

7. Review and Consideration of Invoice No: 018-021-13 from Hoisington Kogler Group inc. for Onalaska Unified Development Code (UDC) / Zoning Re-write Project.
8. Discussion related to UDC / Zoning Re-write Project ~ Discussion about regulations for Accessory Structures.
9. Discussion related to UDC / Zoning Re-write Project ~ Discussion about regulations for Accessory Dwelling Units (ADUs).
10. Notification of a special **Plan Commission meeting on July 16, 2019 at 2:00PM** related to the UDC / Zoning Re-write Project.
11. Adjournment.



CITY OF ONALASKA

STAFF REPORT

Plan Commission – June 25, 2019

Agenda Item: Review and Consideration to Vacate and Discontinue a portion of Crestwood Lane

Property Owner: City of Onalaska, WI 54650

Applicant: City of Onalaska, 415 Main Street, Onalaska, WI 54650.

Background:

On May 9, 2019 the City began the process to vacate and discontinue a portion of Crestwood Lane to facilitate future private development in nearby areas. On May 14, 2019 the Common Council approved Preliminary Resolution #30-2019 to vacate and discontinue a portion of Crestwood Lane. A public hearing has been scheduled for review and consideration of the proposed vacation request on July 9, 2019 at 7:00PM at the Common Council meeting.

Attachments:

- Applicant letter request; and
- Exhibit showing proposed vacation/discontinuance area & Legal Description.

Action Requested:

Recommendation by the Plan Commission to the Common Council. If the Plan Commission recommends approval, the attached conditions of approval are recommended by staff.

**REQUEST FOR ACTION & POSSIBLE CONSIDERATION BY
PLAN COMMISSION:**

June 25, 2019

Agenda Item 4:

Review and Consideration to Vacate and Discontinue a portion of Crestwood Lane, submitted by the City of Onalaska, 415 Main Street, Onalaska, WI 54650, submitted by the City of Onalaska, 415 Main Street, Onalaska, WI 54650.

1. All conditions run with the land and are binding upon the original developer and all heirs, successors and assigns. The sale or transfer of all or any portion of the property does not relieve the original developer from payment of any fees imposed or from meeting any other conditions.
2. Any omissions of any conditions not listed in committee minutes shall not release the property owner/developer from abiding by the City's Unified Development Code requirements.



CITY OF ONALASKA

415 MAIN STREET
ONALASKA, WISCONSIN 54650-2953
FAX (608) 781-9506

PLANNING/ZONING
(608) 781-9590

May 9, 2019

To: City of Onalaska Common Council

RE: Crestwood Lane Street Vacation Discontinuance Request

The City of Onalaska intends to install a Booster Station Facility along Crestwood Lane to facilitate future private development in nearby areas. The purpose of the vacation/discontinuance request is to ensure that the new facility will be located entirely on City-owned land, outside of the Crestwood Lane right-of-way.

If you have any questions regarding this request, please do not hesitate to contact myself or Jarrod Holter, Public Works Director / City Engineer for further details.

Thank you,

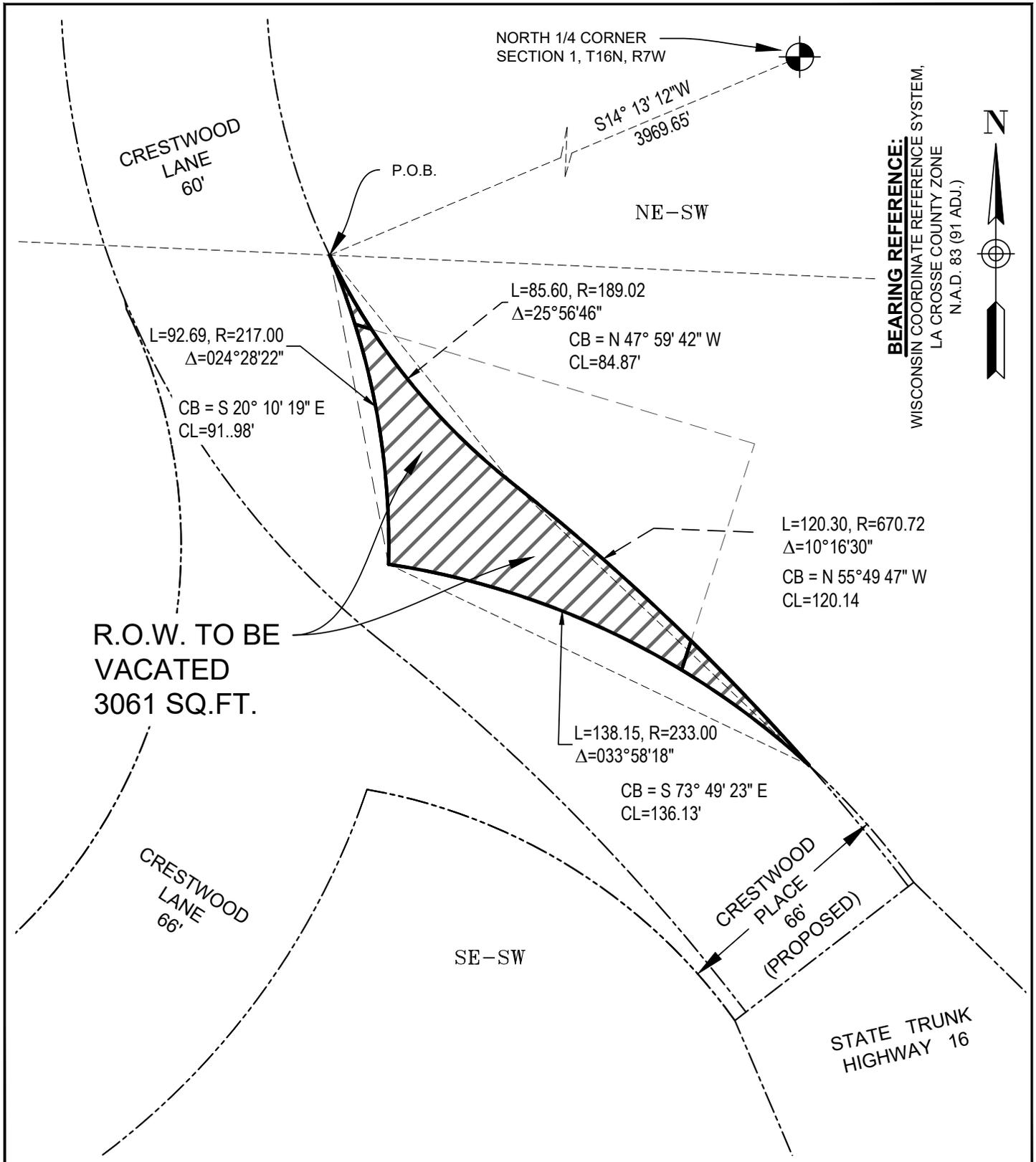
Katie Aspenson, AICP
Planning Manager

City of Onalaska, WI

 Approximate Area for Vacation

Map Designer: Katie Aspenson, AICP
Date: 6/03/2019





RIGHT-OF-WAY TO BE VACATED
CRESTWOOD BOOSTER STATION
ONALASKA, WI

CRESTWOOD LANE ROW VACATION TO CITY OF ONALASKA

EXHIBIT A

Existing Crestwood Lane right-of-way located in part of the Southeast Quarter of the Southwest Quarter of Section 1, Township 16 North, Range 7 West, City of Onalaska, La Crosse County, Wisconsin, more particularly described as follows:

