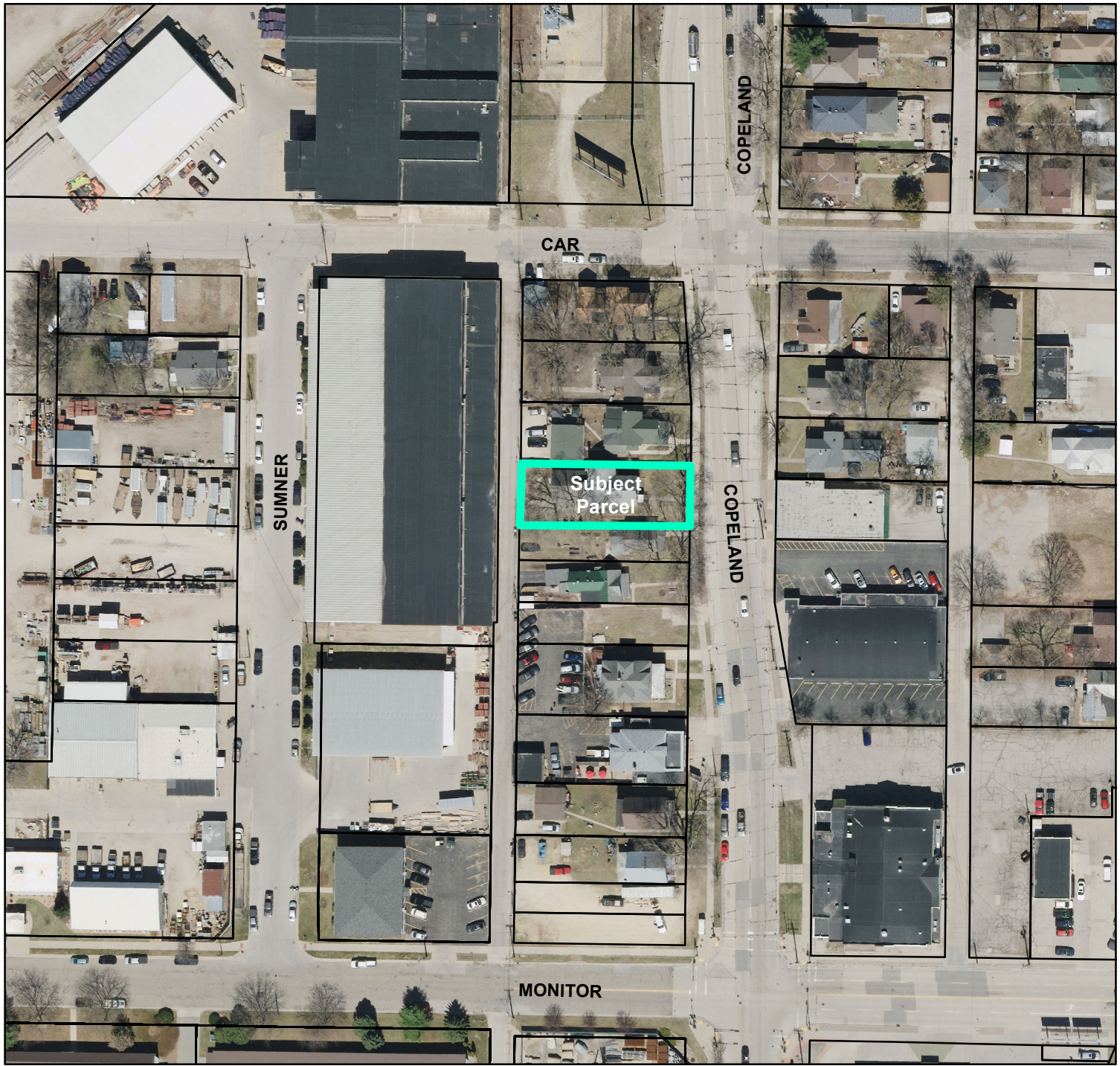


## BASIC ZONING DISTRICTS





















- R1 - SINGLE FAMILY
- R2 - RESIDENCE
- WR - WASHBURN RES
- R3 - SPECIAL RESIDENCE
- R4 - LOW DENSITY MULTI
- R5 - MULTIPLE DWELLING
- R6 - SPECIAL MULTIPLE
- PD - PLANNED DEVELOP
- TND - TRAD NEIGH DEV.
- C1 - LOCAL BUSINESS
- C2 - COMMERCIAL
- C3 - COMMUNITY BUSINESS
- M1 - LIGHT INDUSTRIAL
- M2 - HEAVY INDUSTRIAL
- PS - PUBLIC & SEMI-PUBLIC
- PL - PARKING LOT
- UT - PUBLIC UTILITY
- CON - CONSERVANCY
- FW - FLOODWAY
- A1 - AGRICULTURAL
- EA - EXCLUSIVE AG
- City Limits
- SUBJECT PROPERTY

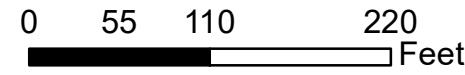






# BASIC ZONING DISTRICTS

-  R1 - SINGLE FAMILY
-  R2 - RESIDENCE
-  WR - WASHBURN RES
-  R3 - SPECIAL RESIDENCE
-  R4 - LOW DENSITY MULTI
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-  FW - FLOODWAY
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-  EA - EXCLUSIVE AG
-  City Limits
-  SUBJECT PROPERTY





# City of La Crosse, Wisconsin

City Hall  
400 La Crosse Street  
La Crosse, WI 54601

## Text File

File Number: 24-1208

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**Agenda Date:** 10/1/2024

**Version:** 1

**Status:** New Business

**In Control:** Judiciary & Administration Committee

**File Type:** Application

**Agenda Number:** 8.



**CONDITIONAL USE PERMIT APPLICATION**

Applicant (name and address):

Spenser Nickelatti  
543 Driftwood St, West Salem, WI 54609

Owner of property (name and address), if different than Applicant:

Yan Pan  
215 Copeland Ave La Crosse, WI 54603

Architect (name and address), if applicable:

\_\_\_\_\_

Professional Engineer (name and address), if applicable:

\_\_\_\_\_

Contractor (name and address), if applicable:

TBD

Address(es) of subject parcel(s): 215 Copeland Ave, La Crosse, WI 54603

Tax Parcel Number(s): 17-10030-40

Legal Description (must be a recordable legal description; see Requirements): Southern

Addition Lot 4 Block 48 EX W 10 FT Taken For Alley  
In Resl Dec No 1381906 - SEE ATTACHED

Zoning District Classification: C1 - Local Business - App submitted to rezone to RS - Multiple Dwelling

A Conditional Use Permit is required per La Crosse Municipal Code Sec. 115- 343(1)

If the use is defined in Sec.:

- 115-347(6)(c)(1) or (2), see "" on the next page.
- 115-353 or 356, see "" on the next page.

Is the property/structure listed on the local register of historic places? Yes \_\_\_\_\_ No X

Description of subject site and **CURRENT** use: Currently a vacant  
10BR house. Rough shape in need of  
extensive remodeling

Description of **PROPOSED** site and operation/use (detailed plan of the proposed site):

Affordable housing in the form of co-living.  
10BRs with shared spaces

Type of Structure proposed: Multi-dwelling R-5

Number of **current** employees, if applicable: -

Number of **proposed** employees, if applicable: -

Number of **current** off-street parking spaces: 4

Number of **proposed** off-street parking spaces: 4



**\* If the proposed use is defined in Sec. 115-347(6)(c)**

\_\_\_\_\_ (1) and is proposed to have 3 or more employees at one time, a 500-foot notification is required and off-street parking shall be provided. Will there be 3 or more employees at one time? Y\_\_ N

*12/21/11* or  
\_\_\_\_\_ (2) a 500-foot notification is required and off-street parking is required.

Where the side or rear lot line abuts or is located across an alley from any residential zoning district, abutting residential property owners shall be notified of the privacy fence provision by the City Clerk.

Any Conditional Use Permit required pursuant Sec. 115-347(6) shall be recorded with the La Crosse County Register of Deeds at the owner's expense.

**\*\*If the proposed use is defined in Sec. 115-353 or 115-356, abutting property owners shall be notified of the privacy fence provision by the City Clerk.**

Check here if proposed operation or use will be a parking lot: \_\_\_\_\_

Check here if proposed operation or use will be green space: \_\_\_\_\_

Applicant/property owner may be subject to a payment in lieu of taxes for a period of twenty (20) years or until the property tax valuation of any new structure or improvements is equal to or greater than the base year valuation of the improvement or structure being demolished.

In accordance with Sec. 115-356 of the La Crosse Municipal Code, a Conditional Use Permit is required for demolition or moving permits if the application does not include plans for a replacement structure of equal or greater value. **Any such replacement structure shall be completed within two (2) years of the issuance of any demolition or moving permit.**

If the above paragraph is applicable, the Conditional Use Permit shall be recorded with the La Crosse County Register of Deeds and should the applicant not complete the replacement structure of equal or greater value within two (2) years of the issuance of any demolition/moving permit, the applicant or property owner shall be subject to a forfeiture of up to \$5,000 per day for each day not completed.

**CERTIFICATION:** I hereby certify that I am the owner of the subject parcel(s) or authorized agent and that I have read and understand the content of this application and that the above statements and attachments submitted hereto are true and correct to the best of my knowledge and belief.

*[Signature]*  
\_\_\_\_\_  
(signature) (date)

\_\_\_\_\_  
(telephone) (email)



STATE OF WISCONSIN )  
 )ss.  
COUNTY OF LA CROSSE )

Personally appeared before me this 6 day of September, 2024, the above named individual, to me known to be the person who executed the foregoing instrument and acknowledged the same.

*Cassandra J. Wettleson*  
\_\_\_\_\_  
Notary Public  
My Commission Expires: 8-21-27

**Applicant shall, before filing with the City Clerk's Office, have this application reviewed and the information verified by the Director of Planning & Development.**

Review was made on the 11<sup>th</sup> day of September, 2024.

Signed: [Signature], Plan Manager  
\_\_\_\_\_  
Director of Planning & Development



**AFFIDAVIT OF OWNER**

STATE OF Wisconsin )  
COUNTY OF La Crosse ) ss

The undersigned, Yan Pan, being duly  
(owner of subject parcel(s) for Conditional Use)

sworn states:

1. That the undersigned is an adult resident of the City of La Crosse,  
State of Wisconsin.
2. That the undersigned is a/the legal owner of the property located at:  
215 Copeland Ave La Crosse WI 54603  
(address of subject parcel for Conditional Use)
3. By signing this affidavit, the undersigned property owner authorizes the application for a  
conditional use permit/district change or amendment (circle one) for said property.



Yan Pan  
Property Owner

Subscribed and sworn to before me this 6 day of September, 20 24.

Cassandra J. Wettleson

Notary Public  
My Commission expires 8-21-27.



September 6, 2024

**VIA HAND DELIVERY**

Spenser Nickelatti  
543 Driftwood Street  
West Salem, WI 54669

Dear Sir or Madam:

My name is Spenser Nickelatti and I am filing the attached paperwork with the hope that my applications are approved so I may purchase the property located at 215 Copeland Avenue.

My background as a landlord is extensive. I own several area properties. I have purchased many dilapidated properties and spent millions of dollars in improvements to be able to provide affordable housing to residents of the La Crosse and surrounding area. The home that is the subject of this filing will require extensive remodeling. When finished, this property will help to fill the affordable housing gap by allowing ten citizens to rent at an affordable price and will include a shared kitchens and multiple shared bathrooms as well as all utilities and high-speed internet. The safety of the occupants is important to me. The home will include smoke detectors, carbon monoxide detectors, fire extinguishers and first aid kits. Keys will be provided to each resident allowing access to their designated room.

My property manager, Munson Realty, conducts a strict background check on all potential renters to ensure we are providing a safe environment for all who will occupy the home and those living nearby. If I am able to purchase this property, the improvements to this home and addition of affordable housing will improve the neighborhood and benefit the La Crosse community as a result.

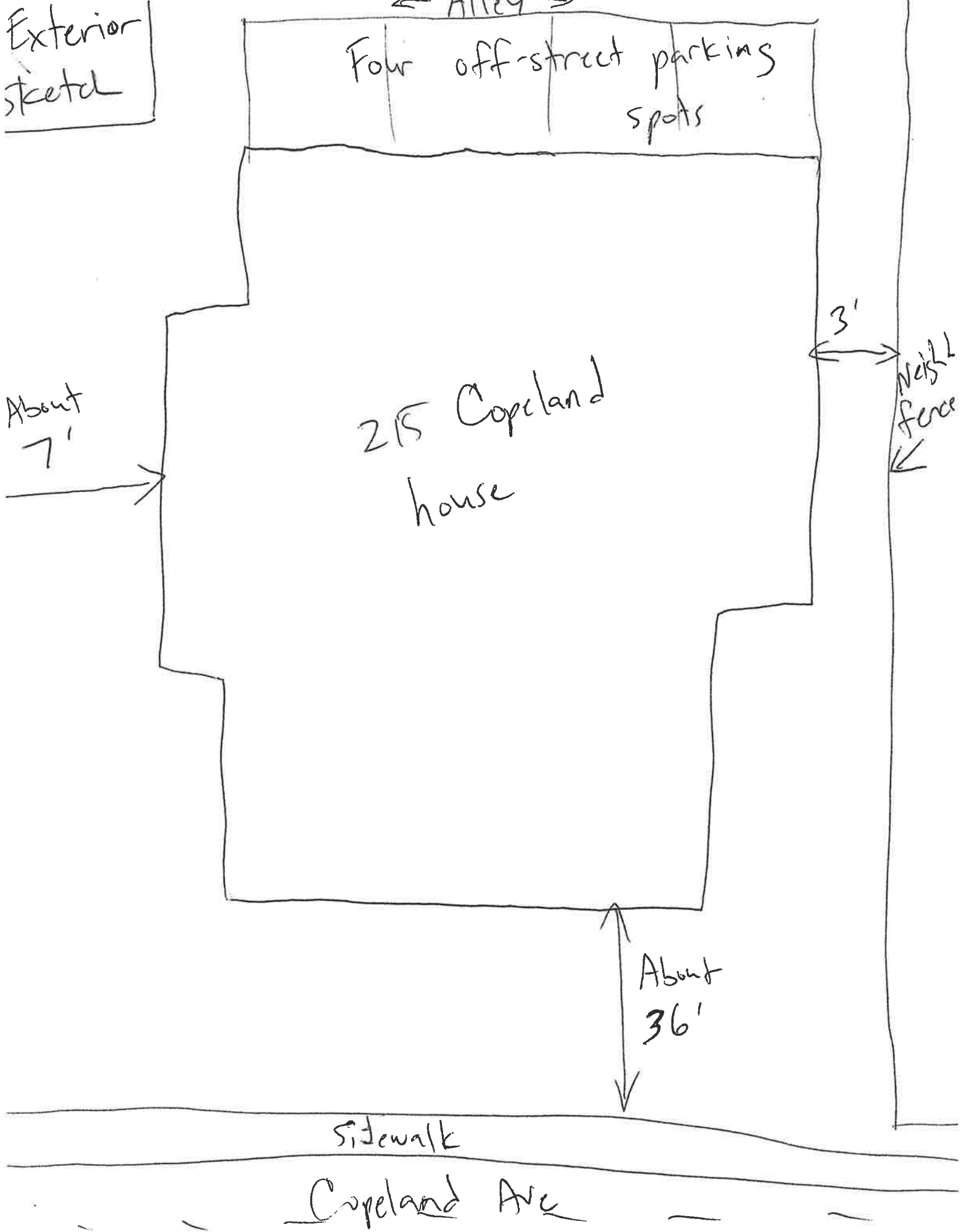
Thank you for your consideration.

