

March 25, 2015

To Whom It May Concern:

Mike and Karen Keil along with Metre, both located at 116 5<sup>th</sup> Ave. South, would like to place a parklet on 5<sup>th</sup> Ave. in front of the building.

The parklet will contain planters along with 2 built in benches. There will also be a removable table and 2 to 4 removable chairs. The planters will contain lemongrass, oregano, purple coneflower, chamomile, little bluestern grass and edible kale. The building material will be black locust. There will be a bike parking component on the south end for 2 or 3 bikes.

Maintenance and removal will be performed by Mike and Karen Keil, Metre and Coulee Region Ecoscapes. The parklet will be placed on or after May 1 and removed on or before 10/31 as stipulated. Drainage will be under the structure with a channel by the curb for unobstructed flow. The structure will be ADA compliant with easy access from the curb. Appropriate no smoking and public access signage will be placed as well as curb stops.

There are no drainage grates in this area, it is in the middle of the block and is a flat street. There are no fire hydrants, manhole covers or public utility valves in the area. The speed limit on the street is 25 mph.

The parklet is widely supported by the surrounding businesses and building owners. It has the approval of the local council member, James Cherf and approval from DMI, which is located on the same street. It should help beautify the area.

Sincerely,

A handwritten signature in black ink, appearing to read 'Karen Keil', written in a cursive style.

Karen Keil

On State Highway?  
 Yes  No

**REVOCABLE OCCUPANCY/  
 STREET PRIVILEGE PERMIT APPLICATION**  
 City of La Crosse Legal Department - Phone: (608)789-7511  
 http://www.cityoflacrosse.org

Permit Number:  
 # \_\_\_\_\_

**APPLICANT**  
 Name: Karen Keil Company Name: \_\_\_\_\_  
 Address: 116 A 5th Ave S City: La Crosse State: WI Zip: 54601  
 Phone #: ( ) Cell #: (608) 317-4537 Fax #: ( )  
 Email: Karen.keil6@gmail.com

**PROPERTY OWNER** \*If different from applicant  
 Name: \_\_\_\_\_ Company Name: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone #: ( ) Cell #: ( ) Fax #: ( )  
 Email: \_\_\_\_\_

**ENCROACHMENT TYPE (Check one):**

<input type="checkbox"/> AWNING/ON-PREMISE SIGN/OVERHEAD HEATER/CANOPY	<input type="checkbox"/> OUTDOOR DINING AREA
<input type="checkbox"/> FIRE ESCAPE/ RESCUE PLATFORM/BALCONY	<input type="checkbox"/> AESTHETIC APPURTENANCE
<input type="checkbox"/> VENDING MACHINE/NEWSBOX	<input type="checkbox"/> GROUNDWATER MONITORING WELL
<input type="checkbox"/> UNDERGROUND WIRES AND INFRASTRUCTURES	<input type="checkbox"/> BOATHOUSE/HOUSEBOAT
<input type="checkbox"/> AUTOMATIC IRRIGATION SYSTEM/SIDEWALK ENCROACHMENT	<input type="checkbox"/> OFF-PREMISE SIGN
<input checked="" type="checkbox"/> OTHER: <u>Parklet</u>	

**DESCRIPTION OF ENCROACHMENT/WORK TO BE PERFORMED:**  
parklet in front of 116 5th Ave S.

Desired Start Date: 5/11/15  
 Est. Completion Date: 10/1/15

**CONTRACTOR/SIGN CO.:** \_\_\_\_\_ **PERSON IN CHARGE:** \_\_\_\_\_  
 Phone #: ( ) Cell #: ( ) Fax #: ( )

For timely review, City Ordinance requires that applications be submitted at least 45 days prior to the need for any encroachment. Notwithstanding approval of the application, a permit is not valid until it is signed, recorded and compliance with all other permit conditions is verified. All necessary permits from other City Departments must also be obtained before the encroachment can be installed/erected.

I authorize the applicant listed above to apply for a Street Privilege Permit through the City of La Crosse.