Commencing at the North 1/4 corner of said Section 1;
thence S 14° 13' 12" W 3969.65 feet to the Easterly right-of-way of Crestwood Lane and the Point of Beginning of this description;

thence Southerly along new easterly right-of-way of Crestwood Lane on the arc of a 217.00 foot radius curve, concave to the West, the chord of which bears S 20° 10' 19" E and measures 91.98 feet;

thence Southeasterly along new northerly right-of-way of Crestwood Place on the arc of a 233.00 foot radius curve, concave to the Southwest, the chord of which bears S 73° 49' 23" E and measures 136.13 feet;

thence Northwesterly along current right-of-way of Crestwood Lane on the arc of a 670.72 foot radius curve, concave to the Southwest, the chord of which bears N 55° 49' 47" W and measures 120.14 feet;

thence Northwesterly along current right-of-way of Crestwood Lane on the arc of a 189.02 foot radius curve, concave to the Northeast, the chord of which bears N 47° 59' 42" W and measures 84.87 feet to the Point of Beginning.

Parcel contains approximately 3,061 square feet or 0.07 acres more or less. Subject to any easements, covenants and restrictions of record.



CITY OF ONALASKA

STAFF REPORT

Plan Commission – June 25, 2019

- Agenda Item: Consideration of a Certified Survey Map (CSM) containing a total of 6.66 acres reconfiguring two (2) parcels and an outlet.
- Applicant/Owner: Laura Olson on behalf of Gundersen Clinic LTD, 1910 South Avenue, La Crosse, WI 54601
- Parcel Numbers: 18-3649-0 & 18-3650-0
- Site Location: 3015 Kinney Coulee Road South, Onalaska, WI 54650
- Existing Zoning: Light Industrial (M-1) District
- Neighborhood Characteristics: Properties within 250 feet of the property in question include commercial businesses and Gundersen Clinic.
- Conformance with Land Use Plan: The Comprehensive Plan identifies this area as *Medical Facilities District*. This district is intended to accommodate healthcare and medical facilities that should be well designed to spur adjacent economic development, be compatible with neighborhoods and integrate into natural landscapes. Ancillary and appropriate land used for this district are offices, retail establishments, restaurants, personal service, transient lodging, as well as residential living facilities as an accessory use to the medical facilities.
- Background: The purpose of the Certified Survey Map is to reconfigure Tax Parcels # 18-3649-0 & 18-3650-0 and create an outlot for Kinney Coulee Road South to be dedicated to the public for roadway purposes.
- Action Requested: The applicant seeking approval of the Certified Survey Map.

REQUEST FOR ACTION & POSSIBLE CONSIDERATION BY PLAN COMMISSION:

June 25, 2019

Agenda Item 5:

Review and Consideration of a Certified Survey Map (CSM) submitted by Laura Olson on behalf of Gundersen Clinic LTD, 1910 South Avenue, La Crosse, WI 54601 to reconfigure two (2) parcels and create an outlot for Kinney Coulee Road South (6.66 acres) at 3015 Kinney Coulee Road South, Onalaska, WI 54650 (Tax Parcels 18-3649-0 & 18-3650-0).

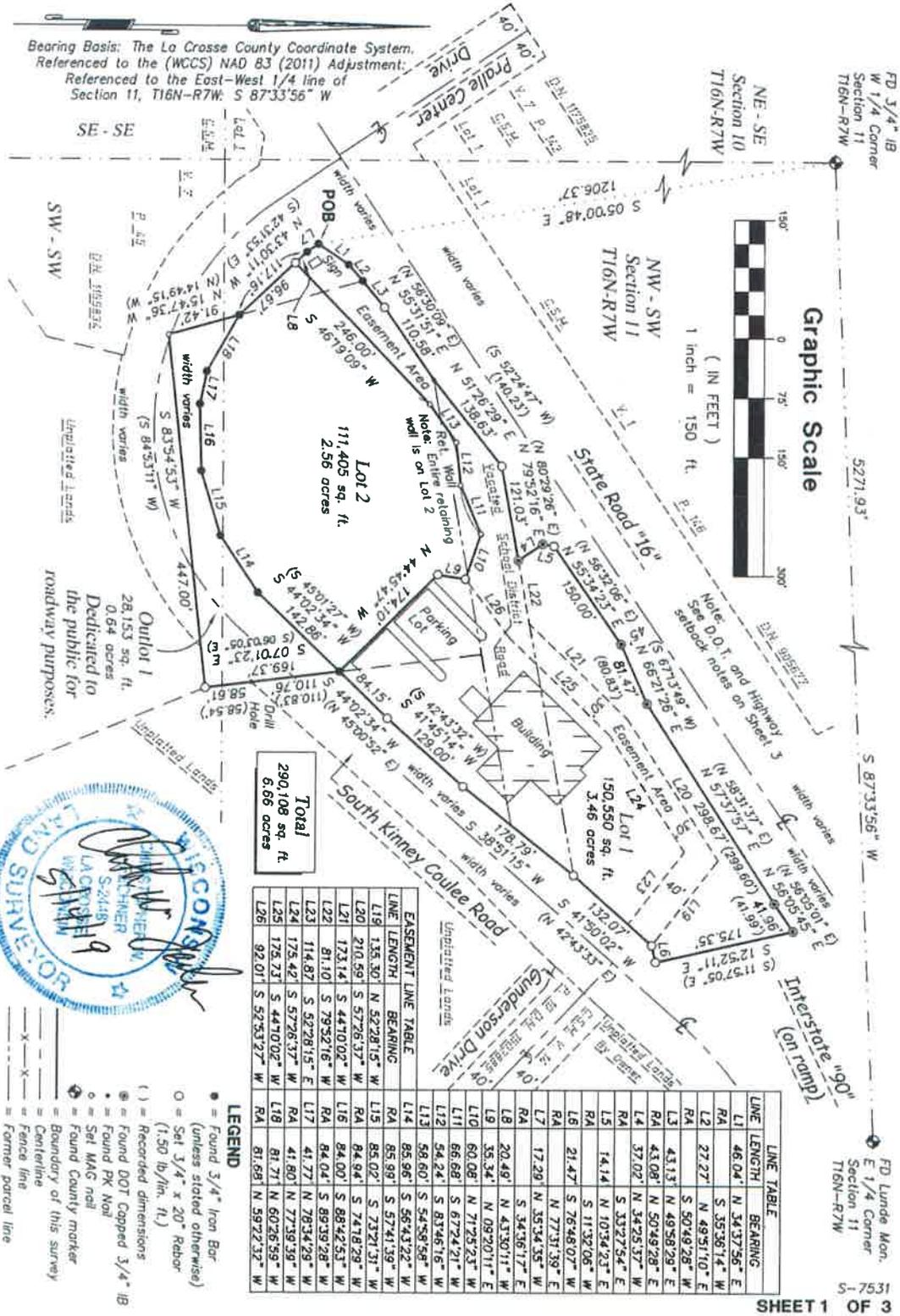
1. Certified Survey Map Fee: \$75.00 dollars plus \$10.00/lot = \$95.00 dollars (PAID).
2. Applicant/owner to dedicate Outlot 1 to the public for roadway purposes (Kinney Coulee Road South).
3. Recorded copy of Final CSM to be submitted to City Engineering Department.
4. New lot pins required. Intermediate lot stakes required for all lots over 150' in depth.
5. CSM shall note all easements.
6. Any future improvements to these parcels may be subject to additional City permits (i.e., building permits, zoning approvals).
7. All conditions run with the land and are binding upon the original developer and all heirs, successors, and assigns. The sale or transfer of all or any portion of the property does not relieve the original developer from payment of any fees imposed or from meeting any other conditions.
8. Any omissions of any conditions not listed in committee minutes shall not release the property owner/developer from abiding by the City's Unified Development Code requirements.

