

CITY OF ONALASKA MEETING NOTICE

COMMITTEE/BOARD: Plan Commission
DATE OF MEETING: August 27, 2019 (Tuesday)
PLACE OF MEETING: City Hall–415 Main Street – Common Council Chambers
TIME OF MEETING: 7:00 P.M.

PURPOSE OF MEETING

1. Call to Order and Roll Call
2. Approval of minutes from the previous meeting
3. Public Input (limited to 3 minutes per individual)

Consideration and possible action on the following items:

4. **Public Hearing: Approximately 7:00 PM (or immediately following Public Input)** and consideration of a Conditional Use Permit request filed by Caleb Sheng of SMJ International, 49030 Pontiac Trail, Suite 100, Wixom, MI 48393 on behalf of CenturyTel of Wisconsin, LLC, 2615 East Avenue South, La Crosse, WI and wireless carrier Verizon to replace (6) existing antennas with nine (9) new antennas and replace eighteen (18) Remote Radio Units (RRU) with six (6) new RRU, and adding ancillary equipment to the existing telecommunications tower located at 580 Lester Avenue, Onalaska, WI 54650 (Tax Parcel #: 18-4013-0)
5. **Public Hearing: Approximately 7:10 PM (or immediately following previous hearing at 7:00 PM)** and consideration of a Conditional Use Permit request filed by Lori Kopecky of Wireless Planning, LLC of 2310 Mill Street, New London, WI 54961 an agent on behalf of wireless carrier US Cellular and USCOC of La Crosse, LLC, 2310 Mill Street, New London, WI 54961 on behalf of 2GJF, LLP, 3264 George Street, Onalaska, WI 54650, to replace nine (9) existing antennas with six (6) new antennas, replace three (3) new Remote Radio Units (RRU) with nine (9) new RRU, and adding ancillary equipment to the existing telecommunications tower located at 1033 2nd Avenue SW, Onalaska, WI 54650 (Tax Parcel #: 18-939-0)

PLEASE TAKE FURTHER NOTICE that members of the Common Council of the City of Onalaska who do not serve on the committee may attend this meeting to gather information about a subject over which they have decision making responsibility.

Therefore, further notice is hereby given that the above meeting may constitute a meeting of the Common Council and is hereby noticed as such, even though it is not contemplated that the Common Council will take any formal action at this meeting.

NOTICES MAILED TO:

*Mayor Joe Chilsen– Chair

*Ald. Tom Smith

Ald. Jim Olson

Ald. Dan Stevens

Ald. Diane Wulf

Ald. Boondi Iyer

Ald. Kim Smith

* Jarrod Holter, City Engineer **Kevin Schubert

City Attorney City Administrator

La Crosse Tribune Dept. Heads.

Coulee Courier

WKTY WLXR WKBT WXOW WLAX

*Committee Members

*Jan Brock *Knutte Temte

*Paul Gleason *Craig Breitsprecher

*Parks & Rec Chair - Steven Nott

**Alternate – Vice Chair Parks & Rec- Andrea Benco

Caleb Sheng

Lori Kopecky

Ben Phillips

Onalaska Omni Center

Onalaska Public Library

** Alternate Member – for City Engineer

Date Notices Mailed and Posted: 8-21-19

In compliance with the Americans with Disabilities Act of 1990, the City of Onalaska will provide reasonable accommodations to qualified individuals with a disability to ensure equal access to public meetings provided notification is given to the City Clerk within seventy-two (72) hours prior to the public meeting and that the requested accommodation does not create an undue hardship for the City.

6. **Public Hearing: Approximately 7:20 PM (or immediately following previous hearing at 7:10 PM)** and consideration of an amendment to the Unified Development Code (UDC) to delete Part 2 of Chapter 6 of Title 13, related to Signage in the City of Onalaska Code of Ordinances
7. Review and consideration of an annexation application for Tax Parcel #: 9-57-3, (0.030 acres total, State Road 16) filed by Ben Phillips of BLP Holdings LLC, 2726 Larson Street, La Crosse, WI 54601 (Tax Parcel #: 9-57-3)
8. Review and consideration of Invoice No: 018-021-15 from Hoisington Koegler Group inc. for UDC / Zoning Re-write Project
9. Discussion related to Onalaska Unified Development Code (UDC) / Zoning Re-write Project - Discussion about regulations for:
 - a. Swimming Pools;
 - b. Home Occupations;
 - c. Daycares;
 - d. Short-Term Vacation Rentals; and
 - e. Drive-Through Facilities
10. Adjournment



CITY OF ONALASKA

STAFF REPORT

Plan Commission – August 27, 2019

Agenda Item: Public Hearing & Consideration of a Conditional Use Permit (CUP) Permit to modify a telecommunication structure.

Applicant: Caleb Sheng of SMJ International
49030 Pontiac Trail, Suite 100, Wixom, MI 48393

Property Owner: CenturyTel of Wisconsin, LLC
2615 East Avenue South, La Crosse WI 54601

Parcel Number: 18-4013-0

Site Location: 580 Lester Avenue, Onalaska, WI 54650

Existing Zoning: Light Industrial (M-1) District

Background:

This Conditional Use Permit (CUP) request pertains to allowing Verizon to modify the existing telecommunication structure. The applicant has provided the following information to be considered:

- Project Plan Set;
- Narrative & Statement of Justification for Project; and
- Conditional Use Permit Application.

The telecommunications structure is a 160-foot tall monopole and Verizon will be adding its equipment to this site's tower by replacing six (6) existing antennas and with nine (9) new antennas and replace eighteen (18) Remote Radio Units (RRU) with six (6) new RRU. They will service those antennae by installing an equipment platform with cabinets and backup generator. According to the applicant, they will not be extending the height of the structure, will not be adding any lighting to the tower, and will not change the existing use of the tower.

The Structural Analysis Report as prepared by American Tower Corporation states that based on the analysis results, the structure meets the requirements per the applicable codes (ANSI/TIA-222-G / 2015 IBC / Wisconsin Commercial Building Code) and the tower and foundation can support the proposed equipment.

Telecommunication structures and tower are permitted only by Conditional Use Permit per Section 13-5-5 and pursuant to standards set forth in Sections 13-8-11. The City has no basis for denial of the Conditional Use Permit, but has found a basis to impose the following conditions:

CITY OF ONALASKA

Substantial Evidence Regarding Conditions of Approval:

1. Owner/developer shall pay all fees and have all plans reviewed and approved by the City prior to obtaining a building permit. Owner/developer must have all conditions satisfied and improvements installed per approved plans prior to issuance of occupancy permits.

Substantial Evidence: This condition provides notice to the owner/developer that they are to follow procedure for orderly development in the City of Onalaska in order to promote the health, safety and welfare of the City.

2. All conditions run with the land and are binding upon the original developer and all heirs, successors and assigns so long as the conditional use is being actively used.

Substantial Evidence: This condition acknowledges and provides public notice of the term and puts the owner/developer and future owners on notice that they are bound by the conditions and that they can continue the use as long as they follow the conditions and actively use the conditional use.

3. Owner/developer shall abide by the City's Ordinances, Unified Development Code and Building Code requirements, as amended.

Substantial Evidence: This condition assures that the owner/developer understands they must follow the City's Unified Development Code and Building Code which they are required to follow in every way and that as they are receiving the benefit of being allowed to have a use that is not within the standards of the City's zoning code, failure to follow City ordinances may result in loss of their conditional use permit.

4. The Conditional Use Permit shall be reviewed every five (5) years to ensure continued use.

Substantial Evidence: This shifts the burden to the owner of the property to provide proof that the use is active and continuing. Ensuring that existing permits are still valid and being properly used ensures compliance with the City's procedures and ordinances and promotes interaction and communication with the City which further orderly development and the health, safety and welfare of the City.

Action Requested:

As a public hearing will be held, testimony based on substantial evidence from the public should be listened to and considered before deciding on the requested Conditional Use Permit application. Only where no reasonable conditions could exist to allow the Conditional Use, may a Conditional Use Permit be denied.

REQUEST FOR ACTION & POSSIBLE CONSIDERATION BY PLAN COMMISSION:

August 27, 2019

Agenda Item 4:

Public Hearing and Consideration of a Conditional Use Permit request filed by filed by Caleb Sheng of SMJ International, 49030 Pontiac Trail, Suite 100, Wixom, MI 48393 on behalf of CenturyTel of Wisconsin, LLC, 2615 East Avenue South, La Crosse, WI and wireless carrier Verizon to replace (6) existing antennas with nine (9) new antennas and replace eighteen (18) Remote Radio Units (RRU) with six (6) new RRU, and adding ancillary equipment to the existing telecommunications tower located at 580 Lester Avenue, Onalaska, WI 54650, Tax Parcel # 18-4013-0.

1. Owner/developer shall pay all fees and have all plans reviewed and approved by the City prior to obtaining applicable building permits. Owner/developer must have all conditions satisfied and improvements installed per approved plans prior to issuance of occupancy permits.
2. All conditions run with the land and are binding upon the original developer and all heirs, successors and assigns so long as the conditional use is being actively used.
3. Owner/developer shall abide by the City's Ordinances, Unified Development Code and Building Code requirements, as amended.
4. The Conditional Use Permit shall be reviewed every five (5) years to ensure continued use.



Main Office: 49030 Pontiac Trail, Suite 100, Wixom, MI 48393

Caleb Sheng, Esq. | 810-892-3777 | csheng@smj-llc.com

7/8/2019

CITY OF ONALASKA
PLANNING/ZONING & BUILDING INSPECTIONS
415 MAIN ST
ONALASKA, WI 54650

Re: **Verizon's Proposed Co-location** at 580 Lester Avenue [PID: 18-4013-0], Onalaska, WI 54650;
200547, Valley View, ATC 417818

Encl: CUP Application for Co-location
Commercial Building Permit Application
Parcel Information
Construction Drawings (11x17)
Professional Engineer's Structural Evaluation
CUP Application Fee: \$250
Commercial BP Zoning Review Fee: \$50
~~Review and Permit Fees~~ [fee calculation assistance requested]

Dear City of Onalaska:

Thank you for the assistance and information provided regarding Verizon's proposed co-location at the site(s) listed above. Please find enclosed the documentation listed above. Thank you for your consideration.

To improve wireless communication services for your residents, Verizon will be adding its equipment to this site's tower and compound by (a) adding antennae and remote radio units on the existing tower, as well as servicing those antennae by (b) installing an equipment platform with cabinets and backup generator. As such, the proposed installations:

Will **not** extend the height of the structure;
Will **not** add any lighting to the tower; and
Will **not** change the existing use of the tower.

The requestor's name is **Verizon Wireless**. The project value for this co-location is \$85,000.

At your earliest convenience, return of approvals/permits to the contact below is respectfully requested:

Attn: CALEB SHENG
49030 Pontiac Trail, Suite 100
Wixom, MI 48393

Phone: (810) 892-3777
Fax: (888) 745-4719
Email: csheng@smj-llc.com

As always, feel free to contact me with any questions or concerns. I look forward to hearing from you.