Respectfully,



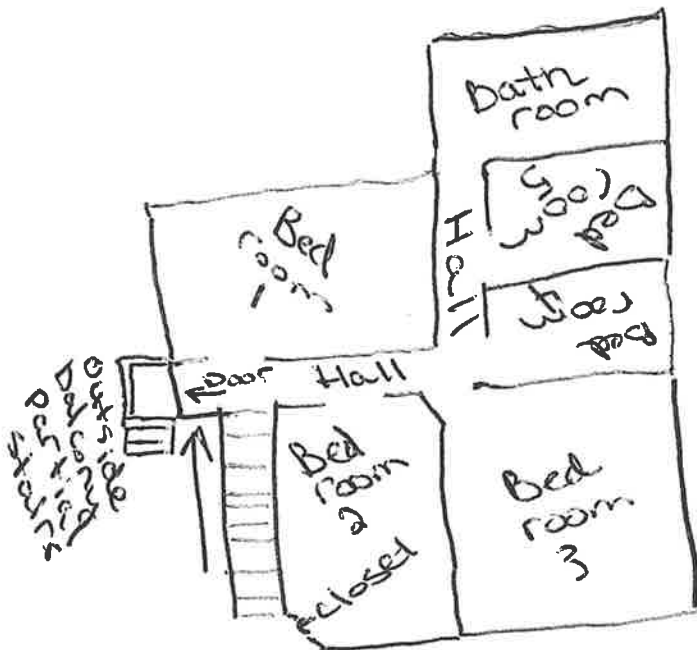
Spenser Nickelatti

Exterior sketch





# 2nd Floor 5 Bed rooms







DOCUMENT NUMBER

# GUARDIAN'S DEED

1495091

LACROSSE COUNTY  
REGISTER OF DEEDS  
CHERYL A. MCBRIDE

RECORDED ON  
02/15/2008 01:30PM

REC FEE: 11.00  
TRANSFER FEE: 300.00  
EXEMPT #:

PAGES: 1

Dawn Rootness, as guardian of  
Ronald P. Taterek,

for a valuable consideration conveys, without warranty, to  
~~xxxxxxx~~ Ri Fa Li and Yan Pan AS

Joint tenants with right of survivorship

Return to:  
RI FA LI  
215 Copeland Ave  
La Crosse, WI 54601

the following described real estate in La Crosse County, State of Wisconsin:

Tax Parcel No: 17-10030-040

Lot 4 in Block 48 of Southern Addition to the Village of North LaCrosse, in the City of LaCrosse, LaCrosse County, Wisconsin.

**Authority of Guardian:** Pursuant to court order dated December 26, 2007, Case No. 07 GN 282.

This is not homestead property.  
(is not)

**Exceptions to warranties:** Easements, covenants, zoning and restrictions of record, though no republication is intended herein. General taxes for the year 2008.

Dated this 25th day of January, 2008.

\_\_\_\_\_  
(SEAL)

Dawn Rootness  
\_\_\_\_\_  
(SEAL)  
\* Dawn Rootness  
Guardian Conservator

**Guardian**

### AUTHENTICATION

Signature(s) \_\_\_\_\_

authenticated this \_\_\_\_\_ day of \_\_\_\_\_ 2008.

**TITLE: MEMBER STATE BAR OF WISCONSIN**

(If not authorized by 706.06, Wisconsin Statutes

Drafted by James T. Gull - La Crosse, WI

\* Names of persons signing in any capacity should be typed or printed below their signatures

### ACKNOWLEDGEMENT

STATE OF WISCONSIN }  
\_\_\_\_\_  
COUNTY } SS

Personally came before me this 25th day of January, 2008 the above named  
Dawn Rootness

to me known to be the person who executed the foregoing instrument and acknowledge the same.

Notary Public State of \_\_\_\_\_  
My commission expires: Jan 31 2012



Tax Parcel	OwnerName	PROPADDCOMP	CompleteAddress	MailCityStateZip
17-10032-30	BENJAMIN NEUMANN	209 COPELAND AVE	617 MISSISSIPPI ST	LA CROSSE WI 54601
17-10029-230	CITY OF LACROSSE	301 COPELAND AVE	400 LA CROSSE ST	LA CROSSE WI 54601
17-10051-40	COULEE AUTO PROPERTIES LLC	229 ROSE ST	1612 NAKOMIS AVE	LA CROSSE WI 54603
17-10051-10	DANIEL E KUNDY	230 COPELAND AVE	230 COPELAND AVE	LA CROSSE WI 54603-3037
17-10221-60	DAVID C LAWRIE, WILLOW L LAWRIE	205 ROSE ST	205 ROSE ST	LA CROSSE WI 54603
17-10032-10	DOUGLAS A WEIDENBACH	213 COPELAND AVE	213 COPELAND AVE	LA CROSSE WI 54603
17-10295-60	GOEHNER INVESTMENTS LLC	224& 226 COPELAND AVE	1516 NAKOMIS AVE	LA CROSSE WI 54603
17-10295-80	REDEEMED CHRISTIAN CHURCH OF GOD PRINCE OF PEACE	214 COPELAND AVE	214 COPELAND AVE	LA CROSSE WI 54603
17-10295-80	GRAND RIVER VENTURES LLC	214 COPELAND AVE	W4524 KINNEY GOULEE RD N	ONALASKA WI 54650
17-10032-60	JAMES GRABINSKI REVOCABLE TRUST, HOLLY GRABINSKI REVOCABLE TRUST	157 COPELAND AVE	1091 PAWN DR	GREEN BAY WI 54313-7313
17-10224-10	JENNIFER WALKER	208 COPELAND AVE	955 OAK AVE N	ONALASKA WI 54650
17-10051-30	JOSEPH M PIETREK	518 & 520 CAR ST	201 3RD AVE E	HOLMEN WI 54636
17-10051-20	KEEGAN M KUEHL	510 CAR ST	510 CAR ST	LA CROSSE WI 54603-3036
17-10295-70	KEITH WILLIAM KAUFMANN	220 & 222 COPELAND AVE	220 COPELAND AVE	LA CROSSE WI 54603-3037
17-10037-70	LANCE R DECHANT	308 COPELAND AVE	907 AMY DR	HOLMEN WI 54636
17-10224-30	M&T HOLDINGS LLC	169 ROSE ST	N8825 FAWN MEADOW LN	HOLMEN WI 54636
17-10221-30	MARY THERESA KAST	215 ROSE ST	215 ROSE ST	LA CROSSE WI 54603-3071
17-10032-120	MASRUD MCGUIRE LLC	150 SUMNER ST	333 BUCHNER PL #225	LA CROSSE WI 54603
17-10032-20	MICHAEL S HEROLD, TERI L HEROLD	211 COPELAND AVE	211 COPELAND AVE	LA CROSSE WI 54603
17-10224-40	NEADER MOTORS ON ROSE INC	206 COPELAND AVE	145 ROSE ST	LA CROSSE WI 54603
17-10032-40	NEUMATIK LLC	205 COPELAND AVE	617 MISSISSIPPI ST	LA CROSSE WI 54601
17-10032-50	NEUMATIK LLC	165 COPELAND AVE	617 MISSISSIPPI ST	LA CROSSE WI 54601
17-10221-50	NORTH SIDE PROPERTIES LLC	213 ROSE ST	439 CENTRAL RD	LA CROSSE WI 54603
17-10030-30	PETER J MCNEILL	223 COPELAND AVE	223 COPELAND AVE	LA CROSSE WI 54603-3086
17-10030-80	RICKY G HUTSCHENREUTER	229 SUMNER ST	229 SUMNER ST	LA CROSSE WI 54603
17-10033-60	S & J PROPERTIES OF LACROSSE LLC	151 COPELAND AVE	N3498 SUNSET LN	LA CROSSE WI 54601
17-10037-80	SEAN W COPUS	302 COPELAND AVE	302 COPELAND AVE	LA CROSSE WI 54603
17-10032-70	SEVEN PROPERTIES LLC	155 COPELAND AVE	N3498 SUNSET LN	LA CROSSE WI 54601
17-10030-100	SPOCK ENTERPRISES LLC	217 SUMNER ST	313 MONITOR ST	LA CROSSE WI 54603
17-10030-110	SPOCK ENTERPRISES LLC	213 SUMNER ST	313 MONITOR ST	LA CROSSE WI 54603
17-10030-120	SPOCK ENTERPRISES LLC	213 SUMNER ST	313 MONITOR ST	LA CROSSE WI 54603
17-10030-130	SPOCK ENTERPRISES LLC	213 SUMNER ST	313 MONITOR ST	LA CROSSE WI 54603
17-10030-50	SPOCK ENTERPRISES LLC	400 CAR ST	313 MONITOR ST	LA CROSSE WI 54603
17-10030-60	SPOCK ENTERPRISES LLC	233 SUMNER ST	313 MONITOR ST	LA CROSSE WI 54603
17-10030-90	SPOCK ENTERPRISES LLC	223 SUMNER ST	313 MONITOR ST	LA CROSSE WI 54603
17-10029-250	SPOCK ENTERPRISES LLC	333 & 401 CAR ST	313 MONITOR ST	LA CROSSE WI 54603
17-10031-10	SPOCK ENTERPRISES LLC	223 SUMNER ST	313 MONITOR ST	LA CROSSE WI 54603
17-10032-110	SPOCK ENTERPRISES LLC	208 SUMNER ST	313 MONITOR ST	LA CROSSE WI 54603
17-10030-20	STEVEN T EIDE	227 & 229 COPELAND AVE	2520 LOSEY CT	LA CROSSE WI 54601-3938
17-10030-10	TASHYRA T JACKSON	231 COPELAND AVE	231 COPELAND AVE	LA CROSSE WI 54603-3086
17-10029-240	W-MONARCH PROPERTIES LLC	403 CAR ST	PO BOX 1534	LA CROSSE WI 54602-1534
17-10030-40	YAN PAN	215 COPELAND AVE	215 COPELAND AVE	LA CROSSE WI 54603
17-10224-20	YAN PAN	206 COPELAND AVE	215 COPELAND AVE	LA CROSSE WI 54603

\*Revised on 9/24/2024. Update to property owner for 214 Copeland Ave.

Properties within 300 feet of 215 Copeland Ave.

Applicant Spenser Nickelatti 543 DRIFTWOOD ST WEST SALEM WI 54669



**NOTICE OF HEARING ON  
APPLICATION FOR A CONDITIONAL USE PERMIT**

TO WHOM IT MAY CONCERN:

Notice is hereby given that the Common Council of the City of La Crosse, by its Judiciary & Administration Committee, will hold a public hearing upon the application of **Spenser Nickelatti** for the issuance of a Conditional Use Permit under Sec. 115-343(1) of the Municipal Code of Ordinances of the City of La Crosse **allowing for a roominghouse.**

Said property is generally located at **215 Copeland Ave** and is further described as follows: *Tax Parcel 17-10030-40*

The City Plan Commission will meet to consider such application on **Monday, September 30, at 4:00 p.m.** in the Council Chambers of City Hall, 400 La Crosse St., in the City of La Crosse, La Crosse County, Wisconsin (public speaking on such application is allowed).

A public hearing before the Judiciary & Administration Committee will be held on **Tuesday, October 1, 2024, at 6:00 p.m.** in the Council Chambers of City Hall, 400 La Crosse St., in the City of La Crosse, La Crosse County, Wisconsin.

Final action will be determined by the **Common Council** on **Thursday, October 10, 2024, at 6:00 p.m.** in the Council Chambers of City Hall, 400 La Crosse St., in the City of La Crosse, La Crosse County, Wisconsin.

Any person interested may appear at public hearings either in person, by agent, or by attorney, and may express their approval or objection, or file a letter in the office of the City Clerk.

The application and supporting documentation may be examined in the Office of the City Clerk, La Crosse City Hall, between the hours of 8:00 a.m. and 4:30 p.m. on any regular business day, holidays excepted, or in the Legislative Information Center which can be accessed from the City website at [www.cityoflacrosse.org](http://www.cityoflacrosse.org) (search for File 24-1208).

