

**Plan Commission Sub Committee**

**of the City of Onalaska**

Tuesday, August 13, 2019

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1 The Meeting of the Plan Commission Sub Committee of the City of Onalaska was called to order  
2 at 4:30 p.m. on Tuesday, August 13, 2019. It was noted that the meeting had been announced  
3 and a notice posted at City Hall.

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5 Roll call was taken, with the following members present: Ald. Tom Smith, City Engineer Jarrod  
6 Holter

7

8 Also Present: Planning Manager Katie Aspenson, Planning Technician Zach Peterson, Ald.  
9 Diane Wulf

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11 Excused Absence: Skip Temte

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13 **Item 2 – Approval of minutes from the previous meeting**

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15 Motion by Jarrod, second by Ald. T. Smith, to approve the minutes from the previous meeting as  
16 printed and on file in the City Clerk’s Office.

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18 On voice vote, motion carried.

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

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22 Ald. T. Smith called three times for anyone wishing to provide public input and closed that  
23 portion of the meeting.

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25 **Consideration and possible action on the following items:**

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27 **Item 4 – Review and Consideration of a Conditional Use Permit application filed by Caleb**  
28 **Sheng of SMJ International, 49030 Pontiac Trail, Suite 100, Wixom, MI 48393 on behalf of**  
29 **CenturyTel of Wisconsin, LLC , 2615 East Avenue South, La Crosse, WI and wireless**  
30 **carrier Verizon to replace six (6) existing antennas with nine (9) new antennas and replace**  
31 **eighteen (18) Remote Radio Units (RRU) with six (6) new RRU, and adding ancillary**  
32 **equipment to the existing telecommunications tower located at 580 Lester Avenue,**  
33 **Onalaska, WI 54650 (Tax Parcel #18-4013-0)**

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35 Katie said this CUP request pertains to allowing Verizon to modify the existing  
36 telecommunication structure, a 160-foot tall monopole. Verizon will be adding its equipment to  
37 this site’s tower by replacing six existing antennas with nine new antennas, and also replacing 18  
38 Remote Radio Units (RRU) with six new RRUs. The applicant has stated the height of the tower  
39 will not be extended, nor will there be any additional lighting. The existing use of the tower also  
40 will not be changed. The Structural Analysis Report, as prepared by American Tower  
41 Corporation, states that based on the analysis results, the structure meets the requirements per the  
42 applicable codes, and the tower and foundation can support the proposed equipment. Katie noted

Reviewed 8/19/19 by Zach Peterson

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43 telecommunication structures and tower are permitted only by CUP per Section 13-5-5, and  
44 pursuant to standards set forth in Sections 13-8-11. While the city has no basis for denial of the  
45 CUP, it has found a basis to impose the following conditions:

- 46
- 47 1. Owner/developer shall pay all fees and have all plans reviewed and approved by the City  
48 prior to obtaining a building permit. Owner/developer must have all conditions satisfied  
49 and improvements installed per approved plans prior to issuance of occupancy permits.  
50 **Substantial Evidence:** This condition provides notice to the owner/developer that they  
51 are to follow procedure for orderly development in the City of Onalaska in order to  
52 promote the health, safety and welfare of the City.  
53
  - 54 2. All conditions run with the land and are binding upon the original developer and all heirs,  
55 successors and assigns so long as the conditional use is being actively used. **Substantial**  
56 **Evidence:** This condition acknowledges and provides public notice of the term and puts  
57 the owner/developer and future owners on notice that they are bound by the conditions  
58 and that they can continue the use as long as they follow the conditions and actively use  
59 the conditional use.  
60
  - 61 3. Owner/developer shall abide by the City’s Ordinances, Unified Development Code and  
62 Building Code requirements, as amended. **Substantial Evidence:** This condition  
63 assures the owner/developer understands they must follow the city’s Unified  
64 Development Code and Building Code, which they are required to follow in every way,  
65 and that as they are receiving the benefit of being allowed to have a use that is not within  
66 the standards of the City’s zoning code, failure to follow City ordinances may result in  
67 loss of their Conditional Use Permit.  
68
  - 69 4. The Conditional Use Permit shall be reviewed every five (5) years to ensure continued  
70 use. **Substantial Evidence:** This shifts the burden to the owner of the property to  
71 provide proof that the use is active and continuing. Ensuring that existing permits are  
72 still valid and being properly used ensures compliance with the City’s procedures and  
73 ordinances, and promotes interaction and communication with the City, which furthers  
74 orderly development and the health, safety and welfare of the City.  
75

76 Katie noted a public hearing will be held at the August 27 Plan Commission meeting.  
77

78 Motion by Jarrod, second by Ald. T. Smith, to advance with the four stated conditions to a public  
79 hearing at the August 27 Plan Commission meeting review and consideration of a Conditional  
80 Use Permit application filed by Caleb Sheng of SMJ International, 49030 Pontiac Trail, Suite  
81 100, Wixom, MI 48393 on behalf of CenturyTel of Wisconsin, LLC , 2615 East Avenue South,  
82 La Crosse, WI and wireless carrier Verizon to replace six (6) existing antennas with nine (9) new  
83 antennas and replace eighteen (18) Remote Radio Units (RRU) with six (6) new RRU, and

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84 adding ancillary equipment to the existing telecommunications tower located at 580 Lester  
85 Avenue, Onalaska, WI 54650 (Tax Parcel #18-4013-0).

