

**Plan Commission
of the City of Onalaska**

Tuesday, December 18, 2018

1

1 The Meeting of the Plan Commission of the City of Onalaska was called to order at 7:00 p.m. on
2 Tuesday, December 18, 2018. It was noted that the meeting had been announced and a notice
3 posted at City Hall.

4
5 Roll call was taken, with the following members present: Mayor Joe Chilsen, Assistant City
6 Engineer Kevin Schubert (sitting in for City Engineer Jarrod Holter), Jan Brock, Craig
7 Breitsprecher, Steven Nott

8
9 Also Present: City Administrator Eric Rindfleisch, Deputy City Clerk JoAnn Marcon,
10 Planner/Zoning Inspector Katie Aspenson, City Legal Counsel Amanda Jackson, Jeff Miller and
11 Rita Trapp of Hoisington Koegler Group, Inc.

12
13 Excused Absences: Ald. Jim Binash, City Engineer Jarrod Holter, Paul Gleason, Skip Temte

14
15 **Item 2 – Approval of minutes from previous meeting**

16
17 Motion by Craig, second by Steven, to approve the minutes from the previous meeting as printed
18 and on file in the City Clerk’s Office.

19
20 On voice vote, motion carried.

21
22 **Item 3 – Public Input (limited to 3 minutes per individual)**

23
24 Mayor Chilsen called three times for anyone wishing to provide public input and closed that
25 portion of the meeting.

26
27 **Consideration and possible action on the following items:**

28
29 **Item 4 – Public Hearing: Approximately 7:00 P.M. (or immediately following Public Input)**
30 **– Consideration of a Conditional Use Permit request filed by Ariel Stouder of SAC**
31 **Wireless, 540 West Madison Street, Chicago, IL 60661 on behalf of wireless carrier AT&T,**
32 **930 National Parkway, Schaumburg, IL 60173, American Tower Corporation, 10**
33 **Presidential Way, Woburn, MA 01801, and CenturyTel of Wisconsin, LLC, 2615 East**
34 **Avenue South, La Crosse, WI to replace three (3) existing antennas with three (3) new**
35 **antennas, add three (3) new Remote Radio Units (RRU), add one (1) Raycap surge**
36 **protection unit, and install new cabling on existing tower supports to the existing**
37 **telecommunications tower located at 580 Lester Avenue, Onalaska, WI 54650 (Tax Parcel #**
38 **18-4013-0)**

39
40 Katie said this CUP request pertains to allowing AT&T to replace three existing antennas with
41 three new antennas, add three new remote radio units, add one Raycap surge protection unit, and
42 install new cabling on the existing tower supports to the existing telecommunications tower. The

Reviewed 12/20/18 by Katie Aspenson

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43 applicant has provided the Project Plan Set, a Narrative and Statement of Justification for the
44 Project, photo simulations (existing and proposed views), and the Conditional Use Permit
45 application. The structure is a 160-foot monopole. AT&T utilizes six antennas mounted in three
46 sectors at a level of 110 feet. The existing AT&T cabinets are within an equipment shelter
47 within a fenced-in facility at the base of the tower. There is no intention to make improvements
48 to or replace the equipment cabinets as part of this application. Katie said according to the
49 applicant, there will be no impacts to noise, air, light or water with the proposed project, and no
50 noise, light, dust or vibrations will be generated. Also, there will be no environmental concerns
51 as the radio frequency emissions are within applicable Federal Communications Commission
52 guidelines, and the height and footprint of the structure will not change.

53

54 Katie noted CLS Group, LLC had prepared a Structural Analysis Report that states based on the
55 analysis results, the structure meets the requirements per the applicable codes. Also, both the
56 tower and the foundation can support the proposed equipment. Telecommunication structures
57 and towers are permitted only by CUP per Section 13-5-5 and pursuant to standards set forth in
58 Sections 13-8-11. Katie said the city has no basis for denial of the CUP, but has found a basis to
59 impose the following four conditions:

60

61 1. Owner/developer shall pay all fees and have all plans reviewed and approved by the City
62 prior to obtaining a building permit. Owner/developer must have all conditions satisfied
63 and improvements installed per approved plans prior to issuance of occupancy permits.
64 **Substantial Evidence:** This condition provides notice to the owner/developer that they
65 are to follow procedure for orderly development in the City of Onalaska in order to
66 promote the health, safety and welfare of the city.

67

68 2. All conditions run with the land and are binding upon the original developer and all heirs,
69 successors and assigns so long as the conditional use is being actively used. **Substantial**
70 **Evidence:** This condition acknowledges and provides public notice of the term and puts
71 the owner/developer and future owners on notice that they are bound by the conditions
72 and that they can continue the use as long as they follow the conditions and actively use
73 the conditional use.

