



AGENDA FOR PLANNING COMMISSION MEETING NOTICE

A Planning Commission meeting will be held on **Thursday, July 27, 2023 at 5:30 PM**
in the **Council Chambers at City Hall, 819 Superior Avenue, Tomah, WI.**

Join Zoom Meeting

<https://us06web.zoom.us/j/2708608080?pwd=ZTZ0cmllVEFEb1dzVDNwdi91UHFYQT09>

Meeting ID: 270 860 8080

Passcode: 206751

One tap mobile +13126266799,,2708608080#,,,,*206751# US (Chicago)

ROLL CALL

APPROVAL OF MEETING MINUTES

[June 2023 Minutes](#)

DISCUSSION ITEMS

1. [Certificate of Appropriateness: 1000 Superior Ave](#)
2. [Ordinance 18-129 Amendment](#)

ADJOURNMENT

NOTICE: It is possible that a quorum of members of other governmental bodies of the municipality may be in attendance at the above-stated meeting to gather information. No action will be taken by any governmental body at the above-stated meeting other than the governmental body specifically referred to above in this notice. Please note that, upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service, contact Becki Weyer, City Clerk, at 819 Superior Avenue, Tomah, WI 54660.

MINUTES FOR PLANNING COMMISSION

A Planning Commission was held on **Thursday, June 29, 2023 at 5:30 PM** in the Council Chambers at City Hall, 819 Superior Avenue, Tomah, WI.

Mayor Mike Murray called the meeting to order at 5:30 PM

ROLL CALL

Present: Bryan Meyer, John Glynn, Travis Scholze, Eric Prise, Mike Murray, Brian Rice and Tina Thompson. Also present: Shane Rolff.

APPROVAL OF MEETING MINUTES

Motion by Meyer, second by Prise to approve the meeting minutes for May 2023. All ayes. Motion carried.

DISCUSSION ITEMS – Requested to move item #2 ahead of item #1 as Sharon Larkin is in attendance.

1. Site Plan Review: 315 Plastic Ave

Rolff went over checklist for Building A and Building B, they meet all requirements for M-2 District. Motion made by Prise, second by Scholze to approve the Site Plan for 315 Plastic Ave as presented. All ayes. Motion carried.

2. Discussion on Reconsideration of Fence for 920 Kilbourn Ave

Sharon Larkin in attendance on behalf of the Tomah Area Community Theater. Mrs. Larkin stated she spoke with the neighboring properties to 920 Kilbourn Ave about having the fence on the property line. The property has been surveyed and the property lines have been located. She is requesting that the 2ft setback for the fence that was set by the Plan Commission be waived.

Motion by Thompson, second by Glynn to approve the waiver of the 2ft requirement for the fence. All ayes. Motion carried.

3. Discussion on amending ordinance Sec. 18-129 Lands zoned for business or industrial use and appropriate fee

There are approximately 50 shipping containers throughout the city. More discussion in the future on this topic.

4. Discussion on Amending Ordinance 52-40 Schedule of Regulations

After brief discussion, ordinance amendment will be a public hearing at a later date.

CERTIFIED SURVEY MAP

Review/Approval of, Certified Survey Map (CSM) for J&J Building LLC, Description: Being lot 7 of Larkin Addition. Located in the NE 1/4 of the NW 1/4 of section 33. T18N, R1W, City of Tomah, Monroe County, Wisconsin.

Meyer reviewed the map and stated it meets all specifications. Motion by Meyer, second by Prise to approve the CSM as presented. All ayes. Motion carried.

ADJOURNMENT

Motion made by Thompson, second by Scholze to adjourn at 6:08 PM.

CITY OF TOMAH

819 SUPERIOR AVENUE
TOMAH, WI 54660
Ph: (608) 374-7429
Fax: (608) 374-7444

INSPECTION
DEPARTMENT

APPLICATION FOR SIGN PERMIT

DATE 7-6-23

Mike Jensen
(Applicant's name)

(Applicant's mailing address)


(Phone #)

1000 Superior Ave, Tomah
(Address / Location of proposed sign)

120" w x 41" h sign w/ dimensional letters - No illumination
(Description of proposed sign installation)

Does hereby apply for permission to place a sign, on the described premises, to comply with City Ordinance # 52-150. The fee of \$ 40.00 to be paid at the time of application.

Attached to this application is a complete drawing of the proposed sign, including location on premises, distance from lot lines, sign dimensions, and building frontages (wall signs only).


(Signature of applicant)

(This section for office use only)

PERMIT: **GRANTED / DENIED**

Shane Rolff, Building Inspector

Date



JENSEN

TAX & ACCOUNTING LLC

120"

41"

26'

1.

4

Certificate of Appropriateness

City of Tomah: Building/Site Improvement Review Application for Certificate of Appropriateness

Address of Property:

1000 Superior Ave, Tomah

Property Owner Name:

Mike Jensen

Property Owner Address (if different from Address of Property):

Street

Municipality

State

Property Owner Phone Number: (Home/Mobile):

608-387-0627

Have you reviewed the Downtown Tomah Design Standards (if applicable)?

☒ Yes

☐ No

☐ Not Applicable

Have you reviewed the City's Historic Preservation Ordinance (if applicable)?

☒ Yes

☐ No

☐ Not Applicable

Is your property a historic site, in a historic district, or contain a historic structure?