86

87 On voice vote, motion carried.

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89 **Item 5 – Review and Consideration of a Conditional Use Permit request filed by Lori**  
90 **Kopecky of Wireless Planning, LLC of 2310 Mill Street, New London, WI 54961 an agent**  
91 **on behalf of wireless carrier US Cellular and USCOC of La Crosse, LLC, 2310 Mill Street,**  
92 **New London, WI 54961 on behalf of 2GJF, LLP, 3264 George Street, Onalaska, WI 54650,**  
93 **to replace nine (9) existing antennas with six (6) new antennas, replace three (3) new**  
94 **Remote Radio Units (RRU) with nine (9) new RRU, and adding ancillary equipment to the**  
95 **existing telecommunications tower located at 1033 2nd Avenue SW, Onalaska, WI 54650**  
96 **(Tax Parcel #18-939-0)**

97

98 Katie said this CUP request pertains to allowing US Cellular to modify the existing  
99 telecommunication structure, a 118-foot tall monopole. US Cellular will replace nine existing  
100 antennas with six new antennas, and it also will replace three new remote radio units with nine  
101 remote radio units along with new ancillary equipment to the telecommunications tower. The  
102 applicant has stated the improvements to the antennas and radios are to provide enhanced and  
103 reliable coverage to users within the area, and upgrading the facility would be the least disruptive  
104 to the community. The height and the footprint of the structure will not change. The Structural  
105 Analysis Report, as prepared by Edge Consulting Engineers, Inc., shows that the existing tower  
106 foundation is structurally adequate for the proposed improvements. Katie noted  
107 telecommunication structures and tower are permitted only by CUP per Section 13-5-5, and  
108 pursuant to standards set forth in Sections 13-8-11. While the city has no basis for denial of the  
109 CUP, it has found a basis to impose the following conditions:

110

- 111 1. Owner/developer shall pay all fees and have all plans reviewed and approved by the City  
112 prior to obtaining a building permit. Owner/developer must have all conditions satisfied  
113 and improvements installed per approved plans prior to issuance of occupancy permits.  
114 **Substantial Evidence:** This condition provides notice to the owner/developer that they  
115 are to follow procedure for orderly development in the City of Onalaska in order to  
116 promote the health, safety and welfare of the City.
- 117  
118 2. All conditions run with the land and are binding upon the original developer and all heirs,  
119 successors and assigns so long as the conditional use is being actively used. **Substantial**  
120 **Evidence:** This condition acknowledges and provides public notice of the term and puts  
121 the owner/developer and future owners on notice that they are bound by the conditions  
122 and that they can continue the use as long as they follow the conditions and actively use  
123 the conditional use.
- 124  
125 3. Owner/developer shall abide by the City’s Ordinances, Unified Development Code and

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126 Building Code requirements, as amended. **Substantial Evidence:** This condition  
127 assures the owner/developer understands they must follow the city’s Unified  
128 Development Code and Building Code, which they are required to follow in every way,  
129 and that as they are receiving the benefit of being allowed to have a use that is not within  
130 the standards of the City’s zoning code, failure to follow City ordinances may result in  
131 loss of their Conditional Use Permit.

132  
133 4. The Conditional Use Permit shall be reviewed every five (5) years to ensure continued  
134 use. **Substantial Evidence:** This shifts the burden to the owner of the property to  
135 provide proof that the use is active and continuing. Ensuring that existing permits are  
136 still valid and being properly used ensures compliance with the City’s procedures and  
137 ordinances, and promotes interaction and communication with the City, which furthers  
138 orderly development and the health, safety and welfare of the City.

139  
140 Katie noted a public hearing will be held at the August 27 Plan Commission meeting.

141  
142 Motion by Ald. T. Smith, second by Jarrod, to advance with the four stated conditions to a public  
143 hearing at the August 27 Plan Commission meeting review and consideration of a Conditional  
144 Use Permit request filed by Lori Kopecky of Wireless Planning, LLC of 2310 Mill Street, New  
145 London, WI 54961 an agent on behalf of wireless carrier US Cellular and USCOC of La Crosse,  
146 LLC, 2310 Mill Street, New London, WI 54961 on behalf of 2GJF, LLP, 3264 George Street,  
147 Onalaska, WI 54650, to replace nine (9) existing antennas with six (6) new antennas, replace  
148 three (3) new Remote Radio Units (RRU) with nine (9) new RRU, and adding ancillary  
149 equipment to the existing telecommunications tower located at 1033 2nd Avenue SW, Onalaska,  
150 WI 54650 (Tax Parcel #18-939-0).

