



# City of Onalaska Meeting Notice

**COMMITTEE/BOARD:** Plan Commission  
**DATE OF MEETING:** June 23, 2020 (Tuesday)  
**PLACE OF MEETING:** City Hall – 415 Main Street (Common Council Chambers)  
**TIME OF MEETING:** 7:00 P.M.

**This meeting is being conducted via remote conferencing software due to a State of Emergency. Members of the public may call to listen in and provide public input at:**

**Meeting Link:** <https://zoom.us/j/96764878208?pwd=QmVGdjFqZWNKQUVxRUxGTDBoSGhqUT09>

- **Phone Number: 1-312-626-6799**
- **Meeting ID: 967 6487 8208**
- **Password: 54650**

## PURPOSE OF MEETING

1. Call to Order and Roll Call
2. Approval of minutes from previous meeting
3. Public input: (limited to 3 minutes / individual)

### **Consideration And Possible Action On The Following Items:**

4. **Public Hearing: Approximately 7:00 PM (or immediately following Public Input)** to consider a Conditional Use Permit request filed by Lori Kopecky of Wireless Planning, LLC of 2310 Mill Street, New London, WI 54961 on behalf of Atkinson Properties LLC, 1109 Venture Place, Onalaska, WI 54650 and wireless carrier US Cellular, to replace six (6) existing antennas with six (6) new antennas and install nine (9) additional Remote Radio Units (RRU) and replacing / adding ancillary equipment to the existing telecommunications tower located at 1109 Venture Place, Onalaska, WI 54650. (Tax Parcel # 18-2401-0)

PLEASE TAKE FURTHER NOTICE that members of the Common Council of the City of Onalaska who do not serve on the Commission 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 Kim Smith – Chair  
 \*Ald. Tom Smith  
 Ald. Jim Olson  
 Ald. Dan Stevens  
 Ald. Diane Wulf  
 Ald. Steven Nott  
 Vacant  
 \* 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  
 \*Jenny Akins      \*Craig Breitsprecher  
 Lori Kopecky, US Cellular  
 Adam Aspenson, Traditional Trades  
 Adam Kirschner, Eagle Business Condo Assoc.  
 Onalaska Omni Center  
 Onalaska Public Library

\*\* Alternate Member – for City Engineer

Date Notices Mailed and Posted: 6-17-2020

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.

5. Discussion regarding a Conceptual Plan proposed by Adam Aspenson of Traditional Trades Inc., 1641 Sand Lake Road, Onalaska, WI 54650 on behalf of Elmwood Partners Limited Partnership, 1859 Sand Lake Road, Onalaska, WI 54650 for the properties located at 1500 Sand Lake Road & Sand Lake Road, Onalaska, WI 54650. (Tax Parcels #'s: 18-4516-0 and 18-4515-0)
  
6. Review and Consideration of a Final Implementation Plan to create the Eagle Business Condo Association Planned Unit Development (PUD) application filed by Adam Kirchner, Eagle Business Condo Association, 200 Mason Street #6, Onalaska, WI 54650 on behalf of the Eagle Business Condo Association, 200 Mason Street, Onalaska, WI 54650 for the parcel at 200 Mason Street, Onalaska:
  - 200 Mason Street - Unit 1
  - 200 Mason Street - Unit 2
  - 200 Mason Street - Unit 3
  - 200 Mason Street - Unit 4
  - 200 Mason Street - Unit 5
  - 200 Mason Street - Unit 6
  - 200 Mason Street - Unit 7
  - 200 Mason Street - Unit 8
  - 200 Mason Street - Unit 9
  - 200 Mason Street - Unit 10
  - 200 Mason Street - Unit 11
  - 200 Mason Street - Unit 12
  - 200 Mason Street - Unit 13
  - 200 Mason Street - Unit 14
  - 200 Mason Street - Unit 15
  - 200 Mason Street - Unit 16
  - 200 Mason Street - Unit 17
  - 200 Mason Street - Unit 18
  - 200 Mason Street - Unit 19
  - 200 Mason Street - Unit 20
  
7. Adjournment



# CITY OF ONALASKA

## STAFF REPORT

Plan Commission – June 23, 2020

- Agenda Item: Public Hearing and Consideration of a Conditional Use Permit (CUP) to modify an existing telecommunication structure.
- Applicant: Lori Kopecky, Wireless Planning, LLC, 2310 Mill Street, New London, WI 54961 on behalf of US Cellular and JLP Associates II of Eden Prairie, MN 55344-7701
- Property Owner: Atkinson Properties, 1109 Venture Place, Onalaska, WI 54650
- Parcel Number: 18-2401-0
- Site Location: 1109 Venture Place, Onalaska, WI 54650
- Existing Zoning: Heavy Industrial (I-2) District

Background:

US Cellular is planning to modify the existing equipment on the telecommunications tower (flag pole) at 1109 Venture Place. The modifications as drawn in the April 23, 2020 plan set propose the following: replace six (6) antennas and associated cabling with six (6) new antennas, install nine (9) additional Remote Radio Units (RRU), and replacing/adding ancillary equipment.

