

# DESIGN REVIEW CHECKLIST

*The checklist must be completed in full by the applicant prior to submission. Completed elements should be checked. Any elements that do not apply to your site or you are requesting an exception on, check the corresponding column and include notes. Items in italics are recommended actions but not required.*

YES NO N/A NOTES

## PARKING LOT DESIGN AND PARKING STANDARDS

	YES	NO	N/A	NOTES
C.2 No parking stall may be closer to the street than the building setback line or the building on the same parcel, whichever is farther from the street unless the applicant can demonstrate that there are no practical alternatives related specifically to the site.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
C.3 All points of ingress and egress will be evaluated by the City Traffic Engineer to determine if ingress and egress should be allowed directly to the street or via an alley.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
C.4 Parking areas shall be separated from primary buildings by a landscaped buffer.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
C.5 Minimum setback for parking stalls and drives is five (5) feet from all property lines with the exception of the alley (in order to accommodate landscaping or drainage swales). Parking for adjacent properties may be combined into continuous paved lots, eliminating the required setback at the shared property line, provided that 100% of the lost green space is replaced elsewhere on the parcel (e.g. with a 10' setback along the opposite lot line).	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
C.6 A parking lot for more than 12 vehicles shall incorporate at least 288 square feet of planting islands at least 8 feet in width (face of curb to face of curb). Planting islands may be either parallel to parking spaces or perpendicular to the parking spaces. As parking lot size increase, and additional planting island is required at the ratio of one planting island for every 20 automobile parking spaces. No less that 5 percent of the islands shall be interior to the parking lot.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
C.7 Landscaping buffers, green space, and planting islands must total a minimum of 10 percent of the lot.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
C.8 Buffers, setbacks, and planting islands are encouraged to be used for stormwater infiltration.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
C.9 All approaches, parking and vehicular circulation areas shall be paved and graded for proper stormwater management. The use of pervious pavement for stormwater infiltration is highly encouraged.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
C.10 For structures not needing approval by the Wisconsin Department of Commerce, parking spaces shall not be less than 8.5 feet in width and 17 feet in length. The full dimensions of this rectangle must be maintained in angled parking designs. Drive aisle widths vary depending upon the angle of parking space. The following minimum standards apply and shall be consistent with requirements of the City Engineering Department adopted standards: 45 degrees – 12'10" aisle 55 degrees – 13'7" aisle 65 degrees – 15'4" aisle 75 degrees – 17'10" aisle 90 degrees – 22' aisle	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
C.11 Where maximums on parking ratios exist, parking surfaces and drive aisles shall be permitted to be increased in size by no more than five percent (5%), provided at least twenty-five percent (25%) of the parking lot and pedestrian sidewalks consist of paving blocks (plastic or concrete honeycomb grid) planted with grass.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
C.12 Parking lots shall be located on the same lot as the principal structure (unless it can be demonstrated that shared parking will be beneficial to multiple property owners and does not result in a "gap tooth" effect on a block face).	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

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	YES	NO	N/A	NOTES
C.13 Raised curbs, parking blocks or stops, decorative bollards and/or fences, trees and/or shrubs shall be utilized along the edge(s) of parking lots to prevent motor vehicles from parking on green space buffers, outdoor recreation space, bike parking areas, sidewalks and side and front yards. In the event the original protective measures are inadequate to preventing inappropriate parking, additional measures shall be taken.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
C.14a Parking lot snow storage area(s) shall be designated in the parking lot and/or green space buffers.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
C.14b Snow storage areas shall not be located near parking lot entrances and impede driver vision.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
C.14c If these green space buffer(s) are no longer capable of storing snow, the property owner shall arrange for the excess snow to be removed.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
C.14.d To the greatest extent possible, melting snow or ice should not drain over sidewalks or across neighboring properties.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
C.15 Light-colored and/or reflective surface coating should be considered to reduce the "heat island" effect of traditional asphalt parking lots.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
C.16 Environmentally-friendly paving materials and methods are encouraged, including but not limited to using recycled asphalt tires and roofing shingles as part of the mix or base.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
C.17 Porous paving materials such as paving blocks with decorative gravel, or properly spaced cobbles, brick, and natural stone with grass planted in between in small clusters and methods that reduce stormwater runoff are encouraged.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
C.18 The off-street parking provisions for all commercial development shall be in conformance with 15.04(G). Required off-street parking space, including access drives and aisles, shall not cover more than seventy-five percent (75%) of the lot area in which such off-street parking space is permitted.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