V/r,

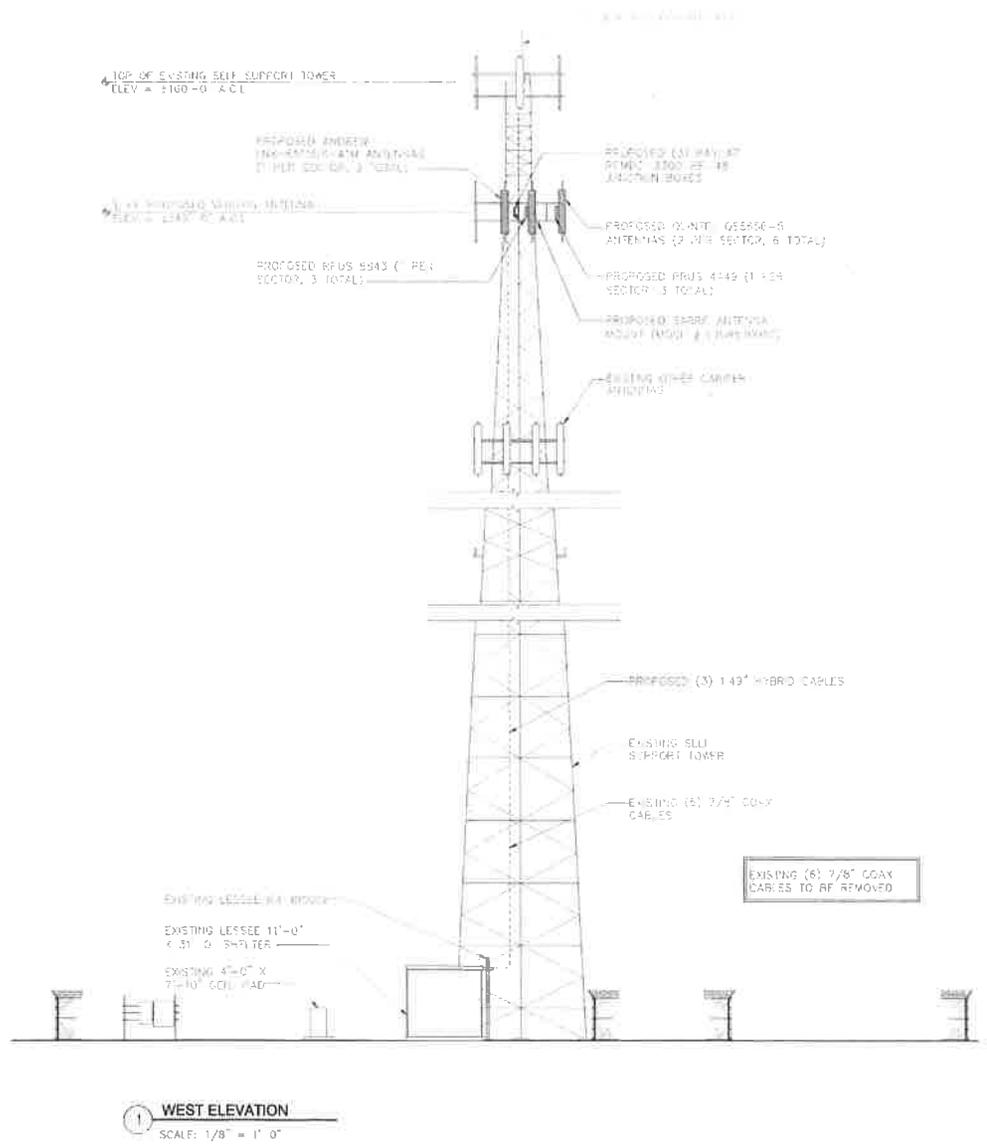
Caleb Sheng ESQ.

NO 11
THIS DRAWING IS FOR EXHIBIT AND
LAYOUT PURPOSES ONLY.
PLEASE REFER TO STRUCTURAL
DOCUMENTS AND CALCULATION FOR
TOWER AND MOUNT ANALYSIS (PREPARED
BY OTHERS).
NO WORK IS TO BE DONE WITHOUT AN
APPROVED STRUCTURAL ANALYSIS
PROVIDED BY OTHERS.

NOTES:
1. ALL PROPOSED WORK SHALL BE IN ACCORDANCE WITH THE PERMITS AND REGULATIONS OF THE LOCAL AND STATE AUTHORITIES.
2. THE PROPOSED WORK SHALL BE IN ACCORDANCE WITH THE PERMITS AND REGULATIONS OF THE LOCAL AND STATE AUTHORITIES.

HYBRID CABLE INFO	
QUANTITY FROM COAX PORT	5
LENGTH FROM SURGE PROTECTOR TO ENTRY PANEL	10'-0"±
LENGTH FROM ENTRY PANEL TO TRUNK	10'-0"±
LENGTH FROM TRUNK TO TOWER SURGE PROTECTIVE CBL	112'-0"±
TOTAL HYBRID CABLE LENGTH	132'-0"±
POWER SHUNT NEEDED DUE TO HYBRID LENGTH OVER 125 FEET	

JUMPER CABLE INFO	
	SURGE PROTECTOR TO RAU
ALPHA SECTION	7'±
BETA SECTION	7'±
GAMMA SECTION	7'±



SCALE: 1/8" = 1'-0"

WEST ELEVATION
SCALE: 1/8" = 1'-0"



AMERICAN TOWER
SITE DESIGN
3609 REGENCY PARKWAY, STE. 100
CARY, NORTH CAROLINA 27518
PHONE: (919) 468-0212

REV	DATE	BY	CHK	DESCRIPTION
1	07/15/10
2	08/03/10
3	08/04/10
4	08/04/10
5	08/04/10
6	08/04/10

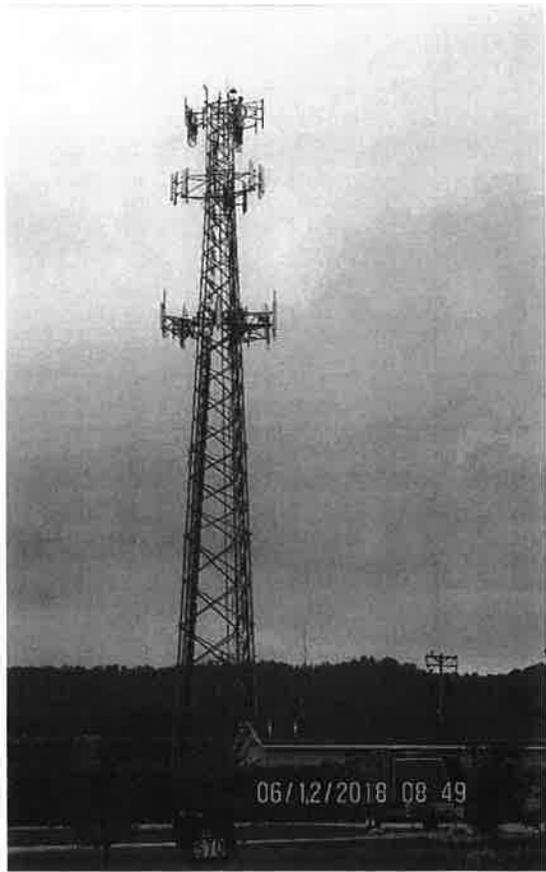
SITE NAME:
VALLEYVIEW
LOC. # 200547
ATC # 417818
600 LEXTER AVE
CHARLOTTE, NC 28202



DATE: 07/15/10
CHECKED BY: JN

SHEET TITLE:
SITE ELEVATION
SHEET NUMBER:
ANT-1

NOTES:
 1. SEE SHEET EX-1 FOR
 "A" AND "B" LEGEND



1 OVERALL TOWER PHOTO
 SCALE: N.T.S.



2 PHOTO OF ANTENNA LEVEL
 SCALE: N.T.S.

3 NOT USED
 SCALE: N.T.S.

4 NOT USED
 SCALE: N.T.S.



5 LESSEE COAX ROUTE ON TOWER
 SCALE: N.T.S.



NO.	DESCRIPTION	DATE	BY
1	ISSUED FOR PERMITTING	06/12/2018	...
2
3
4
5

SITE NAME:
VALLEYVIEW

LOC. # 200547
ATC # 417818

560 LESTER AVE
 ONALASGA, WI 54890



PROJECT NO. 18-0000000000000000

DATE: 06/12/2018

PROJECT: VALLEYVIEW

SHEET TITLE:
PHOTO EXHIBIT

SHEET NUMBER:
EX-1



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

Telecommunication Tower Conditional Use Permit Application

Property Address:
580 Lester Avenue, Onalaska, WI 54650

Parcel Number:
18- 4013-0

Zoning District:
X4 *Light Industrial*

Applicant:
Contact: Verizon, Lessee, c/o SMJ International
Mailing Address: 49030 Pontiac Trail, Suite 100
City, State, Zip: Wixom, MI 48393
Phone Number: 810-892-3777
Email: csheng@smj-llc.com Primary Contact

Wireless Carrier (1):
Owner/Contact: [Applicant]
Mailing Address:
City, State, Zip:
Phone Number:
Email: Primary Contact

Property Owner:
Contact: CenturyTel of Wisconsin LLC
Mailing Address: c/o Verizon, Lessee
City, State, Zip: [see Applicant above]
Phone Number:
Email: Primary Contact

Wireless Carrier (2):
Owner/Contact: [n/a: new co-location]
Mailing Address:
City, State, Zip:
Phone Number:
Email: Primary Contact

Wireless Carrier (3):
Owner/Contact: [n/a: new co-location]
Mailing Address:
City, State, Zip:
Phone Number:
Email: Primary Contact

Signature of Applicant: <i>[Signature]</i> Caleb Sheng, SMJ International o/b/o Verizon, Lessee	Date: 7/8/2019
Signature of Property Owner: Caleb Sheng, SMJ International o/b/o Verizon o/b/o Landowner by right of lease	Date: 7/8/2019

OFFICE USE ONLY:	Date Submitted:	Permit Number:
Permit Fee:	<input type="checkbox"/> Cash <input type="checkbox"/> Check #	Application Received by:

CITY OF ONALASKA
 REC#: R00151494 7/15/2019 8:20 AM
 TRAM: 450 PLANNING & ZONING
 OPER: 02 TERM: 2
 TRKY : CASH 02
 18-4013-0 / 580 LESTER AVE 250.00
 PAID BY: SMJ CONSULTING SERVICES LLC
 OK 250.00 REF:SI - 5527
 APPLIED 250.00
 TENDERED 250.00
 CHANGE 0.00



Telecommunication Tower Conditional Use Permit Application

Antenna Equipment (attach applicable specifications)

of antennas: 6 removed; 9 added

of zones: 3 sectors

Antenna dimensions: 8'

Antenna Type: Panel

Antenna Location on Tower: 142' AGL

Dish Equipment - Attach applicable specifications

Number of dishes: 0

Dish dimensions:

Microwave?: (Y/N)

Satellite?: (Y/N)

Dish location on Tower (N, S, E, W, etc):

Ground Equipment - Attach applicable specifications

Square feet required: [n/a: using existing shelters]

Number of Air Conditioners: 0

Inside tower? Y (Y/N) cabling

Air Conditioner Description:

Inside Lessee building? [n/a] (Y/N)

Generator on Site? (Y/N)

Outside? [n/a] (Y/N)

If yes, provide type, size, power output, and where to be located:

of Cabinets: [n/a] Cabinet Dimensions:

Proposed Radio Bands:

2 (1.9GHz), 5 (850MHz), 13 (700MHz), 66A (2.1GHz)

Proposed Radio Frequency(s):

746-756, 777-787, 824-849, 869-894, 1710-1780, 1850-1910, 1930-1990, 2110-2180

Type of Service (SMR, ESMR, PCS, Cellular, Two-way Paging, Microwave, WiFi, WiMax, etc.):

Cellular

Interconnected with other radio transmissions proposed or constructed? Y (Y/N)

If yes, what is the interconnection method? [Co-location: please see CDs] (attach details separately)

Desired Date of Operation:

Q3-Q4 2019

Other Factors (pertinent to the proposed use):

**NOTICE OF PUBLIC HEARING
BEFORE THE CITY OF ONALASKA**

Please take notice that the City Plan Commission for the City of Onalaska will hold a public hearing on

**TUESDAY, AUGUST 27, 2019
APPROX. 7:00 P.M.
(or immediately following public input)**

in Onalaska City Hall, 415 Main Street, Onalaska, Wisconsin 54650 at which time they will consider an application submitted by Caleb Sheng of SMJ International, 49030 Pontiac Trail, Suite 100, Wixom, MI 48393 on behalf of CenturyTel of Wisconsin, LLC, 2615 East Avenue South, La Crosse, WI and wireless carrier Verizon and who are requesting a Conditional Use Permit to replace six (6) existing antennas with nine (9) new antennas and replace eighteen (18) Remote Radio Units (RRU) with six (6) new RRU, and adding ancillary equipment to the existing telecommunications tower located at 580 Lester Avenue, Onalaska, WI 54650.