The Structural Reanalysis Report was prepared by Edge Consulting Engineers, Inc. to determine whether the tower is structurally adequate to support both the existing and proposed loads pursuant to the Structural Standard for Antenna Supporting Structures and Antennas, ANSI/TIA-222-G. The results of their analysis state that the existing tower complies with the proposed modifications allowing the structure to “pass” and the project to proceed. Telecommunication structures and towers as an accessory use are permitted only by Conditional Use Permit per the Accessory Uses Table in Section 13.02.22-2 of the City of Onalaska Unified Development Code (UDC). The City has no basis for denial of the Conditional Use Permit, but has found the basis to impose the following conditions:

**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.

## CITY OF ONALASKA

---

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:

June 23, 2020

## Agenda Item 4:

**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 on behalf of Atkinson Properties LLC, 1109 Venture Place, Onalaska, WI 54650 and wireless carrier US Cellular, to replace six (6) existing antennas with six (6) new antennas and install nine (9) additional Remote Radio Units (RRU) and replacing/adding ancillary equipment to the existing telecommunications tower located at 1109 Venture Place, Onalaska, WI 54650, Tax Parcel # 18-2401-0.**

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 Street, New London, WI 54961

Phone: 920-982-3286

## MEMO

**To:** Katie Aspenson – City of Onalaska Planning Manager  
**From:** Lori Kopecky – Agent for US Cellular  
**Date:** May 19, 2020  
**Re:** 1109 Venture Place, Onalaska WI – Conditional Use Permit Application and Fee – (US Cellular site: Onalaska DT 302318)

---

Katie,

Enclosed please find the Conditional Use Permit packet and fee in the amount of \$250.00, a set of drawings, and the passing structural analysis for the proposed equipment modernization to an existing 86' flag pole located at 1109 Venture Place in the City of Onalaska.

Proposed scope of work:

### Existing Loading:

- (3) Existing Amphenol BXA-70063-4CF CDMA Antennas to be Removed,
- (6) Existing 7/8" Coax to Remain and be plumbed to new LTE antennas
- (3) Existing KMW AM-X-CD-17-65 LTE Antennas to be Removed, along with (6) Existing 7/8" Coax

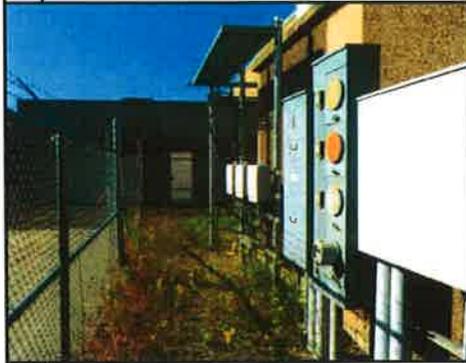
### Proposed Loading:

- (3) Proposed PCS/LTE Dengyo OCT6-2LX2HX-BW65 5G Panel Antennas
- (3) Proposed AWS/LTE Dengyo OCT6-2LX2HX-BW65 5G Panel Antennas (3) Proposed B71/B12 RRU-4449 Radios
- (3) Proposed B2/B4 RRU-8843 Radios
- (3) Proposed B5 RRU-11 Radios
- (3) Proposed Raycap SPDs
- (2) Proposed 1-1/4" Eupen Hybrid Cables
- (1) Proposed 1-1/4" Eupen Power Cable

The ground space/ground equipment will remain the same and no change to the height of the flag pole.