74

75 3. Owner/developer shall abide by the City's Ordinances, Unified Development Code and
76 Building Code requirements, as amended. **Substantial Evidence:** This condition
77 assures the owner/developer understands they must follow the city's Unified
78 Development Code and Building Code, which they are required to follow anyway, and
79 that as they are receiving the benefit of being allowed to have a use that is not within the
80 standards of the city's zoning code, failure to follow city ordinances may result in loss of
81 their Conditional Use Permit.

82

83 4. The Conditional Use Permit shall be reviewed every five (5) years to ensure continued
84 use. **Substantial Evidence:** This shifts the burden to the owner of the property to

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85 provide proof that the use is active and continuing. Ensuring that all existing permits are
86 still valid and being properly used ensures compliance with the city's procedures and
87 ordinances, and promotes interaction and communication with the city, which furthers
88 orderly development and the health, safety and welfare of the city.
89

90 Katie noted a public hearing will be held this evening and said only where no reasonable
91 conditions could exist to allow the Conditional Use, may a Conditional Use Permit be denied.
92

93 Mayor Chilsen opened the public hearing and called for anyone wishing to speak in favor of the
94 Conditional Use Permit request.
95

96 **Gary Schraw, SAC Wireless**
97 **540 West Madison Street**
98 **Chicago**
99

100 "I'm here to represent AT&T for the upgrade to the existing telecommunications facility. The
101 new equipment will increase the phone data speed and capacity, as well as faster information to
102 First Responders."
103

104 Mayor Chilsen called three times for anyone else wishing to speak in favor of the Conditional
105 Use Permit request and closed that portion of the public hearing.
106

107 Mayor Chilsen called three times for anyone wishing to speak in opposition to the Conditional
108 Use Permit request and closed the public hearing.
109

110 Motion by Steven, second by Craig, to approve with the four stated conditions to a public a
111 Conditional Use Permit request filed by Ariel Stouder of SAC Wireless, 540 West Madison
112 Street, Chicago, IL 60661 on behalf of wireless carrier AT&T, 930 National Parkway,
113 Schaumburg, IL 60173, American Tower Corporation, 10 Presidential Way, Woburn, MA
114 01801, and CenturyTel of Wisconsin, LLC, 2615 East Avenue South, La Crosse, WI to replace
115 three (3) existing antennas with three (3) new antennas, add three (3) new Remote Radio Units
116 (RRU), add one (1) Raycap surge protection unit, and install new cabling on existing tower
117 supports to the existing telecommunications tower located at 580 Lester Avenue, Onalaska, WI
118 54650 (Tax Parcel # 18-4013-0).
119

120 Craig asked for a definition of a remote radio unit, and he also asked if the existing units do not
121 have surge protection at this time.
122

123 Gray Schraw told Craig remote radio units used to be located on the ground level, and he said
124 they have decreased in size over the last four years. Gary explained that by placing the radios
125 behind the antennas, the diameter of the cable size going up the tower has been reduced from 1
126 5/8 inches to basically fiber, making it lighter and more efficient. Data also may be carried

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127 faster, and there is increased capacity. Gary told Craig there are surge protectors located on the
128 existing facility, and he said the new surge protectors are for the three new remote radio units.

129

130 On voice vote, motion carried.

131

132 **Item 5 – Review and Consideration to Vacate and Discontinue portions Green Street and**
133 **Hickory Street (between 1st Avenue South and Court Street South) in the City of Onalaska,**
134 **WI submitted by Marvin Wanders of Three Sixty Real Estate Solutions, LLC, P.O. Box**
135 **609, La Crosse, WI 54602**

136

137 1. Vacation/Discontinuance Request Fee \$300.00 (PAID).

138

139 2. All conditions run with the land and are binding upon the original developer and all heirs,
140 successors and assigns. The sale or transfer of all or any portion of the property does not
141 relieve the original developer from payment of any fees imposed or from meeting any
142 other conditions.

143

144 3. Any omissions of any conditions not listed in committee minutes shall not release the
145 property owner/developer from abiding by the City’s Unified Development Code
146 requirements.

147

148 Katie said that on October 22 Marvin Wanders of Three Sixty Real Estate Solutions, LLC
149 requested that the City of Onalaska vacate portions of both Green Street and Hickory Street
150 between 1st Avenue South and Court Street South. The applicant is requesting the
151 vacation/discontinuance to allow the land to be utilized for future development by Three Sixty
152 Real Estate Solutions, LLC, provided that the Common Council approves the proposed project.
153 Katie noted that on November 13 the Common Council had approved a Preliminary Resolution
154 to vacate and discontinue portions of both Green Street and Hickory Street between 1st Avenue
155 South and Court Street South. A public hearing has been scheduled for review and consideration
156 of the proposed vacation request at the January 8 Common Council meeting. Katie noted
157 commission members’ packets include copies of the applicant’s letter request and an exhibit
158 showing the proposed vacation/discontinuance area as well as the legal description. Katie said
159 city staff is seeking a recommendation by the Plan Commission to the Common Council, and she
160 also noted there are three conditions of approval.