☐ Yes

☒ No

Scope of project to include: (Please check appropriate items.)

☐ New Construction

☐ Siding

☒ Signage

☐ Building Addition

☐ Landscaping / Fencing

☐ Exterior Lighting

☐ Façade Restoration

☐ Parking / Rear Access

☐ Other: _____

☐ Awning/Canopy/Shutters

☐ Doors, Windows, & Entrances

☐ Roofing

☐ Exterior Painting

Briefly explain the proposed work: (Attach extra sheets if necessary.)

Sign attached to front of building

Last Modified: March 2, 2017

Page 1 of 2

Design Standards Checklist

Certificate of Appropriateness

City of Tomah: Building/Site Improvement Review Application for Certificate of Appropriateness

Please submit the following information:

- One historical (if available) and one modern photograph of building
- Eight (8) copies of plans of proposed work, including color and/or material samples if appropriate.
- A completed downtown design standards checklist

Estimated total cost/budget for proposed project:

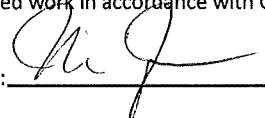
2000.00

Do you have any questions or concerns?

N/A

I understand the criteria for this application, approval and reviews by the Long Range Planning Committee and/or Historic Preservation Commission (check with Zoning Administrator if unknown whom will review), and agree to be subject to the Downtown Design Standards and/or Historic Preservation Ordinance (if applicable) for the above described work in accordance with City ordinances.

Signed:



Property Owner / Applicant

Date:

7/7/23

FOR OFFICE USE ONLY

Application Number:

CK

Received By:

7/27/2023

Date of Meeting:

Approved or Denied?:

7/10/2023

Date Received:

Conditions of Approval or Reasons for Denial:

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Checklist

Instructions

If a section of these standards does not apply to the proposed project (e.g. *parking standards for a facade renovation project*) the entire section can be skipped by checking the "does not apply" box ☐ NA . If any part of a section does apply, please fill out the entire section with checks for completed standards and cross out ☐ for any that do not apply.

In addition to this checklist, a site plan shall be submitted, including (as applicable):

- ☐ Trash and recycling containers
- ☐ Pedestrian pathways
- ☐ Parking and circulation
- ☐ Landscaping
- ☐ Stormwater management features
- ☐ Lighting

Applicant
Staff / ZA
LRPC

Design Standards Checklist

SIGNAGE DESIGN

Sign Type Usage Standards

☐ NA

Comments (office use only):

N/A

< 75% ~~NA~~

N/A

N/A

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

1. All signs conform to the sign design and maintenance requirements in the City's Zoning Ordinance, -AND- have applied/acquired sign permit

2. The project does not include following sign types: roof-mounted, pole, external neon cabinet/canister, billboard, -AND- there is no canopy in the public right-of-way.

3. All ground signs, if any, utilize monument-style design.

4. Ground signs do not extend higher than the mean street grade following the restriction shown below.

- ☐ **Downtown Core** Only: 5 feet
- ☐ **Transitional Area** Only: 8 feet

5. Signage on awnings, marquees and canopies is > 75% of the front valance, flat profile, and/or roof. - AND - no signage is placed on the side of the structure.

6. LED changeable messaging sign incorporated in monument sign does not comprise > 30% of the sign area, inclusive of the base area.

7. Signage is > 25% of each storefront display window/door area, excluding product display.

Design Standards Checklist

1. Signs are placed to fit in with the building's overall architectural composition **-AND-** do not significantly obscure the building's architectural features.

Applicant	Staff / ZA	LRPC
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2. Placement of signs and mounting systems do not obscure windows or doorways, including door, glass panes, and corresponding trim and supports.

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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3. Signage on masonry buildings are mounted through the mortar joints rather than through the masonry itself, if possible.

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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4. Signs do not extend above the roofline, cornice or parapet, whichever is lowest.

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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5. If a historic sign board area exists above the transom windows, the primary wall sign is placed inside this space **-AND-** does not extend above, below or beyond the edges of the signboard area.

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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6. Awnings are not internally illuminated.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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7. Exterior lamps are located and shielded to prevent the casting of direct light or glare on roadways, adjacent properties and the sky, **-AND-** does not interfere significantly with the sign or sign bracket.

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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8. **Downtown Core Only**, if wall/projecting sign is internally illuminated, the sign face (background) is opaque with only push thru lettering/symbols illuminated.

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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9. There are no color changing and "chasing" LED features.

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Sign Placement, Installation & Lighting Standards

NA

Comments (office use only):

NA

NA

Checklist

	Applicant	Staff / ZA	LRPC	
Sign Materials, Colors & Lettering Standards <div>NA</div> Comments (office use only): 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. Sign substrate is either MDO, Aluminum, or Aluminate. Acrylic material, if used, simulates metal or wood. <i>Solid colors</i>
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. The sign style, color and materials complement the character of the building and other signage.
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. Highly reflective material is not used.
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. The color tones between the sign's lettering/symbols and background have sufficient contrast to make the sign clearly legible.
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5. The main lettering and predominant background does not use fluorescent colors.