## PEDESTRIAN CIRCULATION

D.2 There shall be a paved pedestrian route from the sidewalk or street to the main building entrance, and from the parking area to the nearest building entrance.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
D.3 Pedestrian routes shall be paved with concrete. Bituminous material shall not be allowed for pedestrian routes.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
D.4 Porous paving materials and methods that reduce stormwater runoff is encouraged.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

## BUILDING MECHANICAL SERVICE ELEMENTS

E.2 The design and location of the following items shall be indicated on building and/or site plans, illustrated with spec sheets as appropriate, and submitted with the Design Standards Checklist:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
E.2a utility meters	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
E.2b building mechanicals	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
E.2c trash and recycling containers	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
E.2d bicycle parking	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
E.2e outdoor seating areas	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
E.2f solar and wind facilities	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
E.2g dish antennas (not permitted to hang off the side of buildings)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
E.2h transformers	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
E.2i back-up generators	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

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	YES	NO	N/A	NOTES
E.3	Service areas, utility meters, and building mechanicals shall not be located on the street side of the building, nor on the side wall closer than 10 feet to the street side of the building. The location of emergency back-up generators and transformers shall be coordinated between the City, developer and the utility company. Screening of meters, generators, transformers, and mechanicals is required when visible from the street with an approved screen device. Screening materials shall match building materials. Cable, conduit and phone line shall not be visible on the exterior with the exception of conduit running directly to the meter/utility boxes at the time of initial occupancy. Mailboxes are permitted within 10 feet of the front of the building if not visible from the street.			
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
E.4	Trash and recycling containers, including cans and dumpsters, shall have covers and be screened so as not to be visible from the street or from neighboring properties. Screening shall be one foot higher than the container but no higher than six feet; however, roofed enclosures may exceed this limit.			
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
E.5	If a building owner chooses to provide a trash receptacle and/or a smoking materials receptacle, the receptacle(s) shall be decorative if located at the entrance that faces a public street. These receptacles shall be screened from view and/or designed to fit with the architecture and materials of the building.			
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
E.6a	High energy gas appliances shall have the air intakes and exhaust vents located on the sides or rear of the building where they do not interfere with any sidewalks, are not likely to be blocked or damaged by pedestrian traffic, snow or the removal of snow, and away from any trees or shrubs that would be harmed by the exhaust heat and gases.			
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
E.6b	Window-mounted air conditioners shall not be permitted.			
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
E.6c	PTAC air conditioner/heat pump units must be designed into the architecture of the building.			
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
E.6d	If heat pumps or air conditioners are located on the ground, they shall be on one side or the rear of the building and screened with evergreens or decorative screening that matches or complements the exterior siding of the building, such that proper clearances are maintained for the manufacturer's warranty.			
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
E.6e	If heat pumps or air conditioners are located on the roof, they shall be placed, painted and/or screened so as to minimize the visual impact to the street.			
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
E.7a	Bicycle parking using bike racks specifically designed for bike parking shall be provided at one (1) space per 10 automobile parking spaces or one (1) space per 20 employees, whichever is greater, and should be located near building entries, shall not interfere with pedestrian circulation, and shall be well-lit. Bikes are not permitted to be stored, locked or chained on decks, patios, fences or any other exterior location other than a bike rack specifically designed for bike parking.			
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
E.7b	Bicycle parking (to accommodate four bicycles) shall be nominally at least nine (9) by six (6) feet or fifty-four (54) square feet and increase by the same ratio to accommodate the number of bike spaces.			
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
E.7c	The base for bike racks should be concrete to ensure their stability; however, the remaining bicycle parking area shall be porous paving materials (paving blocks with decorative gravel or wood mulch, or properly spaced cobbles, brick, and natural stone with grass planted in between in small clusters) to reduce stormwater runoff but shall not result in standing water. If an area for bike parking is designed using these standards, then up to 100 percent of the space taken for the bike parking shall count as green space.			
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