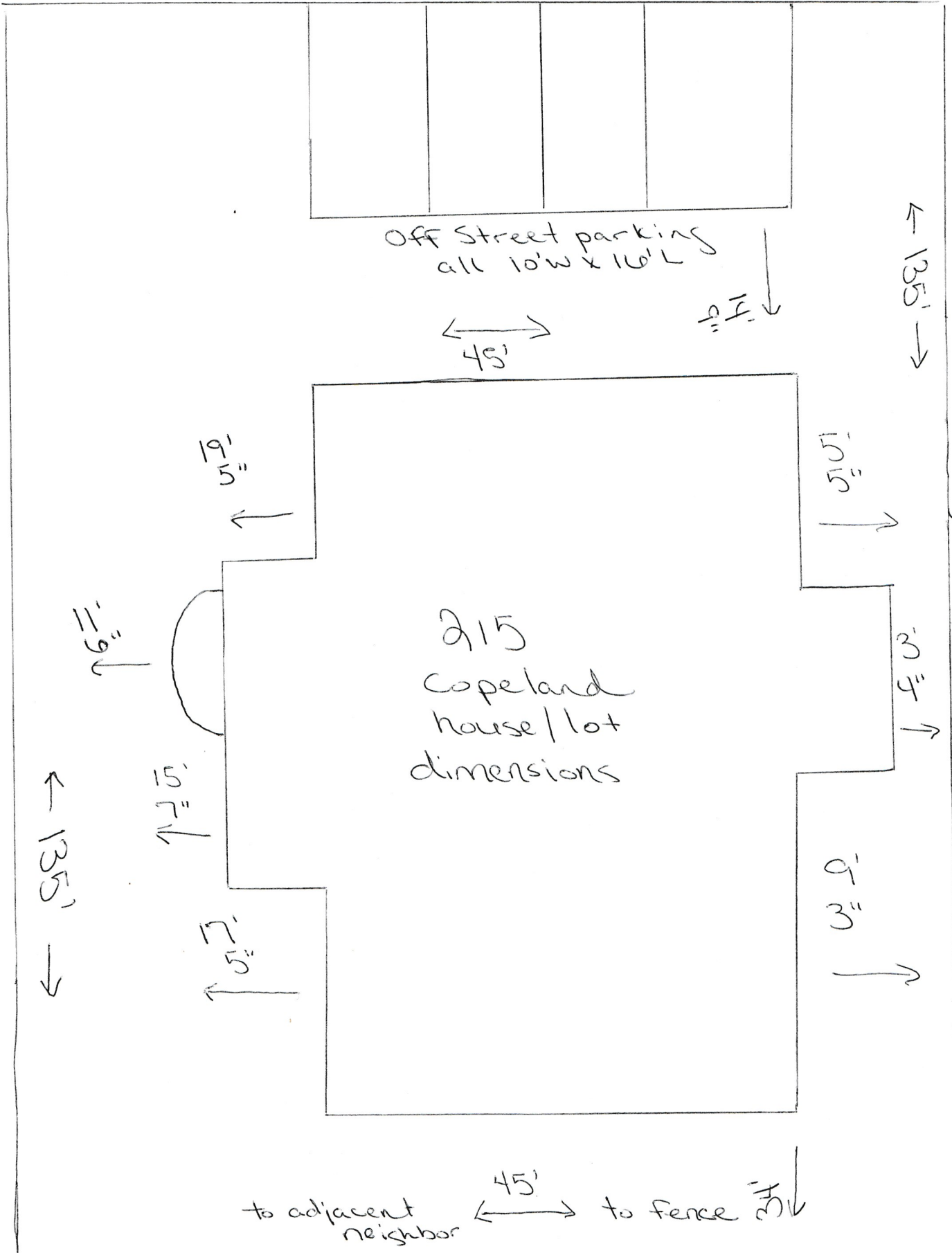
This notice is given pursuant to the order of the Common Council of the City of La Crosse.

Dated this 11<sup>th</sup> day of September, 2024.

Nikki M. Elsen, City Clerk  
City of La Crosse

-----  
Published: September 17 and 24, 2024  
One (1) Affidavit

← Alley →



Off Street parking  
all 10'w x 16'L

45'

17' 9"

135'

19' 5"

17' 9"

215  
Copeland  
house/lot  
dimensions

10' 5"

2' 5"

135'

15'

17' 5"

8' 3"

to adjacent neighbor

45'

to fence

Sidewalk

Copeland Ave

Neighbor's Fence 8ft high (wooden)



**Agenda Item 24-1208 (Tim Acklin)**

Application of Spencer Nickelatti for a Conditional Use Permit allowing for a roominghouse at 215 Copeland Ave.

**General Location**

Council District 3, block bounded by Copeland Ave, Car, Sumner, and Monitor Streets as depicted on attached Map 24-1207. Parcel is in Lower Northside & Depot Neighborhood Association. Surrounding land uses within a two-block radius are industrial to the west, industrial and residential to the north, residential and commercial to the east and south. Residential is mostly single-family homes but does include several duplexes. There are some larger multi-family buildings.

**Background Information**

This item is related to agenda Item #24-1207. The applicant is requesting to a Conditional Use Permit for the subject property in order to convert the existing house into a ten (10) bedroom rooming house. The applicant is also requesting to rezone the property to R5-Multiple Dwelling to allow for a rooming house. (24-1207)

The applicant states that they would purchase the house and invest in its renovation to a rooming house with ten bedrooms sharing one kitchen and two bathrooms. The existing house currently has ten bedrooms. The applicant also states that they intend for this project to provide additional affordable housing options to La Crosse residents.

Plans indicate that only four (4) off-street parking spaces are being provided. Off-Street parking requirements for rooming houses are one space for every two beds, plus one space for every three employees. Since there are no on-site employees and 10 beds the off-street requirement for the proposed use will be five (5) parking spaces.

**Recommendation of Other Boards and Commissions.**

N/A

**Consistency with Adopted Comprehensive Plan**

This property is located within the Highway Route 53 Corridor (C-3) in the Comprehensive Plan. The land use category for the proposed rooming house would be considered "Low Density Residential" which is considered "Acceptable" in this area.

This property is adjacent to Pulse Node D (Monitor Street) in the Hwy 53 Corridor Master Plan which calls for transitional residential densities adjacent to single family housing. A ten-bedroom rooming house along a major arterial/State Hwy would be considered transitional residential.

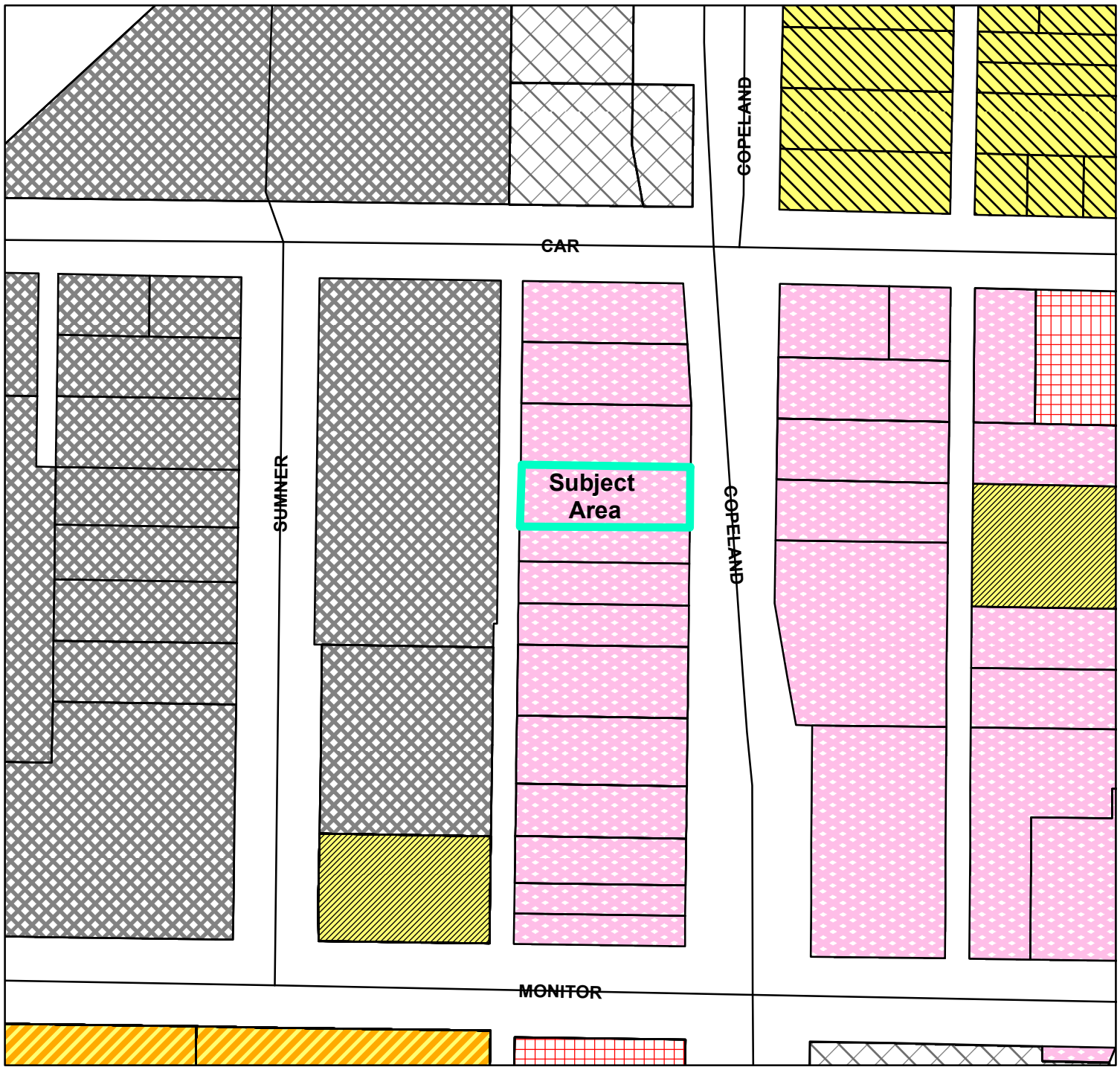
**Staff Recommendation**

Staff has no concerns with transitioning the current house to a rooming house. This type of residential allows for the existing single-unit home to remain rather than demolishing it for what would likely be a

larger multi-family structure which has been opposed along this corridor in the past. Staff acknowledges that there is not enough off-street parking being provided for each tenant however, there is quite a lot of on-street parking available along both sides of Copeland Ave. Since the applicant will be short one required parking space they will need to apply for a variance from the Board of Zoning Appeals.

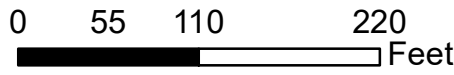
**This item is recommended for approval.**

**Routing** J&A 10.1.2024

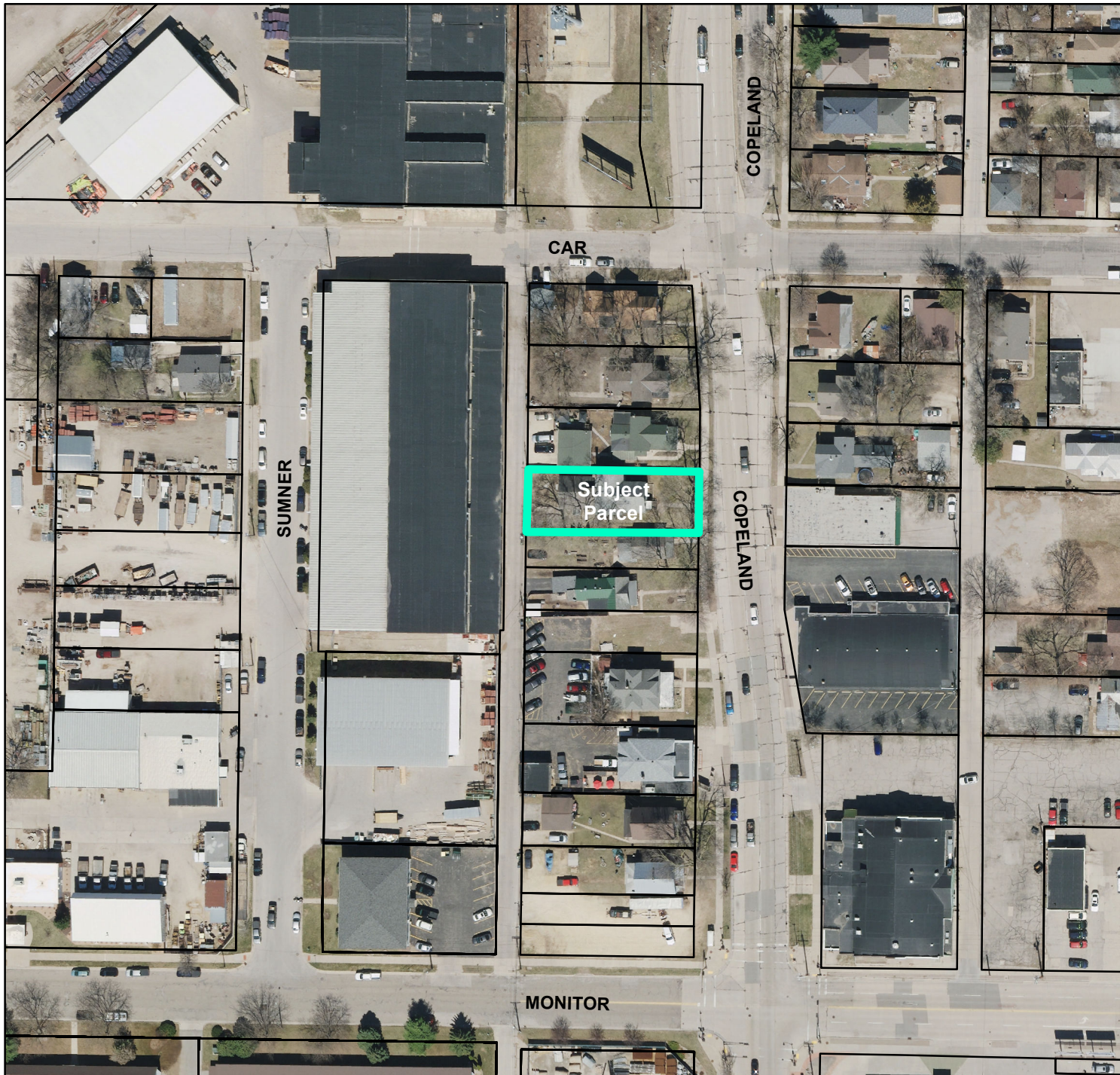


## BASIC ZONING DISTRICTS





















- R1 - SINGLE FAMILY
- R2 - RESIDENCE
- WR - WASHBURN RES
- R3 - SPECIAL RESIDENCE
- R4 - LOW DENSITY MULTI
- R5 - MULTIPLE DWELLING
- R6 - SPECIAL MULTIPLE
- PD - PLANNED DEVELOP
- TND - TRAD NEIGH DEV.
- C1 - LOCAL BUSINESS
- C2 - COMMERCIAL
- C3 - COMMUNITY BUSINESS
- M1 - LIGHT INDUSTRIAL
- M2 - HEAVY INDUSTRIAL
- PS - PUBLIC & SEMI-PUBLIC
- PL - PARKING LOT
- UT - PUBLIC UTILITY
- CON - CONSERVANCY
- FW - FLOODWAY
- A1 - AGRICULTURAL
- EA - EXCLUSIVE AG
- City Limits
- SUBJECT PROPERTY

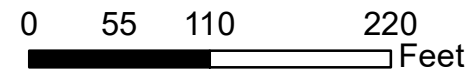






# BASIC ZONING DISTRICTS

-  R1 - SINGLE FAMILY
-  R2 - RESIDENCE
-  WR - WASHBURN RES
-  R3 - SPECIAL RESIDENCE
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-  PL - PARKING LOT
-  UT - PUBLIC UTILITY
-  CON - CONSERVANCY
-  FW - FLOODWAY
-  A1 - AGRICULTURAL
-  EA - EXCLUSIVE AG
-  City Limits
-  SUBJECT PROPERTY





# City of La Crosse, Wisconsin

City Hall  
400 La Crosse Street  
La Crosse, WI 54601

## Text File

File Number: 24-1254

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**Agenda Date:** 10/1/2024

**Version:** 1

**Status:** New Business

**In Control:** Judiciary & Administration Committee

**File Type:** Resolution

**Agenda Number:** 9.

Resolution approving the Inter-Agency Agreement to administer the Down Payment Assistance Program.