SITE DESIGN

	Applicant	Staff / ZA	LRPC	
Street Relationship Standards <div>NA</div> Comments (office use only): 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. Downtown Core Only , primary structures will be built no more than 3-FT from the front property line, except a portion of the building may be set back per the following limitations: <ul style="list-style-type: none"> <input type="checkbox"/> The space provides an outdoor seating area, a hardscape plaza, or similar accessible pedestrian space, AND <input type="checkbox"/> 25%, or minimum of 10-FT, of the building width is built to the restricted setback, -AND- <input type="checkbox"/> Maximum setback of 10-FT.
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. Transitional Area Only , primary structures will be built within 25-FT of the front property line.
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. There is at least one functional building entrance provided on the facade facing the (most prominent) street.

Checklist

Design Standards Checklist

1. Exterior building and parking light fixtures are either semi- or full-cutoff -AND- not directed to the sky (excluding ground lights directed at building)

Applicant

Staff / ZA

LRPC

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Exterior Lighting Standards

NA

Comments (office use only):

2. Light trespass does not exceed 1.0 footcandles at the property line adjacent to park/residential use.

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3. Parking/security poles are no taller than the building height restrictions in the underlying zoning district, or 35-FT, whichever is less. If abutting residential, the poles are no taller than 25-FT.

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4. Exterior light fixtures are designed to complement the character/style of the building.

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5. Spec sheets for each light fixture are submitted.

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1. Parking (5+ vehicles) are paved and include concrete curbs along all parking/drive areas (excluding gaps to allow stormwater flow to basins).

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☐

Parking Areas Standards

NA

Comments (office use only):

2. There is no off-street parking in front of building.

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3. **Downtown Area Only**, side yard parking is no more than 66-FT wide.

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4. **Transitional Area Only**, side yard parking is no more than 140-FT wide.

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5. **Walkways are provided connecting the building entrances to the public sidewalk.** If the walkway crosses parking areas or a drive aisle they are clearly marked by striping or material change.

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6. Parking stalls & drive aisles are separated from the public ROW & adjacent properties by a planted landscape buffer (at least 5 feet wide).

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7. Parking rows of more than 15 parking spaces are interrupted by a landscape island/median.

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8. Parking lots adjacent to residential properties have a semi-opaque buffer (min. of 4 feet in height).

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☐

Checklist

	Applicant	Staff / ZA	LRPC	
Storage & Service Areas Standards <div>NA</div> Comments (office use only): 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. Screening is compatible with the building architecture, as well as other site features.
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. Street-level/rooftop mechanical equipment are not visible from the street or municipal parking lot.
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. Dumpsters are fully screened, including dumpster gate, to not be visible from a public street, unless it has been determined that the screening impedes functionality/service.
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. Service boxes are located away from the pedestrian zone (e.g., side/rear yard).
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5. Permanent loading docks / staging areas are not in the front yard -AND- if visible from the street or facing residential property it is screened with landscaping and/or wall ≥ 6-FT in height and integrated with the overall site and building design.
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6. There is no outdoor storage of products, materials, or equipment in the front yard (excluding short-term display items or items available for purchase).
Landscaping Standards <div>NA</div> Comments (office use only): 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. All landscaping will be completed within 12 months of the issuance of an occupancy permit or final inspection, in accordance to the approved landscaping plan.
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. Parking lots (5+ vehicles) include 5 points worth of landscaping per parking space (based on landscaping point system shown on page 19) placed on the parking lot or within 10-FT of said lot.
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. Transitional Area Only , development includes 10 points worth of planting per 1,000 SF of enclosed ground floor area (based on landscaping point system shown on page 19) placed along the base of the building, around storage areas and/or along street frontages.
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. Plantings and low fences located between parking areas and the public sidewalk do not (and naturally will not) obscure vision 3-8 feet above the ground.

Design Standards Checklist

Checklist

	Applicant	Staff / ZA	LRPC		
Design Standards Checklist	BUILDING DESIGN				
	1. If a new building, it is at least 18-FT tall from grade to top of the parapet or midpoint of a pitch roof.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Scale, Articulation & Roofline Standard <div style="border: 1px solid black; padding: 2px; display: inline-block;">NA</div> Comments (office use only): <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
	2. Any floor over three is set back from the remainder of the facade.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	3. If a new building, vertical proportions on the street facade is established (e.g., windows, doors, structural expression, etc.).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	4. Any building with a total width equal to or greater than its height utilizes one or more of the following techniques: <input type="checkbox"/> Expression of structural bay, <input type="checkbox"/> Variation in material, -AND/OR- <input type="checkbox"/> Variation in the building plane.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	5a. If a new buildings, a discernible base, middle and top is created using details or changes in materials.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	5b. A discernible base is at least 2-FT in height, but may include the entire first floor.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	6. Any secondary facade facing a public street (corner building) incorporates design qualities similar to the primary facade.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	7. Downtown Core Only , new buildings utilize a horizontal expression line that project at least 2 inches, articulating the transition between first and second floors.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	8. Street-facing facades over 100 feet in length have at least 25% of the facade vary in height, with such difference being 4-FT or more.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. Downtown Core Only , a flat or mansard roof system is used, unless a pitched roof system is deemed appropriate to the site and building style.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Checklist