151  
152 On voice vote, motion carried.

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154 **Item 6 – Review and Consideration of an amendment to the Unified Development Code**  
155 **(UDC) to delete Part 2 of Chapter 6 of Title 13, related to Signage in the City of Onalaska**  
156 **Code of Ordinances**

157  
158 Katie said that as part of the Unified Development Code/Zoning Ordinance Rewrite Project, city  
159 staff is proposing to remove Part 2 of Chapter 6 of Title 13, which is the Sign Ordinance and part  
160 of the UDC, to a new section – specifically, Title 16 – of the city’s Code of Ordinances. Katie  
161 explained the purpose for this removal is to facilitate future amendments to the ordinance in an  
162 efficient manner. Currently, any amendment to the Sign Ordinance takes approximately four to  
163 five months, and there always is a public hearing notification. City staff still will request that the  
164 Plan Commission discuss changes to the Sign Ordinance; however, there no longer would be a  
165 public hearing requirement. Katie said that as a result it is possible changes could occur in a  
166 two-month period as opposed to four to five months. The Plan Commission will be the  
167 reviewing entity for any deviations from the Sign Ordinance. Appeals would be made to the

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168 Common Council as opposed to the Board of Zoning Appeals. Katie noted a public hearing will  
169 be held at the August 27 Plan Commission meeting.

170

171 Ald. Wulf asked if there would be an application process if requests to deviate from the Sign  
172 Ordinance are moved away from the Board of Zoning Appeals.

173

174 Katie told Ald. Wulf that city staff is working on that process and said, “It will come to the Plan  
175 Commission as opposed to the Board of Zoning Appeals. We’ll also have set criteria that every  
176 deviation will have to follow. So much like the variance process, it will probably be some sort of  
177 a special permit issued by the city, much like a Conditional Use Permit where the Plan  
178 Commission makes the determination. Any appeal will go to the Common Council. That would  
179 be the same general process. There will be an application. There will be a fee. It will just occur  
180 at the Plan Commission level as opposed to the Board of Zoning Appeals level.”

181

182 Motion by Ald. T. Smith, second by Jarrod, to forward to a public hearing at the August 27 Plan  
183 Commission meeting review and consideration of an amendment to the Unified Development  
184 Code (UDC) to delete Part 2 of Chapter 6 of Title 13, related to Signage in the City of Onalaska  
185 Code of Ordinances.

186

187 On voice vote, motion carried.

188

189 **Item 7 – Review and Consideration of an annexation application for Tax Parcel #: 9-57-3,**  
190 **(0.030 acres total, State Road 16) filed by Ben Phillips of BLP Holdings LLC, 2726 Larson**  
191 **Street, La Crosse, WI 54601**

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193 1. Owner to merge Tax Parcel # 9-57-3 with Tax Parcel # 18-3607-0 upon finalization  
194 of annexation.

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196 2. Annexed land to be placed in the Community Business (B-2) Zoning District upon  
197 ordinance adoption.

198

199 3. Owner/developer must notify City prior to any utility connection to City-owned  
200 utilities takes place.

201

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

206

207 5. All conditions run with the land and are binding upon the original developer and all  
208 heirs, successors and assigns. The sale or transfer of all or any portion of the property  
209 does not relieve the original developer from payment of any fees imposed or from  
210 meeting any other conditions.

Reviewed 8/19/19 by Zach Peterson

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- 6. Any omissions of any conditions not listed in minutes shall not release the property owner/developer from abiding by the City's Unified Development Code requirements.

Katie noted Tax Parcel No. 9-57-3 is located in the Town of Medary directly adjacent to (north of) 9550 East 16 Frontage Road, and will be included as part of the previously approved Phillips Fencing/Phillips Outdoor Services commercial project. Katie said this annexation and zoning were required conditions of approval of a CUP and rezoning application. Upon annexation, the property be appropriately zoned Community Business (B-2), and will be required to merge with Tax Parcel No. 18-5607-0. Katie said staff supports the annexation request, and also that approval is recommended with the six stated conditions.

Motion by Jarrod, second by Ald. T. Smith, to approve with the six stated conditions an annexation application for Tax Parcel #: 9-57-3, (0.030 acres total, State Road 16) filed by Ben Phillips of BLP Holdings LLC, 2726 Larson Street, La Crosse, WI 54601.

On voice vote, motion carried.

**Adjournment**

Motion by Ald. T. Smith, second by Jarrod, to adjourn at 4:44 p.m.

Ald. T. Smith adjourned the meeting.

Recorded by:

Kirk Bey