Property Owner Signature: [Signature]

A signed letter from the property owner or management company may be used in lieu of this signature \*\*  
 Signature of Property Owner must be notarized \*\*

Tax Parcel ID #: 17-20034-030

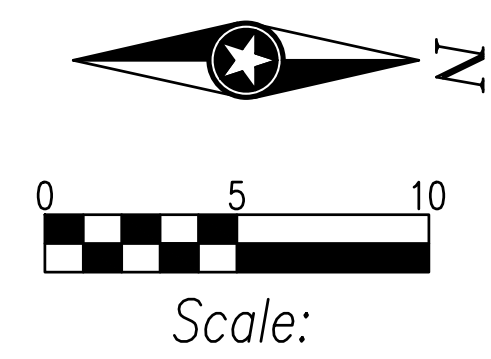
STATE OF WISCONSIN )  
 COUNTY OF LA CROSSE )  
 Personally came before me this 23 day of Mar, 2015 the  
 above named Karen A Keil to me known to be the  
 person(s) who executed the foregoing instrument and acknowledged the  
 same Kim Guenther  
 Notary Public, \_\_\_\_\_ County, La Crosse County, WISCONSIN  
 My commission expires: 9/21/14

I certify that I have reviewed the Municipal Code and understand all that is related to this permit request. I further certify that I have the full authority to make the foregoing application; the information in the application and the required submittals are complete and correct; the Work or Use performed shall comply with all the laws of the State of Wisconsin, and all ordinances, rules, regulations, policies, and special conditions of the City of La Crosse. The applicant agrees to perform the work or use covered by an approved permit with diligence and convenience to the public. After approval, applicant shall be responsible for obtaining any final documents and follow all procedures as defined in the City Municipal Code. Approval of this application is subject to the conditions that appear in the actual permit to be signed after approval is obtained.

Signature of Applicant: [Signature] Date: 3/17/15

Please return this completed application along with required information and fees noted on checklist to: City of La Crosse, Legal Department, 400 La Crosse Street, 6th Floor, La Crosse WI 54601. With questions please contact the Legal Department at (608)789-7511. You will then be given notice of when your request will be on the Board of Public Works agenda.

Approved By: _____ Approval Date: _____	<b>Required items to be provided by Applicant</b>	<b>Gray Shaded Areas to be Completed by City Staff</b>
	Scale drawing of encroachment <input type="checkbox"/> Legal Description <input type="checkbox"/> Certificate of Insurance <input type="checkbox"/> Initial Application Fee \$ _____ <input type="checkbox"/> Annual Permit Fee \$ _____ <input type="checkbox"/>	<input type="checkbox"/> Special Conditions of Approval Attached
	<b>All items due prior to approval</b>	<b>NON-REFUNDABLE ANNUAL PERMIT FEE</b> \$ _____ Payable to City Treasurer (See fee schedule)
		Check # _____ Date Received: _____



MUELLER  
PHOTOGRAPHY

METRE  
116 FIFTH AVE S

ANYTIME  
FITNESS

EXISTING BRICK SIDEWALK

EXISTING CONCRETE BOULEVARD

EXISTING PLANTER

EXISTING STREET LIGHT

WHEEL STOP (TYP)

BICYCLE RACKS

SOFT HIT POST (TYP)

17'

16'

7'

23'

23'

FIFTH AVENUE

THIS DOCUMENT IS THE PROPERTY OF ISG AND MAY NOT BE USED, COPIED OR DUPLICATED WITHOUT PRIOR WRITTEN CONSENT.