Property is more particularly described as:

Computer Number: **18-4013-0**
Section 10, Township 16, Range 07

VALLEYVIEW BUSINESS PARK ADD LOT 13 BLOCK 2 SUBJ TO AGREE IN
DOC NO. 1537835

YOU ARE FURTHER NOTIFIED that the City of Onalaska Plan Commission will hear all persons interested their agent or attorney concerning this matter.

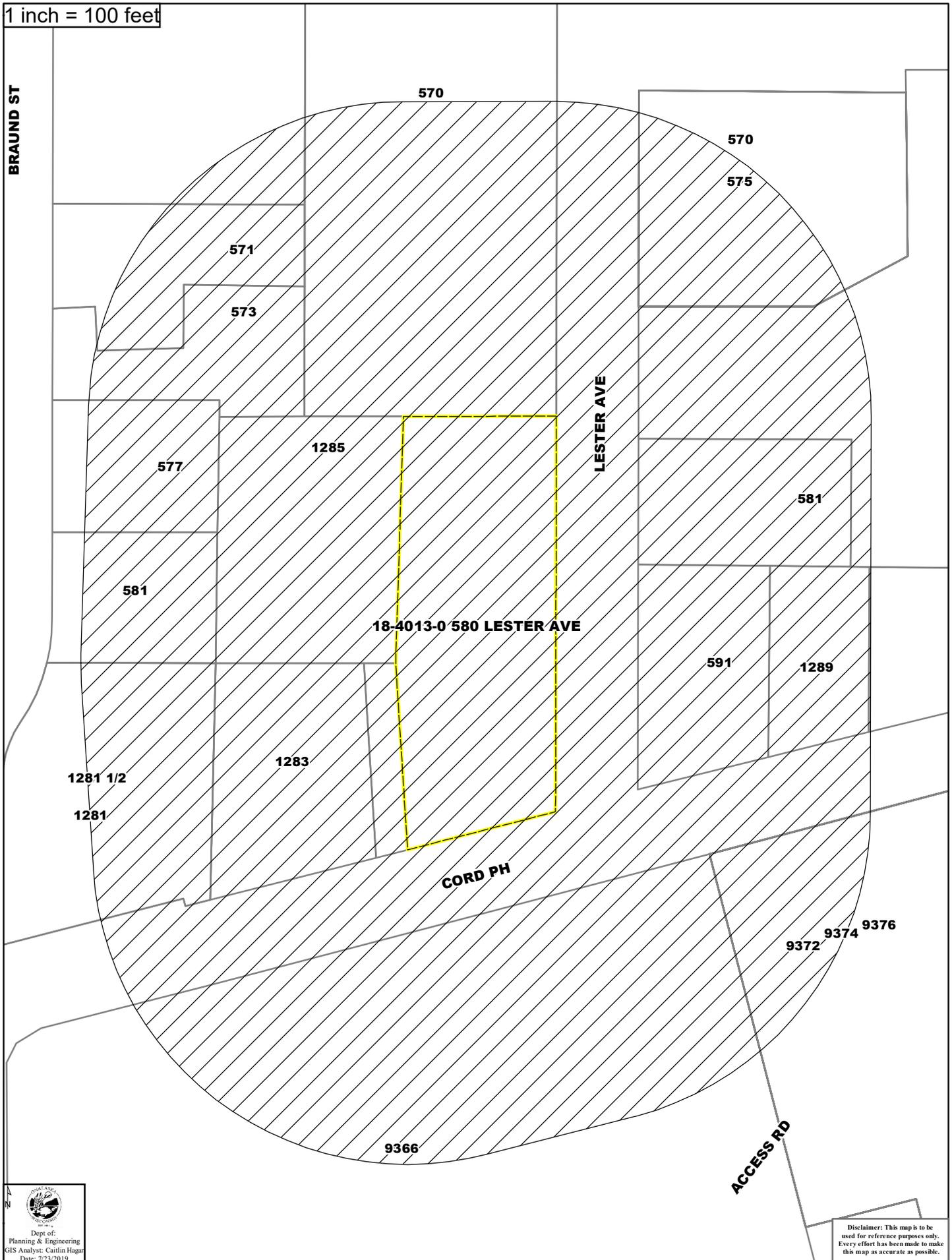
More detailed information on this item will be posted to the City of Onalaska website www.cityofonalaska.com the Friday before the scheduled meeting under Agendas & Minutes/Plan Commission. This posting will contain the Plan Commission Agenda and all attachments referencing this item.

Dated this 9th day of August, 2019.

Cari Burmaster
City Clerk

Properties within 250 ft of Parcel No. 18-4013-1

1 inch = 100 feet





CITY OF ONALASKA

STAFF REPORT

Plan Commission – August 27, 2019

<u>Agenda Item:</u>	Public Hearing & Consideration of a Conditional Use Permit (CUP) Permit to modify a telecommunication structure.
<u>Applicant:</u>	Lori Kopecky of Wireless Planning LLC 2310 Mill Street, New London, WI 54961 US Cellular and USCOC of La Crosse, LLC 2310 Mill Street, New London, WI 54961
<u>Property Owner:</u>	2GJF, LLP 3264 George Street, Onalaska, WI 54650
<u>Parcel Number:</u>	18-939-0
<u>Site Location:</u>	1033 2 nd Avenue SW (near Nutbush)
<u>Existing Zoning:</u>	Industrial (M-2) District

Background:

This Conditional Use Permit (CUP) request pertains to allowing US Cellular to modify the existing telecommunication structure. The applicant has provided the following information to be considered:

- Project Plan Set;
- Statement of Justification for Project; and
- Conditional Use Permit Application.

The telecommunications structure is a 118-foot tall monopole and US Cellular will be replacing nine (9) existing antennas with six (6) new antennas and replace three (3) new remote radio units with nine (9) remote radio units along with new ancillary equipment to the telecommunications tower. There is no intention to make improvements to or replace the equipment cabinets as part of this application.

According to the applicant, these improvements to the antennas and radios are to provide enhanced and reliable coverage to users within the area and upgrading this facility would be the least disruptive to the community. The height and footprint of the structure will not change.

The Structural Analysis Report as prepared by Edge Consulting Engineers, Inc was performed in accordance with the TIA-222-G Standard. The results of the analysis show that the existing tower foundation is structurally adequate (for the proposed improvements).

Telecommunication structures and tower are permitted only by Conditional Use Permit per Section 13-5-5 and pursuant to standards set forth in Sections 13-8-11. The City has no basis for denial of the Conditional Use Permit, but has found a basis to impose the following conditions:

CITY OF ONALASKA

Substantial Evidence Regarding Conditions of Approval:

1. Owner/developer shall pay all fees and have all plans reviewed and approved by the City prior to obtaining a building permit. Owner/developer must have all conditions satisfied and improvements installed per approved plans prior to issuance of occupancy permits.

Substantial Evidence: This condition provides notice to the owner/developer that they are to follow procedure for orderly development in the City of Onalaska in order to promote the health, safety and welfare of the City.

2. All conditions run with the land and are binding upon the original developer and all heirs, successors and assigns so long as the conditional use is being actively used.

Substantial Evidence: This condition acknowledges and provides public notice of the term and puts the owner/developer and future owners on notice that they are bound by the conditions and that they can continue the use as long as they follow the conditions and actively use the conditional use.

3. Owner/developer shall abide by the City's Ordinances, Unified Development Code and Building Code requirements, as amended.

Substantial Evidence: This condition assures that the owner/developer understands they must follow the City's Unified Development Code and Building Code which they are required to follow in every way and that as they are receiving the benefit of being allowed to have a use that is not within the standards of the City's zoning code, failure to follow City ordinances may result in loss of their conditional use permit.

4. The Conditional Use Permit shall be reviewed every five (5) years to ensure continued use.

Substantial Evidence: This shifts the burden to the owner of the property to provide proof that the use is active and continuing. Ensuring that existing permits are still valid and being properly used ensures compliance with the City's procedures and ordinances and promotes interaction and communication with the City which further orderly development and the health, safety and welfare of the City.

Action Requested:

As a public hearing will be held, testimony based on substantial evidence from the public should be listened to and considered before deciding on the requested Conditional Use Permit application. Only where no reasonable conditions could exist to allow the Conditional Use, may a Conditional Use Permit be denied.

REQUEST FOR ACTION & POSSIBLE CONSIDERATION BY PLAN COMMISSION:

August 27, 2019

Agenda Item 5:

Public Hearing and Consideration of a Conditional Use Permit request filed by Lori Kopecky of Wireless Planning, LLC of 2310 Mill Street, New London, WI 54961 an agent on behalf of wireless carrier US Cellular and USCOC of La Crosse, LLC, 2310 Mill Street, New London, WI 54961 on behalf of 2GJF, LLP, 3264 George Street, Onalaska, WI 54650, to replace nine (9) existing antennas with six (6) new antennas, replace three (3) new Remote Radio Units (RRU) with nine (9) new RRU, and adding ancillary equipment to the existing telecommunications tower located at 1033 2nd Avenue SW, Onalaska, WI 54650, Tax Parcel # 18-939-0.

1. Owner/developer shall pay all fees and have all plans reviewed and approved by the City prior to obtaining applicable building permits. Owner/developer must have all conditions satisfied and improvements installed per approved plans prior to issuance of occupancy permits.
2. All conditions run with the land and are binding upon the original developer and all heirs, successors and assigns so long as the conditional use is being actively used.
3. Owner/developer shall abide by the City's Ordinances, Unified Development Code and Building Code requirements, as amended.
4. The Conditional Use Permit shall be reviewed every five (5) years to ensure continued use.

Wireless Planning, LLC

2310 Mill St, New London, WI 54961

Phone: 920-982-3286

MEMO

To: Katie Aspenson – City of Onalaska Planning Manager
From: Lori Kopecky
Date: July 26, 2019
Re: 1033 2nd Street, Onalaska WI – Conditional Use Permit application and fee (United States Cellular Operating Company site: Nutbush 302307)

Katie,

Enclosed please find the Conditional Use Permit packet and fee in the amount of \$250.00, a set of site plan drawings, and the passing structural analysis for the proposed equipment modernization to an existing tower located at 1033 2nd Street in the City of Onalaska.

