





# 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

DATE: August 29, 2019

CC: Katie Aspenson, Planning Manager

The August 29<sup>th</sup> Plan Commission work session meeting will cover a variety of topics that we have not discussed with the Plan Commission.

**Parking Spaces.** We will be reviewing the Minimum Off-Street Parking Spaces Required Table which is attached to this memo. This table has been expanded substantially from the current UDC's Parking Requirements table in Section 13-7-10 (g). In general, the uses in the Minimum Off-Street Parking Spaces Required Table align with the uses in the Principal Use Table that we have been discussing in previous PC meetings. The intent is not to review and discuss each line of this table. We will identify the key updates at the meeting that we would like to get feedback on from the PC.

**Specific Accessory Use Standards.** To follow up on the PC's discussion of some specific accessory use standards at your regular 8/27 PC meeting, we will be reviewing and discussing three additional topics, including:

- Outdoor Displays, Sales Areas, Tents and Storage
- Outdoor Dining
- One Main Building per Lot Regulation

Attached are brief memos for Outdoor Displays, Sales Areas, Tents and Storage -and- Outdoor Dining.

**New Zoning Districts' Development Standards.** Attached to this memo are proposed development standards specific to the new R-3 district, as well as the existing R-4 district, and two mixed use districts (MU-D and MU-N). These standards are in addition to the standards in the lot and site dimensional standards tables, which include lot area and width, yard setback, building height, and building width. Please review these development standards prior to the meeting so that you are able to provide your feedback on these new types of standards.

**Public and Semipublic Districts Approach.** We will be presenting our proposed approach for two public/semipublic districts in the UDC to address concerns with the P1 district in the UDC today. All information related to this topic will be presented at the PC meeting.

**Development Procedures Overview.** All of the city's development-related procedures have been assembled into a procedures summary table ***Onalaska Development Procedures Summary Table***, which is attached to this memo. We will identify the key updates at the meeting.

**Subdivision Standards Overview.** All information related to this topic will be presented at the PC meeting.

We look forward to presenting all of this information to you and getting your feedback at next week's meeting.

<u>Use</u>	<u>Minimum Parking Spaces Required</u>
<b>Residential</b>	
Dwelling, single-family	2 spaces per dwelling unit
Dwelling, manufactured or mobile home	2 spaces per dwelling unit
Dwelling, two-family	2 spaces per dwelling unit
Dwelling, zero lot line	2 spaces per dwelling unit
Dwelling, attached townhouses or rowhouses	1.5 spaces per dwelling unit
Dwelling, apartment mixed use	1 space per dwelling unit
Dwelling, live/work	1 space per dwelling unit
Dwelling, apartment	1 space per dwelling unit
Dwelling, senior independent living	0.75 spaces per dwelling with one-half of these spaces to be built before occupancy and the balance of which spaces shall be reserved until such time as the Common Council may order them installed.
Adult family home	2 spaces per dwelling unit, plus 1 space for up to 4 adults residing and receiving care in the dwelling unit
Community living arrangement for adults	1 space per every 5 beds plus 1 space per every 3 employees
Community living arrangement for children	2 spaces per dwelling unit
Senior care facility	1 space per every 5 beds plus 1 space per every 3 employees
Bed and breakfast	1 space for the dwelling unit, plus 1 space per room offered for occupancy
Hotel or motel	1 space for each guest room, plus 1 space per every 3 employees
Tourist home	1 space per guest room
<b>Public, Social, Healthcare</b>	
Child care center, licensed group	1 space per employee on the maximum work shift, plus 1 space per every 10 children
Clinic, including medical, dental, or therapeutic	1 space per 250 square feet of gross floor area
Club, lodge, or meeting place of a non-commercial nature	1 space per every 4 persons of the maximum building occupancy
Correctional facility	1 space per employee on maximum work shift, plus 1 space per every 25 inmates
Day care center, adult	1 space per employee on the maximum work shift, plus 1 space per every 5 patients
Diagnostic or medical laboratory	1 space per 300 square feet of usable floor area
Funeral home, mortuary	1 space per 50 square feet of floor area in parlors or assembly rooms
Hospital	1 space per every 5 beds plus 1 space per every 3 employees
Inpatient nursing, supervision, and other rehabilitative services	1 space per every 5 beds plus 1 space per every 3 employees
Municipal social, cultural, or recreational facility	1 space per every 4 persons of the maximum building occupancy
Municipal, county, state or federal administrative or services building	1 space per 300 square feet of usable floor area
Nursery or preschool	1 space for each employee
Outpatient health care center	1 space per 250 square feet of gross floor area