PROJECT

**METRE**

**116 FIFTH AVE S  
PARKLET**

LA CROSSE WISCONSIN

REVISION SCHEDULE	
NO	DESCRIPTION

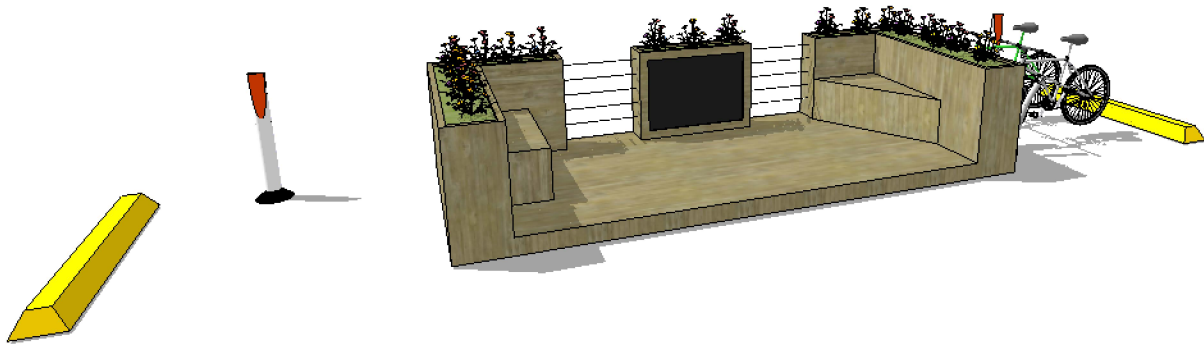
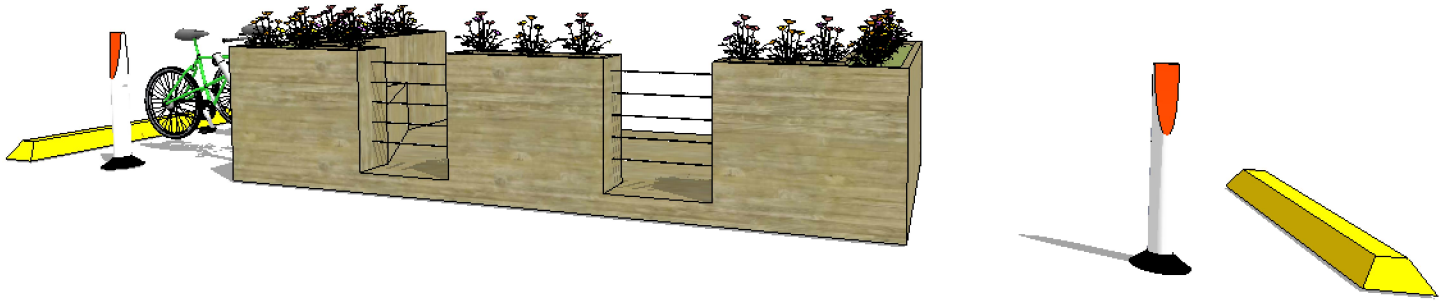
PROJECT NO.	14-16079
FILE NAME	X-16079 PRO-SITE-C-PARKLET
DRAWN BY	WAK
DESIGNED BY	WAK
REVIEWED BY	-
ISSUE DATE	04/01/2015
CLIENT PROJECT NO.	-

TITLE

**SITE PLAN**

SHEET

**1** OF 1



**From:** Justin Garvey justin@metreagency.com  
**Subject:** Parklet Dimensions  
**Date:** March 18, 2015 at 2:24 PM  
**To:** mr.mrkeil@gmail.com, Karen Keil karen.keil60@gmail.com, Judson Steinback judsonsteinback.cre@gmail.com  
**Cc:** Kerstin Boudreau kerstin@metreagency.com

Hello all,

I've attached the dimensions and layout for the parklet.

This plan does feature the smaller dimensions that we talked about for the planters on each end (18" wide instead of 24").