161

162 Motion by Craig, second by Steven, to approve with the three stated conditions the vacation and
163 discontinuance of portions Green Street and Hickory Street (between 1st Avenue South and Court
164 Street South) in the City of Onalaska, WI submitted by Marvin Wanders of Three Sixty Real
165 Estate Solutions, LLC, P.O. Box 609, La Crosse, WI 54602.

166

167 On voice vote, motion carried.

168

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169 **Item 6 – Discussion and Review of the Unified Development Code/Zoning Ordinance**
170 **Rewrite Project as presented by Hoisington Koegler Group, inc. (HKGi) (Planning**
171 **Consultant)**

172

173 Katie introduced Jeff Miller and Rita Trapp of HKGi, the two primary consultants who are
174 working with the city on the UDC/Zoning Ordinance Rewrite Project.

175

176 Rita said she and Jeff have evaluated the code and will be presenting their findings via
177 PowerPoint to the Plan Commission this evening. Rita began by sharing the key project
178 objectives:

179

- 180 • Make the code easier to understand and implement.
- 181 • Work on implementing the 2016 Comprehensive Plan.
- 182 • Update the zoning map.
- 183 • Modernize standards and meet State of Wisconsin Statutes.

184

185 Rita said she and Jeff kept the aforementioned aspects in mind as they reviewed each chapter of
186 the code, and they also took into consideration the information they gathered at stakeholder
187 meetings as well as public input. Rita next shared with the Plan Commission HKGi's general
188 findings:

189

- 190 • The definitions currently are located near the beginning of the code, and they should be
191 moved to the end of the code as they are not utilized as often. The more frequently
192 utilized items should be first, followed by the more technical items.
- 193 • Use tables to ease understanding and consistency of uses, dimensional standards and
194 procedures.
- 195 • A wholesale evaluation of the zoning districts is beneficial. Some of the current districts
196 are working, others are not, and some things are missing.
- 197 • There is a need to align zoning districts and map with the Comprehensive Plan, and also
198 to encourage the desired development.
- 199 • Act 67 and its impact on conditional uses.
- 200 • Reexamination of development standards. The discussions HKGi have had involving
201 landscaping, green space, impervious surface, and screening have led the consultants to
202 believe that perhaps the city does not quite have the desired standards.
- 203 • Consolidation of procedures in one location. Procedures currently are sprinkled
204 throughout the code. A goal is to ensure they are not in conflict with each other. Another
205 goal is to eliminate procedures that are not being utilized.
- 206 • Moving of "living" requirements (e.g. fees, application materials) outside of the UDC.

207

208 Rita next addressed Chapter 1: General Provisions, which she said includes specific regulations
209 (e.g. use in site regulations, height and area exceptions) that likely belong closer to where actual

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210 standards are. Rita said there also are map amendment procedures and suggested relocating to
211 where the other amendment procedures are located. Rita said transition standards – meaning that
212 when a code is adopted, what happens to everything that might not be in conformance with the
213 new code and how a transition should be executed – must be updated. The existing code has
214 references to the last time a significant overhaul occurred, and Rita said it must be determined
215 whether that remains or something new is added.

216
217 Craig noted Rita had referred to procedures and the consolidation of procedures when she
218 addressed the general findings, and he asked if those procedures to which she referred specific to
219 those areas where they are currently located. Craig said, “In other words, pulling them out of
220 there and putting them together elsewhere doesn’t keep them with the items that they address.”

221
222 Rita told Craig he is correct, but she also noted the city utilizes the same procedure for multiple
223 items. Rita said, “You don’t want to repeat it a number of times,” and she cited the example of
224 doing an amendment to the Zoning Code and mentioning it a few times. Rita said, “You’d like
225 that all in one place. It’s not that we won’t in the section it references – say, follow the
226 development procedures that are listed in this other chapter. It will be that the procedures
227 themselves won’t be there. ... It’s about trying to reduce things down into the most common
228 elements that someone is going to care about in that section, and then referencing them ... If they
229 want to know more detail they can go there. Generally at certain stages you may never use that
230 procedure because you are doing what is standard for the code. If I have to sort through the
231 standards and the procedures and I only need the standards, then I’m getting distracted by a
232 whole section I don’t need to care about.”