	Applicant	Staff / ZA	LRPC	
Scale, Articulation & Roofline Standards (cont.) Comments (office use only): 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10. Transitional Area Only , there is a positive visual termination at the top of the building, using either a pitched roof with gable(s) or parapet facing the street, mansard roof, or a flat roof with a defined cornice.
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	11. The roof has a slope no less than 5:12.
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	12. An accurately-measure elevation of each exposed building facade, including roofline, is submitted. The elevations include for reference purposes any adjacent buildings, including the roof profile, window configuration, and any other important architectural features.
Projections Standards <div style="border: 1px solid black; padding: 2px; display: inline-block;">NA</div> Comments (office use only): 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. Signage on projections meet the requirements under Signage Design section (P.11-13).
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. Projections, excluding awnings, do NOT extend more than 5-FT beyond the property line. Awnings do NOT extend closer than 3 ft. from the street curb.
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. Canopies and marquees do not use wood or shingle components.
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. Canopies and marquees are a minimum of 10-FT above sidewalk grade.
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5. Awnings are not made of shiny materials or have a shiny finish.
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6. Awnings/Canopies are at least 3 feet in depth and at least 8 feet above the sidewalk
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7. The building has no glowing awnings (backlit, light shows through the material).
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8. Downtown Core Only , awnings are mounted below the horizontal expression line that defines the ground floor.

Checklist

	Applicant	Staff / ZA	LRPC		
Design Standards Checklist	1. Ground-level facades facing the public street are comprised of at least 25% clear glass (up to 10 feet above street grade), excluding Superior Avenue facades in the Downtown Core (see Standard #2).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Window, Door & Garage Standards <div style="border: 1px solid black; padding: 2px; display: inline-block;">NA</div> Comments (office use only).
	2. Downtown Core Only , ground-level facades facing Superior Avenue are comprised of at least 35% clear glass (up to 10 feet above the street grade).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	3. New buildings with upper stories have windows on all street-facing facades.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	4. Downtown Core Only , there are NO garage doors facing Superior Avenue.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	5. Transitional Area Only , NO new garage doors are facing Superior Avenue, unless it is only providing pedestrian access to the building's interior space.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	6. Where allowed, new vehicle-access garage doors facing a public street use one or more of the following techniques to mitigate their impact on the street frontage: <input type="checkbox"/> Set back the garage bays from the primary facade a minimum of 4-FT, <input type="checkbox"/> Set back every third garage door a minimum of 2-FT from the remaining garage door bays, and/or <input type="checkbox"/> Screening garage doors from the street.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	7. Diagram(s) illustrating the percentage of transparent glass on each street-facing facade is submitted.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Checklist

	Applicant	Staff / ZA	LRPC	
Colors & Materials Standards <div style="border: 1px solid black; padding: 2px; display: inline-block;">NA</div> Comments (office use only): 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. There are NO day-glo or fluorescent colors used on the building.
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. There are NO bright colors used as the primary facade color.
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. Gravel aggregate materials, rough sawn wood, vinyl siding, manufactured stone veneer and polished stone are NOT being used on any facade.
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. Downtown Core Only , metal panel/siding systems and other panelized products are: <div style="margin-left: 20px;"> <input type="checkbox"/> NOT visible from Superior Avenue (including corner facades), -AND- <input type="checkbox"/> Does NOT cover more than 25% on all other facades (excluding Superior Avenue). </div>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5. Transitional Area Only , metal panel/siding systems and other panelized products do NOT cover more than: <div style="margin-left: 20px;"> <input type="checkbox"/> 25% of facades facing Superior Avenue -AND- <input type="checkbox"/> 50% of all other facades. </div>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6. EIFS, metal panel/siding systems and other panelized products are NOT used at the base of the building (from 0-3 feet above street grade).
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7. A picture and a sample of each exterior material -AND- a facade illustration indicating colors/materials is submitted.

Design Standards Checklist

Checklist

		Applicant	Staff / ZA	LRPC	
Design Standards Checklist	SUPER GRAPHIC DESIGN				
	1. The super graphic does NOT include lettering or imagery that could be construed as a commercial message (i.e., advertising business conducted, services rendered or goods produced/sold).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Super Graphics Standards <div style="border: 1px solid black; padding: 2px; display: inline-block;">NA</div> Comments (office use only): <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
	2. The super graphic shall meet the following design requirements:				
	<input type="checkbox"/> a. Harmonizes with the structure(s) on the parcel on which it is to be painted;				
	<input type="checkbox"/> b. Is suitable and appropriate to the district;				
	<input type="checkbox"/> c. Is well-designed and pleasing in appearance;				
	<input type="checkbox"/> d. Does not constitute a nuisance to the occupants of adjacent or contiguous property (as determined by the Zoning Administrator or the reviewing entity); -AND-,	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/> e. Does not constitute a traffic and safety hazard (i.e. it is not distracting, or is not considered indecent or otherwise offensive to public morals).				
3. Super graphics is NOT on the Superior Avenue Facade.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
4. NO part of the super graphic exceeds the height of the structure to which it is tiled, painted or fixed, -AND- does NOT extend more than six inches from the plane of the wall.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
5. Super graphic is NOT placed over windows, doors or vents.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
6. A graffiti resistant, clear sealer or suitable varnish/topcoat will be applied to finish the mural.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
7. Super graphic will NOT consist of, or contain, electrical components, mechanical components or changing images. Static illumination turned off and back on not more than once a day is excluded from this standard.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Checklist