**A** COMPOUND OVERVIEW



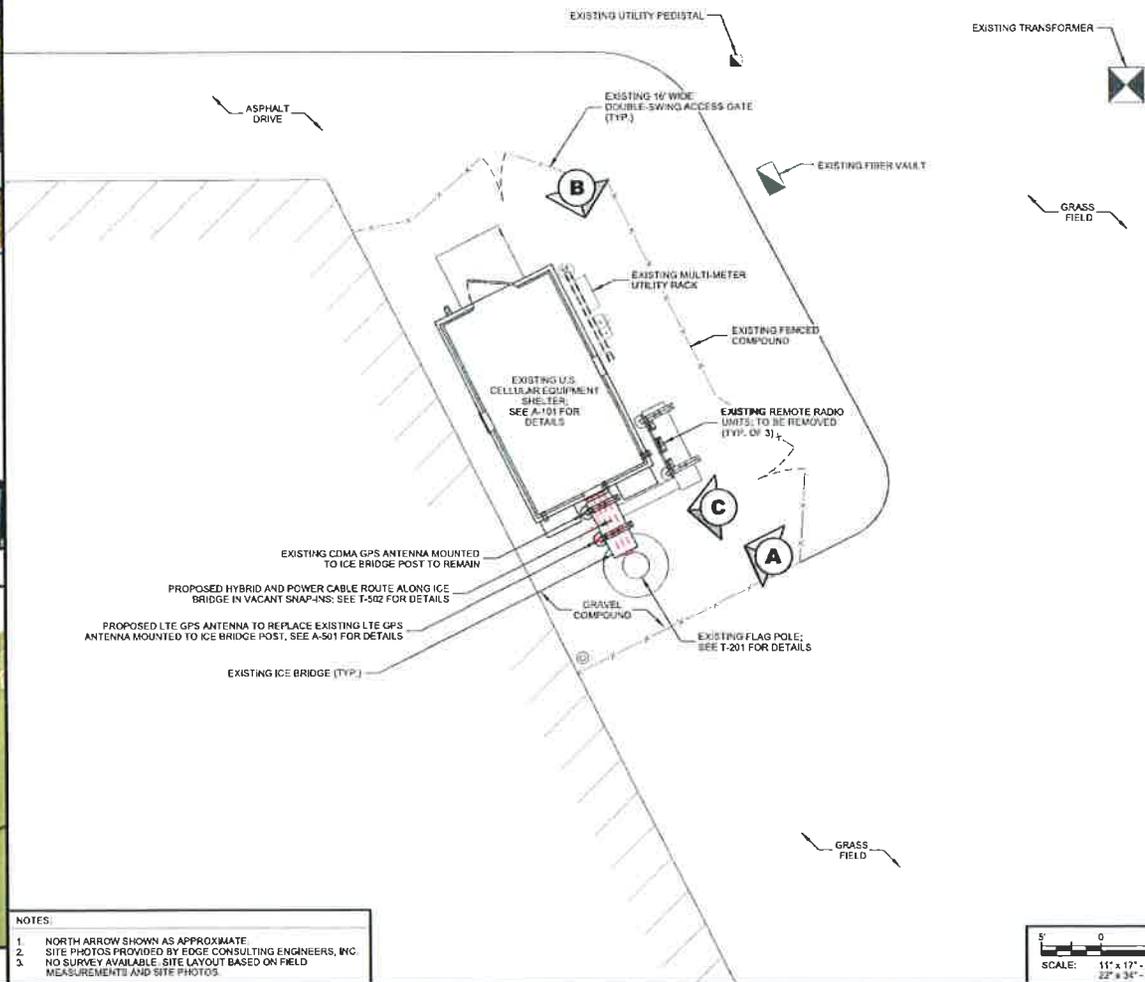
**B** COMPOUND OVERVIEW



**C** ICE BRIDGE



NORTH



NOTES:  
 1. NORTH ARROW SHOWN AS APPROXIMATE  
 2. SITE PHOTOS PROVIDED BY EDGE CONSULTING ENGINEERS, INC.  
 3. NO SURVEY AVAILABLE. SITE LAYOUT BASED ON FIELD MEASUREMENTS AND SITE PHOTOS.

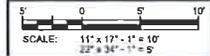
CONSULTANT  
**Edge**  
 Consulting Engineers, Inc.  
 611 WATER STREET  
 PRINCE GEORGE, BC V2Y 2J2  
 604 684 1462 VOICE  
 604 684 1463 FAX  
 www.edgeonline.com

CLIENT:  
**US Cellular**  
 U.S. CELLULAR  
 8113 W. 30TH AVE. #100  
 CHICAGO, IL 60631

**ENLARGED SITE PLAN**  
 ONALASKA DT (302318)  
 ONALASKA, WISCONSIN

REV.	DATE	DESCRIPTION
B.N.	12/11/18	REV. A
B.N.	04/23/20	REV. B

CHECKED BY	ABB
PLOTTED DATE	4/23/2020
PROJECT NUMBER	21566
SET TYPE	DRAFT
SHEET NUMBER	<b>C-102</b>







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

# Telecommunication Tower Conditional Use Permit Application

**Property Address:**  
1109 VENTURE PLACE

**Parcel Number:**  
18-2401-0

**Zoning District:**  
I-2

**Applicant:** US CELLULAR

**Contact:** LORI KOPECKY

**Mailing Address:** 2310 MILL STREET

**City, State, Zip:** NEW LONDON WI 54961

**Phone Number:** 920-982-3286

**Email:**  Primary Contact

LORI KOPECKY@WIRELESSPLANNING.COM

**Wireless Carrier (1):**

**Owner/Contact:**

**Mailing Address:**

**City, State, Zip:**

**Phone Number:**

**Email:**  Primary Contact

**Property Owner:** ATKINSON PROPERTIES LLC

**Contact:** DONALD ATKINSON

**Mailing Address:** 1109 VENTURE PLACE

**City, State, Zip:** ONALASKA WI 54650

**Phone Number:** UNKNOWN

**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 US CELLULAR  
**Date:** 5/19/2020

**Signature of Property Owner:** PLEASE SEE REDACTED LEASE  
**Date:**

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

18-2401-0 / 1109 VENTURE PL 250.00  
 Paid By: WIRELESS PLANNING LLC  
 OK 250.00 REF: 9W - 5246  
 APPLIED 250.00  
 TENDERED 250.00  
 CHANGE 0.00

CITY OF ONALASKA  
 REC#: R00174680 6/4/2020 2:07 PM  
 TRAN: 450 PLANNING & ZONING  
 OPER: C1 TERM: 1  
 TRKBV : CASH 01

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

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

**TUESDAY, JUNE 23, 2020  
APPROX. 7:00 P.M.  
(or immediately following public input)**

The location of the public hearing will occur digitally and the Plan Commission agenda will provide information for how the public may participate remotely during the meeting and associated public hearing.

In particular at this time, the Plan Commission will consider an Conditional Use Permit application submitted by Lori Kopecky of Wireless Planning, LLC, 2310 Mill Street, New London, WI 54961 an agent on behalf on behalf of Atkinson Properties LLC, 1109 Venture Place, Onalaska, WI 54650 and wireless carrier US Cellular, to replace six (6) existing antennas with six (6) new antennas and install nine (9) additional Remote Radio Units (RRU) and replacing/adding ancillary equipment to the existing telecommunications tower located at 1109 Venture Place, Onalaska, WI 54650.