Proposed scope of work:

Existing Loading:

- (6) Existing Kathrein AP16-850/065D CDMA Antennas to Remain, along with (6) Existing 7/8" Coax
- (3) Existing KMW HB-X-AW-19 PCS Antennas to be Removed, along with (6) Existing 1-5/8" Coax
- (6) Existing KMW AM-X-CW-18 LTE Antennas to be Removed, along with (6) Existing 1-5/8" Coax
- (3) Existing KMW Bias-T Units to be Removed
- (3) Existing PowerWave TMA Units to be Removed
- (6) Existing Kaelus Combiners to be Removed
- (3) Existing B-2 RRU-2217 to be Removed
- (1) Existing Raycap SPD to be Remain
- (1) 1-1/4" Hybrid to be Remain

Proposed Loading:

- (6) Proposed Dengyo OCT8-2LX2HX-BW65 Panel Antennas
- (3) Proposed B71/B12 RRU-4449 Radios
- (3) Proposed B2/B4 RRU-8843 Radios
- (3) Proposed B5 RRU-11 Radios
- (2) Proposed Raycap SPDs
- (1) Proposed 1-1/4" Eupen Hybrid Cables
- (1) Proposed 1-1/4" Eupen Power Cable

Ground space/ground equipment will remain the same and no change to the height of the tower.

Feel free to contact me with any questions or if you need more information.

Thank you for your time,

Lori Kopecky

lorikopecky@wirelessplanning.com



EDGE CONSULTING ENGINEERS, INC.
Edge
 Consulting Engineers, Inc.
 424 WATER STREET
 PLAINFIELD, IL 62551
 618 844 1445 VOIC
 618 844 1543 FAX
 www.edgeinc.com

CLIENT:
US Cellular
 U.S. CELLULAR
 8430 W. 187TH AVE
 SUITE 110
 CHICAGO, IL 60651

SITE PLAN
NUTBUSH (302307)
ONALASKA, WISCONSIN

SUBMITTAL:		
NO.	DATE	DESCRIPTION
1	08/28/2019	REVISED

DESIGNED BY	ABB
PLT DATE	7/11/2019
PROJECT NUMBER	21558
SHEET TYPE	DRAFT
SHEET NUMBER	C-101

NOTES:
 1. AERIAL IMAGE FROM GOOGLE EARTH CAPTURED ON 05/31/2019.
 2. NORTH ARROW SHOWN AS APPROXIMATE.
 3. SITE PHOTOS PROVIDED BY EDGE CONSULTING ENGINEERS, INC.
 4. NO SURVEY AVAILABLE. SITE LAYOUT BASED ON FIELD MEASUREMENTS AND SITE PHOTOS.



NUTBUSH
302307



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

Telecommunication Tower Conditional Use Permit Application

Antenna Equipment (attach applicable specifications)

of antennas: 6
of zones: 1
Antenna dimensions: 96" x 21" x 6"
Antenna Type: PANEL
Antenna Location on Tower: 116.5' ABOVE TOC

Dish Equipment - Attach applicable specifications

Number of dishes: N/A
Dish dimensions: N/A
Microwave?: (Y/N)
Satellite?: (Y/N)
Dish location on Tower (N, S, E, W, etc): N/A

Ground Equipment - Attach applicable specifications

Square feet required: <u>EXISTING</u>	Number of Air Conditioners: <u>N/A</u>
Inside tower? <u>Y</u> (Y/N)	Air Conditioner Description: <u>N/A</u>
Inside Lessee building? <u>Y</u> (Y/N)	Generator on Site? <u>Y</u> (Y/N)
Outside? <u>N</u> (Y/N)	If yes, provide type, size, power output, and where to be located:
# of Cabinets: <u>0</u> Cabinet Dimensions: <u>N/A</u>	<u>EXISTING - SEE SITE PLAN</u>

Proposed Radio Bands:

Proposed Radio Frequency(s):

Type of Service (SMR, ESMR, PCS, Cellular, Two-way Paging, Microwave, WiFi, WiMax, etc.):

EXISTING - CELLULAR

Interconnected with other radio transmissions proposed or constructed? N (Y/N)

If yes, what is the interconnection method? _____ (attach details separately)

Desired Date of Operation:

WHEN CUP / PERMITTING IS COMPLETED - (SEPT/2019 / OCT.)

Other Factors (pertinent to the proposed use):

NUTBUSH
302307



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

Telecommunication Tower Conditional Use Permit Application

Property Address:
1033 2ND STREET

Parcel Number:
18-939-0

Zoning District:
INDUSTRIAL (M-2)

Applicant: USCO OF LACROSSE, LLC

Contact: LORI KOPECKY

Mailing Address: 2310 MILL STREET

City, State, Zip: NEW LONDON WI 54961

Phone Number: 920/982-3286

Email: Primary Contact
LORIKOPECKY@WIRELESSPLANNING.COM

Wireless Carrier (1):

Owner/Contact:

Mailing Address:

City, State, Zip:

Phone Number:

Email: Primary Contact

Property Owner: ZGJF, LLP

Contact: GINGER HILLMAN

Mailing Address: 3264 GEORGE ST

City, State, Zip: ONALASKA WI 54650

Phone Number:

Email: Primary Contact

Wireless Carrier (2):

Owner/Contact:

Mailing Address:

City, State, Zip:

Phone Number:

Email: Primary Contact

Wireless Carrier (3):

Owner/Contact:

Mailing Address:

City, State, Zip:

Phone Number:

Email: Primary Contact

Signature of Applicant: L. KOPECKY - AGENT FOR USCO OF LACROSSE LLC
Date: 7/11/19

Signature of Property Owner: SEE SCHEDULE 1 OF REDACTED GROUND LEASE
Date: _____

OFFICE USE ONLY:	Date Submitted:	Permit Number:
Permit Fee:	<input type="checkbox"/> Cash <input type="checkbox"/> Check #	Application Received by:

00*00
250*00
250*00
TENDERED
APPLIED

OK 250*00 REF#SW - 4705
Paid By: WIRELESS PLANNING LLC
18-939-0 / 1033 2ND AVE S 250*00

CITY OF ONALASKA
REC#: R00153765 7/30/2019 8:11 AM
TRAN: 450 PLANNING & ZONING
OPER: 02 TERM: 2
TKBY: CASH 02

**NOTICE OF PUBLIC HEARING
BEFORE THE CITY OF ONALASKA**

Please take notice that the City Plan Commission for the City of Onalaska will hold a public hearing on

**TUESDAY, AUGUST 27, 2019
APPROX. 7:10 P.M.
(or immediately following public hearing at 7:00 PM)**

in Onalaska City Hall, 415 Main Street, Onalaska, Wisconsin 54650 at which time they will consider an application submitted by Lori Kopecky of Wireless Planning, LLC, 2310 Mill Street, New London, WI 54961 an agent on behalf of the wireless carrier US Cellular and USCOC of La Crosse, LLC, 2310 Mill Street, New London, WI 54961 on behalf of 2GJF, LLP, 3264 George Street, Onalaska, WI 54650 who are requesting a Conditional Use Permit to replace nine (9) existing antennas with six (6) new antennas, three (3) Remote Radio Units (RRU) with nine (9) new RRU, and adding ancillary equipment to the existing telecommunications tower located at 1033 2nd Avenue SW, Onalaska, WI 54650.

Property is more particularly described as:

Computer Number: **18-939-0**
Section 8, Township 16, Range 07

ASSESSORS PLAT OF ONALASKA OUTLOT 95 & PRT OUTLOT 97 LYG SLY OF
N LN OL 95 EXTD E & OUTLOT 94 EX E 50FT & INCL PRT OUTLOTS 96, 97 & 98
COM SE COR SEC 8-16-7 S89D25M 20SW 797.43FT TO E R/W LN 2ND AVE SW
N14D29M44SE 150 FT ALG ELY R/W LN TO NW COR OL 95 & POB
N14D29M44SE 18FT ALG ELY R/W LN 2ND AVE SW S84D21M55SE 217.26FT TO
WLY R/W LN STH-35 ALG R/W LN ALG CURV S33D11M52SW 68.88FT TO ELY
LN OL 97 N16D34M40SW 65.95FT S89D25M20SW 164.2FT TO ELY R/W LN 2ND
AVE SW & POB EX .47AC FOR HWY IN V239 P184

YOU ARE FURTHER NOTIFIED that the City of Onalaska Plan Commission will hear all persons interested their agent or attorney concerning this matter.

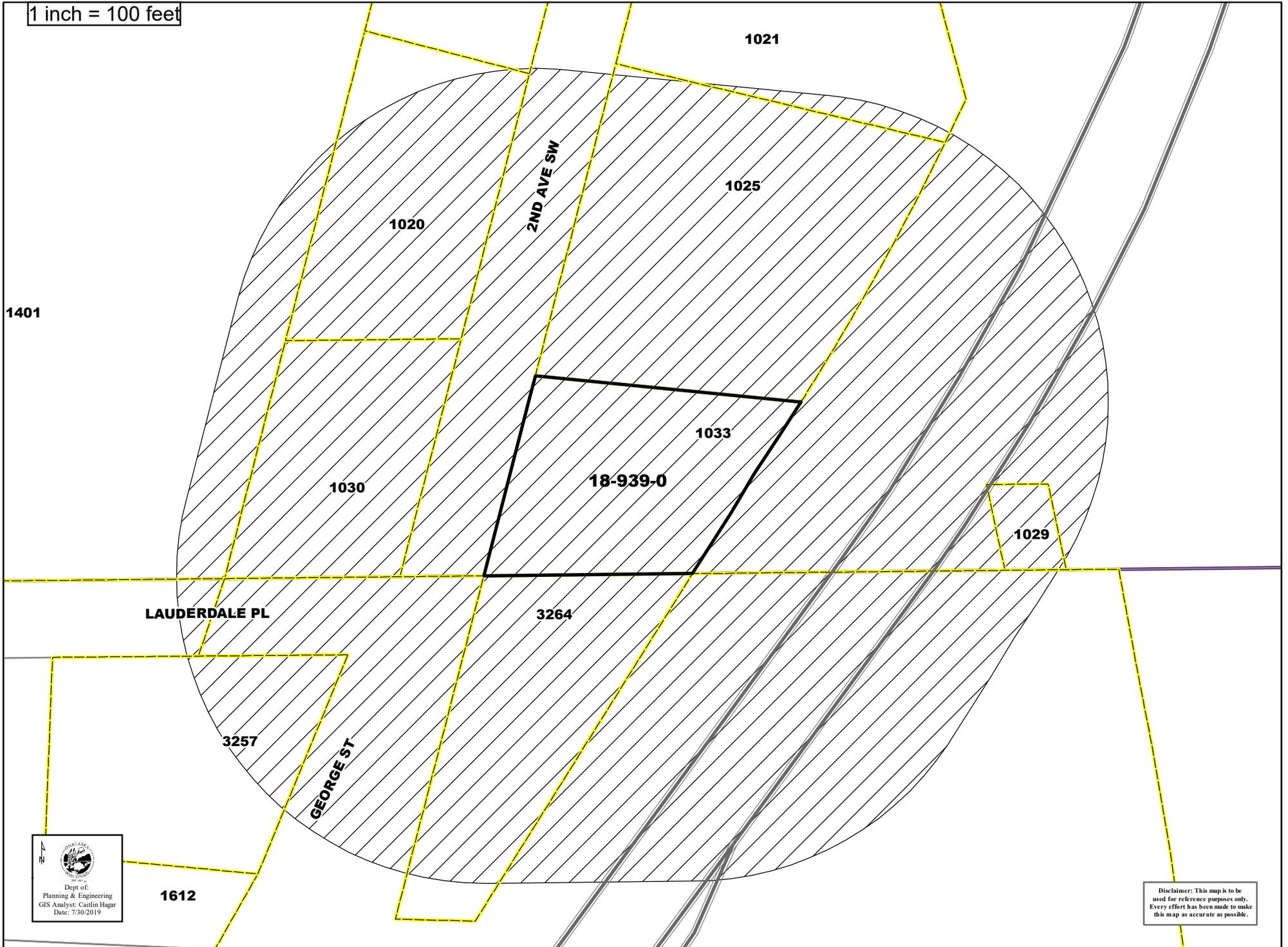
More detailed information on this item will be posted to the City of Onalaska website www.cityofonalaska.com the Friday before the scheduled meeting under Agendas & Minutes/Plan Commission. This posting will contain the Plan Commission Agenda and all attachments referencing this item.