Place of worship	1 space per every 5 seats
School, college/university/trade/business	1 space per employee, plus 5 spaces per classroom
School, elementary	1 space per employee
School, secondary	1 space per employee, plus 5 spaces per classroom
Social assistance, welfare, or charitable services	1 space per 250 square feet of gross floor area
<b>Commercial</b>	
Animal/veterinary clinic or hospital	1 space per each examination and each treatment room, plus 1 space per employee on the maximum work shift
Animal daycare center, kennel or shelter	1 space per 600 square feet of gross floor area
Automobile fueling and service station	1 space per 2 gas pumps
Automobile repair and service, minor	2 spaces per service bay, plus 1 per each employee
Automobile repair and service, major	2 spaces per service bay, plus 1 per each employee
Automobile sales, leasing and service	1 space per 1,000 square feet of interior or exterior sales, display, or storage area
Bar or drinking place, brewpub	1 space per 75 square feet of floor area
Community commercial center	1 space per 300 square feet of floor area
Department store	1 space per 250 square feet of usable floor area
Neighborhood commercial center	1 space per 300 square feet of floor area (minus storage areas)
Office building	1.5 spaces per every 2 employees or 1 space per 300 square feet of usable floor area, whichever is greater
Office building with drive-through	Same as office building, plus 3 stacking spaces per drive-through window
Publishing	1 space per 1,000 square feet of floor area
Regional commercial center	1 space per 300 square feet of floor area (minus storage areas)
Restaurant	1 space per 4 seats provided for patron use
Restaurant with drive-through or drive-in	Same as restaurant, plus 3 stacking spaces per drive-through window
Retail with residential above street level	1 space per 250 square feet of retail floor area (minus storage areas), plus 1 space per residential unit
Retail with office above street level	1 space per 250 square feet of floor area (minus storage areas),
Standalone store, retail or service	1 space per 250 square feet of floor area (minus storage areas)
Standalone store with drive-through	1 space per 250 square feet of floor area (minus storage areas), plus 3 stacking spaces per drive-through window
Storage facility, personal	1 space per 1,000 square feet of storage space
Studio or gallery	1 space per 250 square feet of usable floor area
Warehouse store	1 space per 250 square feet of usable floor area
<b>Industrial</b>	
Manufacturing, heavy	1.5 space per every 2 employees on the maximum work shift
Manufacturing, light	1.5 spaces per every 2 employees on the maximum work shift
Brewery, winery or distillery	1.5 spaces per every 2 employees on the maximum work shift
Makerspace	1 space per 1,000 square feet of gross floor area
Outside storage and manufacturing area	1.5 spaces per every 2 employees on the