	Applicant	Staff / ZA	LRPC	
RESTORATION & PRESERVATION				
Historic Cleaning & Restoration Standards <div> <div>NA</div> Comments (office use only): </div>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. No use of chemical or physical treatments that could damage existing painted brick or stone, such as sandblasting.
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. If necessary, surface cleaning will use the gentlest means possible. A surface cleaning test was conducted to determine the most appropriate cleaning method.
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. New mortar matches the original brick and mortar joint profile, including width and depth, -AND- mortar duplicates the original in color, texture and strength.
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. Existing historic base panels are not planned to be filled in with concrete block, unless it matches the primary facade material. Brick, if used to infill a historic base panel, will match the building as closely as possible in size, color, and texture.
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5. Masonry on historic structures will NOT be painted, or stuccoed, if it has not been painted historically.
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6. Existing entry openings on historic structures are retained, where feasible. If additional entry openings are needed (i.e., for deliveries) they will be placed at regular intervals and should be of similar proportions as the original entry.
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7. Existing window openings on facades facing a public street are retained.
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8. Original or historic features, including columns, bulkheads, transoms and moldings, are retained, if possible.
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9. Inappropriate past additions to buildings should be considered for removal, including siding, signs, wood filler in window openings, stucco, or exterior siding materials

Design Standards Checklist

Sec. 18-129. Lands zoned for ~~business or~~ industrial use.

- (a) *Permit required.* No person shall place, erect, maintain, or use in the city upon lands zoned ~~business or~~ industrial any shipping container, wagon, motor vehicle, railroad car, trailer, semi-trailer, truck or similar conveyance for the purpose of storage, warehousing or as the location for the operation of any business without a permit. This section shall specifically not apply to the temporary parking of any of the above while engaged in the loading and unloading of cargo and merchandise.
- (b) *Application; fee; issuance; term.* Upon receipt of the appropriate application as provided by the city, plus a nonrefundable fee per unit in the amount established by the city council, the building inspector may issue a permit as required in this section. Each permit is valid from January 1 or the date of issuance until the following December 31.
- (c) *Display of permit.* The permit shall be displayed on the unit in a location readily viewable by the public.
- (d) *Safety and aesthetic requirements.* No permit shall be issued under this section unless the unit meets the safety and aesthetic requirements as determined by the Plan Commission. Vertical stacking of shipping containers or similar conveyances shall not be permitted. Such shipping containers or similar conveyances shall be kept in good repair and condition so as not to constitute a nuisance or unsightly condition.

(Code 1993, § 10.08(7))

- (a) *Purpose.* The purpose of this subsection is to promote and enhance the health, comfort, aesthetics, prosperity and overall positive quality growth of the City by providing uniform regulation of the use of semi-trailers and other similar conveyances as substitutes for principal and accessory buildings. The purpose is not to ban trailers that are being used to transport snowmobiles, sporting equipment, race cars or other recreational vehicles.
- (b) *No substitute for principal building.* It shall be unlawful to place, erect or maintain within the City any shipping container, wagon, motor vehicle, semi-trailer, truck or similar conveyance as a substitute for a principal building.
- (c) *No substitute for accessory building on lands zoned for residential use.* It shall be unlawful to place, erect or maintain in the City upon any lands zoned for any residential use any shipping container as defined herein, wagon, motor vehicle, railroad car, trailer, semi-trailer, truck or similar conveyance which has not been manufactured for use exclusively for mobile recreational purposes as a substitute for an accessory building.
- (d) *Substitute for accessory building used exclusively for storage purposes on lands zoned for other than residential use.* It shall be unlawful to place or erect upon any lands zoned for other than residential use in the City any semi-trailer or similar conveyance as defined herein used as a substitute for an accessory building used exclusively for storage purposes after January 27, 2002, with the following exceptions:
 - (1) *Mobile medical diagnostic equipment.* Mobile units that contain medical diagnostic equipment for medical clinics or medical facilities.
 - (2) *Licensed recycling facilities.* A licensed recycling facility as defined in section 10-517 shall be permitted subject to the terms and conditions of the recycling license issued for any such operation.
 - (3) *Construction sites.* The provisions of this subsection shall not prevent the use of semi-trailers, shipping containers or similar conveyances to be used temporarily as substitutes for buildings on construction sites during construction; provided, however, in no event shall such temporary substitutes for buildings remain 30 days after cessation or completion of construction and shall be removed in any event within ten days after issuance of a certificate of completion under this article.
 - (4) *Tents.* Tents shall not be used as substitutes for principal buildings or as accessory buildings, except when erected in accordance with applicable State and local code may be used as an accessory building or for the conducting of retail sales for a period not to exceed 21 days in each calendar year.
 - (5) *Temporary retail sales.* The provisions of this subsection shall not prevent the conducting of retail sales directly from semi-trailers or trucks for a period not to exceed 72 consecutive hours per placement and no more than three such placements in aggregate per address, location or parcel in any one calendar year.
 - (6) *Semi-trailers and other similar conveyances as substitutes for accessory buildings on lands zoned within the floodplain.* All semi-trailers and similar conveyances as described herein on lands zoned for other than residential uses and currently on lands zoned within the City's floodplain districts shall be excepted from the sunset provisions of this chapter. Such semi-trailers and other similar conveyances, however, shall be subject to other applicable Federal, State and local floodplain zoning regulations.
 - (7) *When permitted.*
 - a. On lands zoned heavy industrial and light industrial, such conveyances are permitted as accessory buildings subject to setback and screening requirements of this subsection.
 - b. Except as permitted above in subsection (d)(7) of this section, on lands zoned for other than any residential use, a permit may be issued by the Fire Department - Division of Fire Prevention and Building Safety, to allow semi-trailers, shipping containers and other similar conveyances used exclusively for storage to be placed for a maximum aggregate period of 60 days within any one calendar year if determined by the Fire Department - Division of Fire Prevention and Building Safety that such placement is not contrary to the provisions of this Code. A permit from the Fire Department - Division of Fire Prevention and Building Safety for the placement of such semi-trailers and similar conveyances shall be required. The permit fee for such semi-trailers and similar conveyances shall be as established by resolution. Applications for a permit shall be submitted on forms provided and shall include such other information as required by the Fire Department - Division of Fire Prevention and Building Safety.
 - (8) *Special permission and variance.*
 - a. Special permission or a variance may be obtained to allow semi-trailers and similar conveyances as described herein used as a substitute for an accessory building used exclusively for storage purposes which are existing as of January 27, 2002, and which are located upon lands zoned for other than any residential use and are within 100 feet and not less than 25 feet to any residentially zoned lands, for a period of more than 60 days in any one calendar year from the City Board of Building and Housing Appeals in accordance with the procedure set forth in this subsection and section 103-36 to the extent applicable.
 - b. Time limit to apply for special permission or variance to allow existing semi-trailers or similar conveyances. Persons wishing to apply for such special permission or variance for semi-trailers or similar conveyances in existence as of January 27, 2002, shall be required to make such application and obtain such special permission or variance from the Board of Building and Housing Appeals before December 31, 2002. The fee for all applications to the Board of Building and Housing Appeals shall be as provided in section 103-36.
 - c. *Fire department approval.* Such request for special permission or variance shall first be reviewed and approved in writing by the City Fire Department as to proposed location and contents, and shall be submitted on forms provided by the Fire Department - Division of Fire Prevention and Building Safety. Completed applications shall be submitted to the Fire Department - Division of Fire Prevention and Building Safety which will process and forward them to the City Board of Building and Housing Appeals.
 - d.