RESOLUTION

WHEREAS, the Common Council approved Resolution 22-0259 to commit American Rescue Plan Act (ARPA) funds to specific categories; and

WHEREAS, as a part of the resolution, Common Council approved \$400,000 for a down payment assistance program; and

WHEREAS, the ARPA funds must be obligated by December 31, 2024; and

WHEREAS, to date \$225,000 of the approved funds have been used to assist first time homebuyers to purchase their first home; and

WHEREAS, the City's consultant Baker Tilly worked with City staff to develop an inter-agency agreement template to obligate the \$175,000 in unspent funds; and

WHEREAS, the Redevelopment Authority was created for the purpose of carrying out urban renewal projects; and

WHEREAS, the Inter-Agency Agreement allows the City to enter into contract with additional homeowners through the end of 2026.

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of La Crosse that it hereby approves the attached Inter-Agency Agreement.

BE IT FURTHER RESOLVED by the Common Council of the City of La Crosse that it hereby authorizes the City Attorney, Director of Finance, Director of Planning, Development and Assessment, Mayor and City Clerk to execute said agreement.

BE IT FURTHER RESOLVED that City staff is hereby authorized to take all steps necessary to effectuate this resolution.





# **CITY OF LA CROSSE**

**400 La Crosse Street  
La Crosse, Wisconsin 54601  
(608) 789-CITY  
[www.cityoflacrosse.org](http://www.cityoflacrosse.org)**

## LEGISLATION STAFF REPORT FOR COUNCIL

File ID            Caption

Staff/Department Responsible for Legislation

Requestor of Legislation

Location, if applicable

Summary/Purpose

Background

Fiscal Impact

Staff Recommendation

*INTER-AGENCY AGREEMENT*  
**BETWEEN**  
**THE CITY OF LA CROSSE**  
**AND the Redevelopment Authority**

**THIS INTER-AGENCY AGREEMENT** (“Agreement”) is made between two agencies of the City of La Crosse (“City”), namely the **City of La Crosse** (“the City”) and the **Redevelopment Authority** (“RDA”).

**WHEREAS**, the 2021 American Rescue Plan Act (“ARPA”) provided approximately \$21.7 million to the City from the Coronavirus State and Local Recovery Fund (“SLFRF”), which consists of the Coronavirus State Fiscal Recovery Fund (“CSFRF”) and Coronavirus Local Fiscal Recovery Fund (“CLFRF”) (hereinafter, collectively, called “ARPA funding”);

**WHEREAS**, the U.S. Department of Treasury is the federal agency that administers the ARPA funding and has provided the City with the ARPA funding conditional on the City complying with its rules and regulations;

**WHEREAS**, the City has established a process for City agencies and organizations external to the City to apply for ARPA funding;

**WHEREAS**, the City has administered the process for ARPA funding and recommends the RDA receive ARPA funding to be used as described in this Agreement and **exhibits** (the “Allocation”);

**WHEREAS**, the City and the RDA wish to enter into this Agreement to memorialize each other’s responsibilities in regard to the ARPA funding for the program; and

**NOW, THEREFORE, THIS AGREEMENT WITNESSETH** that in consideration of the mutual promises contained herein and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereto agree as follows:

**A. PURPOSE**

The City hereby agrees to provide the Allocation, in the amount set forth herein, to the RDA and cooperate to facilitate the implementation of the use of the funds pursuant to the exhibits.

**B. SCOPE**

The RDA shall implement the Allocation, including any milestones and deliverables, as described in **Exhibit 1**, which is appended hereto and made a part of this Agreement.

**C. TERM**

The term of this Agreement shall begin on December 31, 2024 and end on December 31, 2026, unless terminated earlier in accordance with this Agreement.

**D. FINANCIAL AND PERFORMANCE REQUIREMENTS**

1. *Funding.* Subject to the availability of ARPA funding, the City shall provide funds to the RDA for the Allocation, in an amount not to exceed **(\$400,000.00)** for the term. Any expenses/costs incurred by RDA in excess of this amount shall be the sole responsibility of the RDA.

2. *Budget.* The RDA agrees that all expenditures are to be in accordance with the approved budget for

the term of this Agreement. The approved budget is detailed in **Exhibit 1**.

3. *Payment.* The City shall make ARPA funding as specified in this Agreement available for use. The ARPA funding shall be used as described in this Agreement and in **Exhibit 1**. The RDA shall comply with the ARPA funding requirements listed at **Exhibits 2 and 3**. Any ARPA funding advanced to RDA prior to the execution of this Agreement which is related to this Agreement is subject to the terms and conditions of this Agreement.

4. *Reporting.* The RDA agrees to provide supporting documents and corresponding reports as requested by the U.S. Department of the Treasury and RDA to meet reporting requirements. The RDA shall adhere to the instructions and format, including specific forms required by the City and the U.S. Department of Treasury for the ARPA funding. Reporting terms and conditions are provided in **Exhibit 4**.

5. *Audits.* The RDA shall comply with all applicable provisions of the federal Uniform Guidance (2 CFR 200), including the Cost Principles and Single Audit Act requirements. The Department shall meet requirements for pass-through entities if applicable, per 2 CFR 200.332. At any time during business hours and as often as the City, State, or Federal agencies may deem necessary, there shall be made available to the government agency for examination, the RDA's records with respect to matters covered by this Agreement. The RDA shall permit the City, State, or Federal agencies to audit, examine, and make excerpts or transcripts from such records, and to make audits of all contracts, invoices, materials, records of personnel, conditions of employment and other data relating to matters covered by this Agreement.

6. *Records.* The RDA shall retain records related to this Agreement for a period of five (5) years after all funds have been expended or returned to the U.S. Department of Treasury, whichever is later, or as imposed by application of the Record Retention and Access law. See 2 C.F.R. 200.334 – 200.338.

7. *Performance Management.* The RDA shall collect performance data, as applicable, to measure progress towards achieving the Allocation's specific goals and objectives following the Program Policy. The RDA is required to establish performance reporting deadlines, as applicable, that match the reporting deadlines established in this Agreement (**Exhibit 4**). For example, if the RDA reports to the City monthly, then the RDA is expected to collect performance data on a monthly basis. The RDA should document the methodology for collecting and calculating performance data and use performance reports, as applicable, as the basis for monitoring, corrective action, and overall Allocation management. Program Policy is outlined in **Exhibit 5**.

8. *Subrecipient and Grantee Monitoring.* The RDA shall conduct regular, consistent, and documented monitoring and oversight activities with subrecipients and grantees, as applicable, to ensure compliance with standards and progress toward the Allocation's specific goals and objectives. The results of those activities should be used to correct deficiencies and provide technical assistance to subrecipients and grantees, as necessary and applicable. Monitoring activities may include on-sight visits, staff interviews, review of program documentation, review of internal controls, including financial systems, risk assessments, and other related activities. The type and frequency of monitoring activities must be based on a documented risk assessment and modified, as necessary, over each grant's performance period based on documented performance and compliance.

9. *Reporting Entity Responsibilities.* The RDA and the City agree that the responsibility for items of this Section D, may be reassigned, delegated or shared from time to time among the parties as is most convenient and economical for the parties, so long as the responsibilities of Sections D and E are all fulfilled, and each responsibility of one party to another is fulfilled by the same level of oversight as intended.

## **E. CORRECTIVE ACTION AND TERMINATION**

1. *Corrective Action.* Upon written notice, the City may require the RDA to take corrective action so the RDA is in compliance with federal, state, or local laws, regulations, or rules related to the ARPA funding for the Allocation. Corrective action may be required for but is not limited to instances in which the RDA: (a) fails to file a report, (b) fails to meet performance standards, (c) fails to meet milestones or timelines, or (d) misuses funds. the City may require corrective action of the RDA, including but not be limited to: (a) a written warning, (b) additional technical assistance, (c) additional monitoring, (d) program suspension, and (e) reduction/repayment of funding.

2. *Termination.* Either party may terminate this Agreement by giving to the other party written notification prior to termination, which specifies the reasonable date for termination of the Agreement. Upon termination, the parties hereto agree that all reports and supporting documentation required for services rendered pursuant to this Agreement shall be provided to all parties forthwith. Any funds advanced to the RDA for services not yet rendered, unspent, or uncommitted funds, shall be returned to the City immediately. Any costs already incurred shall be borne by the party incurring same, subject to mutual agreement.

## **F. MODIFICATIONS AND AMENDMENTS**

The RDA may submit a written request to the City asking for (i) an extension to the term of this Agreement; and/or (ii) a budget reallocation not to exceed twenty-five (25) percent of the ARPA funding. The request should include an explanation for why an extension and/or program budget reallocation is needed and be provided to the City at least sixty (60) days prior to the expiration date of this Agreement. The request must include all required documentation to justify the need for an extension and/or reallocation. The City will approve or deny the request in writing. The RDA may not expend the ARPA funding under a reallocated program budget until such time the RDA has received written approval from the City. Any additional funds or other modifications may be added to this Agreement by written Amendment setting forth the modifications/ amendments signed by the parties and approved by the Common Council of the City of La Crosse, if applicable.

## **G. GENERAL PROVISIONS AND CONDITIONS**

1. *Compliance with Laws.* The parties shall comply with all federal, state, and local laws, ordinances, rules, regulations, interim expenditure and annual report requirements, and applicable codes of ethics, pertaining to or regulating the services to be performed pursuant to this Agreement, including those now in effect and hereafter adopted. Any violation of such laws, ordinances, rules, regulations, or applicable codes of ethics by the RDA shall constitute a material breach of this Agreement and shall entitle the City to terminate this Agreement immediately upon delivery of written notice of termination to the RDA.

2. *Nondiscrimination.* The parties shall operate under this Agreement so that no person, otherwise qualified, is denied employment or other benefits on the grounds of race, color, sex, religion, national origin, ancestry, age, physical or mental disability or sexual orientation except where a particular occupation or position reasonably requires consideration of these attributes as an essential qualification for the position. The RDA shall post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this non-discrimination clause.

3. *No Duplication of Funding.* The RDA shall not use different sources of federal funding to pay for the same services. The Department shall not use ARPA funding to pay for the same work that was reimbursed or paid by other sources of funding (e.g., FEMA or CARES funding).

4. *Governing Law and Venue.* This Agreement shall be construed by and governed under the laws of Wisconsin and subject to the jurisdiction of a court of competent jurisdiction in the City of La Crosse, Wisconsin.

5. *No Assignment.* This Agreement shall not be assigned by the RDA to another party without the prior

written approval of the City. This Agreement shall be binding upon the parties hereto and their successors and assigns.

6. *Notice.* Any notice required or permitted under this Agreement shall be in writing, be delivered by a reasonable and verifiable means (e.g., in person, mail, or e-mail) and be considered delivered upon receipt of the other party.

**FOR [Office/Department]:**

Name, title  
Department  
Address  
Email

**FOR DEPARTMENT:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**AND A COPY TO:**

Address

7. *Headings.* Any heading of the paragraphs in this Agreement is inserted for convenience and reference only and shall be disregarded in construing and/or interpreting this Agreement.

8. *Incorporation.* The recitals and exhibits are hereby incorporated as part of this Agreement.

9. *Final Agreement.* This Agreement constitutes the entire, full, and final understanding between the parties hereto and neither party shall be bound by any representations, statements, promises or agreements not expressly set forth herein.

**[SIGNATURE PAGE FOLLOWS]**





## **EXHIBIT 1**

### **SCOPE OF SERVICES AND BUDGET**

1. The RDA will implement the Allocation in accordance with its proposal, as approved by the City, which is attached hereto and incorporated herein.
2. The RDA implementation of the Allocation may include but not be limited to contracting with subrecipients, grantees, or contractors, providing programmatic monitoring and oversight of subrecipients or grantees, as applicable, providing budget oversight, drafting reports, and overseeing program evaluation.
3. The RDA supported by the City will provide grant management, fiscal, and programmatic oversight for the subrecipients or grantees, as applicable.
4. The RDA will work with subrecipients, grantees, and contractors to track program outcomes and will provide draft program reports to the City as requested. Information from the reports will be summarized and sent to the U.S. Department of Treasury by the City.
5. The RDA will receive invoices from subrecipients, grantees, and contractors, track expenditures, and complete draft fiscal reports for submission to the City.
6. The RDA supported by the City will provide technical assistance and operational support to subrecipients or grantees, as needed.
7. The RDA shall follow the instructions of the City related to compliance with ARPA funding requirements.