	maximum work shift
Printing	1 space per 1,000 square feet of floor area
Scrap or salvage storage yard	1 space per employee of the maximum work shift, plus 3 visitor spaces
Storage and sale of machinery and equipment	1 space per 500 square feet of gross floor area of office, sales, or display area, plus 1 space per 2,000 square feet of storage area
Construction contractor yard	1 space per 500 square feet of gross floor area of office, sales, or display area, plus 1 space per 5,000 square feet of storage area
Warehouse or distribution facility	1.5 spaces per 2 employees on the maximum work shift
Wholesale trade establishment	1 space per every 2 employees
<b>Arts, Entertainment, Recreation</b>	
Adult oriented entertainment business	1 space per 200 square feet of usable floor area
Indoor recreational facility, commercial	1 space per 200 square feet of usable floor area
Indoor recreational facility, public	1 space per 200 square feet of usable floor area
Outdoor recreational facility, commercial	1 space per 200 square feet of usable floor area
Outdoor recreational facility, public	1 space per every 4 persons of the maximum building occupancy
Active park or playground	None required
Theater, dance or music performance facility	1 space per every 5 seats or spaces equal to 20% of capacity in persons, whichever is greater
<b>Natural Resources, Agriculture</b>	
Arboretum	1 space per 5,000 square feet of lot area
Commercial greenhouse or nursery	1 space per 250 square feet of retail floor area, plus 1 space per 2,000 square feet of outdoor display
<b>Transportation</b>	
Airport	10 spaces per gate, plus 1 space per employee
Public passenger transportation terminal (air, bus or rail)	1 space per 200 square feet of waiting area
Freight terminal or transshipment facility	1 space per every 2 employees
Freight rail yard	1 space per every 2 employees
<b>Utilities</b>	
Municipal earth or sanitary landfill operation	1 space per every 2 employees
Essential public services	1 space per employee of maximum work shift
Waste collection, storage or processing (sewer, solid, hazardous)	1 space per 500 square feet gross floor area



# 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 outdoor sales or display

DATE: August 22, 2019

CC: Katie Aspenson, Planning Manager

As part of updating the accessory use standards, Staff requested the consultant team recommend revisions to Section 13-6-14 Outdoor Displays, Sales Areas, Tents and Storage as the current regulations have been challenging to implement. In particular, concern was raised about the timeframe of outdoor sales and the limits to outdoor display areas.

## Existing Regulations

The following are the City's existing regulations.

### *13-6-14 Outdoor Displays, Sales Areas, Tents, and Storage*

- (a) Outdoor displays, sales areas, and temporary tents are a permitted accessory use in all non-residential zoning districts subject to the following:
- (1) Applicant shall obtain a Temporary Tent Permit for Outdoor Sales and/or Events if greater than one hundred and twenty (120) square feet from the Department of Inspection prior to installation and must abide by Wisconsin State Statutes concerning Temporary Structures as stated in the International Building Code.
  - (2) Location(s) of outdoor displays, sales areas, and temporary tents must be shown on a site plan for the property and are subject to the approval of the City and are not allowed in City rights-of-way. Temporary tents shall not impede handicap parking stalls and shall be located a minimum of ten (10) feet from a principal structure.
  - (3) Outdoor displays, sales areas, and temporary tents are limited to thirty (30) days per calendar year unless otherwise approved by the Plan Commission. Temporary tent(s) may be installed for a maximum of one hundred and eighty (180) days annually, however, tent sale events that last longer than thirty (30) days require Plan Commission approval.
  - (4) Outdoor displays, sales areas, and temporary tents shall be limited to the goods sold at the principal use present on the site, except as regulated below:
    - (b) Temporary Tents for Off-Premise Sales (sales event by an external party). Tent(s) may be installed for a maximum of ninety (90) days annually. External party is required have property owner consent to operate, to disclose materials being stored and sold during the

event, maintain liability insurance for the duration of the temporary sale in the amount of one million (\$1,000,000) dollars, and obtain a Solicitor's License from the Clerk's Department prior to the event. Plan Commission approval is required if such event is longer than thirty (30) days.