CERTIFIED SURVEY MAP No. _____

PART OF

the SW-SW, NW-SW and of Vacated School District Road,
Section 11, T16N-R7W, City of Onalaska, La Crosse County, WI

Bearing Basis: The La Crosse County Coordinate System.
Referenced to the (WCCS) NAD 83 (2011) Adjustment;
Referenced to the East-West 1/4 line of
Section 11, T16N-R7W: S 87°33'56" W



Total
290,108 sq. ft.
6.66 acres

LINE	LENGTH	BEARING
L1	46.04'	N 34.37.56" E
RA		S 35.36.14" W
L2	27.27'	N 49.51.10" E
RA		S 50.48.28" W
L3	43.13'	N 50.48.28" E
RA		S 49.51.10" W
L4	37.02'	N 34.28.37" W
RA		S 33.27.54" E
L5	14.14'	N 10.34.23" E
RA		S 11.32.06" W
L6	21.47'	S 76.48.07" W
RA		N 77.31.39" E
L7	17.29'	N 35.34.35" W
RA		S 34.36.17" E
L8	20.48'	N 43.30.11" W
L9	33.34'	N 09.20.11" E
L10	60.08'	N 71.25.23" W
L11	66.68'	S 67.24.21" W
L12	54.24'	S 87.84.16" W
L13	58.60'	S 54.58.58" W
L14	85.96'	S 56.43.22" W
RA		S 85.91" S 57.41.39" W
L15	85.02'	S 73.21.31" W
RA		S 74.18.29" W
L16	84.94'	S 74.18.29" W
L17	84.00'	S 89.42.53" W
RA		S 89.59.28" W
L18	41.77'	N 78.34.29" W
RA		S 77.59.39" W
L19	41.80'	N 77.59.39" W
RA		S 78.34.29" W
L20	81.71'	N 60.28.59" W
RA		S 61.61' N 59.22.32" W



- LEGEND**
- = Found 3/4" Iron Bar (unless stated otherwise) (1.50 lb./in. ft.)
 - = Set 3/4" x 20" Rebar
 - () = Recorded dimensions
 - = Found DOT Copied 3/4" IB
 - = Found PK Nail
 - = Set MAG nail
 - = Found County marker
 - = Boundary of this survey
 - = Centerline
 - = Fence line
 - = Former parcel line

CERTIFIED SURVEY MAP

PART OF

the SW-SW, NW-SW and of Vacated School District Road, Section 11,
T16N-R7W, City of Onalaska, La Crosse County, Wisconsin

SURVEYOR'S CERTIFICATE

I, Christopher W. Fechner, Professional Land Surveyor, do hereby certify that I have surveyed and mapped this Certified Survey Map being part of Vacated School District Road, the SW 1/4 of the SW 1/4 and the NW 1/4 of the SW 1/4, Section 11, T16N-R7W, City of Onalaska, La Crosse County, Wisconsin described as follows:

Commencing at the West 1/4 corner of Section 11, thence S 05°00'48" E 1206.37 feet to the southerly right-of-way line of State Road "16", the northerly right-of-way line of Kinney Coulee Road South and the point of beginning of this description:

thence, along said southerly right-of-way line of State Road "16" the following 12 calls;

thence N 34°37'56" E 46.04 feet;

thence N 49°51'10" E 27.27 feet;

thence N 49°58'29" E 43.13 feet;

thence N 55°31'51" E 110.58 feet to the South right-of-way line of Vacated School District Road;

thence N 51°26'29" E 138.63 feet to the North right-of-way line of said Vacated School District Road;

thence, along said Vacated North right-of-way line, N 79°52'16" E 121.03 feet;

thence N 34°25'37" W 37.02 feet;

thence N 10°34'23" E 14.14 feet;

thence N 55°34'23" E 150.00 feet;

thence N 66°21'26" E 81.47 feet;

thence N 57°37'57" E 298.67 feet;

thence N 56°05'45" E 41.96 feet to the East right-of-way line of Interstate "90";

thence S 12°52'11" E 175.35 feet to said northerly right-of-way line of Kinney Coulee Road South;

thence, along said northerly right-of-way line the following five calls;

thence S 76°48'07" W 21.47 feet;

thence S 41°50'02" W 132.07 feet to said North right-of-way line of

Vacated School District Road;

thence S 38°51'15" W 178.79 feet;

thence S 41°45'14" W 129.00 feet;

thence S 44°02'34" W 84.15 feet;

thence S 07°01'23" E 169.37 feet;

thence S 83°54'53" E 447.00 feet;

thence N 15°47'36" W 91.42 feet to said northerly right-of-way line of Kinney Coulee Road South;

thence, along said northerly right-of-way line, N 43°30'11" W 117.16 feet;

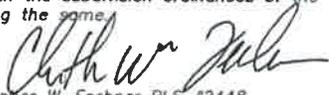
thence, continuing along said northerly right-of-way line, N 35°34'35" W 17.29 feet to the point of beginning of this description.

Subject to any easements, covenants and restrictions of record.

That I have made such survey, map and division of land at the direction of Gundersen Health System, owner of said land.