Dated this 9th day of August, 2019.

Cari Burmaster
City Clerk

Properties within 250ft of 18-939-0

1 inch = 100 feet



Disclaimer: This map is to be used for reference purposes only. Every effort has been made to make this map as accurate as possible.



CITY OF ONALASKA

STAFF REPORT

Plan Commission – August 27, 2019

Agenda Item:

Public Hearing & Consideration of Amendments to the Unified Development Code (UDC) to delete Part 2 of Chapter 6 of Title 13, related to Signage in the City of Onalaska Code of Ordinances.

Background:

As part of the Unified Development Code / Zoning Ordinance Re-write process, City Staff propose to remove Part 2 of Chapter 6 of Title 13, the Sign Ordinance from the Zoning Code and re-install the language in Title 16 of the Onalaska Code of Ordinances.

The purpose for this removal is to facilitate future amendments to the ordinance in an efficient manner. City Staff will still request discussion by the Plan Commission for proposed changes, but a public hearing would no longer be required. Further, the Plan Commission would be the reviewing entity for any deviations from the Sign Ordinance, with appeals made to the Common Council as opposed to the Board of Zoning Appeals.

Action Requested:

As a public hearing will be held, testimony from the public should be listened to and considered before deciding on the text/ordinance amendment.



CITY OF ONALASKA

STAFF REPORT

Plan Commission – August 27, 2019

- Agenda Item: Review and Consideration of an annexation application for State Road 16 (0.030 acres), Town of Medary, WI 54650.
- Applicant/Owner: Ben Phillips, of BLP Holdings LLC, 2726 Larson Street, La Crosse, WI 54603-1828
- Parcel Number: 9-57-3
- Site Location: State Road 16, Town of Medary, WI 54601
- Existing Zoning: La Crosse County Zoning: “Rural”
- Neighborhood Characteristics: Commercial, multi-family, and recreational golf course
- Conformance with Comprehensive Plan: The Comprehensive Plan identified this area as a *Commercial District* which is intended to accommodate large and small-scale commercial and office development. A wide range of retail, service, lodging and office uses are appropriate in this district.

The City should approve proposals for annexation into the City of Onalaska only when meeting the following utilities and community facilities criteria, or if other important community goals are met:

- The annexation is in an area designated for growth on the City’s Future Land Use Map.*
- The increased tax base and overall benefit to the City of approving the annexation outweigh the actual financial impact on the community for providing police, fire, road maintenance and other public improvements and services to the annexation area.*

Background: Tax Parcel #: 9-57-3 is located directly adjacent to (north of) 9550 East 16 Frontage Road and will be included as part of the previously approved commercial project. This annexation and zoning were required conditions of approval of a conditional use permit and rezoning application. Upon annexation the property will appropriately zoned to Community Business (B-2) and will be required to merge with Tax Parcel # 18-5607-0.

Action Requested: Staff supports this annexation request. Approval is recommended with the attached conditions.

REQUEST FOR ACTION & POSSIBLE CONSIDERATION BY PLAN COMMISSION:

August 27, 2019

Agenda Item 7:

Review and Consideration of an annexation application for Tax Parcel #: 9-57-3, (0.030 acres total, State Road 16) filed by Ben Phillips of BLP Holdings LLC, 2726 Larson Street, La Crosse, WI 54601.

1. Owner to merge Tax Parcel # 9-57-3 with Tax Parcel # 18-3607-0 upon finalization of annexation.
2. Annexed land to be placed in the Community Business (B-2) Zoning District upon ordinance adoption.
3. Owner/developer must notify City prior to any utility connection to City-owned utilities takes place.
4. Owner/developer shall pay all fees and have all plans reviewed and approved by the City prior to obtaining a building permit. Owner/developer must have all conditions satisfied and improvements installed per approved plans prior to issuance of occupancy permits.
5. 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.
6. Any omissions of any conditions not listed in minutes shall not release the property owner/developer from abiding by the City's Unified Development Code requirements.

file

PETITION FOR ANNEXATION

TO: City Clerk
City of Onalaska
415 Main Street
Onalaska, WI 54650

TO: City Clerk
Town of Medary
N3393 Smith Valley Road
La Crosse, WI 54601

We, the undersigned, BENJAMIN L PHILLIPS / BLP HOLDING, LLC
(Printed Name(s))

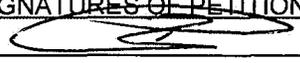
do hereby respectively petition the City of Onalaska, Wisconsin, to annex the real estate described hereinafter to the City of Onalaska, which is to be detached from the township of Medary, County of LaCrosse, Wisconsin to the City of Onalaska and that the subject property be zoned Community Business (B-2) upon annexation.

The property, which is the subject of this petition, is contiguous to the current boundaries of the City of Onalaska. A complete and accurate legal description and a scaled map of the area is attached hereto and incorporated herein by reference as EXHIBIT "A".

This instrument constitutes a Petition for direct annexation pursuant to Section 66.0217(2), Wisconsin Statutes. The number of electors residing within the boundaries of this property is 0 and the undersigned are the sole owners and fee title holders to these properties. Therefore, pursuant to Section 66.0217(4), no notice or publication is required.

A copy of this Petition is being mailed to the State of Wisconsin, Department of Administration, for review as required by Section 66.0217(6), Wisconsin Statutes along with the requisite Department of Administration annexation fee. See Annexation Review Fee Guide.

A complete and detailed legal description and map must accommodate this petition at the time of application in order for it to be placed on the Plan Commission Meeting agenda. Short forms or abbreviated legal descriptions will not be accepted. Maps must be to scale and dimensioned.

<u>SIGNATURES OF PETITIONERS</u>	<u>ADDRESS OF PROPERTY</u>	<u>DATE OF SIGNATURE</u>
	State Road 16	7-16-19

Tax Parcel Identification Numbers: 9-57-3
Contact Person: Ben Phillips Telephone (608) 769-8076
Address 2726 Larson Street, La Crosse, WI 54603 Email: ben@phillipsfencing.com

For office use:	Date: _____	Initials: _____
Enclosures:	<input type="checkbox"/> Petition	<input type="checkbox"/> Legal Description
	<input type="checkbox"/> Map	

415 Main Street, Onalaska, WI 54650 Land Use & Development Director 608-781-9590

Request for Annexation Review

Wisconsin Department of Administration

WI Dept. of Administration
Municipal Boundary Review
101 E. Wilson Street, 9th Floor
Madison WI 53703
608-264-6102 Fax: 608-264-6104
wimunicipalboundaryreview@wi.gov
<http://doa.wi.gov/municipalboundaryreview/>

Petitioner Information

Name: BLP Holdings, LLC

Address: 2726 Larson St.

La Crosse, WI 54603-1828

Email: ben@phillipsfencing.com

Office use only:

1. Town where property is located: Medary

2. Petitioned City or Village: City of Onalaska

3. County where property is located: La Crosse

4. Population of the territory to be annexed: 0

5. Area (in acres) of the territory to be annexed: 0.030

6. Tax parcel number(s) of territory to be annexed
(if the territory is part or all of an existing parcel): 9-57-3

Petitioners phone:

608-769-8076

Town clerk's phone:

608 781-2275

City/Village clerk's phone:

608-781-9590

Contact Information if different than petitioner:

Representative's Name and Address:

Ben Phillips

(see above)

Phone: 608-769-8076

E-mail: *see above*

Surveyor or Engineering Firm's Name & Address:

Davy Engineering - James P. Maloney, P.E.

115 6th St. S.

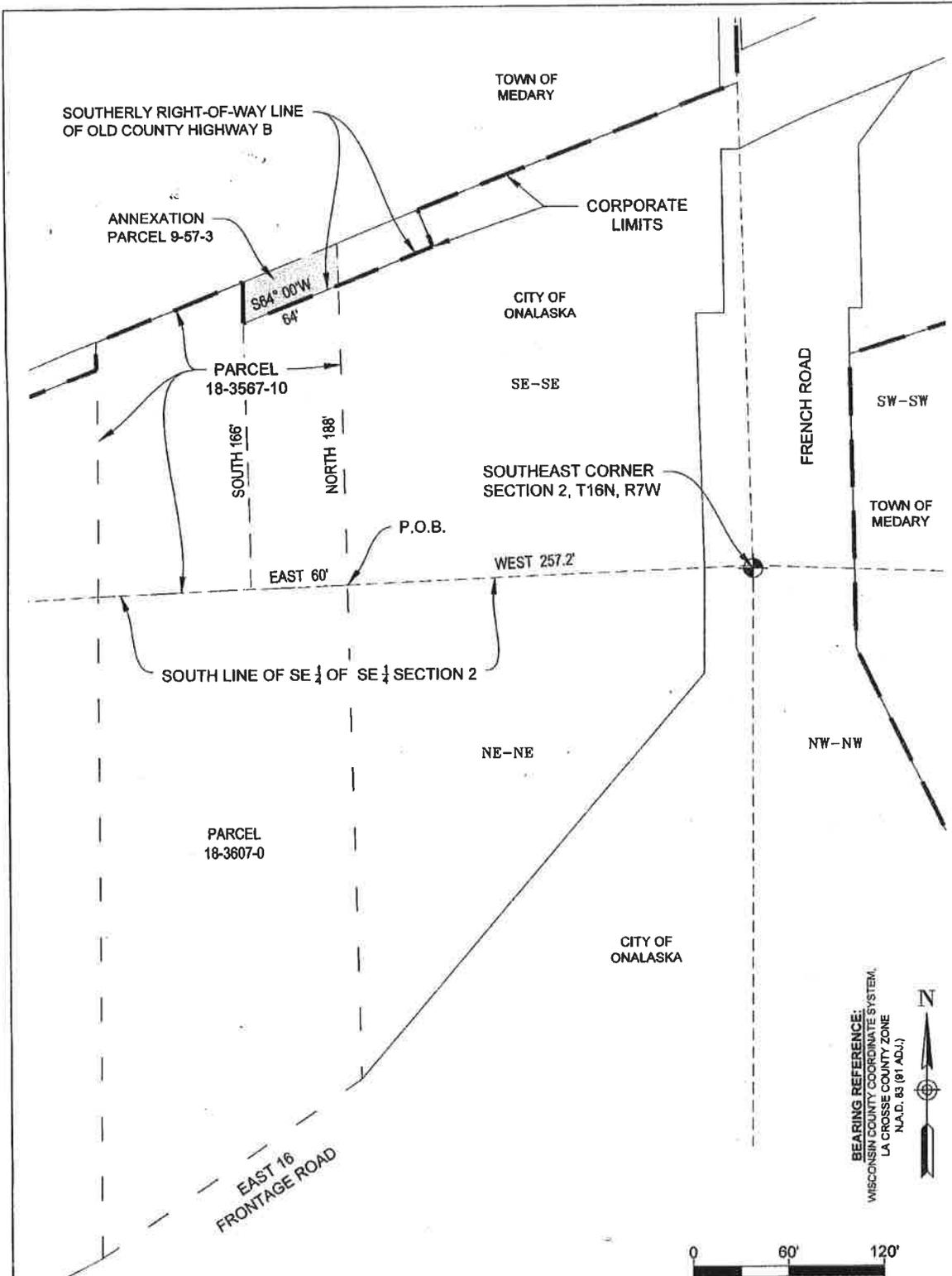
La Crosse, WI 54601

Phone: 608-782-3130

E-mail: jmaloney@davyinc.com

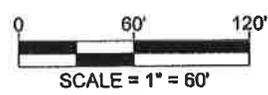
Required Items to be provided with submission (to be completed by petitioner):