- (c) Temporary Produce Tents/Stands. Produce stands are defined as: A temporary structure at which agricultural products such as raw vegetables, fruits, plants, nuts, honey, eggs, etc. are sold. The owner/operator of the temporary produce tent/stands are required to have a La Crosse County Health Department Permit, property owner consent to operate, may occur for less than thirty (30) days annually, and all equipment shall be removed from the property nightly.
- (5) Temporary Tents for Events held on non-residential parcels.
  - (b) Private Events. Private events are defined as "invitation only" events and not open to the general public. A Temporary Tent Permit for Outdoor Sales or Events is required.
  - (c) Community Events. Community Events are defined as: an event in the Onalaska region that is sponsored by a social, religious, fraternal, non-profit, or governmental organization that benefits the larger society, a charitable cause, or acts a fundraiser for the sponsor. If a temporary tent for a community event is installed for up to ninety-six (96) hours, a Temporary Tent Permit for Outdoor Sales or Events is required, but the fee shall be waived. If such tent(s) are up for longer than ninety-six (96) hours, the fee is required. No tent may be allowed in City rights-of-way unless approved by the Board of the Public Works.
- (6) Outdoor displays, sales areas, and tents shall not include portable toilets.

#### Proposed Regulations

After reviewing the existing regulations and comparing them to peer communities, the consultant team recommends the City give consideration to separating regulations pertaining to outdoor display areas from outdoor sales and tents. As outdoor storage is only mentioned in the section title but not in the regulations, it is recommended that the term be removed. The following are recommended changes to the existing regulations. It is followed by the proposed new regulations for outdoor display areas.

#### 13-6-14 Outdoor Displays, Sales Areas and Tents, and Storage

- (a) Outdoor ~~displays, sales areas, and temporary tents~~ are a permitted accessory use in all non-residential zoning districts subject to the following:
  - (1) Prior to installation, the Applicant shall obtain a Temporary Tent Permit for Outdoor Sales and/or Events from the Department of Inspection if the temporary tent is greater than one hundred and twenty (120) square feet. The Applicant and must abide by Wisconsin State Statutes concerning Temporary Structures as stated in the International Building Code.
  - (2) Location(s) of outdoor ~~displays, sales areas, and temporary tents~~ must be shown on a site plan for the property and are subject to the approval of the City. Outdoor sales areas and temporary tents and are not allowed in City rights-of-way. Outdoor sales areas and temporary tents shall not impede handicap parking stalls and shall be located a minimum of ten (10) feet from a principal structure.
  - (3) Outdoor ~~displays, sales areas, and temporary tents~~ are limited to thirty (30) days per calendar year unless otherwise approved by the Plan Commission. Temporary tent(s) may be installed for a maximum of one hundred and eighty (180) days annually, however, tent sale events that

last longer than thirty (30) days require Plan Commission approval. Seasonal garden centers are allowed for a maximum of one hundred and twenty (120) days annually.

