



Memo

TO: File 20-0007

FROM: Nikki Elsen, Deputy City Clerk

DATE: 1/23/2020

RE: Conditional Use Permit – Menard, Inc. 423 Charles Court

On January 2, 2020, Menard, Inc. submitted a Conditional Use Permit application for 432 Charles Street. Notice was published in the La Crosse Tribune on January 14 and 21, 2020 and sent to property owners within 200 feet on January 14, 2020.

On January 22, 2020, it was brought to our attention that the address noted on the application and cover letter submitted by Menard, Inc. had the address incorrectly listed as 432 Charles Street. It should be 432 Charles Court.

There is not a 432 Charles Street in the City of La Crosse, only a 432 Charles Court.

The Notice, both published and sent to property owners within 200 feet, correctly listed the tax parcel number and legal description for 432 Charles Court. When preparing the 200 foot buffer for property owner notification, the correct parcel was used so the appropriate property owner received notification.

Nikki M. Elsen, WCMC
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