# DESIGN REVIEW CHECKLIST

LANDSCAPING OPEN SPACE & PLANTINGS		YES	NO	N/A	NOTES
F.2	A landscape design and planting plan shall be prepared and submitted for all buildings. Landscape plans for developments shall be prepared and signed by a Landscape Architect, nurseryman, or professional site planner with educational training or work experience in land analysis and site plan preparation prior to submittal to the City.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
F.2a	No building permit shall be issued until the required landscaping plan has been submitted and approved, and no certificate of occupancy shall be issued until the landscaping is completed as certified by an on-site inspection by the Building Inspector, Planning Staff, or other designated official, unless a financial guarantee acceptable to the City has been submitted.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
F.2b	Landscape surety. The owner shall provide the City with a cash deposit, bond, or approved letter of credit to guarantee the proper installation and growth of all landscape improvements proposed in the approved landscape plan. Said surety may remain in effect for two full growing seasons. A growing season shall be considered a period from May 1 to September 30. The first year, the amount of the surety will be equal to 100% of the estimated cost of plant material, installation and tree preservation. Once installation has been completed per the approved landscape plan and verified by the City, 75% of the surety will be reimbursed back to the owner. The remaining 25% will be kept by the City for a period of twelve (12) months to cover any maintenance cost that may be needed. Such surety shall be filed with the City Finance Officer.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
F.2c	The City may allow an extended period of time for completion of all landscaping if the delay is due to conditions which are reasonably beyond the control of the developer. Extensions may not exceed nine months, and extensions may be granted due to seasonal weather conditions. When an extension is granted, the City may require such additional security and conditions as it deems necessary.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
F.3a	The plan shall address all parts of the parcel and shall indicate: Details of all proposed vegetative landscaping materials, including placement, common and botanical names, caliper/height or container size and quantity and maintenance requirements.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
F.3b	Details of proposed non-vegetative landscaping and screening materials.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
F.3c	Planting and construction schedule for completion of landscaping and screening plans.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
F.3d	Estimated cost from a landscaper on a bid or estimate form of the proposed landscaping.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
F.4	All portions of the site not covered by buildings, paving material, or other planned and approved surfaces shall be considered "landscaped area" and shall have a minimum of 4 inches of top soil and be planted with living plant materials and/or mulches. Overall site landscaping shall include not less than:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
F.4a	One tree placed in the boulevard per 40 linear feet of lot frontage;	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
F.4b	Not less than two trees and eight shrubs per 600 square feet of landscaped area. These are minimum standards – more plantings are encouraged.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
F.5	All plant material used shall meet the minimum standards established by the American Association of Nurserymen as published in the American Standards for Nursery Stock and shall meet the following minimum requirements:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
F.5a	Deciduous trees: 2" dbh (diameter at breast height)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
F.5b	Ornamental trees: 2" dbh	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
F.5c	Evergreen trees: 5' height	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
F.5d	Shrubs: 5 gallon container	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
F.5e	Vines and Perennials: 1 gallon container	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

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		YES	NO	N/A	NOTES
F.6	Boulevard trees will be installed by the City Forester at City expense if the developer attends City tree school. If the developer installs boulevard trees they shall conform to City street standards. A complete list of trees and shrubs and other reliable plant material that has been approved by the City Forester is available in the City Planning and Development Department.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
F.7	Existing healthy trees should be preserved to the greatest extent practicable and shall be indicated on grading and landscape plans submitted for plan review; however, invasive trees shall be removed. Existing damaged, decayed, or diseased trees should be removed to protect remaining trees. Construction near existing trees should follow Best Management Practices to ensure their survival.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
F.8	Landscaping should reinforce pedestrian circulation routes and obstruct undesired routes of convenience. Bushes, trees, rocks, and other landscape features should be used to indicate where pedestrians should and should not travel.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
F.9a	Provide a five (5) to six (6) foot high solid screen to separate parking lots from abutting residential uses or other non-compatible uses. A solid landscape screen is defined as an evergreen or nearly evergreen mixture (minimum of 65% evergreen) of shrubs, bushes, or trees that produce a dense, sight-obscuring screen at least five (5) to six (6) feet in height within three years of planting. Berms may be included in this definition as long as the maximum height of the berm is five feet; both sides of the berm are planted with evergreen or nearly evergreen shrubs or bushes so that the total height of landscaping and berm will be at least six feet within three years of planting; and top of the berm plantings form a dense, sight-obscuring screen within the same three-year period.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
F.9b	Provide a minimum three (3) foot high visual relief screen when adjacent to a street in the form of a hedge, fence, planter, berm, dividers, shrubbery and trees or any combination. The visual relief screen shall extend the length of the parking lot. Three (3) feet in height shall be measured from surface of the parking lot and may be negotiable depending on the elevation of the parking lot in relation to the sidewalk and/or street. All landscaping to form such a visual relief shall be a minimum height of 2 feet at time of planting. Bark or other loose material shall not be placed on berms in these areas since it may be displaced on the street or sidewalk.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
F.10a	The property owner shall be responsible for maintenance and replacement of trees, shrubs, grass, ground covers, loose bark or gravel, and sod which are part of the approved landscape plan. If any such plant materials are not maintained or replaced, the City may utilize the required surety to replace the newly planted or protected landscaping or to deem this to be a Municipal Code Violation and issue an Order to Correct.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
F.10b	The owner is responsible for keeping trees in a plumb position. When staking or securing trees is done, it shall occur so as not to create any hazards or unsightly obstacles.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
F.10c	Plants must be maintained to be kept in sound, healthy and vigorous growing conditions and free of disease, insect eggs and larvae.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
F.10d	A sprinkler or lawn irrigation system shall be required in the front yard and boulevard of all developments if lawn or sod is proposed. This standard does not apply to boulevards if sprinkler or lawn irrigation systems are not needed for the front yard.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