- (4) ~~Outdoor displays, sales areas, and temporary tents shall be limited to the goods sold at the principal use present on the site, except as regulated below:~~
  - (a) ~~Temporary Tents for Off-Premise Sales (sales event by an external party). Tent(s) are allowed for up to thirty (30) days. Plan Commission approval is required for tent(s) to be installed up to for a maximum of ninety (90) days annually. The external party is required to have property owner consent to operate, to disclose materials being stored and sold during the event, maintain liability insurance for the duration of the temporary sale in the amount of one million (\$1,000,000) dollars, and obtain a Solicitor’s License from the Clerk’s Department prior to the event. Plan Commission approval is required if such event is longer than thirty (30) days.~~  
Temporary Tents for Off-Premise Sales (sales event by an external party). Tent(s) are allowed for up to thirty (30) days. Plan Commission approval is required for tent(s) to be installed up to for a maximum of ninety (90) days annually. The external party is required to have property owner consent to operate, to disclose materials being stored and sold during the event, maintain liability insurance for the duration of the temporary sale in the amount of one million (\$1,000,000) dollars, and obtain a Solicitor’s License from the Clerk’s Department prior to the event. Plan Commission approval is required if such event is longer than thirty (30) days.
  - (b) ~~Temporary Produce Tents/Stands. Produce stands are defined as: A temporary structure at which agricultural products such as raw vegetables, fruits, plants, nuts, honey, eggs, etc. are sold. [This is a definition that should be move to the definitions chapter]. The owner/operator of the temporary produce tent/stands is required to have a La Crosse County Health Department Permit, property owner consent to operate, may occur for less than thirty (30) days annually, and all equipment shall be removed from the property nightly. Temporary produce tents/stands are limited to fewer than thirty (30) days annually.~~  
Temporary Produce Tents/Stands. Produce stands are defined as: A temporary structure at which agricultural products such as raw vegetables, fruits, plants, nuts, honey, eggs, etc. are sold. [This is a definition that should be move to the definitions chapter]. The owner/operator of the temporary produce tent/stands is required to have a La Crosse County Health Department Permit, property owner consent to operate, may occur for less than thirty (30) days annually, and all equipment shall be removed from the property nightly. Temporary produce tents/stands are limited to fewer than thirty (30) days annually.
- (5) Temporary Tents for Events held on non-residential parcels.
  - (b) Private Events. Private events are defined as “invitation only” events and not open to the general public. A Temporary Tent Permit for Outdoor Sales or Events is required.
  - (c) Community Events. ~~Community Events are defined as: an event in the Onalaska region that is sponsored by a social, religious, fraternal, non-profit, or governmental organization that benefits the larger society, a charitable cause, or acts a fundraiser for the sponsor. [This is a definition that should be move to the definitions chapter].~~ If a temporary tent for a community event is installed for up to ninety-six (96) hours, a Temporary Tent Permit for Outdoor Sales or Events is required, but the fee shall be waived. If such tent(s) are up for longer than ninety-six (96) hours, the fee is required. No tent may be allowed in City rights-of-way unless approved by ~~the Board of the Public Works~~ the City Engineer.
- (6) ~~Outdoor displays, sales areas, and temporary tents shall not include portable toilets.~~

### Outdoor display areas

#### Definition

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

**Outdoor Sales Display.** An outdoor arrangement of objects, items, products, and other materials, typically not in a fixed position and capable of rearrangement, designed and used for the purpose of selling product that is typically sold within the associated principal use.

#### Regulations

The following are the proposed regulations.

- A) Outside display areas may not be located within required setback areas and are limited to the lesser of 150 square feet or a maximum of twenty-five percent (25%) of the width of a building frontage that contains a customer entrance or exit. There shall be no more than one building frontage with an outdoor display area.
- B) Outside display areas are to be located immediately adjacent to and within the dimensions of the building frontage and shall not extend beyond the building edge.
- C) Outside display shall not be located so as to block pedestrian walkways, doorways, parking stalls, drive aisles (including access for emergency services). Four (4) feet is the minimum width required to maintain pedestrian access.
- D) Outside display areas shall not exceed a height of five (5) feet, except that vending machines or cabinets for items such as beverages, ice, movies, and propane may exceed the height as long as there are no more than three (3) machines per frontage.
- E) Outside display areas shall be maintained in an orderly and attractive manner.
- F) Outside display areas shall be limited to products sold within the principal structure and shall not serve as a storage area for inventory on pallets.



# 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 outdoor dining

DATE: August 22, 2019

CC: Katie Aspenson, Planning Manager

As part of updating the accessory use standards, Staff requested the consultant team to prepare draft standards for outdoor dining as currently there are no standards in the zoning code.

## 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.

**Dining, outdoor.** An area for eating and drinking that is associated with an adjacent food or beverage service principal use.

## Regulations

The following are the proposed regulations.

- A) Outdoor dining. Outdoor dining shall be allowed as an accessory use as long as the following standards are met:
  - a. The outdoor dining area shall be contiguous to the Food or Beverage Service principal use to which it is accessory.
  - b. The outdoor dining area must not extend beyond the frontage of the principal use, unless a written statement, signed by the owners and tenants of any adjacent business fronting the street, indicates approval of the placement of the outdoor dining area in front of their business.
  - c. Outdoor dining may be permitted within any setback area on private property and on public right-of-way with the approval of the Board of Public Works and Common Council.