**Justin Garvey | Director of Brand Strategy**

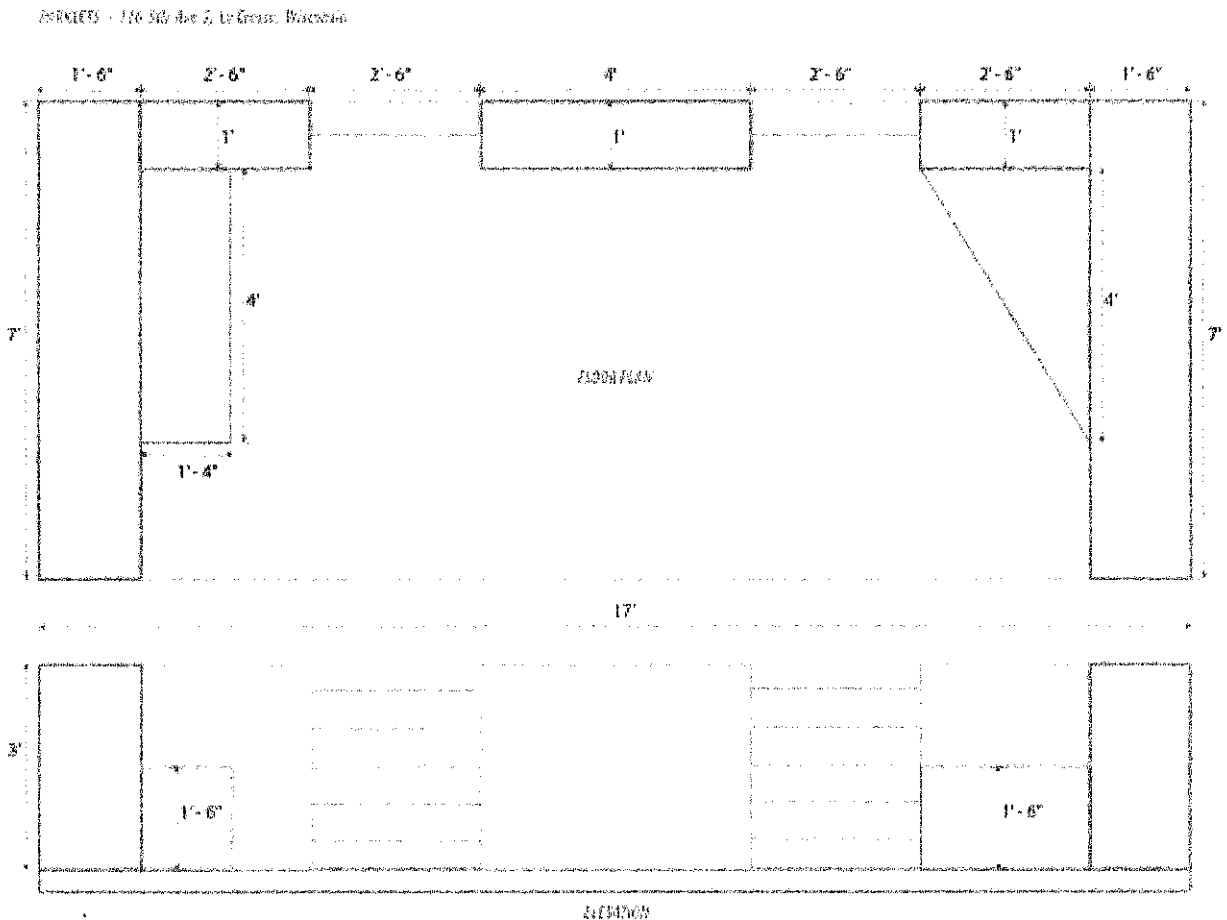
metre

e: [justin@metreagency.com](mailto:justin@metreagency.com)

a: 116 5th Ave S, La Crosse, WI 54601

p: 608-782-5508 x203

w: [metreagency.com](http://metreagency.com)

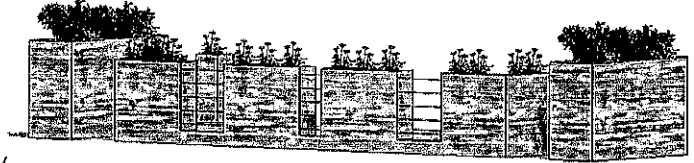


# PARKLET TYPES

EST. 1  
\$5,300.00

## THE RED CLOUD

This expansion of the sidewalk provides opportunity for loose cafe seating to be placed on a temporary basis. With blackboard surfaces included, it allows for local artists of all ages to be creative and "famous" for a day.