**[ATTACH PROPOSAL APPROVED BY THE CITY BEHIND THIS PAGE]**

**EXHIBIT 2**

**FUNDING SOURCE IDENTIFICATION**

<b>Source of Funding:</b>	<b>Federal</b>
<b>Name of Awarding Agency:</b>	U.S. Department of Treasury
<b>Award Title:</b>	American Rescue Plan Act (“ARPA”) – Coronavirus State Fiscal Recovery Fund and Coronavirus Local Fiscal Recovery Fund, which together make up the Coronavirus State and Local Fiscal Recovery Funds
<b>Assistance Listing Number:</b>	21.027
<b>Award Amount:</b>	\$ <u>400,000</u>
<b>Cost Center:</b>	2009985-541200-ARPA

1. RDA acknowledges that the funding of this Agreement is from federal, state, and/or City funds. The identification of the source of funding is indicated above. As applicable, RDA shall comply with the requirements of the funding source, including but not limited to the terms and conditions of the notice of grant award, statutes and regulations, and manuals. **Specific requirements of the funding source are incorporated herein, which include but are not limited to the following:**

- **Sections 602 and 603 of the Social Security Act, as added by Section 9901 of ARPA;**
- **Coronavirus State and Local Fiscal Recovery Funds Guidance on Recipient Compliance and Reporting Responsibilities, the most current version;**
- **“Treasury’s Portal for Recipient Reporting State and Local Fiscal Recovery Funds, the most current version;**
- **Coronavirus State and Local Fiscal Recovery Funds Final Rule, codified at 31 CFR Part 35 and effective April 1, 2022;**
- **Coronavirus State and Local Fiscal Recovery Funds Frequently Asked Questions, the most current version;**
- **2 C.F.R. Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, other than such provisions as the Treasury may determine are inapplicable to the ARPA funding and subject to such exceptions as may be otherwise provided by the Treasury; and**
- **U.S. Department of the Treasury Coronavirus State and Local Fiscal Recovery Fund Award Terms and Conditions attached hereto as Exhibit 3. The term “Recipient” in the foregoing shall mean the RDA.**

2. With respect to any conflict between the funding source requirements, this Exhibit, the terms of this Agreement or the provisions of state law, and except as otherwise required under federal law or regulation, the more stringent requirement shall control and shall amend the Agreement to the extent, and only to the extent, of the conflict.

3. RDA agrees to accept any additional conditions governing the use of funds or performance of programs as may be required by executive order, federal, state, or local statute, ordinance, rule, or regulation or by policy announced by the City.

## EXHIBIT 3

### AWARD TERMS AND CONDITIONS

U.S. DEPARTMENT OF THE TREASURY  
CORONAVIRUS STATE FISCAL RECOVERY FUND  
AWARD TERMS AND CONDITIONS

1. Use of Funds.

- a. Recipient understands and agrees that the funds disbursed under this award may only be used in compliance with sections 602(c) and 603(c) of the Social Security Act (the Act) and Treasury's regulations implementing that section and guidance.
- b. Recipient will determine prior to engaging in any project using this assistance that it has the institutional, managerial, and financial capability to ensure proper planning, management, and completion of such project.

2. Period of Performance. The period of performance for this award begins on the date hereof and ends on December 31, 2026. As set forth in Treasury's implementing regulations, Recipient may use award funds to cover eligible costs incurred during the period that begins on March 3, 2021 and ends on December 31, 2024.

3. Reporting. Recipient agrees to comply with any reporting obligations established by Treasury, as it relates to this award.

4. Maintenance of and Access to Records

- a. Recipient shall maintain records and financial documents sufficient to evidence compliance with sections 602(c) and 603(c), Treasury's regulations implementing those sections, and guidance regarding the eligible uses of funds.
- b. The Treasury Office of Inspector General and the Government Accountability Office, or their authorized representatives, shall have the right of access to records (electronic and otherwise) of Recipient in order to conduct audits or other investigations.
- c. Records shall be maintained by Recipient for a period of five (5) years after all funds have been expended or returned to Treasury, whichever is later.

5. Pre-award Costs. Pre-award costs, as defined in 2 C.F.R. § 200.458, may not be paid with funding from this award.

6. Administrative Costs. Recipient may use funds provided under this award to cover both direct and indirect costs.

7. Cost Sharing. Cost sharing or matching funds are not required to be provided by Recipient.

8. Conflicts of Interest. Recipient understands and agrees it must maintain a conflict of interest policy consistent with 2 C.F.R. § 200.318(c) and that such conflict of interest policy is applicable to each activity funded under this award. Recipient and subrecipients must disclose in writing to Treasury or the pass-through entity, as appropriate, any potential conflict of interest affecting the awarded funds in accordance with 2 C.F.R. § 200.112.

9. Compliance with Applicable Law and Regulations.

- a. Recipient agrees to comply with the requirements of sections 602 and 603 of the Act, regulations adopted by Treasury pursuant to sections 602(f) and 603(f) of the Act, and guidance issued by Treasury regarding the foregoing. Recipient also agrees to comply with all other applicable federal statutes, regulations, and executive orders, and Recipient shall provide for such compliance by other parties in any agreements it enters into with other parties relating to this award.
- b. Federal regulations applicable to this award include, without limitation, the following:
  - i. Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 2 C.F.R. Part 200, other than such provisions as Treasury may determine are inapplicable to this Award and subject to such exceptions as may be otherwise provided by Treasury. Subpart F – Audit Requirements of the Uniform Guidance, implementing the Single Audit Act, shall apply to this award.
  - ii. Universal Identifier and System for Award Management (SAM), 2 C.F.R. Part 25, pursuant to which the award term set forth in Appendix A to 2 C.F.R. Part 25 is hereby incorporated by reference.
  - iii. Reporting Subaward and Executive Compensation Information, 2 C.F.R. Part 170, pursuant to which the award term set forth in Appendix A to 2 C.F.R. Part 170 is hereby incorporated by reference.
  - iv. OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement), 2 C.F.R. Part 180, including the requirement to include a term or condition in all lower tier covered transactions (contracts and subcontracts described in 2 C.F.R. Part 180, subpart B) that the award is subject to 2 C.F.R. Part 180 and Treasury's implementing regulation at 31 C.F.R. Part 19.

- v. Recipient Integrity and Performance Matters, pursuant to which the award term set forth in 2 C.F.R. Part 200, Appendix XII to Part 200 is hereby incorporated by reference.
  - vi. Governmentwide Requirements for Drug-Free Workplace, 31 C.F.R. Part 20.
  - vii. New Restrictions on Lobbying, 31 C.F.R. Part 21.
  - viii. Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (42 U.S.C. §§ 4601-4655) and implementing regulations.
  - ix. Generally applicable federal environmental laws and regulations.
- c. Statutes and regulations prohibiting discrimination applicable to this award, include, without limitation, the following:
- i. Title VI of the Civil Rights Act of 1964 (42 U.S.C. §§ 2000d et seq.) and Treasury's implementing regulations at 31 C.F.R. Part 22, which prohibit discrimination on the basis of race, color, or national origin under programs or activities receiving federal financial assistance;
  - ii. The Fair Housing Act, Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§ 3601 et seq.), which prohibits discrimination in housing on the basis of race, color, religion, national origin, sex, familial status, or disability;
  - iii. Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794), which prohibits discrimination on the basis of disability under any program or activity receiving federal financial assistance;
  - iv. The Age Discrimination Act of 1975, as amended (42 U.S.C. §§ 6101 et seq.), and Treasury's implementing regulations at 31 C.F.R. Part 23, which prohibit discrimination on the basis of age in programs or activities receiving federal financial assistance; and
  - v. Title II of the Americans with Disabilities Act of 1990, as amended (42 U.S.C. §§ 12101 et seq.), which prohibits discrimination on the basis of disability under programs, activities, and services provided or made available by state and local governments or instrumentalities or agencies thereto.

**10. Remedial Actions.** In the event of Recipient's noncompliance with sections 602 and 603 of the Act, other applicable laws, Treasury's implementing regulations, guidance, or any reporting or other program requirements, Treasury may impose additional conditions on the receipt of a subsequent tranche of future award funds, if any, or take other available remedies as set forth in 2 C.F.R. § 200.339. In the case of a violation of sections 602(c) or 603(c) of the Act regarding the use of funds, previous payments shall be subject to recoupment as provided in sections 602(e) and 603(e) of the Act.

**11. Hatch Act.** Recipient agrees to comply, as applicable, with requirements of the Hatch Act (5 U.S.C. §§ 1501-1508 and 7324-7328), which limit certain political activities of State or local government employees whose principal employment is in connection with an activity financed in whole or in part by this federal assistance.

**12. False Statements.** Recipient understands that making false statements or claims in connection with this award is a violation of federal law and may result in criminal, civil, or administrative sanctions, including fines, imprisonment, civil damages and penalties, debarment from participating in federal awards or contracts, and/or any other remedy available by law.

**13. Publications.** Any publications produced with funds from this award must display the following language: "This project [is being] [was] supported, in whole or in part, by federal award number [enter project FAIN] awarded to [ ] by the U.S. Department of the Treasury."

**14. Debts Owed the Federal Government.**

- a. Any funds paid to Recipient (1) in excess of the amount to which Recipient is finally determined to be authorized to retain under the terms of this award; (2) that are determined by the Treasury Office of Inspector General to have been misused; or (3) that are determined by Treasury to be subject to a repayment obligation pursuant to sections 602(e) and 603(e) of the Act and have not been repaid by Recipient shall constitute a debt to the federal government.
- b. Any debts determined to be owed the federal government must be paid promptly by Recipient. A debt is delinquent if it has not been paid by the date specified in Treasury's initial written demand for payment, unless other satisfactory arrangements have been made or if the Recipient knowingly or improperly retains funds that are a debt as defined in paragraph 14(a). Treasury will take any actions available to it to collect such a debt.

#### 15. Disclaimer.

- a. The United States expressly disclaims any and all responsibility or liability to Recipient or third persons for the actions of Recipient or third persons resulting in death, bodily injury, property damages, or any other losses resulting in any way from the performance of this award or any other losses resulting in any way from the performance of this award or any contract, or subcontract under this award.
- b. The acceptance of this award by Recipient does not in any way establish an agency relationship between the United States and Recipient.

#### 16. Protections for Whistleblowers.

- a. In accordance with 41 U.S.C. § 4712, Recipient may not discharge, demote, or otherwise discriminate against an employee in reprisal for disclosing to any of the list of persons or entities provided below, information that the employee reasonably believes is evidence of gross mismanagement of a federal contract or grant, a gross waste of federal funds, an abuse of authority relating to a federal contract or grant, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a federal contract (including the competition for or negotiation of a contract) or grant.
- b. The list of persons and entities referenced in the paragraph above includes the following:
  - i. A member of Congress or a representative of a committee of Congress;
  - ii. An Inspector General;
  - iii. The Government Accountability Office;
  - iv. A Treasury employee responsible for contract or grant oversight or management;
  - v. An authorized official of the Department of Justice or other law enforcement agency;
  - vi. A court or grand jury; or
  - vii. A management official or other employee of Recipient, contractor, or subcontractor who has the responsibility to investigate, discover, or address misconduct.
- c. Recipient shall inform its employees in writing of the rights and remedies provided under this section, in the predominant native language of the workforce.

17. Increasing Seat Belt Use in the United States. Pursuant to Executive Order 13043, 62 FR 19217 (Apr. 18, 1997), Recipient should encourage its contractors to adopt and enforce on-the-job seat belt policies and programs for their employees when operating company-owned, rented or personally owned vehicles.

18. Reducing Text Messaging While Driving. Pursuant to Executive Order 13513, 74 FR 51225 (Oct. 6, 2009), Recipient should encourage its employees, subrecipients, and contractors to adopt and enforce policies that ban text messaging while driving, and Recipient should establish workplace safety policies to decrease accidents caused by distracted drivers.



## EXHIBIT 4

### REPORTING TERMS AND CONDITIONS

The RDA shall review performance reports for the activities funded under this Agreement, submitted by the Executive Director. Reports shall provide the necessary information by using the web portal established by The City of La Crosse for that purpose. The RDA will meet on quarterly basis to discuss performance, unless otherwise determined.

#### Performance Reports

All monthly reports of finances, expenditures, and performance measures on ARPA-funded projects should be submitted to the Economic and Community Development Commission at the monthly meeting or as requested. Every month, the RDA will provide a narrative report on project activities. Reporting frequency subject to change.

Reporting deadlines prior to the approval of the agreement by the City do not apply. Reporting deadlines after the end of the award term do not apply.

Expenditure Category: [2.15]

Calendar Year	Period of Activity	Monthly Report Due Date
2025	January 1, 2025 – January 31, 2025	February 14, 2025
2025	February 1, 2025 – February 28, 2025	March 14, 2025
2025	March 1, 2025 – March 31, 2025	April 11, 2025
2025	April 1, 2025 – April 30, 2025	May 9, 2025
2025	May 1, 2025 – May 31, 2025	June 13, 2025
2025	June 1, 2025 – June 30, 2025	July 11, 2025
2025	July 1, 2025 – July 31, 2025	August 15, 2025
2025	August 1, 2025 – August 31, 2025	September 12, 2025
2025	September 1, 2025 – September 30, 2025	October 10, 2025
2025	October 1, 2025 – October 31, 2025	November 14, 2025
2025	November 1, 2025 – November 30, 2025	December 12, 2025
2026	December 1, 2025 – December 31, 2025	January 9, 2026
2026	January 1, 2026 – January 31, 2026	February 13, 2026
2026	February 1, 2026 – February 28, 2026	March 13, 2026
2026	March 1, 2026 – March 31, 2026	April 10, 2026
2026	April 1, 2026 – April 30, 2026	May 8, 2026
2026	May 1, 2026 – May 31, 2026	June 12, 2026
2026	June 1, 2026 – June 30, 2026	July 10, 2026
2026	July 1, 2026 – July 31, 2026	August 14, 2026
2026	August 1, 2026 – August 31, 2026	September 11, 2026
2026	September 1, 2026 – September 30, 2026	October 9, 2026
2026	October 1, 2026 – October 31, 2026	November 13, 2026
2026	November 1, 2026 – November 30, 2026	December 11, 2026
2027	December 1, 2026 – December 31, 2026	January 8, 2027



\* Deadline modified due to a holiday on the second Friday of the month.