- d. The outdoor dining area shall be clearly delimited by fences, walls, or plant materials that have a height of less than 42 inches.
- e. No required off-street parking stalls shall be used for the outdoor dining area.
- f. When an outdoor dining area is located adjacent to a street, a clear, continuous pedestrian path, parallel to the curb and not less than five feet in width, shall be required for pedestrian circulation outside of the outdoor dining area.
- g. The outdoor dining area shall not include nor be located within five feet of bus stops, fire hydrants, or other facilities deemed necessary for public safety.
- h. Operating hours for the outdoor dining area shall be consistent with the hours of the associated business. Outdoor dining areas within 200 feet of a residential zoning district shall not be operated between the hours of 10 p.m. and 7:00 a.m.
- i. All food and drink preparation shall be performed within the principal use. No preparation or storage of food or drink shall be permitted within the outdoor dining area.
- j. All equipment associated with the outdoor dining area that is stored outdoors when not in use shall be neatly stacked in an area approved by City staff on a site plan.
- k. Prerecorded music within the outdoor dining area shall only be permitted during the hours of operation of the outdoor dining area and shall be kept at a volume that does not create a nuisance for adjacent properties. There shall be no televisions within the outdoor dining area. Live music is not allowed unless otherwise approved under a special event permit.
- l. Adequate lighting in and around the outdoor dining area shall be provided at all times. Lighting fixtures shall be limited to fixtures attached to the building facade or upon private property. Battery operated lamps or candles placed on tables are permitted.

**Districts Allowed**

The following shows in which districts outdoor dining would be allowed. If deemed appropriate, the accessory use table will be updated as shown.

Accessory Use	Business			Mixed Use		
	B-1	B-2	B-3	NMU	CMU	MCD
Dining, outdoor	PS	PS	PS	PS	PS	PS

## District Specific Standards

Below are proposed development standards specific to the new R-3 district (and R-4) and two mixed use districts (MU-D and MU-N). These standards are in addition to the standards in the lot and site dimensional standards tables, which include lot area and width, yard setback, building height, and building width.

### 13.01.12 R-3 Medium Density Residential and R-4 High Density Residential Districts

- A) Building Height Standards
  - 1) Upper Stories Stepback
    - a) A new building/addition that is more than one story taller than directly adjacent buildings (non-historically designated) shall incorporate a minimum 8 feet stepback for the stories that are more than one story above directly adjacent buildings.
- B) Building Facade Standards
  - 1) Façade Horizontal Articulation/Divisions
    - a) A building facade fronting on a public street, park, or plaza shall have an architectural feature along the top of the ground story and along the bottom of the top story. A horizontal architectural feature is composed of a decorative, three-dimensional, horizontal element that projects out or is recessed in from the exterior facade of a building at least two inches.
  - 2) Façade Vertical Articulation/Divisions
    - a) Any ground story facade fronting on a public street, park, or plaza that exceeds 40 feet in width shall be visually divided into smaller sections through articulation of the façade, every 40 feet at a minimum. Articulation techniques include vertical recesses or projections of the building façade, window bays, balconies, and changes in exterior materials.
    - b) For upper stories, façade articulation shall occur for facades exceeding 80 feet in width on a public street, park, or plaza, every 80 feet at a minimum.
  - 3) Façade Transparency
    - a) A residential building façade fronting on a public street, park, or plaza shall have a minimum transparency of 20%.
    - b) Side and rear facades, which are clearly visible from a public street, park, or plaza, shall have a minimum transparency of 12%, unless otherwise prohibited by the city's Building Code.
    - c) Blank wall areas fronting on a public street, park, or plaza shall not exceed a rectangular area greater than 30% of a story's façade, as measured from floor to floor, and shall not exceed a horizontal distance greater than 15 feet of a story's façade.
  - 4) Building Entries
    - a) A prominent entry is required on any building façade fronting on a public street, park, or plaza.