- Legal Description meeting the requirements of s.66.0217 (1) (c) [see attached annexation guide]
- Map meeting the requirements of s. 66.0217 (1) (g) [see attached annexation guide]
- Signed Petition or Notice of Intent to Circulate is included
- Indicate Statutory annexation method used:
 - Unanimous per s. 66.0217 (2), or,
 - OR
 - Direct by one-half approval per s. 66.0217 (3)
- Check or money order covering review fee [see next page for fee calculation]



Legal Description
 Part of the SE 1/4 of the SE 1/4 of Section 2 Township 16 North of Range 7 West, being that part of the South 1/2 of vacated Old County Highway B, Town of Medary, La Crosse County, Wisconsin, lying North of and adjacent to the following described parcel:
 Commencing at the Southeast corner of said Section 2; thence West 257.2 feet to the point of beginning of this description; Thence North 188 feet to the Southerly right-of-way line of Old County Highway B; thence South 64 degrees 00 minutes West along the said southerly right-of-way line 64 feet; thence South 166 feet to the South line of said SE 1/4 of the SE 1/4; thence East 60 feet to the point of beginning.
 Parcel contains approximately 0.03 Acres.

Subject to any easements, covenants and restrictions of record.



BEARING REFERENCE:
 WISCONSIN COUNTY COORDINATE SYSTEM,
 LA CROSSE COUNTY ZONE
 N.A.D. 83 (81 ADJ.)

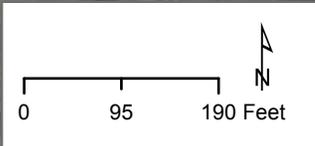
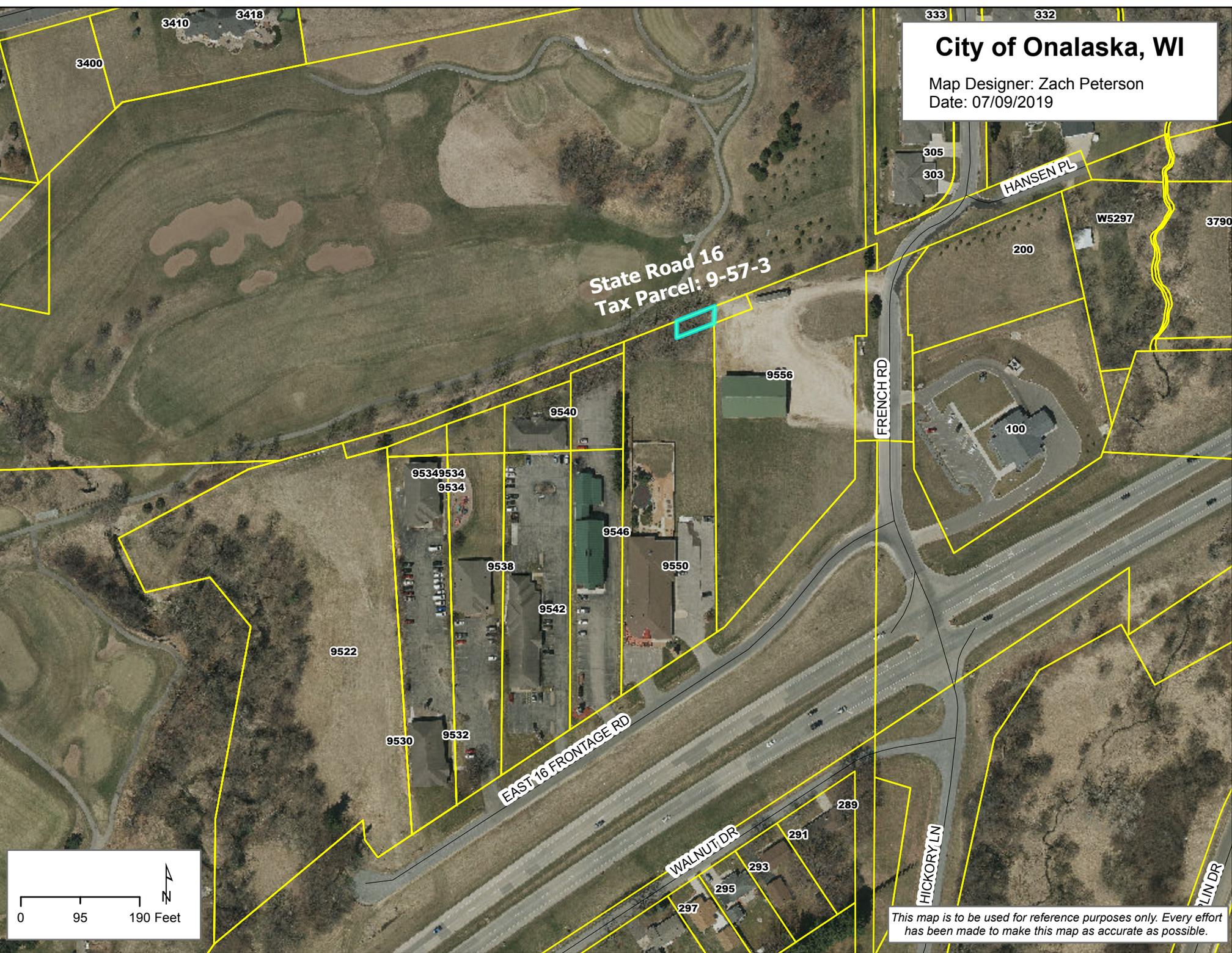


DAVY ENGINEERING CO. LA CROSSE, WISCONSIN	
ANNEXATION PARCEL MAP WITH LEGAL DESCRIPTION BLP HOLDINGS LLC ONALASKA, WI	
DATE 7/15/2019	NOTEBOOK NO. 662B
PROJECT NUMBER 12116-001-020	SHEET 1 OF 1

City of Onalaska, WI

Map Designer: Zach Peterson
Date: 07/09/2019

State Road 16
Tax Parcel: 9-57-3



This map is to be used for reference purposes only. Every effort has been made to make this map as accurate as possible.



CITY OF ONALASKA

STAFF REPORT

Plan Commission – August 27, 2019

Agenda Item:

8

Agenda Item: Review and Consideration of Invoice No: 018-021-15: Hoisington Koegler Group Inc. for UDC / Zoning Ordinance Re-write Project.

Attached is the 15th Invoice for the UDC / Zoning Ordinance Re-write Project totaling \$12,100.62 dollars.

Original Contract Amount:	Billed to Date:	Payment Requested:
\$90,000.00	\$77,173.23	\$12,100.62



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

August 14, 2019

Invoice No:

018-021 - 15

Project 018-021 Onalaska - UDC/Zoning Ordinance Rewrite

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

Task 04 Draft UDC and Zoning Map

- Assistance with code document template
- GIS mapping
- Identify sections for engineering review
- Internal team collaboration
- Preparation and attendance at Planning Commission Meeting
- Preparation and attendance at staff meeting
- Preparation and attendance at virtual staff meeting
- Preparation of draft report
- Prepare draft UDC document
- Prepare use specific standards
- Project coordination
- Coordination of meetings
- Internal team meeting
- Preparation and attendance at Plan Commission Meeting
- Preparation and attendance at virtual staff meeting
- Prepare draft UDC document
- Prepare draft zoning map change areas
- Prepare uses table and use specific standards
- Travel time

Professional Personnel

	Hours	Rate	Amount	
Associate				
Miller, Jeffrey	43.50	130.00	5,655.00	
Trapp, Rita	32.50	130.00	4,225.00	
Professional II				
Chamberlain, Laura	2.00	85.00	170.00	
Thorsen, Jesse	4.00	85.00	340.00	
Professional I				
Richmond, Beth	21.00	70.00	1,470.00	
Totals	103.00		11,860.00	
Total Labor				11,860.00
				Total this Task
				\$11,860.00

Task 99 Project Expenses

Reimbursable Expenses

Mileage and Travel Expense					
7/16/2019	Miller, Jeffrey	Staff and PC meetings	179.80		
7/16/2019	Trapp, Rita	Staff and PC meetings	18.56		
Meals					
7/16/2019	Miller, Jeffrey	Lunch	10.73		
7/16/2019	Miller, Jeffrey	Dinner	11.15		
7/16/2019	Trapp, Rita	Staff and PC Meeting	9.37		
7/16/2019	Trapp, Rita	Staff and PC Meeting	11.01		
	Total Reimbursables		240.62		240.62
				Total this Task	\$240.62

Billing Limits

	Current	Prior	To-Date		
Total Billings	12,100.62	65,072.61	77,173.23		
Limit			90,000.00		
Remaining			12,826.77		
				Total this Invoice	\$12,100.62

Outstanding Invoices

Number	Date	Balance		
14	7/9/2019	2,526.25		
Total		2,526.25		
			Total Now Due	\$14,626.87



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 pertaining to swimming pools

DATE: August 20, 2019

CC: Katie Aspenson, Planning Manager

Staff requested the consolidation, review, and revising of regulations pertaining to swimming pools. Currently the code has regulations pertaining to swimming pools in section 13-6-7 Detached Accessory Structures and section 13-6-11 Residential Swimming Pools. The regulations have been consolidated and updated to reflect changes in swimming pool design and residents' use of them. Staff will facilitate discussion on this topic and provide direction to the consultant team in the preparation of regulations.

Proposed Regulations

The following are draft regulations for the Plan Commission to consider. Once the regulations have been drafted, the consultant team will find the appropriate location for each component within the new code.

Definition

The following is a draft definition that would be included in the definitions section of the code.

Swimming pool. A swimming pool is an outdoor accessory structure containing a body of water in a receptacle or other container having a depth for water at any point greater than one and one-half (1-1/2) feet located above or below the surface of ground elevation, used or intended to be used solely by the owner, operator or lessee thereof and their family, and by friends invited to use it, and includes all structural facilities, appliances and appurtenances, equipment and other items used and intended to be used for the operation and maintenance of a swimming pool.

Regulations

The following are the proposed regulations.

- A) Permit Required. Before work is commenced on the construction or erection of a swimming pool or on any alterations, additions, remodeling or other improvements; an application for a swimming

pool building permit, electrical permit, and/or a gas piping permit to construct, erect, alter, remodel or add must be submitted in writing to the Department of Inspection. Plans and specifications and pertinent explanatory data shall be submitted to the Department of Inspection at the time of application and no work shall commence until a permit has been issued by the Department of Inspection. The permit fee pursuant to the City Fee Schedule shall accompany such application.