Expenditure Category: 2.15

Performance reports shall provide the following information:

- Expended funds during reporting period
- Narrative

## EXHIBIT 5

# DOWN PAYMENT ASSISTANCE PROGRAM POLICY Homebuyer Down Payment Assistance Program

### Program Overview

The City of La Crosse's Homebuyer Down Payment Assistance Program, funded with American Rescue Plan Act Funds (ARPA), is available to help first time homebuyers achieve an affordable mortgage payment. To participate in the program, you must purchase a home in the City of La Crosse, qualify for a 30-year fixed mortgage and meet the eligibility requirements below.

### Eligibility Requirements

- Must be a first-time homebuyer as defined by HUD.
- Have an income of 120% CMI or below<sup>1</sup>.
- Maximum total cash asset of \$25,000
- Applicant must be able to obtain 30-year fixed rate mortgage financing.
- Mortgage interest rate may not be greater than 2% of the national mortgage rate average.
- Applicant required to provide a cash contribution of \$1,000 or 1% of the purchase price; whichever is greater.
- Purchase price may not exceed HUD's area median purchase price<sup>2</sup>
- Homebuyers must participate in a HUD approved First-time Homebuyer Education Class.<sup>3</sup>
- May not be paired with other Down Payment Assistance (DPA) grant or forgivable loan programs.
- Ineligible properties include those conveyed with a land contract, rent or lease to own properties, mobile homes, homes that are not located in the City of La Crosse.
- Homes must meet the minimum housing quality standards defined by the US Department of Housing and Urban Development

### Terms

- Sign a 5-year owner occupied deed restriction if the grant amount is between \$1-\$15,000 and a 10-year owner occupied deed restriction if the grant amount is between \$15,001-\$25,000.
- Grant amounts are based on the applicant's household income.
  - Applicants that earn:
    - 80% CMI or less may be eligible to receive a grant up to 20% of the purchase price;
    - 81-100% CMI may be eligible to receive a grant up to 15% of the purchase price
    - 101-120% CMI may be eligible to receive a grant up to 10% of the purchase price;
  - Maximum DPA grant is \$25,000.
- Applicant has 90 days from grant award date to provide the City of La Crosse Community Development office with a signed offer to purchase.
- Mortgage payments must be affordable to the Buyer. Monthly payments cannot exceed 30% of the applicant's income. Maximum overall debt to income ratio cannot exceed 43%.
- A home inspection must be performed on the property and submitted to the City Community Development Office, to ensure the property is safe and sanitary.
- Applicant may not receive cash back on the purchase.
- Each property approved in the Down Payment Assistance Program is subject to a Resale Provision which establishes certain conditions in the event of a sale or transfer of title (either voluntarily or involuntarily) during the "period of affordability," which is at least 20 years from the date of sale for grants from \$1-\$15,000 and 10 years from the date of sale for grants from \$15,001-\$25,000. If the property is sold, the purchasers must confirm that their income is below 120 percent of Median Family Income for the City of La Crosse at the time of purchase. The new home must be affordable to the new buyer. The new homebuyer must not pay more than 30 percent of gross income for Principal, Interest, Taxes, and Insurance (PITI).
- As required under the HUD regulations, the Seller will be allowed a fair return when selling to the new buyer. The Original Buyer (now Seller) will be allowed to retain their original investment in the property plus the cost of any improvements made to the property. During the "period of affordability", the last recorded purchase price is to be the minimum restricted price at the time of resale. The maximum resale price will be determined by the City of La Crosse at the time of sale. This will be

<sup>1</sup> Actual income from assets will be counted towards the household's income.

<sup>2</sup> Current 2022 limits are \$214,000 for existing housing and \$267,000 for newly constructed housing  
<https://www.hudexchange.info/resource/2312/home-maximum-purchase-price-after-rehab-value/>

<sup>3</sup> <https://hudgov-answers.force.com/housingcounseling/s/>

based on what is affordable to a reasonable range of low-income homebuyers and a fair return on investment for the buyer. The “affordable” price will be calculated based on families at 120 percent of the area median income paying no more than 30 percent of income for principal, interest, property taxes, and insurance.

- Neither the minimum nor the maximum restricted resale price is guaranteed to the owner. If the restricted price exceeds the actual market value, the owner may have to accept the lower price. HOME-assisted units must be maintained in good condition in order to receive the maximum restricted price.
- If the property is transferred, voluntarily or otherwise, during the period of affordability, it must be made available for subsequent purchase only to a buyer whose family qualifies as low-income and will use the property as its principal residence. The subsequent sale after a transfer must abide by the Resale Provisions if it occurs within the Period of Affordability.
- The Purchaser will contact the Down Payment Assistance Program prior to placing the home on the market for sale to ensure that the property remains owner-occupied and meets the Resale Provision.

#### Program Process

- 1) Staff will work with Applicants to determine their eligibility for the DPA Program.
  - a. Applicants must apply through the City’s Neighborly software program and provide current source documents (income statements, bank pre-approval letter, bank and investment statements etc.)
  - b. Staff will send eligible applicants a conditional approval letter, contingent upon meeting the rest of the program eligibility requirements. The letter will expire 90 days from the date of issuance. The letter will also advise the applicant of the maximum allowed purchase price and mortgage payment for program eligibility.
    - i. Staff will assume the applicant is eligible for the maximum grant amount. This amount will be reserved for a period of 90 days. 90 days after the date on the letter, any unclaimed funds will return to the program.
    - ii. In the event the applications received exceed the amount available, Staff may prioritize applicants using the following criteria:
      1. Application completed in entirety
      2. Date the completed application was received
      3. Attended a Homebuyer Education Course
      4. Have identified a home and have a signed offer to purchase
      5. Have not previously applied for the First-time Homebuyer Program
- 2) Eligible applicants will be instructed to complete a HUD certified First-time Homebuyer Education Class.
- 3) Applicants will start their home search. When a home is identified, the applicant will enter into a binding purchase agreement.
  - a. The purchase agreement should be contingent upon receiving a DPA grant, unless prepared to move forward with the purchase of the property without the grant.
- 4) Applicant will provide Staff with an accepted offer to purchase and completion certificate from their Homebuyer Education Class. Upon receipt Staff will determine the final award amount and issue an official acceptance letter specific to the property which also describes the award amount and any other contingencies (homebuyer education certificate, Home Inspection or HQS Inspection, etc.).
- 5) Applicant must have a Home Inspection or HQS Inspection conducted to ensure that the home is decent, safe and sanitary. If the Home Inspection or HQS inspection identifies deficiencies;
  - a. The Applicant may ask the Seller to cure the deficiencies OR
  - b. If the home is habitable AND the applicant is eligible for a City repair program<sup>4</sup>; the Applicant may start the repair program application process but wait to execute the deferred loan repayment agreement until closing and have the repairs performed after they purchase their home.
    - i. The terms of the DPA grant would change to a forgivable loan; which would be forgiven after completion of the repairs.
  - c. If the home is habitable and the Applicant is NOT eligible for a City repair program, but have the funds necessary to make the repairs or are eligible for bank financing, the DPA would be in the form of a forgivable loan. The loan would not be forgiven until completion of the necessary repairs.
- 6) Applicant and/or their Lender shall provide a Loan Estimate, prior to closing, to ensure that the Applicant’s Mortgage Payments do not exceed 30% of their income.
- 7) Grant Agreement will be finalized and executed by the Applicant.

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<sup>4</sup> City Repair Programs include Housing Rehabilitation, Housing Renovation, Lead Safe Homes Program

- 8) Applicant will be required to sign an owner-occupied deed restriction that will be recorded after the Warranty Deed, against the property.
- 9) The check will be issued directly to the title company. The title company will provide the City with copies of the closing documents.
- 10) Applicant will move into home and any necessary renovations will commence.

#### Application Procedures

- Application will include: Conflict of Interest Page, General Release, hold harmless agreement, media release and the counseling agreement.
- Applicants will be asked to provide the documents below for all household members 18 years of age and older:
  - A copy of their most recent W-2's and tax returns,
  - Three months of paystubs/earning statements (including child support, alimony),
  - Three months of bank statements and other investment statements,
  - Pre-approval letter from their lender indicating the maximum loan amount they are approved for. This does not have to be property specific.
- Upon receipt of a completed application, Staff will:
  - Use the City's Underwriting Worksheet to determine the Applicant's eligibility for the City's DPA Program.
    - Income will be determined by using the last 3 months of income statements to project forward their income for the next 12 months. For applicants who perform seasonal work and/or work overtime, it may be necessary to request more income statements.
    - Confirm the projected annual income with the Applicant's most recent W-2's and Federal Tax Returns
    - For applicants who have recently switched employers, a Fannie Mae Verification of Employment form should be completed.
- Eligible applicants will receive a conditionally approved award letter. The award letter will:
  - expire 90 days from issuance,
  - be contingent upon meeting the rest of the program eligibility guidelines,
  - contain instructions how to enroll in a HUD Certified Homebuyer Education Course,
  - include instruction to submit Homebuyer Education Certificate upon completion.
- Ineligible applicants will receive a denial letter that will contain the reason(s) for the denial
- Once the Applicant has identified a home, and provided Staff a copy of the accepted offer to purchase, they will be instructed to contact the City's Housing Specialist to perform an HQS Inspection. The Housing Specialist shall:
  - Complete the inspection within 10 days of the receipt of the offer to purchase,
    - Applicant may choose to be present during the inspection, it is not required.
  - Advise Staff and/or the Applicant of the necessary repairs to be performed,
  - Applicant may request Seller to perform repairs, or have funds to make the repairs after purchasing the property,
  - If the Applicant is unable to negotiate the repairs or does not have sufficient funds to make the repairs, the Housing Specialist should determine the Applicant's eligibility for City Repair Programs,
    - Advise the Applicant that it may be necessary to bid the repairs in order to determine the cost of the repairs and ultimately their eligibility for the program.
    - Communicate to the Applicant the length of time that this process can take.
  - Final determination is made on the property's eligibility for the program and reported to the Applicant.
- If the property is NOT eligible for the DPA Program, the Applicant may choose not to use the DPA Program or find another home.
- If the property is eligible for the program, the Applicant will be given an award letter that is specific to the home and their final award amount.
- Applicant would start the closing process with their Lender and/or Realtor. This will take about 30-60 days depending on how busy the real estate market is.
  - The Realtor will place an order for title work, coordinate fulfillment of any other inspections (pest inspection, radon inspection, etc.)
  - Lender will finalize the loan application, draft a Loan Estimate, order the appraisal, etc.
  - Applicant or their Lender should provide Staff with a copy of the Loan Estimate to ensure that the loan payments are affordable,

- Upon completion of the title work, a copy should be sent to Staff to finalize the grant agreement, deed restriction, and if applicable the City's Repair Program Agreement.
- Final closing date will be established,
- Lender will finalize their loan documents,
- Prior to closing the title company shall provide Settlement Statement and Lender Closing Statement that:
  - List the City's down payment grant as ARPA Downpayment Assistance,
  - Identifies the Applicant/Buyer's down payment contribution,
  - Has the final first mortgage amount and terms,
  - This shall be provided to Staff 3-5 days in advance of closing to provide ample time to request the funds from Finance.
- On or before closing Staff will deliver, to the title company, the check, DPA Grant Agreement, Deed Restriction, the City's Repair Program Agreement (if applicable) and any other requested documents to be executed by the Applicant and recorded by the title company.
- After closing the title company shall provide the City with a copy of the executed Settlement Statement, the Lender or Loan Closing Statement (which will disclose the interest rate, loan and payment amount), the warranty deed, deed restriction, the 1<sup>st</sup> mortgage document and City Repair Program Agreement (if applicable).
- Staff will retain the above documents along with the Application, Applicant's source documents, Home Buyer Education Certificate, Home Inspection or HQS Report for 7 years.
- The Applicant will move into their home. If necessary, the repairs will commence.



# City of La Crosse, Wisconsin

City Hall  
400 La Crosse Street  
La Crosse, WI 54601

## Text File

File Number: 24-1267

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**Agenda Date:** 10/1/2024

**Version:** 1

**Status:** New Business

**In Control:** Judiciary & Administration Committee

**File Type:** Application

**Agenda Number:**



TO THE JUDICIARY AND ADMINISTRATION COMMITTEE:

Following is a list of various licenses to be considered by your committee on October 1, 2024.

**\*Indoor Cabaret\***

**The Side LLC dba Bluffside Tavern**  
2712 Main St

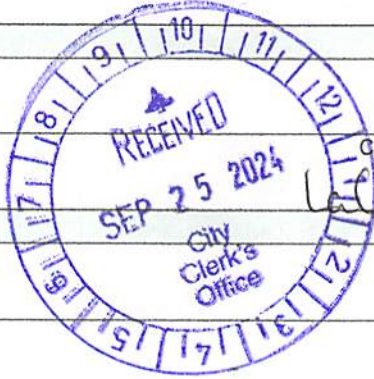
**That Foreign Place LLC dba Christos Taverna**  
107 3<sup>rd</sup> St S



# City of La Crosse, Wisconsin

## APPLICATION FOR INDOOR CABARET LICENSE

Check One:  New  Renewal For the license period \_\_\_\_\_ to \_\_\_\_\_ Fee: \$ \_\_\_\_\_



<b>BUSINESS INFORMATION*</b>			
Legal/Real Name: <u>The Side, LLC</u>			
Address of Above: Street <u>2712 Main St.</u>		City <u>La Crosse</u>	State <u>WI</u>
		Zip Code <u>54601</u>	
<b>PREMISES INFORMATION</b>			
Trade Name of Business: <u>Bluffsides Tavern</u>			
Address of premises to be Licensed: <u>2712 Main St.</u>		Business Phone Number: <u>608-796-1007</u>	
Premises are Owned By: <u>LeeAnne (Annie) &amp; Keith Weigel</u>			
Address of Owner: Street <u>W5240 US Hwy 1461</u>		City <u>La Crosse</u>	State <u>WI</u>
		Zip Code <u>54601</u>	
<b>CABARET INFORMATION</b>			
Detailed description of cabaret area to be licensed: <u>Back area of bar (West side)</u>			
Nature of Entertainment: <u>Acoustic solo or duo live music</u>			
Other Business Conducted upon the premises: <u>Beverage Sales</u>			
<b>MANAGER INFORMATION*</b>			
Cabaret Manager Name: First <u>LeeAnne (Annie)</u>		Middle	Last <u>Weigel</u>
Cabaret Manager Home Address: Street <u>W5240 US Hwy 1461</u>		City <u>La Crosse</u>	State <u>WI</u>
		Zip Code <u>54601</u>	
Home Phone Number of Cabaret Manager: <u>(608) 386-3626</u>		Daytime Phone Number of Cabaret Manager:	
Was the above person listed as manager on last year's application? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			

**\*Personal Data Sheet must be completed for each Officer/Member of the Business and the Manager.**

The above hereby makes application for a license to operate an Indoor Cabaret at the above address within the City of La Crosse pursuant to provisions of Sec. 10-100 of the Code of Ordinances for the City of La Crosse.