That such map is a correct representation of the exterior boundaries of the land surveyed and subdivision thereof made.

That I have fully complied with the provisions of s.236.34, Wisconsin Statutes and with the subdivision ordinances of the City of Onalaska in surveying and mapping the same.


Christopher W. Fechner PLS #2448
Coulee Region Land Surveyors, LLC
917 S. 4th Street
La Crosse, WI 54601

Owner:
Gundersen Clinic LTD
A.K.A. Gundersen Health System
C/O Bill Farrell, Senior Vice President
1910 South Avenue
La Crosse, WI 54601



CERTIFIED SURVEY MAP

PART OF

the SW-SW, NW-SW and of Vacated School District Road, Section 11,
T18N-R7W, City of Onalaska, La Crosse County, Wisconsin

Corporate Owner's Certificate of Dedication

I, Bill Farrell, Senior Vice President, acting agent for Gundersen Clinic LTD, as owner, does hereby certify that I have caused the land described on this Certified Survey Map to be surveyed, divided, mapped and dedicated as shown on this Certified Survey Map.

Owner's Certificate: Bill Farrell SVP 20 May 2019
Bill Farrell Title Date

State of Wisconsin
La Crosse County, Wisconsin
Personally came before me this 20th day of May, 2019, the above named owner to me known to be the person who executed the foregoing instrument and acknowledged the same.

Barbik Bulman
Notary Public, La Crosse County, Wisconsin.
Barbik Bulman
Printed Name

My Commission expires 7/19/2022

Common Council Approval Certificate

This Certified Survey Map, including all public dedications herein is hereby approved and accepted by the City of Onalaska.

Mayor: Joe Chilsen Date

Clerk: Caroline Burmaster Date



HIGHWAY/ROAD BUILDING SETBACK:

The building setback distance from the highway right-of-way line is 50', highway setback distance from the centerline is 110', all other roads and cul-de-sac setback distance is 25' from the right-of-way line.

ACCESS RESTRICTIONS:

All lots and blocks are hereby restricted so that no owner, possessor, user, licensee or other person may have any right of direct vehicular ingress from or egress to any highway lying within the right-of-way of U.S. Highway "16" and Interstate "90", it is expressly intended that this restriction constitute a restriction for the benefit of the public as provided in s.236.293, Wisconsin Statutes, and shall be enforceable by the Wisconsin Department of Transportation.

HIGHWAY SETBACK RESTRICTION:

No improvements or structures are allowed between the right-of-way line and the highway setback line. Improvements and structures include, but are not limited to, signs, parking areas, driveways, wells, septic systems, drainage facilities buildings and retaining walls. It is expressly intended that this restriction is for the benefit of the public as provided in s.236.293, Wisconsin Statutes, and shall be enforceable by the Wisconsin Department of Transportation or its assigns. Contact the Wisconsin Department of Transportation for more information. The phone number may be obtained by contacting the County Highway Department.



City of Onalaska, Department of Planning & Zoning, 415 Main Street, Onalaska, WI 54650

SUBDIVISION APPLICATION

The following checklist will ensure the timely processing of your application:

➔ **Overview/ Cover Letter Describing the following:**

- ▶ Detailed Description of Proposed Subdivision
- ▶ Plan Set including: Plot Plan, Legal Description, Grading/Draingage, Utilities, Site Layout, Landscaping, etc.

➔ **Application Fee** (Payable to the City of Onalaska) = \$75 + \$10/lot. Other fees may apply.

If incomplete, no further processing of the application will occur until the deficiencies are corrected.

Brief Description of Request for Subdivision.

Gundersen Health System requests to change parcels 18-3649-0 and 18-3650-0 into two lots with an outlet that is dedicated to the City for public roadway purposes. Please see the attached Certified Survey Map for details.

Easements on Property:

Access: Yes No

Utility: Yes No

Other: Access to monument sign

Utilities Serving Property:

Water: Yes No

Sanitary Sewer: Yes No

Number of Lots: 2

(Existing)

Number of Lots: 2

(Proposed)

Property Address: 3015 and 3075 Kinney Coulee Rd S
Parcel Number:
 18- 3649-0 and 18-3650-0
Zoning District:
 G2 - Commercial

Applicant: Gundersen Clinic LTD
Mailing Address: 1910 South Avenue, Mail Stop: LML-003
City, State, Zip: La Crosse, WI 54601
Phone Number: 608-775-5471
Email: ljolson@gundersenhealth.org Primary Contact

Business: *Same as Applicant*
Owner/Contact:
Mailing Address:
City, State, Zip:
Phone Number:
Email: Primary Contact

Property Owner: Same as Applicant listed above
Contact: Laura Olson
Mailing Address:
City, State, Zip:
Phone Number: *608-775-5471*
Email: Primary Contact

The undersigned hereby makes an application for the location stated herein. The undersigned agrees that all work shall be done in accordance with the requirements of the City of Onalaska Unified Development Code / Zoning Ordinance and with all other applicable City Ordinances and the laws and regulations of the State of Wisconsin.

Signature of Applicant: *Laura Olson*
Signature of Property Owner: *Laura Olson*

Date: *May 30, 2019*
Date: *May 30, 2019*

OFFICE USE ONLY: **Date Submitted:** **Permit Number:**
Permit Fee: Cash Check # **Application Received by:**



CITY OF ONALASKA

Agenda Item:

6

STAFF REPORT

Plan Commission – June 25, 2019

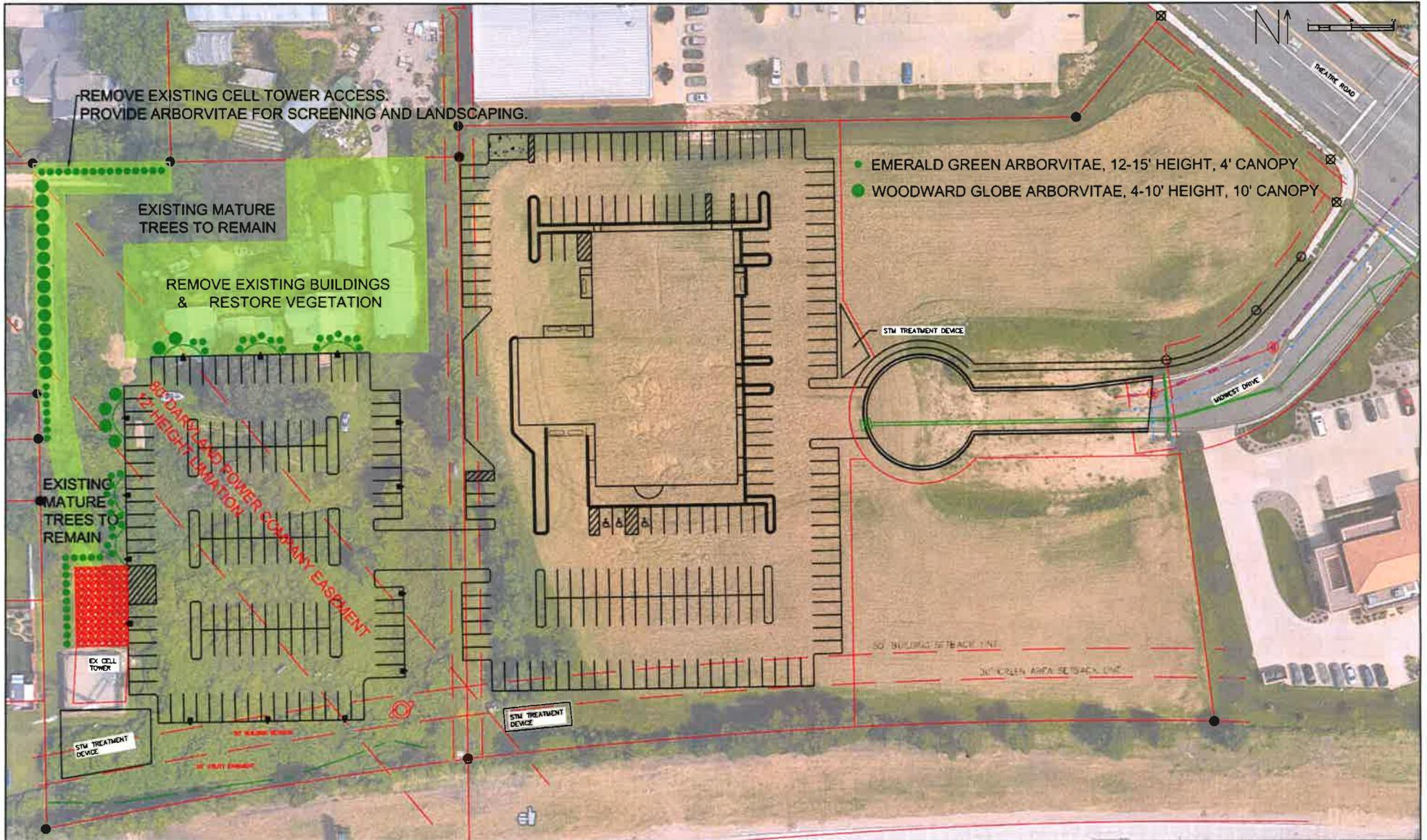
<u>Agenda Item:</u>	Review & Consideration of proposed Landscaping Plan for Dahl Honda.
<u>Applicant:</u>	Jansen Dahl of CHASE 2010, LLC, 3819 Creekside Lane, Holmen, WI 54636
<u>Property Owner:</u>	Judith Rockwood, N9495 Radcliffe Road, Mindoro, WI 54644
<u>Parcel Number:</u>	18-3570-70
<u>Site Location:</u>	384 Theater Road, Onalaska, WI 54650
<u>Existing Zoning:</u>	Neighborhood Business (B-1) District
<u>Neighborhood Characteristics:</u>	Properties within 250 feet of the properties in question include a variety of single family dwellings, condominium development, a telecommunications structure, retail business and vacate land.
<u>Conformance with Land Use Plan:</u>	The Comprehensive Plan identifies this area in the <i>Commercial District</i> . This district allows is intended to accommodate a large and small-scale commercial and office development. A wide range of retail, service, lodging and office uses are appropriate.

Background: The applicant intends to construct an automotive dealership and service center on Tax Parcels #18-3568-40 (zoned Light Industrial), Tax Parcel # 18-3570-70 (in process of being zoned Light Industrial), and Tax Parcel # 9-93-0 (in process of being annexed and zoned Light Industrial).

The attached Landscaping Plan includes details pertaining to landscaping/ screening/buffering the residential neighborhood from the proposed automotive dealership. The applicant's proposed plan is meant primarily to screen vehicles and intend to accomplish this through the use of evergreen trees which provide screening on a year-round basis. The proposed evergreen trees include Emerald Green Arborvitae growing to 12-15' in height with a 4' canopy and Woodward Globe Arborvitae growing to 4-10' in height with a 10' foot canopy. The Landscaping Plan also notes the location of "Existing Mature Trees to Remain" in two locations and notes the 12' height limitation for vegetation/structures within the Dairyland Power Company easement area. Lastly, the plan notes the removal of the existing cell tower access and existing buildings with the plan to restore vegetation in those areas.

Per the applicant, storm water moves through this area with many of the neighboring properties draining onto the sites in question. For that reason, the applicant is reluctant to construct any berms which would/could dam water on neighboring properties. The applicant also included updated building elevations for the new automotive dealership and on the final page has a rendering that depicts the proposed evergreen trees and the screen they provide. The applicant states that the proposed exceeds the 80% minimum opaqueness for the required buffer/screen. Further, additional site landscaping (for parking lot, surrounding building) will be required for review during the City Staff Site Plan Review process.

Action Requested: Consideration of attached Landscaping Plan.



**MAKEPEACE
ENGINEERING**

816 2ND AV S
SUITE 800
ONALASKA, WI 54650
608.797.1025

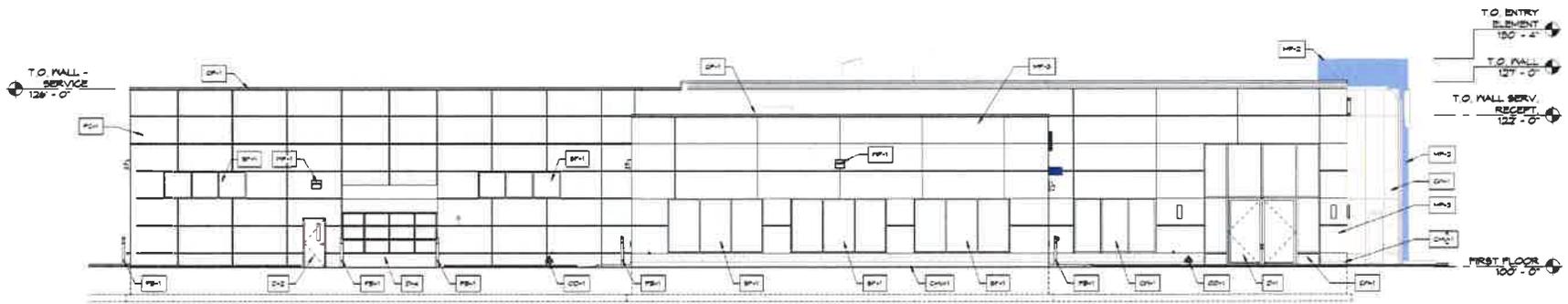
NEW AUTOMOTIVE DEALERSHIP
DAHL HONDA
ONALASKA, WI