233
234 Rita suggested updating the following definitions:
235

- 236 • Some have standards embedded in the definition (e.g. corner lot/setback).
- 237 • Two sections of definitions (definitions and floodplain definitions).
- 238 • Diagrams added as needed, such as building height and types of lots.
- 239 • There also are definitions scattered throughout other chapters.

240
241 Rita concluded Chapter 1 by telling commission members the nonconforming uses regulations
242 need to be reviewed and updated, as needed.
243

244 Jeff addressed Chapter 2: Zoning Districts and referred to the slide showing the city’s current
245 zoning districts, which are as follows:
246

- 247 • **R-1:** Single-Family Residential
- 248 • **R-160:** Special Single-Family Residential District
- 249 • **R-2:** Single-Family and/or Duplex Residential District
- 250 • **R-4:** Multifamily Residential District

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- 251 • **R-MMH:** Manufactured and Mobile Home District
- 252 • **TMD:** Traditional/Mixed Neighborhood District
- 253 • **T-C:** Transitional Commercial/Business District
- 254 • **B-1:** Neighborhood Business District
- 255 • **B-2:** Community Business District
- 256 • **M-1:** Light Industrial District
- 257 • **M-2:** Industrial District
- 258 • **M-3:** Heavy Industrial District
- 259 • **A-1:** Agricultural District
- 260 • **P-1:** Public and Semipublic District
- 261 • **FW:** Floodway District
- 262 • **FF:** Flood Fringe District
- 263 • **GDP:** General Floodplain District

264

265 Jeff told the Plan Commission HKGi has discovered the best way to understand how zoning
266 districts function is to organize them, and he referred to a table commission members had
267 received showing the zoning districts and their respective uses. Jeff said the table represents
268 HKGi's understanding of which uses are permitted and which uses are conditional for each
269 district found within the code. Jeff noted there are redundancies and inconsistent language for
270 uses that might appear in the different districts, and he said this can be cleaned up by putting
271 them all on one table. Jeff said the new code will clarify the language and the uses, and also how
272 they should be categorized. Jeff said the table "is a really useful tool to see where things are at,
273 and to also use to get to the endgame. And this will actually be in the code. When people are
274 using the code and they are in a certain district, they can go to this table and very easily find
275 which uses are permitted or conditional." Jeff also pointed out a developer who wants to
276 construct multifamily dwellings will be able to see in which districts they are allowed. Jeff noted
277 that commission members also had received tables pertaining to principal uses and accessory
278 uses. Jeff said there also will be tables in the code summarizing lot and site dimensions. Jeff
279 also said HKGi has updated the zoning map, and he noted commission members had received a
280 packet of maps.

281

282 Jeff said HKGi had noted the following after reviewing the zoning districts:

283

- 284 • There are redundancies and variations in terms used for the same or similar uses across
285 the different zoning districts (e.g. duplex, senior housing, hotel, clinic, community living
286 arrangements).
- 287 • There is inconsistency between use terms in districts and the glossary.
- 288 • There is a need for additional use definitions (e.g. planned residential development,
289 family care homes).
- 290 • There is a need for some definitions to be improved (e.g. definitions that essentially refer
291 to State of Wisconsin Statutes, independent living senior housing).

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- 292 • Manufactured/mobile homes are only allowed in two districts: RMMH and T-C. Jeff said
293 he believes they also should be allowed in other districts and told commission members
294 HKGi will work with what State of Wisconsin Statutes require for it.
295 • Most basic districts do not have standards beyond lot, building and setback dimensions
296 for permitted uses. The exception is T-C, which has aesthetic standards. Jeff noted the
297 special districts have several standards.

298

299 Craig told Jeff it appears he is saying that some of the older districts and definitions might not
300 have been upgraded.

301

302 Jeff told Craig they are outdated and said it is a common occurrence.

303

304 Craig asked Jeff if he has found that some of the newer things that have been established are
305 over-defined.

306

307 Jeff told Craig it is a possibility.

308

309 Jeff addressed the zoning maps being shown to the Plan Commission. The first map showed all
310 the city's zoning districts. The second map highlighted the residential districts. The third map
311 highlighted the business districts. The fourth map highlighted the manufacturing districts, and
312 the fifth map highlighted the P-1 districts.