Property is more particularly described as:

Computer Number: **18-2401-0**  
Section 04, Township16, Range 07

ONALASKA INDUSTRIAL PARK LOTS 15,16,18 & 19 STATE MANUFACTURE NO. 000140

More detailed information on this item and a map of properties within 250' of the subject property will be posted to the City of Onalaska website [www.cityofonalaska.com](http://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.

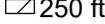
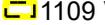
Dated this 5<sup>th</sup> day of June, 2020.

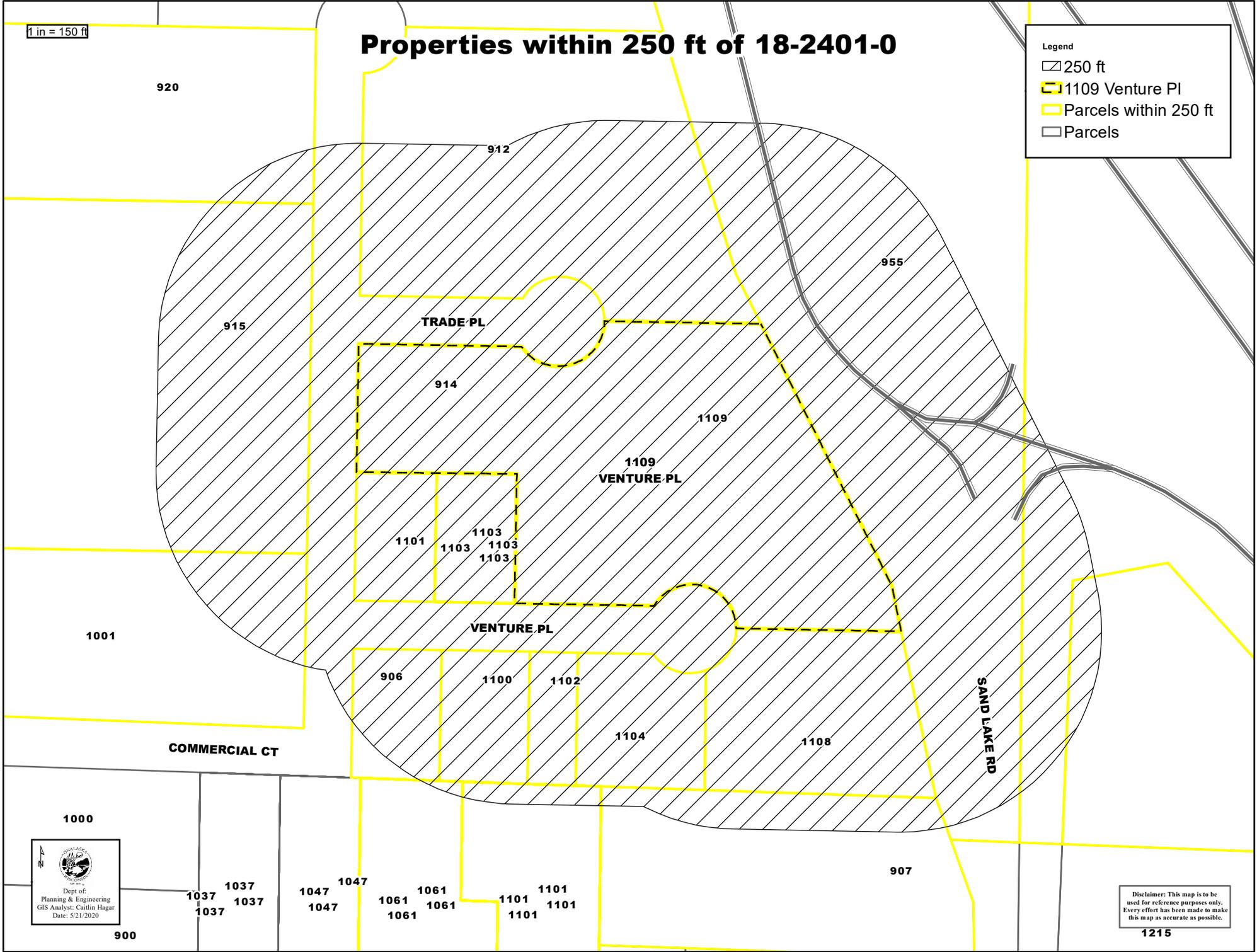
Katie Aspenson, AICP  
Planning Manager

1 in = 150 ft

# Properties within 250 ft of 18-2401-0

Legend

-  250 ft
-  1109 Venture Pl
-  Parcels within 250 ft
-  Parcels



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 – June 23, 2020

<u>Agenda Item:</u>	Discussion regarding Conceptual Plan
<u>Applicant:</u>	Adam Aspenson, Traditional Trades Inc. 1641 Sand Lake Road, Onalaska, WI 54650
<u>Owner:</u>	Elmwood Partners Limited Partnership 1859 Sand Lake Road, Onalaska, WI 54650
<u>Parcel Number:</u>	18-4516-0 & 18-4515-0
<u>Site Location:</u>	1500 Sand Lake Road & Sand Lake Road, Onalaska, WI 54650
<u>Existing Zoning:</u>	Agricultural (A-1) District

### Background:

The applicant is requesting the Plan Commission and Common Council provide feedback on the proposed Conceptual Plan on vacant farmland along Sand Lake Road.