- B) Types of Pools Requiring Permits. Permits shall be required for the construction of the following types of swimming pools:
- 1) In-ground pools, whether indoor or outdoor.
 - 2) Above ground pools, except for storable swimming or wading pools having a diameter of eighteen (18) feet or less and a wall height of four feet or less and installed for less than one hundred and eighty (180) days in a calendar year.
- C) Construction Requirements. In addition to such other requirements as may be reasonably imposed by the Department of Inspection, the Department of Inspection shall not issue a permit for construction, unless the following construction requirements are observed:
- 1) All materials and methods of construction in the construction, alteration, addition, remodeling or other improvements and pool installation shall be in accordance with all state regulations and code and with any and all Ordinances of the City now in effect or hereafter enacted.
 - 2) All plumbing work shall be in accordance with all applicable Ordinances of the City and all state codes. Every swimming pool shall be provided with a suitable draining method and, in no case, shall waters from any pool be drained into the sanitary sewer system, onto lands of other property owners adjacent to that on which the pool is located on in the general vicinity.
 - 3) All electrical installations, including lighting and heating but not limited thereto, which are provided for, installed and used in conjunction with a swimming pool shall be in conformance with the state laws and City Ordinances regulating electrical installations.
 - 4) All pumps, filters, disinfectant and chemical feeders, drains, ladders, lighting, ropes and appurtenant equipment used in the operation of all swimming pools, spas, diving towers and water slides shall be maintained in a good state of repair.
 - 5) Areas surrounding a swimming pool, including decks and fencing, bathhouses, dressing rooms, toilets, shower stalls and lounging areas shall be kept clean and in a state of good repair at all times. The walls, floors, equipment of appurtenant facilities at a spa or swimming pool must be maintained in a clean and sanitary condition at all times.
- D) Setbacks. Swimming pools requiring a building permit must meet the following setbacks:
- (1) Swimming pools are allowed only in rear yards of parcels with existing principal structures or where a principal structure is under construction with a valid Building Permit issued by the Department of Inspection.
 - (2) No swimming pool shall be located, constructed or maintained closer than six (6) feet to any side or rear parcel line.
 - (3) Swimming pools shall not be located within ten (10) feet of a principal structure and three (3) feet of any other accessory structure.
 - (4) Swimming pools are considered a detached accessory structure and alone, or in combination with other detached accessory structures, shall not occupy more than twenty-five percent (25%) of the rear yard.
- E) Fence. Swimming pools requiring a building permit must meet the following enclosure requirements:
- 1) Proper Enclosure Required. Every swimming pool which extends wholly above the ground or partially above the ground shall, at all times, be enclosed so as to prevent people and animals from accidentally falling into such pool.

- 2) Pool Wall May Serve as Barrier. An approved barrier shall consist of a solid wall of durable material of which the pool itself is constructed and shall extend directly above the vertical water-enclosing wall of the pool a minimum of four (4) feet above the level of the ground immediately adjacent to the pool. Every entrance to a pool, such as a ladder, must be secured or adequately safeguarded to prevent unauthorized entry into the pool.
 - 3) Fence or Other Wall May Serve As Barrier. An approved barrier shall consist of a properly erected and maintained wall or fence at least forty-eight (48) inches in height, which entirely surrounds the pool. Every such fence shall be constructed in accordance with the requirements of Section 13-6-10. Every such wall or fence shall be located not less than six (6) feet from the vertical, water-enclosing wall of the pool. All gates in such walls or fences shall be self-enclosing and self-latching, and shall be at least forty-eight (48) inches in height with latches placed at least forty-eight (48) inches above the ground level, or such gate latch shall be made inaccessible to small children in some other manner approved by the Department of Inspection.
 - 4) Automatic Pool Cover May Serve As Barrier. An automatic pool cover may be serve as a barrier if it meets the American Society of Testing and Materials (ASTM) F1346-91 Standards (2018), as such as standard may be modified, superseded, or replaced by ASTM. Such pool cover shall be closed when a responsible person is not present outdoors and within 25 feet of the pool.
- F) Compliance. All swimming pools existing at the time of passage of this Code of Ordinances not satisfactorily fenced shall comply with the fencing requirements of this Section when water is placed in the swimming pool.
- G) Draining and Approval Thereof. No swimming pool shall be constructed so as to allow water therefrom to drain into any sanitary sewer or septic tank nor to overflow upon or cause damage to any adjoining property. Provisions may be made for draining the contents of any swimming pool into a storm sewer, but such installation shall be subject to prior approval by the Plumbing Inspector.
- H) Filter System Required. All swimming pools shall contain some filtration system to assure proper circulation of the water therein and maintenance of the proper bacterial quality thereof.
- I) Dirt Bottoms Prohibited. All swimming pools shall have the sides and bottom of a smooth finish, and no sand or dirt bottom shall be permitted.

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 pertaining to home occupations

DATE: August 20, 2019

CC: Katie Aspenson, Planning Manager

At its May 29th meeting the Plan Commission indicated an interest in further discussion and revisions regarding home occupations. Regulations pertaining to home occupations seek to preserve neighborhood residential character, while allowing residents to use their place of residence for limited, non-residential purposes. These business incubators can be important in growing local businesses and providing residents with means to supplement their personal and family income. However, it is important to ensure that the home businesses do not negatively impact the surrounding properties.

In addition to updating regulations to reflect current trends, revised regulations are needed as the City currently requires a conditional use permit for home occupations that have non-resident employees, generate customer traffic, and/or exceed the minimum regulations set forth in Section 13-6-12. Rather than a conditional use permit, it is suggested that a home occupation license be required. This license could be required to be renewed annually, or at a less frequent timeframe such as biannually or every three years. In order to allow sufficient time for the needed policy discussion on this topic, Staff will facilitate discussion on this topic and provide direction to the consultant team in the preparation of regulations.

Existing Regulations

The following are the City's existing regulations pertaining to home occupations.

13-6-12 Home Occupations

- (a) The home occupation does not exceed twenty-five percent (25%) of the area of any floor.
- (b) The home occupation is conducted entirely within the enclosed portion of the dwelling by an individual residing on the premises.
- (c) Traffic generated by the home occupation may only include occasional deliveries which can be accompanied by off-street parking facilities at the residence.
- (d) The home occupation does not generate customer traffic.

- (e) If the home occupation requires employees not residing on the premises, generates customer traffic, and/or exceeds the standards listed above, a Conditional Use Permit is required for a Home Occupation per Section 13-5-15(d). *[note that this should be 13-5-16 (d)]*

13-5-16(d) Home Occupations

Home Occupations in the R 1, R-160, R 2 or R 4 Districts. The intent of home occupation conditional uses is to provide a means to accommodate a small family business without the necessity of a rezone into a Commercial District. Approval of an expansion of a limited family business or home occupation at a future time beyond the limitations of this Section is not to be anticipated; relocation of the business to an area that is appropriately zoned may be necessary. If the home occupation is a dance school or real estate brokerage, no conditional use will be considered or allowed unless the premises on any side of the premises for which a Conditional Use Permit is sought is zoned B 1, B 2, or M-1 District. Home occupations are subject to the requirements of the district in which the use is located, in addition to the following:

- (1) The home occupation shall be conducted only within the enclosed area of the dwelling unit or an attached garage, and shall not exceed twenty five percent (25%) of the area of any floor, unless determined otherwise by the Plan Commission.
- (2) There shall be no exterior alterations which change the character thereof as a dwelling and/or exterior evidence of the home occupation other than those signs permitted in the district.
- (3) No storage or display of materials, goods, supplies or equipment related to the operation of the home occupation shall be visible outside any structure located on the premises.
- (4) No use shall create smoke, odor, glare, noise, dust, vibration, fire hazard, small electrical interference or any other nuisance not normally associated with the average residential use in the district.
- (5) The use shall not involve the use of commercial vehicles for more than occasional delivery of materials to or from the premises.
- (6) The home occupation may be restricted to a service oriented business prohibiting the manufacturing of items or products or the sale of items or products on the premises.
- (7) The types and number of equipment, machinery or employees may be restricted by the Plan Commission.
- (8) Sale or transfer of the property shall cause the Conditional Use Permit to be null and void.

Proposed Regulations

The following are draft regulations for the Plan Commission to consider. Once the regulations have been drafted, the consultant team will find the appropriate location for each component within the new code.

Definition

The following is a draft definition that would be included in the definitions section of the code.

Home occupation. An occupation, profession, or activity, whether conducted for profit or not for profit, that is carried on by a resident of the dwelling in a manner that the use is limited in extent and secondary to the use of the dwelling for residential purposes. An occupation,

profession, or activity shall not be considered a home occupation if the resident is performing administrative, clerical, or research work in their home for a licensed entity located elsewhere. A certified family child care provide or licensed family child care center shall also not be considered a home occupation.

Regulations

The following are the proposed regulations. The regulations proposed prohibiting specific activities and then establishing two types of home occupations, minor and major.

- A) The following activities shall be prohibited from being Home Occupations:
 - a. Contractor shop
 - b. Medical/dental office
 - c. Repair or painting of motorized vehicles, trailers, boats or lawn equipment
 - d. Animal kennels
 - e. Funeral chapel
 - f. Dispatch where persons come to a site and are dispatched to other locations
 - g. Welding or machine shop
 - h. Firearm training or instruction
 - i. Business that rents vehicles or equipment, such as trailers
 - j. Tow truck
 - k. Excavating
 - l. Large volume sales, wholesaling, storage and warehousing
- B) Minor Home Occupation. Minor Home Occupations are permitted in the zoning districts as shown in Table X as long as the following standards are met:
 - a. The home occupation is conducted entirely within the enclosed portion of the dwelling.
 - b. The entrance to the space devoted to the home occupation is within the building.
 - c. The home occupation does not exceed twenty-five percent (25%) of the area of any floor.
 - d. The home occupation is only conducted by inhabitants of the dwelling.
 - e. There shall be no exterior evidence of the Home Occupation and no alterations, whether interior or exterior, shall change the character of the structure as a dwelling unit. This includes that no mechanical equipment or machinery shall be used for the home occupation other than is usually, customary, and incidental to the residence for domestic or hobby purposes.
 - f. There is no outside storage or display of products, equipment or merchandise.
 - g. Deliveries are limited to commercial companies typically used for household purposes.
 - h. There is no activity or equipment used that creates noise, vibration, glare, fumes, odor, or electric or television interference discernable at the property line.
 - i. Merchandise shall not be displayed or offered for sale either within or outside of the residence. Orders previously made by telephone or at a sales party may be filled on the premises.
 - j. Garage, basement, yard, or other similar sales related to the Home Occupation shall not be allowed.
 - k. When required, a license from the state shall be maintained at all times and the home occupation shall operate in compliance with the terms of that license and all applicable regulations of the state.
 - l. Signage as allowed in the sign code.



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 pertaining to day care facilities

DATE: August 20, 2019

CC: Katie Aspenson, Planning Manager

As part of the code update Staff requested the addition of standards for day care centers, both for children and adults. Regulations have been proposed that reflect and respond to state definitions. Given the level of regulation for child care centers, Staff has not recommended a lot of standard pertaining to health and safety as they should be addressed in licensing requirements. The standards proposed focused on reducing impacts to adjacent properties, such as parking and noise. Staff will facilitate discussion on this topic and provide direction to the consultant team in the preparation of regulations.

Proposed Regulations

The following are draft regulations for the Plan Commission to consider. Once the regulations have been drafted, the consultant team will find the appropriate location for each component within the new code.

Definition

The following are draft definitions that would be included in the definitions section of the code.

Child care provider, certified family. A dwelling unit certified under the Department of Children and Families Chapter 202, where a resident of the dwelling is providing care for less than twenty-four hours at a time for one to three children under the age of 7 who are unrelated to the provider.