313

314 Jeff shared some more of HKGi's findings after reviewing the zoning districts:

315

- 316 • Only one district has a purpose statement. Jeff said HKGi recommends that all the
317 districts have a purpose statement as it helps to know if they are being applied
318 appropriately on the map, and when to rezone if the actual purpose of the district is
319 known. Jeff cited the example of a previous project on which HKGi worked, noting the
320 municipality had had a Central Business District that was being applied in several
321 commercial areas outside the downtown district. Jeff said the CBD eventually proved to
322 be ineffective downtown because it was being utilized to work in multiple locations. Jeff
323 said it is helpful to state a business or a residential district is being utilized for its purpose.
- 324 • The TMD District has not been applied to any properties up to now. Jeff said it is an
325 indicator it is not being utilized.
- 326 • The R-160 District is only applied to one small residential area.
- 327 • The R-MMH District is only applied to three separate properties: manufactured home
328 residential areas zoned R-1, R-2, and R-4 (Another property is zoned B-2). Jeff said it
329 calls into question the purpose of the R-MMH District.
- 330 • Consider adding an "R" district for medium density residential. Jeff said this type of
331 housing includes townhomes and other housing types that might fit into single-family
332 neighborhoods.

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- 333 • The largest commercial area (Valley View Mall area) is not zoned commercial. Consider
334 for potential rezoning to B-2 or a new “B” district.
335 • Only two properties are zoned M-3.
336 • The P-1 District includes parks, open spaces, and developed public properties (schools,
337 churches, City Hall). Consider adding an institutional district.
338 • Consider the addition of a mixed-use district or districts for areas outside of downtown to
339 implement the 2016 Comprehensive Plan Land Use Map.

340

341 Jeff next addressed Chapter 3: Special Districts, which includes custom zoning districts and
342 overlay districts. Custom districts include:

343

- 344 • **TND:** Traditional Neighborhood Development
345 • **CCD:** Conservation/Cluster Development
346 • **MCD:** Medical Campus District

347

348 Jeff said it is his understanding that with a custom zoning district, land would be rezoned to these
349 districts. Jeff noted there is only one small area zoned TND; there is no property zoned CCD;
350 and the MCD has not yet been applied on the map. Jeff said the city has little experience with
351 these districts, which he noted have several standards and separate procedures. Jeff said they
352 likely will look differently in the new code.

353

354 The city’s overlay districts include:

355

- 356 • **BP:** Bluff Protection Overlay District
357 • **WHP:** Municipal Well Recharge Area Overlay District/Groundwater Protection Overlay
358 District
359 • **D-R and D-PUD:** Downtown Form-Based Overlay Districts. There are two types:
360 Residential Neighborhood and PUD.
361 • **EDA:** Economic Development Area Overlay Zoning District
362 • **AO:** City of La Crosse Airport Overlay Zoning District
363 • **PUD:** Planned Unit Development, which can be used either as a custom or an overlay
364 district.

365

366 The PCID (Planned Commercial and Industrial Development) is no longer in the UDC.

367

368 Jeff shared HKGi’s findings with special districts:

369

- 370 • The PUD may be utilized either as a custom district (basic) or an overlay district.
371 • It appears that the PUD has only been used as an overlay district, primarily for residential
372 (R-1, R-2, and R-4).
373 • PUD – consider reducing the 5-acre minimum development size.

Reviewed 12/20/18 by Katie Aspenson

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- 374 • Consider replacing PCIDs with PUDs and/or rezoning from M-1 to a “B” district.
- 375 • The EDA overlay district might not be needed. The standards potentially could be
- 376 addressed in the M-1 basic district.
- 377 • The MCD and CCD districts have not been applied to any properties up to now.
- 378 • The CCD district, which has a 20-acre minimum, should be evaluated for its usefulness.
- 379 • The TND (special) and the TMD (basic) appear to be redundant districts. There is a need
- 380 to restructure and potentially eliminate one of them.
- 381 • There is interest in developing a Shoreland overlay district.

382

383 Mayor Chilsen asked Jeff to clarify if the PCID is not needed.

384

385 Jeff told Mayor Chilsen there can be no new PCIDs because the PCID does not exist in the code.

386

387 Rita addressed Chapter 4: General Land Use Performance Standards and shared the following

388 findings:

389

- 390 • The statute citations likely need to be updated.
- 391 • There is additional air quality information in Chapter 7.

392

393 Rita said an entire chapter that is devoted to a whole topic and is just 1½ pages likely is not an

394 efficient use of a chapter. In addition, there likely is benefit to having other performance

395 standards. An example is the city’s tree preservation policy, which Rita suggested moving out of

396 the Procedures section and into General Performance Standards. Rita said, “This section

397 probably needs to find a home with other things like it and have more substance to it to justify

398 having a whole chapter devoted to it.”

399

400 Jeff said both he and Rita do not believe that Chapter 5: Conditional Uses, and Chapter 6:

401 Accessory Uses need to be separate chapters. Jeff said, “Doing this table, we can deal with those

402 much more efficiently. It’s talking about those conditions or standards for those uses and how

403 they get handled in the future.” Jeff referred to the table and noted there are uses are allowed

404 only as conditional uses. Jeff said this is something that will need to be addressed with this

405 project because they are not permitted anywhere. Jeff said, “We’ve talked about the idea of uses

406 being permitted with standards. Those standards, in the terms of the state statute, would be more

407 measurable, more objective, less objective. The format of conditional uses, in all cities, is done

408 much differently than that.”