Highlights of the Conceptual Plan include the following:

- Area A: 2 and 3-unit townhomes with attached garages.
- Area B: Commercial use (ex. Professional offices).
- Area C: 3 to 4-story buildings containing 330 condominium units and underground parking.
- Area D: Mix of residential and commercial uses.
- Area E: Commercial use.

Should the project continue to move forward the applicant will be required to obtain a variety of City approvals, including but not limited to, rezoning the subject parcels, creation of a Planned Unit Development, and Platting and/or Certified Survey mapping.

In concert with this proposal is the potential for the City of Onalaska to create a new Tax Increment Financing District, which would allow the City to undergo a variety of utility and street infrastructure improvements to allow additional developable land on the subject parcels and ready the properties immediately south (Mayo-owned) for future development. If the City should choose to pursue the creation of a TIF District, the City would enter into a Development Agreement with the applicant/property owner to facilitate the overall development.

Attached is the Conceptual Plan showing the proposed building footprints, uses, and other site amenities. Further, please see the attached cover letter that describes the overall development.

Action Requested: Provide feedback to the applicant/property owner on proposed conceptual development.



*Traditional Trades, Inc*

*Design | Builder | Developer | Sales & Leasing*

1641 Sand Lake Road Onalaska, WI (608) 783-4785

---

June 12, 2020

RE: Sand Lake Road Concept Plan

Honorable Mayor Smith, Common Council, Planning Commission and City Staff;

Traditional Trades, Inc is proposing a Concept Plan that is located north of Riders Club Road, east of Sand Lake Road and south of CTH 'S' nestled along the bluff. The plan consists of a mixture of living alternatives and a variety of neighborhood commercial uses. The timeless designed layouts incorporate existing land features and topography creating a pleasing curb appeal. Along with the private residences and the many that travel this corridor daily, we are our own neighbor and want a truly forth coming development that follows along with the vision for the Sand Lake Road Area.

We have been working with City staff and decided to bring this Concept Plan to you for initial comments and review this month. We will resubmit the Concept Plan and the Rezoning Application to you for the July meeting.

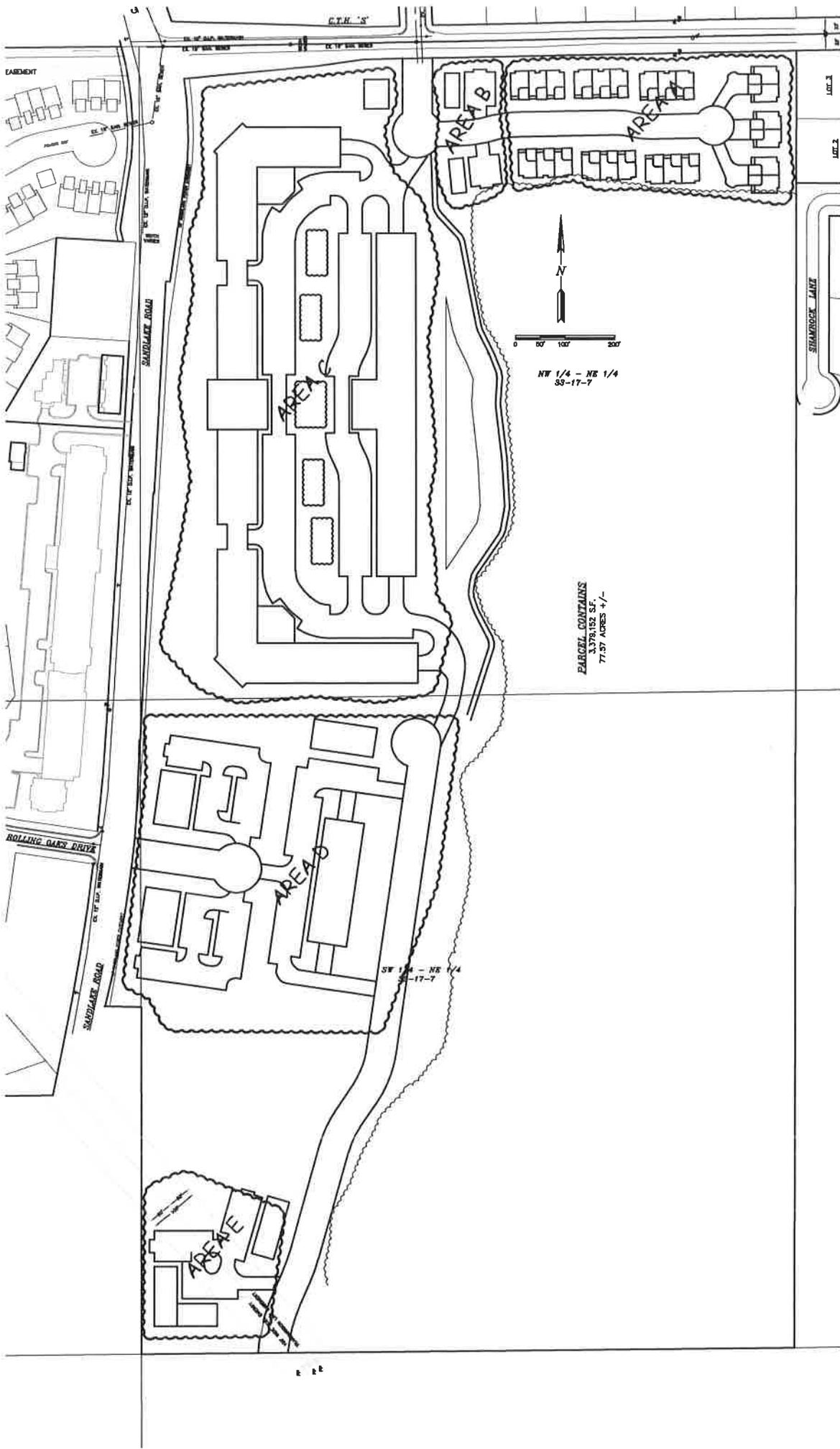
The property has the backdrop of the wooded bluff extending north to south on the east side of the property and abuts Sand Lake Road on the west for a good portion of the property. The initial concept plan has multiple housing options: 2 and 3 unit town homes with attached garages (Area A) and 330 condo units in 3 to 4 story buildings with underground parking (Area C). Two commercial properties (Area B) are potentially subsidiary uses for the surrounding area (e.g. professional offices). Area D continues with mixed uses of residential and/or commercial that will tie the development together to Sand Lake Road. The location of the street(s) in Area D will depend on the types of uses, but it will provide a connection to Sand Lake Road. Area E is located at the southern edge of the property and will be adjacent to Riders Club Road extension to the West. Most likely this portion of the development will be a supplementary commercial use. Watermain, sanitary sewer and storm sewer extensions are being coordinated with the City Engineering department and are in the preliminary design stage. We will be coordinating with the Parks Department to evaluate objectives for the area, while taking advantage of the multiple opportunities in outdoor activities.