## WALLS AND FENCES

G.2	Walls and fences located in the front yard setback shall not exceed six feet in height above the finished grade and shall be at least 50% transparent to retain the visual connection between street and building.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
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	YES	NO	N/A	NOTES
G.3 The design and materials for walls and fences shall be coordinated with the design and materials of the principal buildings and should have substantially the same detail. This is not intended to require identical materials and design.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
G.3a Pressure treated lumber fences shall not be permitted unless stained or painted.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
G.3b All chain link fences must be plastic coated and shall only be permitted in side yards and backyard, and shall not extend nearer to the street than the front of the building nor used in the side yard on a corner property.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
G.3c Smooth faced concrete (CMV) blocks or non-architectural poured walls used to construct a wall shall be covered with brick or some other decorative block or dimensional material such as a stained block product. Painted or colored smooth-faced concrete bricks or blocks shall not be considered decorative block.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
G.4 Walls and fences shall provide variety and articulation at each end and at intervals not exceeding 25 feet through at least one of the following methods: Changes in plane of not less than one (1) foot; Expression of structure, such as post, column, or pilaster; Variation of material; or Landscaping	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

## STORMWATER INFILTRATION AND CONTROL

H.2 A stormwater management and erosion control plan shall be required for all new construction, shall be coordinated with the Landscaping and Open Space Plan, and shall be designed by either a Registered Architect, Landscape Architect or a Professional Civil Engineer in accordance with the City of La Crosse's Stormwater Management Ordinance and shall include a maintenance plan and agreement.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
H.2a Until such time as the City adopts a stormwater management ordinance, the City shall use the La Crosse County Stormwater Management Ordinance.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
H.2b For parcels less than ¼ acre in size, the City shall work with the property owner/developer/applicant to develop a practical site-specific stormwater management plan that allows for flexibility in the use of stormwater treatment devices including rain barrels, rain gardens, swales, cisterns, drain tiles, soil amendments, porous pavements, grass pavers for overflow parking areas, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
H.3 The use of bio-cells, living roofs and rain gardens is encouraged due to their aesthetic as well as utilitarian benefits.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
H.4 Newly concentrated stormwater, such as that from rooftop, impervious surface, or swales, shall not be directed onto or across adjacent properties or across sidewalks. Rooftop stormwater shall not be discharged within 5 feet of a sidewalk unless an intervening landscape element is used to promote infiltration, such as a rain garden.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
H.5 Stormwater detention and infiltration facilities shall be designed as visual and open space amenities that enhance the overall appearance of the site.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

## EXTERIOR LIGHTING

I.2 All exterior lights shall be designed for commercial use. A lighting plan showing lighting levels on-site and at the property line as well as spec sheets with pictures must be submitted with the Design Standards Checklist for each exterior light to be used.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
I.3 Pedestrian lighting shall clearly indicate the path of travel, shall minimize dark spots along that path, and shall utilize coordinated light fixtures.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
I.4 The maximum height of wall-mounted parking lot light fixtures shall be 16 feet above the ground. Pole-mounted fixtures are acceptable but not required and will have a maximum height of 30 feet from the ground to the top of the fixture. Fixtures shall be of full-cut-off (FCO) design to minimize glare and spillover.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