409

410 Craig said the benefit of removing them from the conditional use arena and making them a

411 permitted use is standards may be assigned.

412

413 Jeff said, “It would be thinking about, instead of general conditions, what are the things you’re

414 really concerned about and create those as standards and make them clear.”

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415
416 Amanda cited daycares as an example of a unique business, noting they have an influx of
417 automobiles at certain times of the day that might cause traffic congestion that would not occur
418 at a regular retail establishment. Amanda said daycares also have a need for green space that a
419 majority of commercial establishments would not necessarily have. Amanda said this might be a
420 situation where the city will permit it in certain districts, but it will require conditions related to
421 issues that are unique to daycares.

422
423 Craig asked Amanda if she believes the city will issue fewer conditional uses and more permitted
424 uses with performance standards due to Act 67.

425
426 Amanda said yes and told Craig she believes the idea is to pare down the conditional uses.
427 Amanda said, "Right now we have a lot of conditional uses, and some of them don't have a
428 home where they're allowed anywhere. Maybe there's not a good reason in this day and age that
429 they're not allowed in a business district." Amanda cited animal hospitals and veterinary clinics
430 as examples and said there likely are areas in the city where veterinary clinics should be allowed
431 as permitted uses.

432
433 Rita said, "Even without Act 67, that would have been a normal part of this process. I think we
434 have to think a little more consciously about it, but I think it's a good idea because of the fact
435 that when something is first done there is a lot more hesitation to doing it. Then over time you
436 realize either the use really isn't a use anymore, or people have gotten used to it that the fear that
437 was there when you originally put it in as a conditional use isn't there. That's a normal part of
438 the evolutionary process."

439
440 Jeff shared the following findings regarding Chapter 5: Conditional Uses:

- 441
- 442 • Some uses are listed in the chapter, while others are in districts. Basic zoning districts
443 also list conditional uses (T-C, TMD). Custom zoning districts also list conditional uses
444 (TND, MCD). Overlay districts also list conditional uses (WHP, PUD, D-PUD). Jeff
445 said, "Having the table to be organized will make the code a lot easier to use for
446 everybody."
 - 447 • Wind Energy Systems and Telecommunications & Facilities are a conditional use, but
448 located in Accessory Uses.

449
450 According to Chapter 5, the following are Residential Conditional Uses (R Districts):

- 451
- 452 • Bed & breakfast establishments
 - 453 • Planned residential developments
 - 454 • Clubs, fraternities, lodges, and meeting places
 - 455 • Rest homes

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- 456 • Home occupations
- 457 • Tourist homes

458

459 The following are Highway-Oriented Conditional Uses (B Districts):

460

- 461 • Drive-in theaters
- 462 • Drive-in food and beverage establishments
- 463 • Funeral homes
- 464 • Tourist homes
- 465 • Vehicle-related establishments
- 466 • Brewpubs, wineries, and microbreweries
- 467 • Conversion of static billboards to digital billboards

468

469 The following are Industrial and Agricultural Conditional Uses (A-1 and M Districts):

470

- 471 • Animal hospitals and veterinary clinics
- 472 • Dumps, disposal areas, incinerators, sewage disposal plants (municipal earth and sanitary landfill operations may be permitted).
- 473 • Commercial raising, propagation, or butchering of animals; commercial production of eggs; hatching, raising, fattening or butchering of fowl
- 474 • Manufacture and processing
- 475 • Outside storage and manufacturing areas
- 476 • Cold storage warehousing

477

478 The following are Public & Semipublic Conditional Uses (R-1, R-160, R-2, B-1, B-2 Districts):

481

- 482 • Airports, airstrips, and landing fields
- 483 • Governmental and cultural uses
- 484 • Utilities
- 485 • Public passenger transportation terminals
- 486 • Public and private schools and churches in R districts and P-1
- 487 • Colleges, universities, hospitals, et cetera, in A-1 and P-1 districts
- 488 • Parking lots, daycares, and businesses in P-1

489

490 The following are Recreational Conditional Uses (P-1, B-2, M-1 Districts):

491

- 492 • Archery ranges, et cetera
- 493 • Commercial recreation facilities

494

495 The following are Special Conditional Uses:

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496

- 497 • Animal boarding and small engine sales and repairs (B-1, B-2, M-1)
- 498 • Parking lots (B-1, B-2)
- 499 • Caterers, department stores, fish/meat markets, hotels, printing/publishing, trade supplies
- 500 (B-1)
- 501 • Pet shops (B-1)
- 502 • Churches (B-1)

503

504 Jeff next addressed Chapter 6: Accessory Uses and shared the following findings:

505

- 506 • There is a mix of standards for accessory uses and permitting process for some accessory
- 507 uses (e.g. antennas). Jeff cited Item 4 as an example and said, “If you were coming in to
- 508 do that cell tower, we think it would be better to have, what are all the processes you have
- 509 to go through to get things approved in the city? They’re all in one spot, and we’ll also
- 510 have a table for those. Then you can see what it involves. Is it administrative? Does it
- 511 involve going to the Plan Commission? Does it involve other commissions and then the
- 512 Common Council? Is there a public hearing?”