LeeAnne Weigel  
Signature of Applicant

09/04/24  
Date

<b>OFFICE USE ONLY</b>			
For original application: Are there lands zoned conservancy, residential or multiple dwelling within 100 feet of premises? <input type="checkbox"/> Yes (if yes, attach a list of those lands) <input type="checkbox"/> No			
Signature:	Date:	Granted:	License #:

# Personal Data Sheet

(Please **PRINT** All Information)

Each Officer/Member AND Manager/Person in Charge must complete all the information and must indicate if they have been convicted of any of the following within the last ten (10) years: a felony, a misdemeanor, a statutory violation punishable by forfeiture or a county or municipal ordinance violation. If none, write "none".

<b>MANAGER/PERSON IN CHARGE</b>			
Name: First <i>LeeAnne</i>		Middle <i></i>	Last <i>Weigel</i>
Home Address: Street <i>W5240 US HWY 14 61</i>		City <i>LaCrosse</i>	State Zip Code <i>WI 54601</i>
Phone Number: <i>608 386-3626</i>	Email: <i>knaweigel@yahoo.com</i>	Date of Birth: (mm/dd/yyyy) <div style="background-color: black; width: 100px; height: 20px;"></div>	
Violations: <i>None</i>			
<b>OFFICER/MEMBER</b>			
Name: First <i>LeeAnne (Annie)</i>		Middle <i></i>	Last <i>Weigel</i>
Home Address: Street <i>W5240 US Hwy 14 61</i>		City <i>LaCrosse</i>	State Zip Code <i>WI 54601</i>
Phone Number: <i>608 386-3626</i>	Email: <i>knaweigel@yahoo.com</i>	Date of Birth: (mm/dd/yyyy) <div style="background-color: black; width: 100px; height: 20px;"></div>	
Violations: <i>None</i>			
<b>OFFICER/MEMBER</b>			
Name: First <i>Keith</i>		Middle <i>Robert</i>	Last <i>Weigel</i>
Home Address: Street <i>W5240 US Hwy 14 61</i>		City <i>LaCrosse</i>	State Zip Code <i>WI 54601</i>
Phone Number: <i>608 386-6766</i>	Email: <i>knaweigel@yahoo.com</i>	Date of Birth: (mm/dd/yyyy) <div style="background-color: black; width: 100px; height: 20px;"></div>	
Violations: <i>None</i>			
<b>OFFICER/MEMBER</b>			
Name: First		Middle	Last
Home Address: Street		City	State Zip Code
Phone Number:	Email:	Date of Birth: (mm/dd/yyyy)	
Violations:			
<b>OFFICER/MEMBER</b>			
Name: First		Middle	Last
Home Address: Street		City	State Zip Code
Phone Number:	Email:	Date of Birth: (mm/dd/yyyy)	
Violations:			



# CITY CLERK'S OFFICE

400 La Crosse Street  
La Crosse, Wisconsin 54601  
(608) 789-7510  
cityclerk@cityoflacrosse.org  
www.cityoflacrosse.org

## NOTICE OF APPLICATION FOR INDOOR CABARET LICENSE IN THE CITY OF LA CROSSE

This is to notify you that the following business has applied for an **Indoor Cabaret** license under Chapter 10, Article IV of the Code of Ordinances of the City of La Crosse to allow live entertainment in a designated indoor area, as described below.

Pursuant to sec. 10-140, property owners within 100 feet of the proposed premises for an Indoor Cabaret License shall receive notice of an original application.

**The Side LLC dba Bluffside Tavern  
at 2712 Main St, La Crosse, WI 54601**

Indoor Cabaret description: Live music in the front left room of the brick building on the main floor.

This application will be considered at the following meetings which are held in the Council Chambers of La Crosse City Hall, 400 La Crosse Street:

**Judiciary and Administration Committee – Tuesday, October 1, 2024 at 6:00 p.m.**  
**Common Council – Thursday, October 10, 2024 at 6:00 p.m.**

*The meeting can be viewed (no participation) by visiting the Legislative Information Center Meetings calendar (<https://cityoflacrosse.legistar.com/Calendar.aspx>) - find the scheduled meeting and click on the "In Progress" video link to the far right in the meeting list.*

*Written comments may be submitted to the City Clerk's Office by emailing [cityclerk@cityoflacrosse.org](mailto:cityclerk@cityoflacrosse.org), by delivery or mail to City Clerk, 400 La Crosse Street, La Crosse WI 54601 or by deposit in the green drop box on the north side of City Hall.*

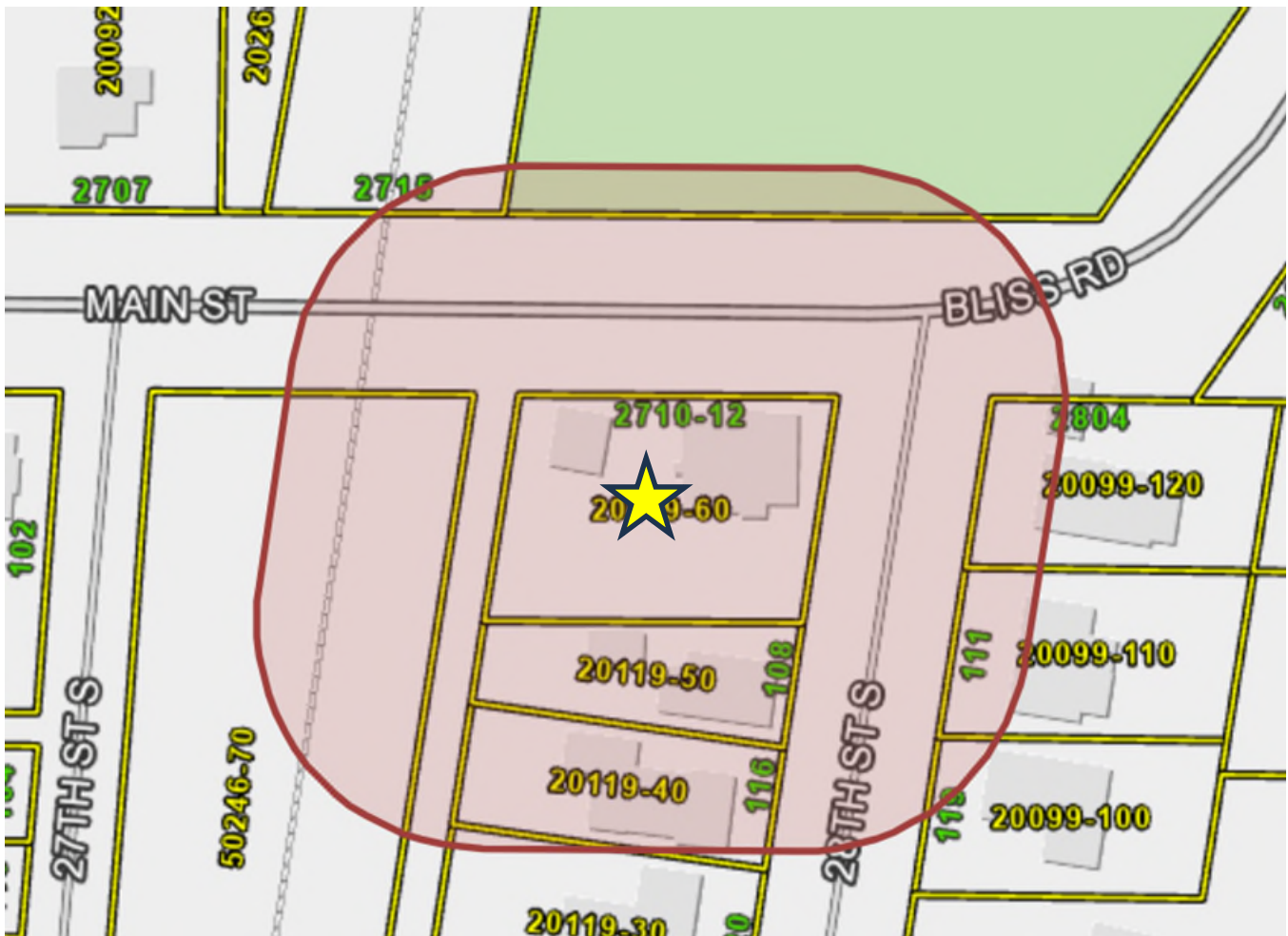
This notice is given pursuant to the order of the Common Council of the City of La Crosse.

Dated this 25<sup>th</sup> day of September 2024.

Nikki M. Elsen, WCMC  
City Clerk

Alicia Smithburg  
Assistant Clerk

BURLINGTON NORTHERN RAILROAD COMPANY  
PO BOX 961089  
FORT WORTH, TX 76161-0089



Tax Parcel Number	OwnerName	PROPADDCOMP	CompleteAddress	MailCityStateZip
17-20099-100	THOMAS L BOOTS, IRIS A BOOTS	119 28TH ST S	119 28TH ST S	LA CROSSE, WI 54601-4342
17-20099-110	RYAN MILES	111 28TH ST S	111 28TH ST S	LA CROSSE, WI 54601
17-20099-120	NICOLE D SACHS	2804 MAIN ST	N1972 HICKORY LN	LA CROSSE, WI 54601-7111
17-20119-30	JOHN C BREVIK	120 28TH ST S	120 28TH ST S	LA CROSSE, WI 54601-4309
17-20119-40	DAVID B FARGO, MARGARET F FARGO	116 28TH ST S	116 28TH ST S	LA CROSSE, WI 54601
17-20119-50	D&K PROPERTIES LACROSSE 3 LLC	108 28TH ST S	1909 SUNSET DR	LA CROSSE, WI 54601
17-20119-60	WEIGEL LLC	2710-2712 MAIN ST	1902 29TH ST S	LA CROSSE, WI 54601
17-20305-10	CITY OF LACROSSE	2901 BLISS RD	400 LA CROSSE ST	LA CROSSE, WI 54601
17-20305-15	BURLINGTON NORTHERN RAILROAD COMPANY	2700-2715 MAIN ST	PO BOX 961089	FORT WORTH, TX 76161-0089





# City of La Crosse, Wisconsin

## APPLICATION FOR INDOOR CABARET LICENSE

Check One:  New  Renewal For the license period \_\_\_\_\_ to \_\_\_\_\_ Fee: \$ \_\_\_\_\_

<b>BUSINESS INFORMATION*</b>			
Legal/Real Name: That Foreign Place LLC			
Address of Above: Street 107 3rd St S.		City LaCrosse	State Zip Code WI 54601
<b>PREMISES INFORMATION</b>			
Trade Name of Business: Christos Taverna			
Address of premises to be Licensed: 107 3rd St S LaCrosse WI 54601		Business Phone Number: 608-317-1250	
Premises are Owned By: Ryan Johnson			
Address of Owner: Street		City	State Zip Code
<b>CABARET INFORMATION</b>			
Detailed description of cabaret area to be licensed: Cocktail Bar serving Food, 1200 Sq. ft.			
Nature of Entertainment: Local music			
Other Business Conducted upon the premises:			
<b>MANAGER INFORMATION*</b>			
Cabaret Manager Name: First Greg		Middle	Last Salinas
Cabaret Manager Home Address: Street 2133 Johnson St		City LaCrosse	State Zip Code WI 54601
Home Phone Number of Cabaret Manager: 715-456-2627		Daytime Phone Number of Cabaret Manager: 715-456-2627	
Was the above person listed as manager on last year's application? <input type="checkbox"/> Yes <input type="checkbox"/> No			

\*Personal Data Sheet must be completed for each Officer/Member of the Business and the Manager.

The above hereby makes application for a license to operate an Indoor Cabaret at the above address within the City of La Crosse pursuant to provisions of Sec. 10-100 of the Code of Ordinances for the City of La Crosse.

[Signature]  
Signature of Applicant

8-23-2024  
Date

<b>OFFICE USE ONLY</b>			
For original application: Are there lands zoned conservancy, residential or multiple dwelling within 100 feet of premises? <input type="checkbox"/> Yes (if yes, attach a list of those lands) <input type="checkbox"/> No			
Signature:	Date:	Granted:	License #:



# Personal Data Sheet

(Please PRINT All Information)

Each Officer/Member AND Manager/Person in Charge must complete all the information and must indicate if they have been convicted of any of the following within the last ten (10) years: a felony, a misdemeanor, a statutory violation punishable by forfeiture or a county or municipal ordinance violation. If none, write "none".

MANAGER/PERSON IN CHARGE			
Name: First <i>Greg</i>	Middle	Last <i>Saliaras</i>	
Home Address: Street <i>2133 Johnson St.</i>	City <i>Lacrosse</i>	State <i>WI</i>	Zip Code <i>54601</i>
Phone Number: <i>715-456-2627</i>	Email: <i>gsaliaras@</i>	Date of Birth: (mm/dd/yyyy) <div style="background-color: black; width: 100px; height: 15px;"></div>	
Violations: <i>yahoo.com</i>			
OFFICER/MEMBER			
Name: First	Middle	Last	
Home Address: Street	City	State	Zip Code
Phone Number:	Email:	Date of Birth: (mm/dd/yyyy)	
Violations:			
OFFICER/MEMBER			
Name: First	Middle	Last	
Home Address: Street	City	State	Zip Code
Phone Number:	Email:	Date of Birth: (mm/dd/yyyy)	
Violations:			
OFFICER/MEMBER			
Name: First	Middle	Last	
Home Address: Street	City	State	Zip Code
Phone Number:	Email:	Date of Birth: (mm/dd/yyyy)	
Violations:			
OFFICER/MEMBER			
Name: First	Middle	Last	
Home Address: Street	City	State	Zip Code
Phone Number:	Email:	Date of Birth: (mm/dd/yyyy)	
Violations:			



# CITY CLERK'S OFFICE

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## NOTICE OF APPLICATION FOR INDOOR CABARET LICENSE IN THE CITY OF LA CROSSE

This is to notify you that the following business has applied for an **Indoor Cabaret** license under Chapter 10, Article IV of the Code of Ordinances of the City of La Crosse to allow live entertainment in a designated indoor area, as described below.