### 13.02.54 MU-D Mixed Use Downtown and MU-N Mixed Use Neighborhood Districts

- A) Building Siting Standards
  - 1) Building Street Frontage
    - a) In the MU-D district, the minimum percentage of the street frontage for each lot that must be occupied by a building façade, as measured at the required maximum front yard setback, shall be 75%. This standard applies to the front property line street frontage and, for a corner lot, one exterior side property line frontage. Recesses in a building façade do not qualify as meeting the minimum building street frontage standard. In the MU-N district, the minimum building street frontage for each lot shall be 60%.

- b) The portion of a lot's front property line that does not have a building façade located at the maximum front yard setback, up to 25% of the lot's front property line in the MU-D district and up to 40% in the MU-N districts, shall be designed and used for outdoor seating or dining, building entries, landscaping, pedestrian pathways, driveways, or parking areas.
  - 2) Off-Street Parking Location
    - a) Off-street surface parking shall not be allowed between a building and a sidewalk.
    - b) Parking area entrances and exits shall be located on secondary streets or alleys, where possible.
    - c) The number of driveways shall be limited in order to maximize the amount of on-street parking spaces.
    - d) A parking structure shall meet all building siting, height, and facade standards.
- B) Building Height Standards
  - 1) Building Height
    - a) A new non-residential building/addition shall have a minimum building facade height of 1.5 stories and a new mixed-use or residential building/addition shall have a minimum building height of 2 stories.
    - b) A new building/addition that is more than one story taller than directly adjacent buildings (non-historically designated) shall incorporate a minimum 8 feet stepback for the stories that are more than one story above directly adjacent buildings.
  - 2) Story Height
    - a) The ground story of a new building/addition shall have a minimum interior clear (floor to ceiling) height of 12 feet.
    - b) Minimum interior clear height for upper stories shall be 9 feet.
- C) Building Facade Standards
  - 1) Façade Horizontal Articulation/Divisions
    - a) A building facade fronting on a public street, park, plaza, or downtown alley shall have an architectural feature along the top of the ground story and along the bottom of the top story. A horizontal architectural feature is composed of a decorative, three-dimensional, horizontal element that projects out or is recessed in from the exterior facade of a building at least two inches.
    - b) A non-residential or mixed-use building facade fronting on a public street, park, plaza, or downtown alley shall have a flat or low-slope roof with a parapet or cornice cap. A residential building is allowed to have either a pitched roof typical of residential buildings or a roof form that complements existing roof forms in the downtown district.
  - 2) Façade Vertical Articulation/Divisions
    - a) Any ground story facade fronting on a public street, park, plaza, or downtown alley that exceeds 40 feet in width shall be visually divided into smaller sections through articulation of the façade, every 40 feet at a minimum. Articulation techniques include vertical recesses or projections of the building façade, window bays, balconies, and changes in exterior materials.
    - b) For upper stories, façade articulation shall occur for facades exceeding 80 feet in width on a public street, park, or plaza, every 80 feet at a minimum.
  - 3) Façade Transparency
    - a) A ground story façade of a non-residential or mixed-use building fronting on a public street, park, or plaza shall have a minimum transparency of 60%; residential buildings shall have a minimum of 20%.
    - b) Upper story facades fronting on a public street, park, or plaza shall have a minimum transparency of 20%.