Notification of neighbors and Council Members. Applications for special permission or variance shall also include from the City Assessor's Office a list of property owners within 100 feet of the property upon which such semi-trailer or similar conveyances are proposed to be placed, exclusive the alley or street right-of-way dimensions, including those property owners opposite and across any street or alley way. Applications for special permission or variance shall also include a list of the Council Members of the Districts or Wards in which the subject properties are located. The owners of all properties located within 100 feet of the property to which the application for a variance or special permission pertains, including those property owners across any street or alley way, along with the Council Members of the Districts or Wards in which the subject properties are located shall be provided not less than ten days' prior written notice by regular mail of the date, time and location of when and where the matter will be heard by the Board of Building and Housing Appeals.

- e. A permit shall be obtained from the Fire Department - Division of Fire Prevention and Building Safety for all existing semi-trailers and similar conveyances allowed under special permission or variance by the City Board of Building Appeals. Subsequent annual permits may be issued by the Fire Department - Division of Fire Prevention and Building Safety without further appeals to the City Board of Building Appeals if the size, type, number, location and screening of trailers and other similar conveyances originally approved by the City Board of Building Appeals remain unchanged and in any case such permits shall not exceed the time limitations for ultimate removal. The permit fee shall be as established by resolution and shall be paid on or before January 31 of each year for which the permit is valid.
- f. A permit required for sites granted special permission or variance. A permit shall be obtained from the Fire Department - Division of Fire Prevention and Building Safety for all existing semi-trailers and similar conveyances allowed under special permission or variance by the City Board of Building and Housing Appeals. Subsequent annual permits may be issued by the Fire Department - Division of Fire Prevention and Building Safety without further appeals to the City Board of Building and Housing Appeals if the size, type, number, location and screening of trailers and other similar conveyances originally approved by the City Board of Building and Housing Appeals remain unchanged and in any case such permits shall not exceed the time limitations for ultimate removal. The permit fee shall be as established by resolution and shall be paid on or before January 31 of each year for which the permit is valid.

(9) *Sunset dates for removal.*

- a. In the event of a transfer of business management, proprietorship or ownership of land upon which such semi-trailers or similar conveyances are located, special permission or variance granted by the Board of Building and Housing Appeals to allow semi-trailers or similar conveyances for a period of more than 60 days in any one calendar year shall be limited to a period of not greater than five years from the date of such transfer or January 1, 2016, whichever comes first. In all other cases such special permission or variance shall not extend beyond January 1, 2016.
- b. All semi-trailers and similar conveyances used as substitutes for accessory buildings used exclusively for storage shall be removed no later than January 2, 2016.
- c. All such semi-trailers and similar conveyances used as substitutes for accessory buildings used exclusively for storage which have not been validated via the special permission or variance process and which have not been allowed via the permit process by December 31, 2002, as required by this subsection or which have not been removed on or before January 2, 2016, as provided herein shall be ordered removed by the Fire Department - Division of Fire Prevention and Building Safety pursuant to chapter 32.
- d. In the event of noncompliance with the order to remove, the Board of Public Works shall be empowered to authorize and effect the removal and disposal of such noncompliant trailers or similar conveyances regardless of physical condition, along with any contents thereof, the cost of which may be charged in full or in part against the real estate upon which the trailers or similar conveyances are located, and if that cost is so charged it is a lien upon the real estate and may be assessed and collected as a special tax.