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		YES	NO	N/A	NOTES
I.5	Ornamental lighting to light the building façade is permitted provided that the light source is not visible from the property line and is designed to minimize glare and spillover.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
I.6	No overhead light source (i.e., the lamp or reflector) shall be visible from the property line. Shields may be employed, if necessary, to meet this requirement. The maximum allowable luminance measured 25 feet beyond the property line shall be .05 horizontal foot-candles (HFC).	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
I.7	Lighting levels for parking lots and pedestrian routes: (horizontal luminance measured in foot-candles):	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
I.7a	Average: 2.4 foot-candles	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
I.7b	Minimum: 1.0 foot-candles	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
I.7c	Uniformity Ratio (Bright spots to dark spots): 4:1	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
I.7d	Maximum Average: .5 foot-candles	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
I.8	Each exterior entry to structures on the property shall have an exterior light.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
I.9	For properties adjacent to residential uses, motion sensor flood or spot lights shall have shrouds, be limited to two (2) bulbs pointed at least thirty degrees downward and not directly into windows or doors of neighboring building and the light sources shall not be visible from the street.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>PATIOS, PORCHES, DECKS, AND ROOFTOP GARDENS/DECKS</b>					
J.2	Every residential unit is encouraged to have its own patio or balcony and shall be incorporated into the architectural façade of the building and may encroach into the building setback area but not more than 25%. Commercial structures are also permitted to have exterior balconies. No patio or balcony can hang over a sidewalk.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
J.3	For commercial developments, ground level patios or decks for customer seating are permitted in the setback areas and should include some screening for noise.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
J.4	Exterior stairs leading to a deck or balcony are permitted provided that they are decorative and are architecturally compatible with the building and constructed of compatible materials. Exterior corridors visible from a street are not permitted.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
J.5	Rooftop green roofs or rooftop patios and decks are permitted and if intended for occupied use shall have a railing height or parapet of at least 42 inches. Only outdoor furniture is permitted.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>BUILDING DESIGN: FORM, SCALE AND CONTEXT</b>					
K.2	Photos of at least four (4) street views of nearby blocks shall be submitted with the Design Standards checklist.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
K.3	Buildings shall be designed to provide human scale, interest, and variety. The following techniques may be used to meet this objective:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
K.3a	Variation in the building form such as recessed or projecting bays, shifts in massing, or distinct roof shapes.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
K.3b	Emphasis of building entries through projecting or recessed forms, detail, color, or materials.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
K.3c	Variation of material, modules, expressed joints and details, surface relief, color, and texture to break up large building forms and wall surfaces. Such detailing could include sills, headers, belt courses, reveals, pilasters, window bays, and similar features.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
K.4	For all non-manufacturing or retail buildings, where the allowable building is more than 50% wider than adjacent buildings, one of the following techniques shall be employed to minimize the apparent width of the primary façade:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
K.4a	Articulate the façade with projections or bays.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
K.4b	Use architectural elements such as column, canopies, glass, changes in materials, and covered entries to interrupt the façade.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

# DESIGN REVIEW CHECKLIST

		YES	NO	N/A	NOTES
K.5	The first floor façade shall include windows to provide visual interest and visual connection to the street. The total area of windows and doors on the street-facing façade, including trim, shall not be less than 20% of the total area of the façade, excluding gables.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
K.6	Buildings shall be built to the front yard setback line. In highway commercial areas, the building setback shall not be greater than 25 feet and no parking is permitted in the front yard setback area.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
K.7	Commercial buildings within Historic Districts or adjacent to any designated historic building must first receive DRC review and approval prior to submittal to the Heritage Preservation Commission for their review. Approval by the Heritage Preservation Commission is necessary prior to the issuance of any building permit. The developer can appeal to the City Plan commission if denied by the Heritage Preservation Commission.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