- c) Side and rear facades, which are clearly visible from a public street, park, plaza or downtown alley, shall have a minimum transparency of 12%, unless otherwise prohibited by the city's Building Code.
  - d) Tinted or reflective glass is prohibited for windows and doors on ground story facades fronting on a public street, park, plaza, or downtown alley. Non-tinted, clear low-e window coatings are permitted. Glass block is prohibited on all facades, ground and upper stories, fronting on a public street, park, or plaza.
  - e) Blank wall areas fronting on a public street, park, plaza, or downtown alley shall not exceed a rectangular area greater than 30% of a story's façade, as measured from floor to floor, and shall not exceed a horizontal distance greater than 15 feet of a story's façade.
- D) Façade Materials
- 1) In the MU-D district, dominant materials, constituting a minimum 75% of a façade (excluding glass windows), fronting on a public street, park, plaza, or downtown alley shall consist of higher quality, more durable materials characteristic of traditional downtown buildings, including masonry (clay or concrete brick, natural or textured cast concrete stone). Other modern materials will be considered by the City if they provide similar visual character, color, and quality to that of traditional downtown building materials.
  - 2) In the MU-D district, prohibited materials on a façade fronting on a public street, park, plaza, or downtown alley are lower quality, less durable finish materials that do not complement materials characteristic of traditional downtown buildings, including non-textured cast concrete, cement-based stucco, synthetic stucco or EIFS (below the third story), glass block, vinyl, aluminum, and other materials resulting in similar visual character. These materials may be used on rear and side building facades.
  - 3) In the MU-D district, accent materials, constituting a maximum 25% of a façade (excluding glass windows), allowed on a façade fronting on a public street, park, plaza, or downtown alley include dominant façade materials, as well as glass, architectural or decorative metal, architectural exposed concrete panels, decorative tile, and stucco/EIFS (above the second story).
  - 4) The façade materials standards above shall apply to all facades of buildings for stories above the second story, which are clearly visible from a public street, park, plaza, or downtown alley.
- E) Building Entries
- 1) A prominent entry is required on any building façade fronting on a public street, park, plaza, or downtown alley.

## Onalaska Development Procedures Summary Table

Type of Application	Pre-Application Meeting with Staff <i>R-required S-suggested</i>	Public Hearing Required <i>Y-Yes Blank-No</i>	Administrative <i>R-Review, D-Decision, A-Appeal</i>	Plan Commission <i>PH - Public Hearing</i>	Common Council	Board of Appeals	Final Action
<b>Site Related</b>							
Site Plan Permit	R		D				Site Plan Permit and Conditions of Approval
Conditional Use Permit	S	Yes		D PH	A		Conditions of Approval
Variance	S	Yes				D PH	Letter
Appeal of UDC Interpretation						D	Letter
Establishment of a Planned Unit Development (PUD)	R	Yes		R PH	D		Conditions of Approval
Minor Amendment to PCID or PUD	R		D				Conditions of Approval
Major Amendment to PCID or PUD	R	Yes		R PH	D		Conditions of Approval
<b>Subdivision Related</b>							
Minor Subdivision/ Metes and Bounds Lot line adjustment or combination	S		D				Signed Certified Survey Map
Minor Subdivision/ Metes and Bounds Land division	S			R	D		Conditions of Approval and Signed Certified Survey Map
Major Subdivision - Preliminary Plat	R			R	D		Conditions of Approval
Major Subdivision - Final Plat				R	D		Conditions of Approval and Signed Final Plat
Extraterritorial Plat Review	R			R	D		Not specified. No appeals.

Type of Application	Pre-Application Meeting with Staff <i>R-required</i> <i>S-suggested</i>	Public Hearing Required	Administrative	Plan Commission	Common Council	Board of Appeals	Final Action
<b>Ordinance Amendment</b>							
Text Amendment	S	Yes		R PH	D		Ordinance
Map Amendment	R	Yes		R PH	D		Ordinance
Annexation	R			R	D		Ordinance
Establishment of a Medical Campus District	R	Yes		R PH	D		Ordinance
Minor Amendment to Medical Campus District	R		D				Conditions of Approval
Major Amendment to Medical Campus District	R	Yes		R PH	D		Conditions of Approval