06/17/2019

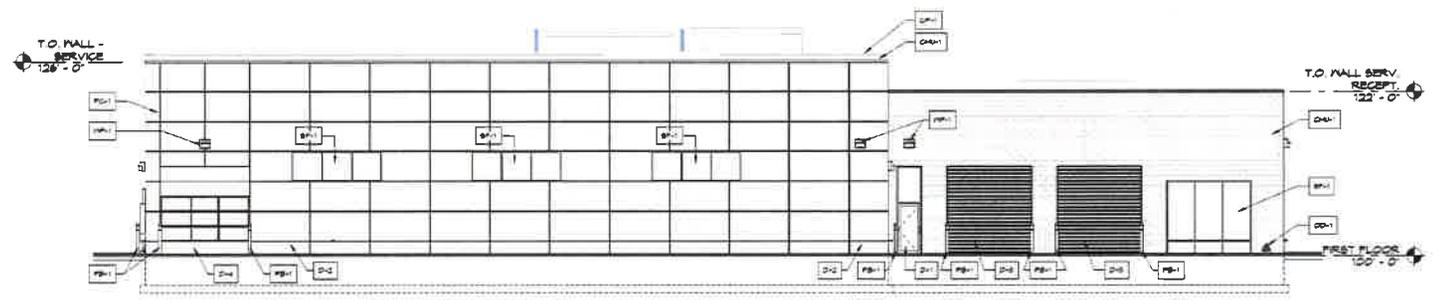
LANDSCAPE PLAN

DATE	REVISION	DESCR.

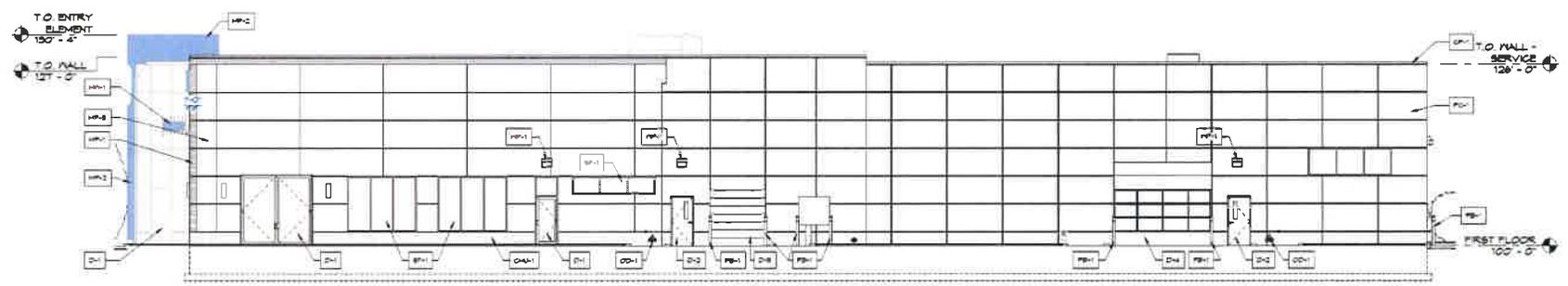
C103



WEST ELEVATION
A-4.2 1/8" = 1'-0"



NORTH ELEVATION
A-4.2 1/8" = 1'-0"



EAST ELEVATION
A-4.2 1/8" = 1'-0"



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A NEW AUTOMOTIVE DEALERSHIP FOR:

DAHL HONDA

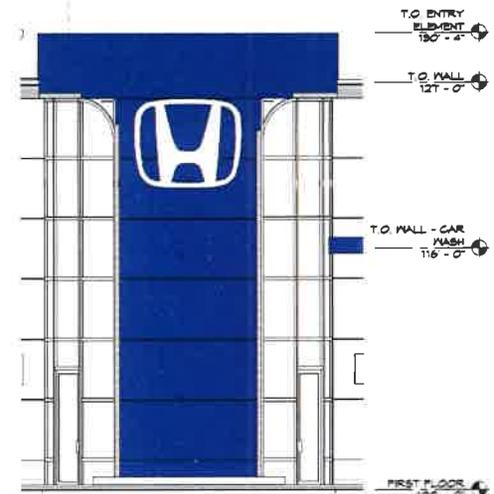
date: 09-13-2011
job: A-4.2
d. by: JF
rev:



EXTERIOR PERSPECTIVE 2



EXTERIOR PERSPECTIVE



ENLARGED CYLINDER ELEVATION



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A NEW AUTOMOTIVE DEALERSHIP FOR:
DAHL HONDA

Date: 08-17-2011
Proj: 11024
d. by: JCP
rev:



2 EXTERIOR PERSPECTIVE- SITE



1 EXTERIOR PERSPECTIVE - SITE

Gries
Architectural Group, Inc.
110 West 10th Street
New York, NY 10011
Phone: (212) 213-2100 FAX: (212) 213-2106



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A NEW AUTOMOTIVE DEALERSHIP FOR:

DAHL HONDA

date: 08-17-2004
job: 14-204
d by: JF
rev: _____

A-4.4



CITY OF ONALASKA

STAFF REPORT

Plan Commission – May 28, 2019

Agenda Item: Review and Consideration of Invoice No: 018-021-13: Hoisington Koegler Group inc. for UDC / Zoning Ordinance Re-write Project.

Attached is the 13th Invoice for the UDC / Zoning Ordinance Re-write Project totaling \$14,669.30 dollars.

Original Contract Amount:	Billed to Date:	Payment Requested:
\$90,000.00	\$62,546.36	\$14,669.30



Hoisington Koegler Group inc.
 123 North 3rd Street, Suite 100
 Minneapolis, MN 55401-1659

Katie Aspenson
 City of Onalaska
 415 Main Street
 Onalaska, WI 54650

June 15, 2019

Invoice No:

018-021 - 13

Project 018-021 Onalaska - UDC/Zoning Ordinance Rewrite

Professional Services from May 1, 2019 to May 31, 2019

Task 04 Draft UDC and Zoning Map

- GIS mapping
- Internal team collaboration
- Preparation and attendance at open house
- Preparation and attendance at Plan Commission Meeting
- Preparation and attendance at staff meeting
- Prepare Module 1
- Project administration
- Conference call with staff
- Identify potential rezoning areas
- Open house follow-up
- Prepare district purpose statements and uses tables
- Revise principal uses table
- Rezoning approaches
- Summarize open house input

Professional Personnel

	Hours	Rate	Amount	
Associate				
Miller, Jeffrey	55.00	130.00	7,150.00	
Trapp, Rita	42.25	130.00	5,492.50	
Professional II				
Chamberlain, Laura	5.50	85.00	467.50	
Thorsen, Jesse	12.50	85.00	1,062.50	
Professional I				
Richmond, Beth	.75	70.00	52.50	
Totals	116.00		14,225.00	
Total Labor				14,225.00
				Total this Task
				\$14,225.00

