

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

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 checked="" type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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 than 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
C.14a Parking lot snow storage area(s) shall be designated in the parking lot and/or green space buffers.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
C.14b Snow storage areas shall not be located near parking lot entrances and impede driver vision.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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.14d To the greatest extent possible, melting snow or ice should not drain over sidewalks or across neighboring properties.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
E.2d bicycle parking	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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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"/>	<p>THE CITY OF LACROSSE IS IN THE PROCESS OF DEVELOPING THEIR OWN LANDSCAPE DESIGN AND PLANTING PLAN FOR THE NEW FACILITY. THE PLANTINGS REQUIRED FOR THE BIO-FILTER ARE SHOWN ON RIVER ARCHITECTS PLANS J/C 100.</p>
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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input checked="" 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"/>	