Pursuant to sec. 10-140, property owners within 100 feet of the proposed premises for an Indoor Cabaret License shall receive notice of an original application.

**That Foreign Place LLC dba Christos Taverna  
at 107 3<sup>rd</sup> St S, La Crosse, WI 54601**

Indoor Cabaret description: Live music in the front left room of the brick building on the main floor.

This application will be considered at the following meetings which are held in the Council Chambers of La Crosse City Hall, 400 La Crosse Street:

**Judiciary and Administration Committee – Tuesday, October 1, 2024 at 6:00 p.m.**  
**Common Council – Thursday, October 10, 2024 at 6:00 p.m.**

*The meeting can be viewed (no participation) by visiting the Legislative Information Center Meetings calendar (<https://cityoflacrosse.legistar.com/Calendar.aspx>) - find the scheduled meeting and click on the "In Progress" video link to the far right in the meeting list.*

*Written comments may be submitted to the City Clerk's Office by emailing [cityclerk@cityoflacrosse.org](mailto:cityclerk@cityoflacrosse.org), by delivery or mail to City Clerk, 400 La Crosse Street, La Crosse WI 54601 or by deposit in the green drop box on the north side of City Hall.*

This notice is given pursuant to the order of the Common Council of the City of La Crosse.

Dated this 26<sup>th</sup> day of September 2024.

Nikki M. Elsen, WCMC  
City Clerk

Alicia Smithburg  
Assistant Clerk



THIRD STREET CENTER LLC  
215 PEARL ST  
LA CROSSE, WI 54601



Tax Parcel Number	OwnerName	PROPADDCOMP	CompleteAddress	MailCityStateZip	x y
17-20015-100	THIRD STREET CENTER LLC	116-118 3RD ST S	215 PEARL ST	LA CROSSE, WI 54601	
17-20015-110	WESTERN PACIFIC PARTNERS	110-114 3RD ST S	110 3RD ST S	LA CROSSE, WI 54601	
17-20015-120	CROW PROPERTIES LLC THE	100 3RD ST S, 222 MAIN ST, 106 3RD ST S, 228 APT 201-303, 230-236 MAIN ST	307 MAIN ST	LA CROSSE, WI 54601	
17-20016-100	DAVID PRETASKY, KIMBERLY A PRETASKY	312 MAIN ST	312 MAIN ST	LA CROSSE, WI 54601-3232	
17-20016-110	DAVID H PRETASKY, KIMBERLY A PRETASKY	310 MAIN ST	310 MAIN ST	LA CROSSE, WI 54601-3232	
17-20016-120	AIRAM GROUP LLC	308 MAIN ST	2102 31ST ST S	LA CROSSE, WI 54601	
17-20016-140	BRONCOS OF LACROSSE LLC	300-302 MAIN ST	2124 MADISON ST	LA CROSSE, WI 54601	
17-20017-10	BRONCOS OF LACROSSE LLC	105 3RD ST S	105 3RD ST S	LA CROSSE, WI 54601	
17-20017-20	RRJ HOLDINGS LLC	107 3RD ST S, APT 201-202	307 MAIN ST	LA CROSSE, WI 54601	
17-20017-40	BIG ALS PROPERTIES LLC	111 3RD ST S APT 201-202, 115 3RD ST S	307 MAIN ST	LA CROSSE, WI 54601	
17-20017-50	F F & F OF THIRD STREET LLC	119-121 3RD ST S	308 3RD ST S	LA CROSSE, WI 54601	
17-20018-10	KWAK 4 LLC	112 4TH ST S	317 4TH ST	LA CROSSE, WI 54601	
17-20018-40	1ST & MAIN LLC	320 MAIN ST APT A-D, 322 MAIN ST	PO BOX 609	LA CROSSE, WI 54602-0609	
17-20018-50	DJH HOLDINGS LLC	324 MAIN ST	324 MAIN ST	LA CROSSE, WI 54601	
17-40380-330	RYAN PROPERTIES LLC	318 MAIN ST, UNIT 1	N6260 BERGUM COULEE RD	WEST SALEM, WI 54669	
17-40380-340	RYAN PROPERTIES LLC	318 MAIN ST UNIT 2	N6260 BERGUM COULEE RD	WEST SALEM, WI 54669	
17-40380-350	RYAN PROPERTIES LLC	318 MAIN ST UNIT 3	N6260 BERGUM COULEE RD	WEST SALEM, WI 54669	
17-40380-360	RYAN PROPERTIES LLC	318 MAIN ST UNIT 4	N6260 BERGUM COULEE RD	WEST SALEM, WI 54669	
17-40380-370	RYAN PROPERTIES LLC	318 MAIN ST UNIT 5	N6260 BERGUM COULEE RD	WEST SALEM, WI 54669	
17-40380-380	RYAN PROPERTIES LLC	318 MAIN ST UNIT 6	N6260 BERGUM COULEE RD	WEST SALEM, WI 54669	
17-40380-390	RYAN PROPERTIES LLC	318 MAIN ST UNIT 7	N6260 BERGUM COULEE RD	WEST SALEM, WI 54669	
17-40380-400	RYAN PROPERTIES LLC	318 MAIN ST UNIT 8	N6260 BERGUM COULEE RD	WEST SALEM, WI 54669	
	THAT FOREIGN PLACE LLC	107 3RD ST S	107 3RD ST S	LA CROSSE, WI 54601	



# City of La Crosse, Wisconsin

City Hall  
400 La Crosse Street  
La Crosse, WI 54601

## Text File

File Number: 24-1287

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**Agenda Date:** 10/1/2024

**Version:** 1

**Status:** New Business

**In Control:** Judiciary & Administration Committee

**File Type:** Charter Ordinance

**Agenda Number:**



## CHARTER ORDINANCE NO.: \_\_\_\_\_

A CHARTER ORDINANCE to create Section 19 of Appendix A of the Code of Ordinances of the City of La Crosse creating the position, duties and responsibilities of the Office of the City Administrator and removing duties from the Office of the Mayor.

The COMMON COUNCIL of the City of La Crosse do ordain as follows:

**Sec. 19. – Office of the City Administrator**

- (a) OFFICE OF THE CITY ADMINISTRATOR. In order to provide the City of La Crosse with a more efficient, effective and responsible government under a system of a full-time Mayor and a part-time Common Council at a time when City government is becoming increasingly complex, there is hereby created the Office of City Administrator for the City of La Crosse.
- (b) APPOINTMENT, TERM OF OFFICE AND REMOVAL The administrator shall be appointed on the basis of merit with due regard to training, experience, administrative ability and general fitness for the office, by a majority vote of those present and voting of the Common Council. The administrator shall hold office for an indefinite term at the pleasure of the Council subject to removal at any time by an affirmative vote of three-fourths of all the members of the Council. The Council may establish other employment terms and conditions consistent with the provisions of this ordinance or the Municipal Code of the City of La Crosse.
- (c) RESIDENCY The administrator shall become a resident of the City of La Crosse within three (3) months following the date of appointment, unless this requirement is specifically waived or varied by the Common Council, and entered into with the administrator, covering the terms and conditions of residency.
- (d) QUALIFICATIONS The ideal qualifications for the administrator will include Bachelor of Arts or Science Degree and a Master's Degree in Public Administration, Public Finance or closely related field from an accredited university and have at least five (5) years of experience in City or County government as a City Administrator, City Manager, or County Administrator.
- (e) FUNCTIONS AND DUTIES OF THE ADMINISTRATOR The administrator, subject to the limitations defined in resolutions and ordinances of the City of La Crosse and Wisconsin State Statutes, shall be the chief administrative officer of the City, responsible only to the Common Council for proper administration of the business affairs of the City, pursuant to the statutes of the State of Wisconsin, the ordinances of the City of La Crosse, and the resolutions and directives of the Common Council, with power and duties as follows:
  - (1) General Duties
    - (a) Carry out policy directives of the Common Council established by resolution or ordinance which require administrative implementation, reporting promptly to the Common Council any difficulties encountered herein;
    - (b) Be responsible for the administration of all day-to-day operations of the City government including the monitoring of all city

- ordinances, resolutions, council meeting minutes and state statutes;
- (c) Prepare a plan of administration, including an organizational plan, which defines authority and responsibility for all nonstatutory positions of the City; and submit it to the Common Council for adoption as the official organization and administrative procedure plan for the City;
  - (d) Establish administrative procedures to measure and to increase the effectiveness and efficiency of City government according to current practices in local government, not inconsistent with subsection (c) above or policy directives of the Common Council which are established by resolution or ordinance;
  - (e) Serve as ex-officio non-voting member of all boards, commissions and committees of the City, except as specified by the Common Council or Wisconsin State Statutes;
  - (f) Keep information concerning current federal, state and county legislation and administrative rules affecting the City and submit appropriate reports and recommendations thereon to the Common Council;
  - (g) Keep informed concerning the availability of federal, state, county and nonprofit grants and funds for local programs and initiatives. Assist Department Heads and the Common Council in obtaining these funds under the direction of the Common Council;
  - (h) Represent the City in all matters involving legislative and intergovernmental affairs as authorized and directed as to that representation by the Common Council;
  - (i) Act as public information officer for the City with the responsibility of assuring that the news media are kept informed about the operations of the City and along with the City Clerk and City Attorney that all open meeting rules and regulations are followed;
  - (j) Established and maintain procedures to facilitate communications between citizens and City government to ensure that complaints, grievances, recommendations and other matters receive prompt attention by the responsible official, and to ensure that all such matters are expeditiously resolved;
  - (k) Promote the economic well-being and growth of the City through public and private sector cooperation.
- (2) Responsibilities to the Common Council.
- (a) Attend all meetings of the Common Council, assisting the Council as required in the performance of its duties.
  - (b) In coordination with the Common Council, Mayor, City Clerk and City Attorney, ensure that appropriate agendas are prepared for all meetings of the Common Council, all Council committees, and all other appropriate committees and commissions of the City, together with such supporting material as may be required; with nothing herein being construed as to give the administrator authority to limit or in any way prevent matters from being

considered by the Council, or any of its committees or commissions.

- (c) Coordinate the preparation of ordinances and resolutions as required by the Common Council and Department Heads.
- (d) Keep the Common Council regularly informed about the activities of the administrator's office by oral or written report at regular and special meetings of the Council.

(3) Personnel

- (a) Be responsible for the administrative direction and coordinator of all employees of the City according to the established organization procedures.
- (b) Consistent with the statutes of the State of Wisconsin, recommend to the Common Council the appointment, promotion, and when necessary for the good of the City, the suspension or removal of Department Heads.
- (c) In consultation with the Director of Human Resources see that complete and current personnel records, including specific job descriptions, for all City employees are kept; evaluate in conjunction with Department Heads the performance of all employees on a regular basis; recommend salary and wage scales for City employees not covered by collective bargaining agreements; develop and enforce high standards of performance by City employees; ensure that City employees have proper working conditions; work closely with Department Heads to promptly resolve personnel problems or grievances;
- (d) In cooperation with the appropriate Department Heads and Director of Human Resources and after following City policies and procedures, make a recommendation to the appropriate City officers regarding the appointment, promotion, and when necessary for the good of the City, the suspension or termination of employees below the Department Head level.
- (e) Manage and assist in labor contract negotiations and collective bargaining issues.
- (f) Work closely with Department Heads to ensure that employees receive adequate opportunities for training to maintain and improve their job-related knowledge and skills and act as the approving authority for requests by employees to attend conferences, meetings, training schools, etc., provided that funds have been budgeted for these activities.

(4) Finances, Budgeting, and Purchasing

- (a) Be responsible for the preparation of the annual City operating budget, including capital budget, in accordance with City

Ordinances and guidelines as may be provided by the Common Council and in coordination with Department Heads, pursuant to state statutes, for review and approval by the Common Council.

- (b) Administer the budget as adopted by the Common Council.
  - (c) Report regularly to the Common Council on the current fiscal position of the City.
  - (d) Supervise the accounting system of the City and ensure that the system employs methods in accordance with current professional accounting practices.
  - (e) Administer the City's purchasing ordinance, policies, and procedures including all purchasing and contracting for supplies and services subject to the purchasing ordinance and procedures established by the Common Council and any limitation contained in the Wisconsin State Statues.
- (5) Cooperation
- (a) All officials and employees of the City shall cooperate with and assist the administrator so that the City government shall function effectively and efficiently.

SECTION II: The provisions of this ordinance shall be deemed severable and it is expressly declared that the Common Council of the City of La Crosse would have passed the other provisions of this ordinance irrespective of whether or not one or more provisions may be declared invalid; and if any persons or circumstances is held invalid, the remainder of the ordinance and the application of such provision of other persons or circumstances shall not be affected thereby.

SECTION III: This charter ordinance specifically removes those duties from the Office of Mayor to oversee the day-to-day operations, management and administration of the City of La Crosse that are found under § 62.09 (8) (a), Wis. Stat. Any charter provision or any previously enacted ordinance or charter ordinance inconsistent or in conflict with this ordinance is expressly repealed.

SECTION IV: This charter ordinance shall take effect sixty (60) days after its passage and publication subject to the provisions of Section 66.0101(5) Wis. Stat.

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Mitch Reynolds, Mayor

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Nikki M. Elsen, City Clerk

Passed:  
Approved:  
Published:



# **CITY OF LA CROSSE**

**400 La Crosse Street  
La Crosse, Wisconsin 54601  
(608) 789-CITY  
[www.cityoflacrosse.org](http://www.cityoflacrosse.org)**

## LEGISLATION STAFF REPORT FOR COUNCIL

File ID            Caption

Staff/Department Responsible for Legislation

Requestor of Legislation

Location, if applicable

Summary/Purpose

Background

Fiscal Impact

Staff Recommendation