## BUILDING ENTRANCES, DETAILS, TRIM, DOORS AND WINDOWS

L.2	The primary entrance to the building shall be covered at least three (3) feet from the door. Entrance features may encroach into the front yard setback a maximum of three (3) feet. Building entrances shall be emphasized through projecting or recessing forms, detail, color or materials. Buildings shall be oriented toward the street with pedestrian access.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
L.3	All openings shall be articulated or appropriately trimmed through the use of materials such as flat or arched lintels, projecting sills, or surrounds.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
L.4a	All windows shall be in keeping with the architectural character of the building.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
L.4b	All windows shall have an interior locking or securing mechanism.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
L.4c	For mixed used developments that include residential units, exterior entry doors for individual units shall be residential in style (real or decorative styles, rails or panels) solid or insulated or multiple units may be commercial in style (glass). If the door does not have a translucent window lower than five (5) feet, it shall have a security peephole.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

## ROOFS AND ROOF LINES

M.2	Any roof style such as hip, gambrel, mansard, colonial, flat or another roof style is permitted so long as the roof pitch is appropriate to the architectural style of the building (e.g. prairie school) and the roof element contains additional architectural elements such as dormers, long overhangs, windows or other feature.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
M.3	Flat roofs are permitted, and must incorporate a parapet wall on all sides, unless the rear side of the building is sloped for drainage. The parapet should include architectural details appropriate to the building design that create a positive visual termination for the building (a “top”).	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
M.4	A minimum of 50% of a building’s linear roof drip edge should fall to ground surfaces that do not contain impervious surface. If gutters or other stormwater drains toward neighboring properties, then water shall be directed to an onsite rain garden(s) designed to retain a 0.5 inch-1hr rainfall. For information regarding directing clean roof water to rain gardens, the Wisconsin DNR and UW-Extension have extensive publications on the proper calculation for the size and planting materials for rain gardens in Wisconsin.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

## EXTERIOR MATERIALS

N.2	The use of identical materials on all sides of the building is encouraged; however, higher-quality materials on street-facing façade and complementary materials on other façade is acceptable.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
N.3	Use of decorative accessories and trim is highly encouraged.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	



# DESIGN REVIEW CHECKLIST

		YES	NO	N/A	NOTES
N.4	Vinyl, plywood, chipboard, T1-11, asphalt siding, non-architectural metal siding and smooth-faced concrete block are prohibited as exterior finish materials unless the architect can demonstrate that the materials are appropriate to the design of the building. Treated wood shall be painted or stained.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
N.5	Natural wood shall be painted or stained, unless it is cedar, redwood or some other naturally weather resistant species and is intended to be exposed.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
N.6a	Since the selection of building colors has a significant aesthetic and visual impact upon the public and neighboring properties, as well as an impact on the energy use and comfort of customers and tenants, designs and color shall be selected in general harmony with the overall existing neighborhood.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
N.6b	Neutral or natural colors for the primary siding material with brighter or darker colors for accent and trim that provide for a more interesting building and are cooler in the summer are preferred.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
N.6c	Complementary multi-color and textured roofing materials that provide for a more interesting building and are cooler in the summer are preferred.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>GARAGES AND ACCESSORY BUILDINGS</b>					
O.2	Street-facing overhead doors on garages are not permitted on lots served by an alley.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
O.3	The cumulative length of all garage doors facing the street shall not exceed 50% of the total length of the street-facing elevation unless architecturally justified.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
O.4	Accessory buildings shall be architecturally compatible and be constructed of the same materials as the primary building(s). All changes to the approved plans such as the addition of an accessory structure shall be approved by the Design Review Committee if not submitted at the time of initial review.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>BUILDING CONSTRUCTION</b>					
P.2	A completed LEED checklist must be submitted with the Design Standards checklist to demonstrate compliance with the standard.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>BUILDING, PROPERTY AND LANDSCAPING MAINTENANCE</b>					
Q.2	All commercial structures and buildings that are developed and constructed under this ordinance shall maintain the property through an ongoing maintenance program. The maintenance program is to include all exterior aspects of the development and include but is not limited to parking lots, building mechanicals, service elements, customer and tenant amenities, landscaping open space and plantings, wall and fences, signage, stormwater facilities, exterior lighting, patios and decks, exterior finishes, windows, architectural detail, and accessory structures.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Q.3	The project shall be maintained over the life of the development in a like-new condition with an on-going maintenance program that adheres to the intent of the original building plans and is subject to inspection by the City at anytime. Failure to maintain the project may subject the property to fines as permitted under this Chapter and the City of La Crosse Stormwater Management Ordinance. (#4513-7/9/09)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	