



CITY OF ONALASKA

PLANNING/ZONING DEPARTMENT

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Zoning Policy regarding Temporary Tent Structures for Commercial Businesses & Community Events in the City of Onalaska:

This document outlines the City of Onalaska's policies on temporary tent structures.

The Wisconsin Building Code states that a structure is considered "temporary" if it is installed for less than 180 days in a calendar year. Prior to the installation of temporary structures (tents, shade canopies, etc.), each structure in Sections A, B, & C is required to be permitted through the issuance of an "Application for Temporary Outdoor Sales/Event Tent Permit".

The City of Onalaska allows outdoor sales and displays as a permitted accessory use in certain zoning districts subject to the following conditions (Section 13-6-14):

- 1) *Outdoor display and sales must be shown on the site plan for the property and are subject to the approval of the City.*
- 2) *Outdoor display and sales are limited to thirty (30) days per calendar year unless approved by the City Plan Commission.*
- 3) *Outdoor display and sales shall be limited to the goods sold at the principal use present on the site except for temporary sales events authorized by the City Plan Commission.*
- 4) *Outdoor display and sales areas shall not include portable toilets and more than two (2) temporary signs advertising the sale.*

Temporary signs allowed to advertise a Tent Sale or Event:

- Signs may only advertise an on-premise business.
- Two on-site signs allowed per business.
- Sign face may be up to 24 square feet in area (per side).
- Signs may not be illuminated.
- Signs may be displayed through the duration of the event.
- Signs may not be located in the City owned right-of-way or be off-premise.
- A temporary sign permit (with \$0 fee) is required to be issued before the signs are displayed.

A) Temporary Tents for Garden Centers / Seasonal Plant Sales: (By property owner)

- Tent(s) may be erected for a maximum of 180 days annually.
- Plan Commission & Common Council permission is required prior to tent installation(s) if installed for longer than thirty (30) days.
- Tent(s) may not be located in the City owned right-of-way. (Rule of thumb: 15 feet from the curb.)
- Temporary Outdoor Sales Tent Permit is required.

B) Temporary Tents for On-Premise Sales/Event Tent: (By property owner)

- Tent(s) may be erected for a maximum of 180 days annually.
 - Plan Commission & Common Council permission is required prior to tent installation(s) if installed for longer than thirty (30) days.
 - Tent(s) may not be located in the City owned right-of-way. (Rule of thumb: 15 feet from the curb.)
 - Temporary Outdoor Sales/Event Tent Permit is required.
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C) Temporary Tents for Off-Premise Sales: (Sales event by an external party)

- Tent(s) may be erected for a maximum of 90 days annually.
 - Plan Commission & Common Council permission is required prior to tent installation(s) if installed for longer than thirty (30) days.
 - Tent(s) may not be located in the City owned right-of-way. (Rule of thumb: 15 feet from the curb.)
 - Applicant to disclose materials being stored and sold during event.
 - Owner and operator of the sales tent to maintain liability insurance for the duration of the use of the site (\$1,000,000.00 dollars).
 - Applicant to obtain a Solicitor's License from the Clerk's Department prior to event.
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D) Temporary Produce Tents/Stands: (Sales event by an external party)

Produce stands are defined as: A temporary structure at which agricultural products such as raw vegetables, fruits, herbs, flowers, plants, nuts, honey and eggs, are sold.

- A La Crosse County Health Department Permit is required, either a Farmer's Market Permit or an Outdoor Food Permit.
 - Produce operator shall have the property owner's consent to operate on the property.
 - Tent/Stands operate for less than 30-calendar days annually.
 - Tent/Stands may not be located in the City owned right-of-way. (Rule of thumb: 15 feet from the curb.)
 - Tent/Stands, signs, and other equipment shall be removed from the property nightly.
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E) Temporary Tents for Community Events

The following applies to all temporary tents that are used during community events. Community events are defined as: an event in the Onalaska region that is sponsored by a social, religious, fraternal, or governmental organization that benefits the larger society or a charitable cause, where a tent is erected for up to ninety-six (96) hours. No permit is required if the following is complied with:

- Tent(s) may not be located in the City owned right-of-way, unless approved by the Board of Public Works. (Rule of thumb: Right-of-way extends 15 feet from the curb.)
- Tent(s) shall be removed at conclusion of the event.
- No permit is required.
- Temporary signage to comply with City Temporary Sign Policy for Community Events.

Note: This policy does not apply to residential tents.



Onalaska Inspection Department
415 Main St., Onalaska, WI 54650
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APPLICATION FOR TEMPORARY OUTDOOR SALES/EVENT TENT PERMIT

PERMIT COST : \$100.00

In order for us to process this application, the following information must be provided:

PROPERTY OWNERS NAME _____ TELEPHONE # _____

ADDRESS _____ City _____ State/Zip Code _____

E-MAIL ADDRESS _____

APPLICANT'S NAME _____ TELEPHONE # _____

ADDRESS _____ City _____ State/Zip Code _____

E-MAIL ADDRESS _____

NAME OF BUSINESS MAKING REQUEST: _____

ADDRESS OF LOCATION _____

ZONING _____ LOT SIZE _____ SQUARE FEET

TYPE OF STRUCTURE _____ SIZE _____
 Total Square Feet

REQUESTED TIME FOR TEMPORARY USE: START USE: _____ END USE: _____

REQUIRED PLOT PLAN IS SUBMITTED SETBACKS ARE FROM PROPERTY LINES

FRONT _____ FT REAR _____ FT LEFT _____ FT RIGHT _____ FT

CONTRACTORS:

GENERAL _____ Phone # _____ E-mail _____

Address _____ City/State _____

ELECTRICAL: _____

The applicant agrees to comply with the Wisconsin Administrative Codes and other Municipal Ordinances and with the conditions of this permit understand that the issuance of the permit creates no legal liability express or implied, on the Department of Inspection or this Municipality; and certifies that all the above information is accurate to the best of his/her knowledge.

PRINT APPLICANT NAME: _____

SIGNATURE OF APPLICANT _____ DATE _____

SIGNATURE OF OWNER _____ DATE _____

OWNER/AGENT