513

514 Craig asked Jeff if he is thinking that accessory structures would be absorbed into the appropriate

515 zoning districts under which they might fall.

516

517 Jeff said HKGi’s outline will recommend that there should be a development standards chapter,

518 adding, “Those fall under there. There are standards for accessory uses. There are standards for

519 conditional uses. There are standards for permitted uses.”

520

521 Jeff continued sharing HKGi’s findings:

522

- 523 • The organization of standards for accessory uses could be improved for ease of use.
- 524 • Potential new accessory uses to consider include accessory dwelling unit, chickens, food
- 525 trucks/seasonal roadside, outdoor dining, and solar panels.
- 526 • Address residential accessory structures/garage height requirements.
- 527 • Regulating short-term residential rentals.

528

529 Jeff showed the Plan Commission a slide of the current accessory uses:

530

- 531 1. Satellite Earth Stations
- 532 2. Radio or Television Antenna Towers
- 533 3. Wind Energy Systems
- 534 4. Telecommunication Structures and Towers:
 - 535 a. Mobile Service Support Structures and Facilities
 - 536 b. Radio Broadcast Services and Other Telecommunication Facilities and Structures

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- 537 5. Accessory Uses or Structures
538 6. Outside Storage of Firewood
539 7. Outside Storage
540 8. Fences and Hedges
541 9. Residential Swimming Pools
542 10. Home Occupations
543 11. Garage Sales
544 12. Outdoor Displays, Sales Areas, Tents, and Storage
545 13. Refuse and Recycling Containers
546 14. Signs

547

548 Rita suggested either alphabetizing this list or placing the items in the order that citizens might
549 research them.

550

551 Rita addressed Chapter 7: Mobility Standards and shared the following findings:

552

- 553 • There is a mixture of subdivision design standards. Rita said it probably is logical that it
554 is with the subdivision regulations rather than mobility.
- 555 • There are specifications for both streets and roads. Some are more technical
556 specifications, and there needs to be a discussion with the Engineering Department to
557 determine if they belong in the Zoning Code or in a specifications manual. Rita noted
558 there is a specific specification of how thick the base of the road is going to be and said
559 she believes it is logical to put it in a technical specification.
- 560 • Required application materials for driveway permit should be moved to applications
561 document.
- 562 • Fees should be moved to a fee schedule that is adopted every year.
- 563 • Parking requirements updated, established for new uses, and standards for accessory uses
564 moved. Rita said this likely will be moved to a development standards chapter, and she
565 also said it needs to be updated.
- 566 • Traffic impact study and air quality analysis provisions need to be updated and moved to
567 procedures section.

568

569 Rita next addressed Chapter 8: Development Review Procedures and shared the following
570 findings:

571

- 572 • There is a Certificate of Compliance and a Zoning Permit that are not being utilized.
- 573 • Confirm if the Site Plan Review process follows the current practice.
- 574 • The platting process is out of date from Department of Administration rules.
- 575 • Having a summary table showing the type of application, public hearing requirements,
576 and review/decision-making bodies could be helpful.
- 577 • Includes fees and application submission requirements.

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- 578 • Includes provisions for operation of Board of Appeals.
579 • Pull the tree preservation regulations out to the standards section.

580

581 Rita next addressed Chapter 9: Subdivision and shared the following findings:

582

- 583 • There are duplicative general provisions to the zoning sections.
584 • Includes procedures that should be consolidated with Chapter 8.
585 • The section can be simplified by moving the application materials, fees, and
586 specifications.

587

588 Rita next addressed the Preliminary UDC Outline, which she described as being “an initial
589 thought on structure.” The structure of the Preliminary UDC Outline is as follows:

590

- 591 • General Provisions
592 • Zoning Districts
593 ○ Basic
594 ○ Overlays
595 • Development Standards
596 ○ General
597 ○ Parking
598 ○ Landscaping/Screening/Tree Preservation
599 ○ Lighting
600 ○ Use Specific (permitted/conditional/accessory)
601 • Subdivision Standards
602 • Development Procedures
603 • Definitions

604

605 The potential components that could be moved are:

606

- 607 • Application material requirements
608 • Fees
609 • Engineering Specifications
610 • Signage (moved to property maintenance?)
611 • Outdoor storage (moved to property maintenance?)