(e) *Setback requirements.*

- (1) All such semi-trailers or similar conveyances including those on land zoned heavy industrial and light industrial shall be located not less than 100 feet from all lands zoned for residential use measured so as to exclude any street or alley right-of-way except for State highway rights-of-way which shall be included within the 100-foot measurement and shall be located not less than ten feet from any other building or structure excluding fences.
- (2) Appeals in accordance with the procedures provided in section 103-36 may grant a variance from the above setback requirements.

(f) *Screening and maintenance requirements.*

- (1) Vertical stacking of shipping containers or similar conveyances shall not be permitted.
- (2) Existing semi-trailers or similar conveyances used as substitutes for accessory buildings exclusively for storage under special permission or a variance granted by the Board of Building and Housing Appeals that are within 100 feet and not less than 25 feet of residentially zoned lands shall be screened from view by the principal building and/or coniferous trees and/or by opaque fencing approved by the Board of Building and Housing Appeals. Coniferous trees shall be at least six feet in height at the time of planting, measured from the ground, immediately adjacent to the tree and such trees shall be of a species that grows to a height of at least 12 feet and shall be maintained to sufficiently screen such semi-trailer or similar conveyance so long as such use is permitted.
- (3) Such semi-trailer or similar conveyance shall be kept in good repair and condition so as not to constitute a nuisance or unsightly condition.

- (g) *Revocation of special permission, variance and permits.* All special permission, variances or permits granted under this subsection may be revoked or rescinded by the granting or issuing authority should there be any violations of this subsection or the conditions of any such special permission, variance or permit.

Title 13. Unified Development Code

Chapter 02. Zoning Districts

Division 6. Use-Specific Standards

13.02.63. Specific business uses.

A. Animal/veterinary clinic or hospital.

[Amended 3-9-2021 by Ord. No. 1698-2021]

1. All principal structures and uses shall be a minimum of 50 feet from a residence. If the clinic or hospital provides boarding, sheltering, or day-care services, the requirements from Subsection B as stated below shall be followed.

B. Animal boarding, shelter or day-care center.

[Amended 3-9-2021 by Ord. No. 1698-2021]

1. An odor mitigation plan shall be provided to demonstrate how impacts from odors will be minimized.
2. All outdoor areas for animals shall be enclosed with a fence.
3. Any pets being boarded overnight shall be confined within an indoor area between the hours of 10:00 p.m. and 7:00 a.m.
4. A facility sharing a common building wall, ceiling, or floor plate with another use or structure must provide engineering detail demonstrating sound attenuation to STC rating of 55 or higher for such common walls and ceilings. Noise testing by a qualified noise professional may be required as a condition of approval prior to issuance of a building certificate of occupancy.
5. All outdoor designated areas shall be located a minimum of 50 feet from a residence.
6. An indoor facility shall be located a minimum of 50 feet from a residence.

C. Automobile fueling and service station.

1. All gas pumps and tanks shall be a minimum of 30 feet from any side or rear lot line and 20 feet from any existing or proposed street line.

D. Brewpub.

1. Compliance with all applicable provisions of state and local law and obtain all required licenses.
2. Owner/operator shall install all standard or necessary equipment to ensure that detectable odors coming from brewing/distilling operation are eliminated to prevent odors from presenting a public nuisance.
3. No exterior storage allowed, including but not limited to: brewing/distilling equipment, product, raw materials or waste materials.
4. A loading and unloading area for all trucks greater than 22 feet in length must be provided off-street.
5. No more than 50% of the total gross floor area of the establishment shall be used for the brewery function, including but not limited to the brewhouse, boiling and water treatment areas, bottling and kegging lines, malt milling and storage, fermentation tanks, conditioning tanks and serving tanks.
6. Revenue from food sales must constitute at least 50% of total business revenue.

E. Payday, pawn, auto/title loan, currency exchange and similar uses.

1. **Intent.** The City of Onalaska has experienced an increase in the number and location of payday loan establishments, payday loan establishments, title loan agencies, pawn shops, rent-to-own establishments, and similar uses. Furthermore, the clustering of these businesses may create an undesirable image of the vitality of the commercial districts and the community as a whole. Consequently, it is the intent of this section to regulate the distance between these uses and prevent clustering of these uses for the benefit of the health, safety and welfare of the public.
2. **Time.** No such business shall be open between the hours of 8:00 p.m. and 8:00 a.m.
3. **Distance.** Payday loan establishments, title loan agencies, pawn shops, rent-to-own establishments, and similar uses shall not be within 5,000 feet of another business of such nature and the business entrance shall not be within 150 feet of any residential district.