The development will be built in phases starting in 2021 at the north end of the property with Area's A, B, and a portion of C. Beyond the initial phase, the project timeline is tied to the suitability of future market conditions. Creation and retention of jobs, availability of high-quality housing and growth within the City are anticipated. This development will have a positive social and economic impact for the City of Onalaska and the surrounding areas.

We look forward to working with the City on this project and please feel free to contact me with any questions or concerns.

Sincerely,

Adam Aspenson  
Traditional Trades, Inc  
1641 Sand Lake Road  
Onalaska, WI 54650  
(608) 783-4785



EASEMENT

C.T.H. S

LOC. 3

LOC. 2

SHAWNOCK LAKE

N

0 50' 100' 200'

NW 1/4 - NE 1/4  
33-17-7

PARCEL CONTAINS  
APPROX. 51  
71.37 ACRES +/-

ROLLING OAKS DRIVE

SAWDUST LAKE ROAD

SW 1/4 - NE 1/4  
33-17-7

AREA A

AREA B

AREA C

AREA D





# CITY OF ONALASKA

## STAFF REPORT

Plan Commission – June 23, 2020

Agenda Item:

# 6

- Agenda Item: Review & Consideration of a Planned Unit Development (PUD) request – Final Implementation Plan.
- Applicant: Adam Kischner, 200 Mason Street #6, Onalaska, WI 54650
- Owners: Bargeld, LLC, 200 Mason Street – Unit 6, EJ Technology Holdings, LLC, and N7153 Sunrise Lane, Holmen, WI 54636.
- Parcel Numbers: 18-6184-1, 18-6184-2, 18-6184-3, 18-6184-4, 18-6186-0, 18-6187-0, 18-6188-0, 18-6189-0, 18-6190-0, 18-6191-0, 18-6192-0, 18-6193-0, 18-6194-0, 18-6195-0, 18-6196-0, 18-6197-0, 18-6198-0, 18-6199-0, 18-6200-0, 18-6201-0.
- Site Location: 200 Mason Street - Unit 1, 200 Mason Street - Unit 2, 200 Mason Street - Unit 3, 200 Mason Street - Unit 4, 200 Mason Street - Unit 5, 200 Mason Street - Unit 6, 200 Mason Street - Unit 7, 200 Mason Street - Unit 8, 200 Mason Street - Unit 9, 200 Mason Street - Unit 10, 200 Mason Street - Unit 11, 200 Mason Street - Unit 12, 200 Mason Street - Unit 13, 200 Mason Street - Unit 14, 200 Mason Street - Unit 15, 200 Mason Street - Unit 16, 200 Mason Street - Unit 17, 200 Mason Street - Unit 18, 200 Mason Street - Unit 19, 200 Mason Street - Unit 20, Onalaska, WI 54650.
- Existing Zoning: Community Business (B-2) District

### Background:

The applicant is requesting to create a Planned Unit Development (PUD) in response to the changes in the City of Onalaska's Unified Development Code. Attached is a cover letter from Eagle Business Condo Association (EBCA) that describes the overall development and requested deviations from the Unified Development Code / Zoning Ordinance as summarized below:

- **Setbacks:**
  - If a natural disaster of fire damages or destroys any physical building or current structure within the EBCA, property owners and/or the association reserve the right to rebuild using the exact same locations, sizes, and building materials, including landscaping.
- **Parking:**
  - The development currently has seventy (70) general parking spaces and five (5) handicap parking spaces. EBCA is requesting to retain the 75 parking spaces and reserve the right to change the current configuration based on property owner/tenant needs.