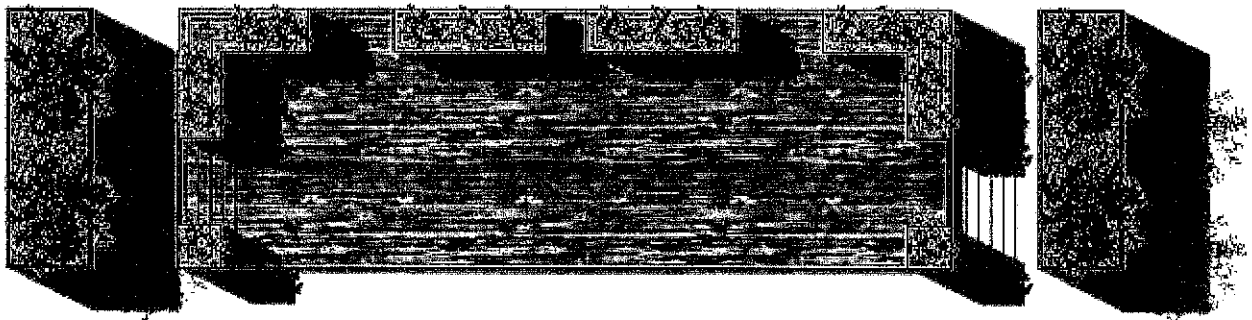
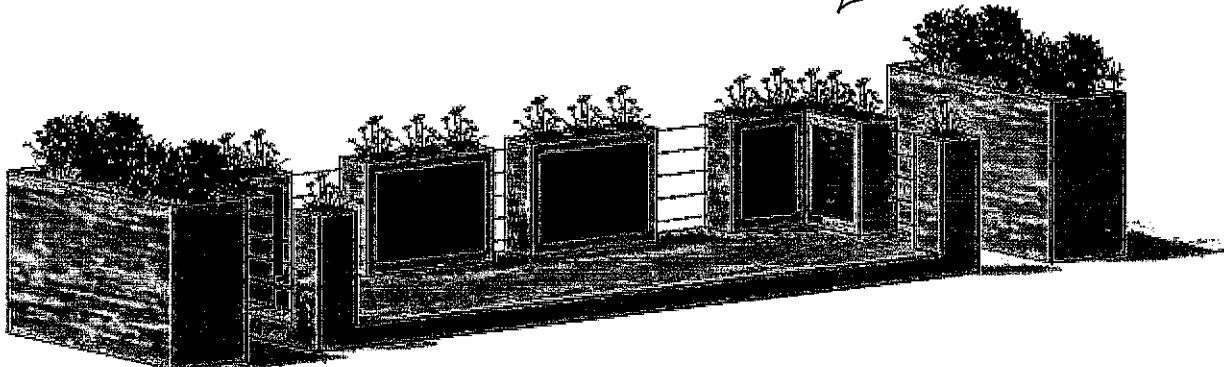


street view

### LIST OF COMPONENTS

- CHALK BOARD WALLS
- FLOWER BOXES
- BOLLARDS
- HERB GARDENS

← similar look



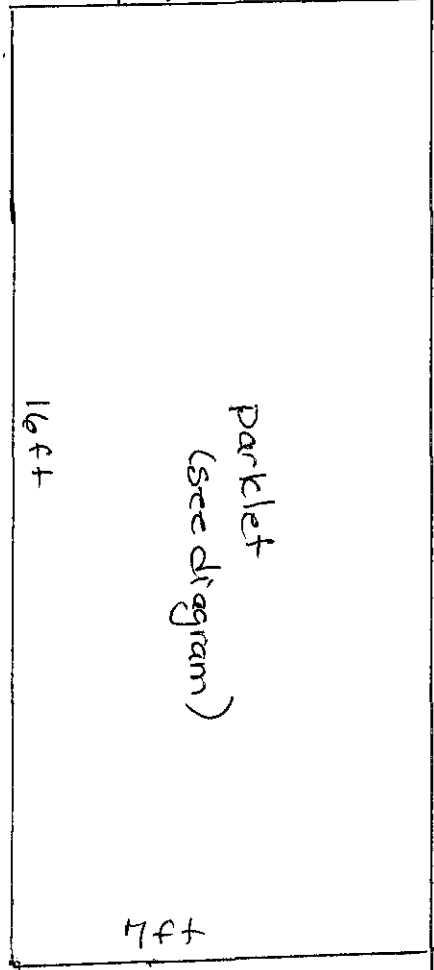
← sidewalk →  
10 feet

Müller  
Photography

planter  
box

curb stop

bike  
parking



METRE  
← 20ft →

Anytime fitness

light  
post

curb stop

-----Original Message-----

From: Ben Addington [<mailto:ben@metreagency.com>]

Sent: Wednesday, April 01, 2015 2:39 PM

To: Will Kratt

Cc: 'Mike Keil'; 'Karen Keil'; 'Justin Garvey'; [kuhlman@cityoflacrosse.org](mailto:kuhlman@cityoflacrosse.org)

Subject: RE: Drawings

Will,

I spoke with Jud from Coulee Region Ecoscapes, who will be building our parklet. They have a plan in place for drainage which includes: all garden beds will be raised/propped approximately 2"-3" off the structure (with 2x4's with gaps in between to avoid pooling), and there will also be "feet" under the deck following the proper grade to allow water to flow freely under the structure. They are aware of the ADA compliance requirement for any small transition, but plan on a seamless transition from the structure to the curb.