Task 99 Project Expenses

Reimbursable Expenses

Mileage and Travel Expense				
5/6/2019	Miller, Jeffrey	Mileage for Open House trip	179.80	
5/6/2019	Trapp, Rita	Mileage for open house trip	18.56	
5/29/2019	Trapp, Rita	Mileage for PC Meeting	18.56	
5/29/2019	Miller, Jeffrey	Mileage for Plan Commission Mtg trip	179.80	
Meals				
5/29/2019	Miller, Jeffrey	Dinner	27.25	
5/29/2019	Trapp, Rita	PC Meeting	20.33	
	Total Reimbursables		444.30	444.30
		Total this Task		\$444.30

Billing Limits	Current	Prior	To-Date	
Total Billings	14,669.30	47,877.06	62,546.36	
Limit			90,000.00	
Remaining			27,453.64	
		Total this Invoice		\$14,669.30

Outstanding Invoices

Number	Date	Balance		
11	4/6/2019	4,736.25		
12	5/11/2019	9,789.33		
Total		14,525.58		
		Total Now Due		\$29,194.88

MEMORANDUM

Hoisington Koegler Group Inc.



TO: Onalaska Plan Commission

FROM: Jeff Miller and Rita Trapp, Hoisington Koegler Group Inc. (HKGi)

SUBJECT: Onalaska Unified Development Code (UDC) / Zoning Re-write Project ~ Discussion about regulations for Accessory Structures

DATE: June 17, 2019

CC: Katie Aspenson, Planning Manager

At its May 29th meeting, the Plan Commission reviewed the proposed accessory use table and discussed the need for further discussion on standards for some of the accessory uses. Detached accessory structures was one of the topics identified for revisiting as there is interest in reconsidering the percent of the lot that can be covered by an accessory structure and changing the height maximums. In the interest of focusing consultant times on other topics, the Plan Commission is being asked to discuss this topic with Staff and provide direction to the consultant team about recommended changes. To assist in the discussion, the following are the City's existing regulations for accessory uses or structures.

Sec. 13-1-31 Definitions

(2) Accessory Use or Structure. A use or detached structure subordinate to the principal use of a structure, parcel of land or water and located on the same lot or parcel serving a purpose incidental to the principal use or the principal structure.

Sec. 13-6-7 Accessory Uses or Structures.

The following excerpts include only those portions of the existing code that are being proposed to be retained as specific use standards – or in this case, the standards required in order for a property owner to be allowed to have an accessory use or structure. It is anticipated that the focus of discussion will be on Section 13-6-7 9 (c) (2).

- (b) **Principal Use to be Present.** An accessory use or structure in any zoning district shall not be established prior to the principal use or structure being present or under construction on the same parcel. Any accessory use or structure shall conform to the applicable regulations of the district in which it is located, except as specifically otherwise provided.
- (c) **Placement Restrictions - Residential District.** An accessory use or structure in a Residential District may be established subject to the following regulations:

(1) **Examples of Accessory Structures.** In any Residential District, in addition to the principal building, the following types of accessory structures are permitted. Accessory structures greater than 25 square feet require the issuance of a Building Permit.

1. Examples of accessory structures include, but are not limited to, detached garages, detached decks, storage sheds, gazebos, greenhouses, pergolas, outdoor saunas, solar equipment, children's play structures that are permanently anchored to the ground with earth screws/foundations/etc., swimming pools greater than fifteen (15) feet in diameter, and other similar accessory structures.
2. If a swimming pool is less than fifteen (15) feet in diameter a Building Permit is not required; however, setback still apply as stated in Section 13-5-11.
3. Decks constructed in a manner where the principal structure provides structural support (is load bearing), are considered "attached" and part of the principal structure. In these instances, parcel setbacks for the principal structure apply to attached decks. Decks constructed in a manner where they support themselves, but abut a principal structure are considered detached accessory structures.
4. All accessory structure regardless of size shall comply with the setbacks listed in Section 13-6-7 (c) (2) below.

(2) **Detached Accessory Structure Setbacks.**

1. Detached accessory structures shall not occupy any portion of the required side yard setback.
2. Detached accessory structures shall not exceed fifteen (15) feet in height except when permitted in a Traditional Neighborhood Development for the purposes of granny flats or second story apartments.
3. Detached accessory structures shall not occupy more than twenty-five percent (25%) of the rear yard.
4. Detached accessory structures shall not be located within three (3) feet of any other accessory structure or parcel line, or within five (5) feet of an alley right-of-way line. However, swimming pools must also comply with requirements listed in Section 13-6-11.
5. Detached accessory structures shall be setback a minimum of ten (10) feet from a principal structure, unless the applicable building code regulations in regard to one (1) hour fire resistive construction are complied with.
6. In no event can the accessory uses or structures be forward of the front line of the principal structure.

(d) **Use Restrictions - Residential District.** Accessory uses or structures in Residential Districts shall not involve the conduct of any business, trade or industry except for allowed home occupations as defined herein and shall not be occupied as a dwelling unit. Accessory buildings shall not be used for residential purposes.

- (e) **Placement Restrictions - Non-Residential Districts.** An accessory use or structure in a non-residential zoning district may be established in the rear yard or side yard setback area and shall be setback a minimum of ten (10) feet from all parcel lines and setback from a principal structure as based on the construction type and classification as required in the International Building Code (Table 602). Detached accessory structures shall not exceed twenty (20) feet in height.
- (f) **Temporary Uses and Structures.** Temporary accessory uses and structures may be permitted by the Land Use & Development Director or Authorized Designated Agent. For all properties zoned R-1, R-2, and R-160, such structure(s), including, but not limited to tents, canopies, or similar membrane-material structures, that are designed in a manner for temporary use, are allowed to be installed for up to one hundred and eighty (180) days in a calendar year without a building permit. All such structures shall conform to the detached accessory structure setbacks set forth in Section 13-6-7 (c) (2) and shall conform to the structure strength (wind load, snow load, etc.) and fire safety standards found in the International Residential Code as adopted by Wisconsin State Statutes.
- (g) **Reversed Corner Parcels.** When an accessory structure is located on the rear of a reversed corner parcel, it shall not be located beyond the minimum front yard setback required on the adjacent interior parcel, or closer than three (3) feet to the side parcel line of the adjacent structure.
- (h) **Landscaping Uses.** Accessory vegetation used for landscaping and decorating may be placed in any required yard area. Allowable vegetation includes trees, shrubs, gardens, and flowers and other similar materials.
- (i) **Outdoor Lighting.** Outdoor lighting installations shall not be permitted closer than three (3) feet to an abutting parcel line and be adequately shielded and hooded so that no excessive glare or illumination is cast upon the adjoining properties. and, where not specifically otherwise regulated, the light pole shall not exceed thirty (30) feet in height.
- (j) **Lawn Accessories.** Walks, drives, paved terraces and purely decorative garden accessories such as ponds, fountains, statuary, sun dials, flag poles, etc., shall be permitted in all setback areas, but not closer than three (3) feet to an abutting parcel line.
- (k) **Retaining Walls.** Retaining walls are allowed to be installed on side and rear parcel lines, shall be setback a minimum of three (3) feet from street rights-of-way, and are allowed elsewhere on a parcel. No individual retaining wall shall exceed six (6) feet in height and are required to provide a terrace of at least three (3) feet in width between any series of such walls.
- (l) **Mobile Home Parks-Accessory Structures.** In addition to the restrictions set forth in this chapter for all accessory structures located in mobile home parks, regardless of zoning, accessory structures shall be required to have a four (4) foot minimum separation between any detached accessory structures, principal structure or deck on the same lot.