- **Signage:**
  - The property currently has two (2) monument signs. The first sign measures eight (8) feet wide by sixteen (16) feet tall and a second sign that measures six (6) feet by six (6) feet. In the event that one or both signs need to be replaced, refinished, or modified, the EBCA reserves the right to do so in the same location, with the same dimensions and design standards including illumination. The applicant is also requesting that each of the twenty (20) units be authorized two (2) exterior signs totaling up to 100 square feet and the signs may be one-dimensional, two-dimensional, illuminated, or not illuminated. All signage is to be constructed within the bylaws set forth by the association and its members. Units with glass exterior doors and windows are to also be authorized to display their business name, contact information, and special instructions (delivery, camera, parking, etc.) without restriction.
- **Permitted Uses:**
  - Storage facility, personal;
  - Manufacturing, light;
  - Printing and publishing, large scale;
  - Storage and sale of machinery and equipment; and
  - Warehouse and distribution facility.
- **Special/Additional Requests:**
  - The EBCA is requesting to construct a limited visibility fence up to eight (8) feet in height along the south and east property lines to improve the aesthetics along the municipality border / water run off ditch. Finally, EBCA reserves the right to change or improve landscaping features such as shrubs, rock beds, bushes, and decorative stone in accordance with association policies.

Action Requested: Consideration of the proposed Final Implementation Plan.

# REQUEST FOR ACTION & POSSIBLE CONSIDERATION BY PLAN COMMISSION:

June 23, 2020

## Agenda Item 6:

**Review and Consideration of a Final Implementation Plan to create the Eagle Business Condo Association Planned Unit Development (PUD) application filed by Adam Kirchner, Eagle Business Condo Association, 200 Mason Street #6, Onalaska, WI 54650 on behalf of the Eagle Business Condo Association, 200 Mason Street, Onalaska, WI 54650 for the parcel at 200 Mason Street - Unit 1, 200 Mason Street - Unit 2, 200 Mason Street - Unit 3, 200 Mason Street - Unit 4, 200 Mason Street - Unit 5, 200 Mason Street - Unit 6, 200 Mason Street - Unit 7, 200 Mason Street - Unit 8, 200 Mason Street - Unit 9, 200 Mason Street - Unit 10, 200 Mason Street - Unit 11, 200 Mason Street - Unit 12, 200 Mason Street - Unit 13, 200 Mason Street - Unit 14, 200 Mason Street - Unit 15, 200 Mason Street - Unit 16, 200 Mason Street - Unit 17, 200 Mason Street - Unit 18, 200 Mason Street - Unit 19, 200 Mason Street - Unit 20, Onalaska, WI 54650.**

1. Planned Unit Development: General Development Plan Application Fee of \$700.00 (PAID).
2. Owner/developer to abide by the Site Plan Permit #070628
  - a. Site Plan Fee of \$100.00.
  - b. Owner shall abide by all conditions of Conditional Use Permit.
    - 1) CUP Fee of \$150.00
    - 2) Owner shall submit detailed layout, landscape, drainage, and erosions control plan in connection with site plan permit application.
    - 3) Owner shall submit list of permitted uses and restrictions to be adopted as part of this CUP. Permitted uses shall include M-1 principal uses plus the following: automotive upholstery, distributors, painting, printing, publishing, manufacturing, fabrication, packaging, and packing and assembly of the following products; plastics, wood, electrical devices, jewelry & instruments.
    - 4) Exterior storage and portable toilets shall be prohibited.
    - 5) Signage master plan shall be required.
    - 6) Owner shall submit enforcement procedures for condominium association.
    - 7) Owner shall submit typical building elevation and color schemes.
    - 8) Exterior storage of inoperable vehicles is prohibited.
    - 9) Owner/developer must 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 the issuance of occupancy permit.
    - 10) Owner/developer must notify the city prior to any utility connection to public utilities.
    - 11) All conditions run with the land and are biding 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.
    - 12) Any omissions of any conditions not listed in Plan Commission Minutes shall not release the developer/property owner from abiding by the City's Subdivision Ordinance and Zoning Code requirements.
    - 13) Owner shall submit Notice of Intent for storm water requirement.
    - 14) Owner shall submit a utility plan for review by city.
  - c. Lots 3 & 4 shall be combined for condo plat.
  - d. Owner shall submit project phasing plan.
  - e. Owner shall submit copy of restrictive covenants.
  - f. Sidewalk required – entire frontage