F. Storage facility, personal.

1. Facility shall consist of a permanent structure(s) only; temporary/mobile storage units, such as storage pods and shipping containers, are prohibited.
2. Individual storage units shall be used for dead storage only. Storage units shall not be used for retail, commercial, human habitation, office, workshop, studio, hobby or rehearsal area, manufacturing or processing of goods, or repair/service of autos or equipment. Auctions, garage or estate sales are prohibited.
3. Storage of flammable, hazardous or perishable materials and keeping of animals is prohibited.
4. Outdoor storage is prohibited, including vehicles and boats.
5. All doors to the storage units in new facilities shall be internally accessed; doors shall be internally facing and shall not face any street or property line.
6. The entire facility shall be secured by either the walls of the structure(s) and/or fencing, subject to the screening standards in Chapter 03, Division 5.
2. All areas intended for driving, parking and loading shall be paved with as 22 concrete.
7. Mini-storage facilities adjacent to residential properties shall not operate or allow tenant access between the hours of 10:00 p.m. and 7:00 a.m.
9. The overall height of light fixtures installed to illuminate parking lots and exterior grounds shall not exceed the height of any principal structure.

Chapter 17. Zoning

Article IV. Use Specific Standards

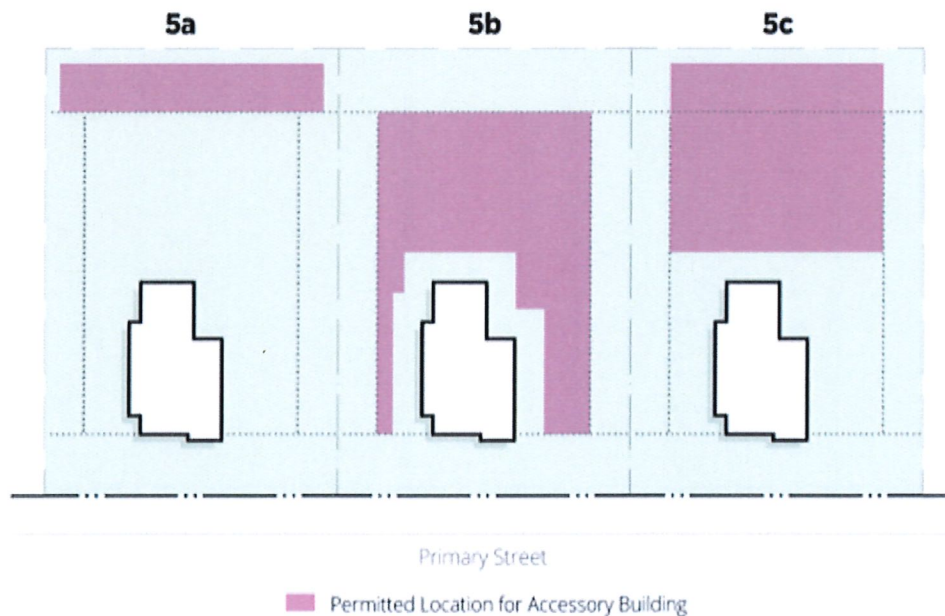
§ 17.0414. Accessory use standards.

(a) Accessory, building.

[Amended 11-1-2022 by Ord. No. 3056]

- (1) Two accessory buildings shall be allowed per lot, and shall only be permitted after a principal structure has been constructed on the same lot.
- (2) On residential lots less than or equal to 0.5 acre the aggregate maximum area of all accessory buildings shall not exceed 1,000 square feet or 75% of the livable area of the principal building, whichever is less. Livable area shall not include basements.
- (3) On residential lots greater than 0.5 acre, the aggregate maximum area of all accessory buildings shall not exceed 1,200 square feet or 75% of the livable area of the principal building, whichever is less.
- (4) On nonresidential lots, accessory buildings that do not exceed 250 square feet shall not require Plan Commission review prior to permitting.
- (5) Accessory buildings shall have a maximum height of 20 feet but in no instance shall exceed the height of the principal building.
- (6) Accessory buildings shall require a certificate of zoning compliance pursuant to § 17.0803(d).
- (7) Accessory buildings shall be located per the following:
 - a. If located entirely within the required rear yard the accessory building shall be located a minimum of five feet from side and rear property lines;
 - b. If located entirely within the buildable area of the lot the accessory building shall not be located between the principal building and the front property line;
 - c. If located partially in the required rear yard and partially in the buildable area of the lot the accessory building shall maintain the required side yard setback for the full length of the property and be a minimum of five feet from the rear property line; or
 - d. As permitted in § 17.0303(b), Yard setback modifications.
- (8) Accessory buildings greater than or equal to 160 square feet shall be accessed by a driveway pursuant to § 17.0503.
- (9) Accessory buildings shall not have flat roofs.

Figure 4.4: Accessory Building - Permitted Locations



- (10) The exterior building materials of buildings accessory to nonresidential, mixed use, or multifamily uses shall include wood, masonry, stucco, fiber cement, stone veneer systems, EIFS, or precast panels with inlaid or stamped brick texture. Proposals to use alternative exterior building materials may be submitted as an Administrative Adjustment request per § 17.0803(b) only for accessory buildings that do not exceed 250 square feet.

(b) Accessory, dwelling.

[Amended 11-1-2022 by Ord. No. 3056]

- (1) The subject parcel's owner shall live on-site in either the principal building or accessory dwelling unit.
- (2) Accessory dwelling units shall not be greater than 800 square feet or 50% of the size of the principal building, whichever is less.
- (3) Accessory dwelling units shall not exceed the height of the principal building.

Accessory dwelling units may be located:

- a. Interior to the principal building;
- b. Attached to the principal building; or
- c. Above an existing detached garage.