Child care center, licensed family. A dwelling unit licensed as a Licensed Family Child Care Center by the State of Wisconsin, pursuant to Section 48.65 of the Wisconsin Statutes, and Chapter DCF 250 of the Wisconsin Administrative Code, where a resident of the dwelling is providing care for less than twenty-four hours at a time for between four and eight children who are unrelated to the provider.

Child care center, licensed group. A facility licensed as a Group Child Care Center by the State of Wisconsin, pursuant to Section 48.65 of the Wisconsin Statutes, and Chapter DCF 251 of the Wisconsin Administrative Code, where the operator is providing care for less than twenty-four hours at a time for more than eight children. This term includes, but is not limited to the following: day care center, nursery school, or preschool. The term shall not include the exceptions identified in DCF 251.03. This term also includes a child care center that is accessory to another use and that is intended for use by the employees of the principal uses and their immediate family for more than three hours of care and supervision a day. This term does not include family home day care in which the operator resides.

Day Care, Adult. A day program that provides the elderly and other adults with services when their caregivers are at work or need relief.

Regulations

The following are the proposed regulations.

Child care provider, certified family

Staff recommends that the child care provided be allowed as an accessory use with no standards given that the resident is caring for only one to three children.

Child care center, licensed family

Staff recommends that these child care providers be permitted an accessory use as long as the following standards are met:

- A) Must comply with all state and local standards.
- B) No person, other than members of the family residing on the premises, shall be engaged or employed. This shall not apply to a substitute, non-resident person providing care on the premises while the owner/operator is sick or otherwise unable to provide care.
- C) The use of any accessory building or accessory structure for the day care is not allowed.
- D) Play equipment, swings, sand boxes, or structures shall not be located in front yards or in the required side yard setback area adjacent to a street.
- E) If required to have an outdoor play area, such play area shall be fully enclosed by a fence, wall, or hedge of at least three (3) feet in height.

Child care center, licensed group

Staff recommends that these child care providers be permitted a permitted use as long as the following standards are met:

- a. Play equipment, swings, sand boxes, or structures shall not be located in the front yard.
- b. Boundaries of an outdoor play space shall be defined by a permanent enclosure not less than four (4) feet high to protect the children. Fencing, plants or landscaping may be used to create a permanent enclosure.

- c. Off-street parking shall be provided based on the facility’s licensed capacity as follows:
 - i. One space per employee on the maximum work shift
 - ii. One space per eight children

Day Care, Adult

Staff recommends that an adult day care center be allowed as a permitted use as shown in the Districts Allowed section below. It is suggested that parking standards have a requirement of one space per employee on the maximum work shift plus one space per ten clients.

Districts Allowed

The following shows in which districts the various types of child care and day care centers would be allowed. If deemed appropriate, the principal use and accessory use tables will be updated as shown.

Principal Use	Residential	Business			Mixed Use			P-1
		B-1	B-2	B-3	NMU	CMU	MCD	
Child care center, licensed group	Not Allowed	PS	PS	PS	PS	PS	PS	PS
Day care, adult	Not Allowed	P	P	P	P	P	P	P

Accessory Use	Residential					Mixed Use		
	R-1	R-2	R-3	R-4	R-MMH	NMU	CMU	MCD
Child care provider, certified family	P	P	P	P	P	P	P	
Child care center, licensed family	PS	PS	PS	PS	PS	PS	PS	



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 pertaining to short term vacation rentals

DATE: August 20, 2019

CC: Katie Aspenson, Planning Manager

As was discussed at the July 16, 2019 Plan Commission meeting, it would be beneficial for the City to have regulations for short term vacation rentals as it is a continuing trend in the marketplace due to platforms like Airbnb and Vacation Rental by Owner (VRBO). Users of short term home rentals often enjoy the “neighborhood” or “residential” feel of their accommodations, which is typically less in cost than a traditional hotel or other lodging. The ability to rent out property for the short term also brings the benefit of supplemental income to the homeowner. Some of the cost savings are due to the lack of regulations, in the form of permits, zoning constraints, licenses, or taxes, which often apply to lodging uses but not residential uses. City approaches to short-term vacation rentals vary across the region, including not regulating them; prohibiting them; only allowing them in owner-occupied units; permitting them with standards; requiring a conditional use permit; and licensing them. Staff will facilitate discussion on this topic and provide direction to the consultant team in the preparation of regulations.

Existing Regulations

The City currently requires conditional use permits for tourist homes. The existing definition of tourist home is within the regulation presented below from Section 13-5-16. Tourist homes are addressed for both residential and commercial districts.

Sec. 13-5-16 Residential Conditional Uses

- (e) **Tourist Homes.** Tourist homes in the R-1, R-160, R-2, R-4, and RMH districts. Tourist homes are defined as a place where the entire house or limited rooms in an individual’s house are rented to travelers for one or more nights, and include renting of rooms or properties through internet sites such as or similar to craigslist, airbnb.com, vbro.com, homeaway.com, and flipkey.com.

Sec. 13-5-17 Highway-Oriented Conditional Uses.

- (d) **Tourist Homes** defined as a place where the entire house or limited rooms in someone's house are rented to travelers for one or more nights in the B-1, B-2, T-C Districts.

Definition

The following is a draft definition that would be included in the definitions section of the code.

Short term vacation rental. A dwelling, or portion thereof, that is used for accommodations or lodging of guests paying a fee or other compensation for a period of less than 30 consecutive days.

Regulations

It is recommended that the City consider creating a license or permit for short term vacation rentals as zoning may not be able to adequately address the operational aspects that also have the potential for impacting the surrounding properties. The following are proposed regulations so as to allow short term vacation rentals as a permitted with standard accessory use.

- A) **Number of guests.** The maximum number of overnight guests will be limited to two times the number of bedrooms rented plus one.
- B) **Events.** Events are not allowed to be hosted by transient guests on the premises. An event means a gathering on the premises of more than three un-registered transient guests. Events hosted by the property owner are allowed, but must abide by all applicable city ordinances and polices, including the prohibition on renting private residential property out for events.
- C) **Dwelling requirements.**
 - 1) The dwelling must be connected to city sewer and water.
 - 2) Rooms used for sleeping shall have an egress windows and smoke detectors.
 - 3) The guest(s) must have access during their entire stay to a full bathroom, including sink, toilet, and tub or shower.
 - 4) Accommodation of guests is not allowed in recreational vehicles, tents, accessory structures, fish houses, or similar structures.
- D) **Parking.**
 - 1) All guest parking must be accommodated on improved surfaces on the premises. No on-street parking is allowed for guests.
 - 2) At a minimum, parking shall be provided at the following rate:
 - (a) 1 space for each 1-2 bedroom rental
 - (b) 2 spaces for each 3 bedroom rental
 - (c) Spaces equal to the number of bedrooms minus one for each 4 and 4+ bedroom rental
 - 3) In short term vacation rentals where the property owner resides on the premise, additional off-street parking for personal use must be provided at a rate of one parking space per two bedrooms not dedicated to the guest use.
- E) **Proximity of assistance.** If not residing on the property, the property owner or a manager/representative must be located within 30 miles of the property. The property owner shall maintain with the City the name, address, phone number, and email for the local contact or managing agent for the property.
- F) **Guest records.** A guest record must be maintained, including the name, address, phone number, and vehicle license plate information for all guests. This record must be provided to the City within 48 hours of a request for the guest record.
- G) **Guest disclosures.** The property owner must disclose in writing to their transient guests the

following rules and regulations. This disclosure shall be conspicuously displayed in the home:

- 1) The name, phone number and address of the owner, operating lessee or managing agent/representative.
 - 2) The maximum number of guests allowed at the property.
 - 3) The maximum number of vehicles allowed at the property and where they are to be parked.
 - 4) City nuisance ordinances requirement that noise levels be reduced between 10 p.m. and 8 a.m. and that this will be enforced by the Onalaska Police.
 - 5) Property rules related to use of outdoor features, such as decks, patios, grills, recreational fires, saunas and other recreational facilities.
 - 6) No events are allowed to be hosted on the premises.
- H) **Garbage.** All garbage must be kept in rubbish containers that are stored out of view of a public street.
- I) **Signage.** No signage pertaining to the short term vacation rental is allowed on the property.

Districts Allowed

The following shows in which districts short term vacation rentals would be allowed. If deemed appropriate, the accessory use table will be updated as shown.

	Residential					Business			Mixed Use		
	R-1	R-2	R-3	R-4	R-MMH	B-1	B-2	B-3	NMU	CMU	MCD
Short term vacation rental	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS



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 pertaining to drive-through facilities

DATE: August 20, 2019

CC: Katie Aspenson, Planning Manager

In creating the principal use and accessory use tables, the topic of regulations for drive-throughs, such as for fast food restaurants, coffee shops, and banks, was raised. One approach would be to list each type of business with a drive-through separately on the principal use table. An alternative approach, recommended by Staff, would be to list a drive-through as an accessory use. In either approach, it is recommended that regulations pertaining to drive-throughs as part of the use specific standards section be included. Staff will facilitate discussion on this topic and provide direction to the consultant team in the preparation of regulations.

Proposed Regulations

The following are draft regulations for the Plan Commission to consider. Once the regulations have been drafted, the consultant team will find the appropriate location for each component within the new code.

Definition

The following is a draft definition that would be included in the definitions section of the code.

Drive-through facility. A business establishment which includes on its site the opportunity for a patron to receive a service or product while seated in his or her vehicle.

Regulations

The following are the proposed regulations.

- A) Drive-through facilities may be allowed as an accessory use to a specialty food or coffee shop, restaurant, standalone store/retail/service, and office uses, as well as other similar uses as approved by city staff.
- B) Drive-through facilities shall be located to the side or rear of a building and shall not be located between the principal building and a public street, park, plaza or downtown alley.

- C) Drive-through facilities are limited to one drive-through lane in the B-1 and NMU districts.
- D) Drive-throughs must not be operated between the hours of 10:00 p.m. and 6:00 a.m. if within 300 feet of residentially zoned properties.
- E) A drive-through canopy shall meet principal structure setbacks.
- F) All elements of the drive-through service area, including, but not limited to, menu boards, order stations, teller windows, and vehicle lights from stacking lanes must be screened from view of residential properties through one of the following:
 - 1) Opaque fence at least five feet high
 - 2) Landscaped berm at least five feet high
 - 3) Two staggered rows of evergreen trees with trees in each row spaced a maximum of 12 feet
- G) In addition to meeting the noise regulations included in Chapter Four, if within 300 feet of residential properties, speakers must not produce noise that exceed 75 dBa as measured five (5) feet from the speaker.
- H) Vehicle stacking spaces for drive-through facilities shall be provided according to the following provisions:
 - 1) Stacking spaces shall be a minimum of ten (10) feet by 20 feet in size. Required width for vehicle drive aisles may not be allocated toward stacking spaces or stacking lanes.
 - 2) Measurement of stacking spaces shall begin behind the first point at which the vehicle must stop (which may be the order board, a pre-order board or payment/pick-up window)
 - 3) Stacking spaces shall be separated from other internal driveways by surface markings. Raised medians may be required where deemed necessary by staff for the purpose of traffic movement and safety.
 - 4) Stacking spaces may not impede pedestrian movements, on- or off-site traffic movements, or movements in or out of off-street parking spaces.
 - 5) A minimum stacking lane of 6 spaces or 120 feet must be provided.

Districts Allowed

The following shows where it is proposed that drive-through facilities be allowed. If deemed appropriate, the consultant team will update the accessory use table with what is shown.

Accessory Use	Business			Mixed Use		
	B-1	B-2	B-3	NMU	CMU	MCD
Drive-through facility	PS	PS	PS	PS	PS	PS