Will this suffice for what you need to put together our rendering for Lewis/City? I've Cc'ed Lewis on this email, but Justin it may be good to resend this summary above with the renderings to the City.

If you have any specific questions, his contact information is:  
608-316-5911, or [couleeregionecoscapes@gmail.com](mailto:couleeregionecoscapes@gmail.com).

Thanks,

Ben Addington | Account Manager  
metre  
a: 116 5th Ave S, La Crosse, WI 54601  
p: 608-782-5508 x201  
c: 608-790-5565  
w: [metreagency.com](http://metreagency.com)







March 11, 2015

Lewis Kuhlman, Associate Planner – Community Development  
City of La Crosse Planning Department  
3<sup>rd</sup> Floor  
400 La Crosse Street  
La Crosse, WI 54601

**DOWNTOWN MAINSTREET INC.**  
500 MAIN STREET  
LA CROSSE, WI 54601  
608.784.0440  
LACROSSEDOWNTOWN.COM

Mr. Kuhlman:

**BOARD OF DIRECTORS**

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PRESIDENT  
**Deb Lash**  
PRESIDENT ELECT  
**Mike Keil**  
PAST PRESIDENT  
**Jan Howes**  
VICE PRESIDENT  
**Chris La Shorne**  
SECRETARY/TREASURER  
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**Kevin Carlson**  
**James Cherf**  
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**Mark Hammond**  
**Jim Hill**  
**Audrey Kader**  
**Don Mayer**  
**Debi McKenney**  
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**Tom Walch**  
**Bill Weber**  
**Dan Wettstein**

**STAFF**

**Robin Moses**  
EXECUTIVE DIRECTOR  
**Matt Krueger**  
BUSINESS ASSISTANT

I am writing to express my support for the Parklet application submission by Mike & Karen Keil and Metre Agency on 5<sup>th</sup> Avenue.

I am the executive director of Downtown Mainstreet, Inc. (DMI) at 500 Main Street across the street from the proposed location of the parklet. We support the addition of a parklet on 5<sup>th</sup> Avenue. It will add green space to this street and will allow downtown patrons to relax on a 5<sup>th</sup> Avenue that has had a resurgence in the recent years. There are a handful of businesses that will be able to allow their employees to use the parklet for a quick break from work and to take in the great weather.

DMI's role in this process will be to market the parklet to visitors and downtown La Crosse patrons.

I strongly encourage you to prioritize and approve the application for this parklet on 5<sup>th</sup> Avenue.

Sincerely,

Robin Moses  
Executive Director

**From:** "Pat McGuire" <pkm@scenicconcepts.com>  
**Subject:** RE: Parklet  
**Date:** March 20, 2015 9:52:37 AM CDT  
**To:** "Mike Keil" <mr.mrkeil@gmail.com>

Mike,

I was able to get a hold of our other first floor tenant from the fashion Party place. They are also in favor of the Park. In fact they are very excited about it.

Pat

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**From:** Mike Keil [mailto:mr.mrkeil@gmail.com]  
**Sent:** Thursday, March 19, 2015 4:07 PM  
**To:** Pat McGuire  
**Subject:** Re: Parklet

Thanks Pat!

Sent from my iPhone

On Mar 19, 2015, at 2:40 PM, Pat McGuire <pkm@scenicconcepts.com> wrote:

Hi Mike,

The parklet idea sounds like a good one. Rick and I would be in favor of your proposal. I have also talked to the owner of El Rodeo restaurant located on the 1<sup>st</sup> floor of our building and they would also be in favor. Have not been able to contact Cupcakes yet but I am sure they will have no problem and will confirm that once I hear from them.

Good luck,  
Pat Mc Guire  
Scenic Center  
115 Fifth Avenue South  
La Crosse