- g. Green Fee applied at building permit unless previously paid.*
  - h. 1 - 2 ½" caliper canopy tree required per 25' of street frontage.*
  - i. NR216 permit required + Nol.*
  - j. Owner shall submit a detailed landscaping plan showing landscaping of rain gardens and parking lot periphery.*
  - k. All lighting shall be shielded down.*
  - l. All signage require permits.*
  - m. Portable toilets are not permitted.*
  - n. Exterior storage is prohibited.*
  - o. 12' minimum required between structures.*
  - p. Owner shall submit plan for lawn and landscape maintenance.*
  - q. Knox box required – each unit – coordinate with Fire Department.*
  - r. Hydrant may be required – coordinate with Fire Department.*
  - s. Owner/developer must 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 prior to the issuance of the occupancy permit.*
  - t. Owner/developer must notify the city prior to any utility connection to city owned utilities.*
  - u. 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 from meeting any other conditions.*
  - v. Tracking pad shall be included on erosion plan.*
  - w. As-builts required prior to first occupancy.*
  - x. Utility plan must be reviewed and approved by City Engineer.*
  - y. Coordinate Fire Department access with Fire Chief.*
3. In the event rebuilding is necessary, the applicant will be required to obtain a Site Plan Permit required for new development in advance of building permit applications, including detailed architectural plans, water, sewer, landscape, stormwater, drainage, erosion control, and other required information/plans (fire accessibility, hydrant locations, etc.). Development allowed to mirror existing site conditions as outlined in the Eagle Business Condo Association (EBCA) Planned Unit Development.
  4. Final Implementation Plan to be submitted for review and approval by the Plan Commission and Common Council to complete the creation of a Planned Unit Development.
  5. Owner/developer shall record with the La Crosse County Register of Deeds Planned Unit Development Final Implementation Plan Conditions of Approval tied to the development. These conditions shall not lapse or be waived as a result of any subsequent change in ownership of tenancy.
  6. If in the future the owner/developer creates Declaration of Covenants, Conditions and Deed Restrictions, etc. that at a minimum address maintenance, repair, and replacement of parking lots/private drives, the buildings including all common areas and green spaces, stormwater management/easement areas, as well as any ownership or use restrictions for the parcel/development; a copy shall be provided to the Planning Department and recorded at the La Crosse County Register of Deeds. Any amendments to the aforementioned document to be recorded at the La Crosse County Register of Deeds and a copy provided to the Planning Department.
  7. 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.
  8. 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.
  9. 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.

City of Onalaska  
Planning and Zoning  
415 Main Street  
Onalaska, WI 54650

Eagle Business Condo Association  
200 Mason St #6  
Onalaska, WI 54650

April 24, 2020

### **Proposed zoning change / Planned unit development**

In response to the City of Onalaska proposed zoning change from M-1 to B-2, the Eagle Business Condo Association (EBCA) at 200 Mason Street in consultation with Onalaska Planning / Zoning Department request the following.

Setbacks – in the event that a natural disaster or fire damages or destroys any physical building or current structure within the EBCA, property owners and/or the association reserve the right to rebuild using exact same locations, sizes, and building materials to include landscaping.

Parking – currently the EBCA has 70 general and 5 special use parking spaces. Regardless of any current or future zoning changes, the EBCA will retain up to 75 parking spaces and reserves the right to change the current configuration based on property owner / tenant needs.

Signage – the EBCA currently has two monument signs, one measuring 8' wide x 16' tall and one measuring 6x6'. In the event that one or both signs need to be replaced / refinished / or modified, the EBCA reserves the right to do so in the same position using equal dimensions and design standards including illumination. Additionally, there are 20 units within the property. Each of the 20 units will be authorized two exterior signs totaling up to 100 sq. ft. and may be three-dimensional, one-dimensional, illuminated, or not illuminated. All signage is to be constructed within the bylaws set forth the association and its members. Units with glass exterior doors and windows are also authorized to display their business name, contact information, and special instructions (delivery / cameras / parking / etc.) without restriction.

Primary uses – the EBCA will adopt the primary uses outlined in the City of Onalaska Title 13 Unified Development Code dated 24 January 2020 for business B-2. Additionally, EBCA will retain the following uses from the retail and light industrial categories.

- Storage facility, personal
- Manufacturing, light
- Printing and publishing, large scale
- Storage and sale of machinery and equipment
- Warehouse and distribution facility

Special – the EBCA requests to construct up to an 8' tall limited visibility fence along the south and east property lines to improve the aesthetics along the municipality border / water runoff ditch. Finally, EBCA reserves the right to change or improve landscaping features such as shrubs, rock beds, bushes, and decorative stone in accordance with association policies and previously stated M-1 zoning conditions.

*Adam Kirschner*

Adam Kirschner  
President, Eagle Business Condo Association



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

### PUD FINAL IMPLEMENTATION PLAN APPLICATION

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

- ➔ **Overview/ Cover Letter Describing the following:**
  - ▶ A statement describing character and goals of the PUD.
  - ▶ Plan Set which satisfies all criteria as listed in the PUD Final Implementation Plan Checklist.

*If incomplete, no further processing of the application will occur until the application is complete.*

A Planned Unit Development (PUD) may be used as a custom zoning district for any land use or combination of land uses. A PUD is reviewed through a two-part process: 1) General Development Plan (GDP) and 2) Final Implementation Plan (FIP). The Final Implementation Plan is based off of the GDP and includes a plan set with all items noted above (or Section 13.02.32. of the Unified Development Code) to the Plan Commission and Common Council for final approval. Developers are required to record a legal description of the PUD and conditions of approval that will run with the land to the La Crosse County Register of Deeds. See Sections 13.05.25., 13.05.26., and 13.05.27. for the application procedures to create a new PUD and amend a PUD.

**Brief Description of Request for a PUD:**

See attached cover letter

<b>Property Address(es):</b> 200 Mason St # 1-20	
<b>Parcel Number(s):</b>	
18-	18-
18-	18-
18-	18-
18-	18-
<b>Zoning District:</b>	

<b>Applicant/Property Owner:</b>
<b>Project Contact:</b> Adam Kirschner
<b>Mailing Address:</b> 200 Mason St #6
<b>City, State, Zip:</b> Onalaska WI 54650
<b>Phone Number:</b> 612 300 5905
<b>Email:</b> energylinesintl@outlook.com

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

<b>Signature of Applicant:</b> 	<b>Date:</b> 15 JUN 2020
<b>Signature of Property Owner:</b> 	<b>Date:</b> 15 JUN 2020