612

613 Rita said the purpose of this evening’s meeting was to provide the Plan Commission with an
614 overarching idea of what the analysis had found, and to ensure that HKGi is proceeding in the
615 correct manner and its methods are logical. Rita said both she and Jeff are working on the
616 detailed report, which goes section by section, through every section, and states the purpose of
617 the section, its faults and positive aspects, whether a section must be moved, updated or changed.
618 That report is followed by an annotated outline, meaning HKGi takes the outline that was just

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16

619 discussed and lists chapters, divisions, and subdivisions.

620

621 Jeff said he and Rita will identify a home for everything in the current code and create a new
622 outline.

623

624 Rita said, “Or where it’s going to be moved outside.”

625

626 Craig asked if the detailed report will be ready within the next month to two months.

627

628 Rita and Jeff both said yes. Rita said HKGi then will reach an agreement both with city staff and
629 the Plan Commission regarding the direction, and then work on the actual updates will begin.

630 Rita said, “At that time we’ll have an idea of the order or how we’re going to approach it because
631 all of us can’t update every section at the same time. There is going to be some type of order we
632 need to do where we will do certain things to give us the foundation to do other things. For
633 example, having those purpose statements will be helpful before we start looking at the uses or
634 as we’re looking at the uses. You understand what the purposes are, and then you can
635 understand whether those uses are allowed or what the new zoning districts would be.”

636

637 Jeff referred to a page that says “Accessory Uses” and said it would be called “Principal Uses.”
638 Jeff also said part of the project will involve examining the zoning map and determining if some
639 districts will be eliminated, which means they will need to be rezoned. Jeff said it also must be
640 determined if there will be new districts and where they might be applied.

641

642 Amanda said the city’s current Zoning Code is broken up by chapter and then by part on the
643 city’s website, noting there are 36 clickable links. Amanda described the Building Code as being
644 “equally convoluted” as it is broken up by articles. Amanda said, “I think the idea, at least in our
645 conversations, was to make it more consistent with the rest of the city’s code and have it be set
646 out by chapter, with the hope of having fewer chapters, and then within that not going any
647 further with parts or articles.”

648

649 Mayor Chilsen suggested establishing a flow chart.

650

651 **Item 7 – Review and Consideration of an Invoice from Hoisington Koegler Group inc.**
652 **(HKGi) for UDC/Zoning Ordinance Rewrite Project**

653

654 Katie noted Invoice No. 018-021-7 totals \$1,670.

655

656 Motion by Steven, second by Craig, to approve Invoice No. 018-021-7 totaling \$1,670 from
657 Hoisington Koegler Group inc. (HKGi) for UDC/Zoning Ordinance Rewrite Project.

658

659 On voice vote, motion carried.

660

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661 **Item 8 – Update regarding 202 3rd Avenue South, Onalaska – Intent to Raze Notice sent on**
662 **November 30, 2018 to property owner**

663
664 Katie said the Planning Department had issued an Intent to Raze Notice to the property owner of
665 202 3rd Avenue South. Katie said city staff is following statutory requirements as to how much
666 time the property owner has to present the city with a plan to update the structure and bring it
667 into conformance not only with the zoning ordinances, but also the Building Code-related
668 violations staff has noted. Katie said the city is within that review timeline, noting the property
669 owner has until the end of the year to provide staff with a set timeline of which activities he/she
670 must perform, and also a timeline for each of them. Katie said staff will review it, and if it is
671 satisfactory the property owner will be given the time to complete the work. Katie said the
672 property owner has informed city staff he/she intends to address the issues on the property, and
673 staff is waiting to see documentation. If the property owner chooses not to address the issues,
674 Katie said the city will proceed with the necessary steps to pursue razing the structure. Katie told
675 the Plan Commission there is a substantial amount of work that needs to be completed and said
676 that in order to raze a structure, 50 percent of the assessed value must be rehabilitated. Katie
677 said, “Staff has found that due to cleanup and the effort needed both with the interior and the
678 exterior, that number has been exceeded.”

679
680 Jan asked Katie if someone had registered a complaint regarding the property.

681
682 Katie told Jan there had been property maintenance complaints, and it was believed vermin were
683 accessing the house. Katie said the city obtained an inspection warrant to enter the premises, and
684 once staff members accessed the house they were alerted to the interior and the damage that had
685 been done.

686
687 **Adjournment**

688
689 Motion by Craig, second by Steven, to adjourn at 8:34 p.m.

690
691 On voice vote, motion carried.

692
693
694 Recorded by:

695
696 Kirk Bey