MEMORANDUM

Hoisington Koegler Group Inc.



TO: Onalaska Plan Commission

FROM: Jeff Miller and Rita Trapp, Hoisington Koegler Group Inc. (HKGi)

SUBJECT: Onalaska Unified Development Code (UDC) / Zoning Re-write Project ~ Discussion about regulations for Accessory Dwelling Units (ADUs)

DATE: June 17, 2019

CC: Katie Aspenson, Planning Manager

At its May 29th meeting the Plan Commission indicated an openness to further discussion about regulations pertaining to accessory dwelling units (ADUs). To allow sufficient time for the needed policy discussion on this topic, the consultant team has prepared an overview of potential regulations the City could consider using if it is determined that Accessory Dwelling Units (ADUs) should be more explicitly allowed. City Staff will facilitate discussion on this topic and provide direction to the consultant team in the preparation of regulations.

As previously discussed, Accessory Dwelling Uses (ADUs) ADUs are dwellings located on the same lot as a primary home and have their own entrance, kitchen, living area, and bathroom. They are also sometimes called in-law suite, granny flat, or carriage house. ADUs are a common zoning topic today because of the national challenge of housing affordability and availability. In general, ADUs are often considered by cities for the following reasons:

- ADUs provide housing for family members, students, the elderly, in-home health care providers, the disabled, and others
- Homeowners who create ADUs benefit from added income and the presence of others on their property
- Offer a lower cost housing to meet the needs of existing and future residents within existing neighborhoods, while respecting architectural character
- They provide additional options for renters, who are able to be a part of neighborhoods rather than larger complexes
- They provide options for smaller one or two person households, many of whom may want to stay within their neighborhood

Currently the City only specifically allows accessory dwelling units, called both secondary dwelling units and accessory dwelling units in the code, in the Traditional Neighborhood Development District. The district identifies only the following standards:

- Secondary dwelling units shall be permissible in addition to the number of dwelling units authorized under this section. However, the total number of secondary dwelling units should not be more than ten percent (10%) of the total number of single-family attached and detached units.
- In the mixed residential areas, parking may be provided on-site. One (1) off-street parking space with unrestricted ingress and egress shall be provided for each secondary dwelling unit.
- Guidelines for garages and secondary dwelling units. Garages and secondary dwelling units may be placed on a single-family detached residential lot within the principal building or an accessory building provided that the secondary dwelling unit shall not exceed eight hundred (800) square feet.

Given the proposed changes to zoning districts, it is recommended that a broader discussion about the appropriateness of accessory dwelling units occur. If it is determined that ADUs should be allowed, the City will need to define what an accessory dwelling unit is, where it should be allowed, and what standards should be allowed in the ***Use Specific Standards*** section of the code. The following provides a draft definition for consideration and a list of potential standards compiled from best practices around the country. The potential standards are presented by topic with examples of precedent language or thresholds to consider. Specific zoning regulations will be drafted once direction is received from the Plan Commission.

Potential Definition

A self-contained dwelling unit with a separate entrance, kitchen, sleeping area, and full bathroom facilities, which is located within or attached to an existing residential dwelling.

Potential Zoning Districts

A review of precedent codes finds that, in general, ADUs are allowed in estate or single-family districts. There are a few examples, generally in more dense cities, of ADUs being allowed in townhomes and medium density districts.

Potential Standards

Topic	Sample language and/or thresholds
Type	<ul style="list-style-type: none"> • Internal – within the principal structure, such as a converted basement or attic. • Attached – share one or more walls with the principal structure. These are generally constructed as additions or conversions of attached garages • Detached – these may be the conversion of an existing, detached garage, additions to a detached garage, or freestanding structures

Topic	Sample language or thresholds
Lot Size	<ul style="list-style-type: none"> • Not all codes require a minimum lot size • Standards for lot size also seem to vary relative to what type of ADU is allowed. • In general, the codes reviewed had ADUs being allowed for lots 6,000 to 1 acre.
Lot Coverage	Few examples ranged from 20% to 35%. This may be an approach instead of lot size.
Minimum ADU Size	Generally, vary from 200 to 500 square feet. Recommend that at least meet minimum building code standards for efficiency unit.
Maximum ADU Size	<ul style="list-style-type: none"> • Sometimes these vary depending on type of ADU • Many different standards used, including maximum square footage, percent of finished floor area, and percent of footprint. Some codes do the lesser of size and percent. Example thresholds include: <ul style="list-style-type: none"> ○ 650 to 1,000 square feet ○ Percentage of finished floor area (30%, 50%) ○ Percentage of footprint (33%, 40%)
Owner Occupied	<ul style="list-style-type: none"> • Example standard – The owner(s) of the residence in which the accessory dwelling unit is created must continue to occupy at least one of the dwelling units as their primary residence, except for a bona fide temporary absence.
Parking Spaces	<ul style="list-style-type: none"> • Example standard - Off-street parking spaces must be available for use by the owner-occupant (s) and tenant(s) • Potential thresholds <ul style="list-style-type: none"> ○ None required ○ 1 required for ADU, 2 required for main home ○ 2 required for ADU, 1 required for main home ○ 2 required for ADU, 2 required for main home ○ Primary home must have 4 off-street spaces
Entrance location	Example standard – any new, separate outside entrance serving an accessory dwelling unit shall be located on the side or in the rear of the building.
Water/Sewer Connection	Some communities require the water/sewer connection to be connected to the existing home while others require it to come from the street. City engineering input would be helpful. One reason for the standard to come from the house may be to prevent the units from being separated.
Number of Occupants	2 to 4
Max Number of ADUs	Example standard – Only one accessory dwelling unit may be created with a single-family dwelling
Independent Sale of ADU	Deed restriction limiting independent sale and restrictions to the size limitations and other requirements
Short-term rental	In some communities this is prohibited.
Home occupation	Can either the owner-occupant or tenant have a home occupation?