

CITY OF ONALASKA MEETING NOTICE

COMMITTEE/BOARD: Administrative & Judiciary Committee
DATE OF MEETING: March 4, 2015 (Wednesday)
PLACE OF MEETING: City Hall – 415 Main Street (Room 112)
TIME OF MEETING: 6:00 P.M.

PURPOSE OF MEETING

1. Call to Order and roll call.
2. Approval of minutes from the previous meeting.
3. Public Input: (limited to 3 minutes/individual)

Consideration and possible action on the following items:

Administrative

4. Approval of Operator's Licenses as listed on report dated March 4, 2015
5. Approval of 2014-2015 Combination Class "B" Beer and Liquor License for LVR & L, Inc., dba Lakeview Restaurant & Lounge, 1427 North State Road 35
6. Approval of Color Dash 5K Run Permit for Sunday, March 29, 2015 from 8 a.m.-noon starting at 251 Riders Club Road, Onalaska
7. Approval of Firehouse 5K Run on Saturday, April 11, 2015 at 8 a.m. starting at Onalaska Fire Station, 415 Main Street, Onalaska

PLEASE TAKE FURTHER NOTICE that members of the Common Council of the City of Onalaska who do not serve on the Board may attend this meeting to gather information about a subject over which they have decision making responsibility.

Therefore, further notice is hereby given that the above meeting may constitute a meeting of the Common Council and is hereby noticed as such, even though it is not contemplated that the Common Council will take any formal action at this meeting.

NOTICES MAILED TO:

Mayor Joe Chilsen

* Ald. Erik Sjolander - Vice Chair Admin & Chair Jud

Ald. Jim Olson

Ald. Bob Muth.

Ald. Jim Bialecki

* Ald. Harvey Bertrand

*Ald. Jack Pogreba- Chair Admin.&Vice Chair Jud

City Attorney Dept Heads Charter Com. WXOW

La Crosse Tribune Onalaska Holmen Courier Life

WIZM WKTY WLXR WKBH WKBT WLSU

*Committee Members

Matt Duval

Jim Herrmann

Shawn McClone

Cory Taylor

La Crosse Country Club – Jack Tripp

Tom Brewer

Date Notices Mailed and Posted: 02/26/15

In compliance with the Americans with Disabilities Act of 1990, the City of Onalaska will provide reasonable accommodations to qualified individuals with a disability to ensure equal access to public meetings provided notification is given to the City Clerk within seventy-two (72) hours prior to the public meeting and that the requested accommodation does not create an undue hardship for the City.

8. Request for variance to 11-2-9 of the Code of Ordinances to allow mowing at 5:30 a.m. on the listed dates in 2015 for the La Crosse Country Club:
 - a. May 27th WIAA Boy's Regional Golf Tournament
 - b. June 19th Wisconsin Junior Professional Golf Association Tournament
 - c. August 21st Onalaska High School Girls Tournament
 - d. August 23rd Three Rivers Golf Association Championship
 - e. August 24th Chamber of Commerce Outing
 - f. September 13th Viterbo Women's Golf Team Invitational
 - g. October 5th Viterbo Men's Golf Team Invitational
9. Approval of request from Jim Herrmann for permission to bury 2 ashes (Charles and Flora Herrmann – one urn) with a full body burial in Block 88, Lot 1, Grave 5 in the Onalaska Cemetery
10. Approval of Special Events Permit for Onalaska Enhancement Foundation for the event Celebrate Onalaska from June 26 – June 28, 2015
11. Approval to amend Class B Liquor License for Onalaska Enhancement Foundation for Celebrate Onalaska from June 26 – June 28, 2015
12. Approval for a variance to the noise ordinance from June 26-June 28, 2015 for Celebrate Onalaska
13. Miscellaneous licensing reporting

Judiciary

1. **Ordinance No. 1493-2015** to amend Title 13 Part 6 Chapter 8 of the City of Onalaska Code of Ordinances related to Variance Appeals to the Zoning Board (Third and Final Reading)

Adjournment

PACKET: 01084 License Packet MARCH OPERATORS

SEQUENCE: License #

ID	PERIOD	-----NAME-----		LICENSE CODE
04487	2/04/15- 6/30/16	DICKSON	MONICA	OPRATOR OPERATORS - 2 YEAR
04491	2/09/15- 6/30/16	ERIN STANLEY		OPRATOR OPERATORS - 2 YEAR
04492	2/09/15- 6/30/16	DELLAMUTH	JACOB	OPRATOR OPERATORS - 2 YEAR
04493	2/11/15- 6/30/16	BROWN	ANDREW	OPRATOR OPERATORS - 2 YEAR
04495	2/12/15- 6/30/16	LATZ	TIARA	OPRATOR OPERATORS - 2 YEAR
04501	2/16/15- 6/30/16	LARSON	MEGAN	OPRATOR OPERATORS - 2 YEAR
04502	2/17/15- 6/30/16	SCHNELL	KEVIN	OPRATOR OPERATORS - 2 YEAR

01/14/2015 15:36 FAX 608 781 9534

CITY OF ONALASKA - 10: Cari Burmaster *Hogstoft*

ORIGINAL ALCOHOL BEVERAGE RETAIL LICENSE APPLICATION

Submit to municipal clerk.

For the license period beginning March 11th 20 15 ending June 30th 20 15

TO THE GOVERNING BODY of the: Town of Village of City of } Onalaska

County of La Crosse Aldermanic Dist. No. _____ (if required by ordinance)

- 1. The named INDIVIDUAL PARTNERSHIP LIMITED LIABILITY COMPANY CORPORATION/NONPROFIT ORGANIZATION

hereby makes application for the alcohol beverage license(s) checked above.

- 2. Name (individual/partners give last name, first, middle; corporations/limited liability companies give registered name): Lakeview Restaurant + Lounge

An "Auxiliary Questionnaire," Form AT-103, must be completed and attached to this application by each individual applicant, by each member of a partnership, and by each officer, director and agent of a corporation or nonprofit organization, and by each member/manager and agent of a limited liability company. List the name, title, and place of residence of each person.

Title	Name	Home Address	Post Office & Zip Code
President/Member	<u>Greta Duval</u>	<u>W 5647 Koss Rd.</u>	<u>Onalaska, WI 54650</u>
Vice President/Member	<u>Matthew Duval</u>	<u>W 7335 No. State Lane,</u>	" "
Secretary/Member	" "	" "	" "
Treasurer/Member	<u>Greta Duval</u>	<u>W 5647 Koss Rd.,</u>	" "
Agent			

Directors/Managers

3. Trade Name Lakeview Rest. + Lounge Business Phone Number 608-780-6218 or 608-780-3529

4. Address of Premises 1427 No. State Rd. 35 Post Office & Zip Code Onalaska, WI 54650

- 5. Is individual, partners or agent of corporation/limited liability company subject to completion of the responsible beverage server training course for this license period? Yes No
 - 6. Is the applicant an employe or agent of, or acting on behalf of anyone except the named applicant? Yes No
 - 7. Does any other alcohol beverage retail licensee or wholesale permittee have any interest in or control of this business? Yes No
 - 8. (a) Corporate/limited liability company applicants only: Insert state _____ and date _____ of registration. Yes No
 - (b) Is applicant corporation/limited liability company a subsidiary of any other corporation or limited liability company? Yes No
 - (c) Does the corporation, or any officer, director, stockholder or agent or limited liability company, or any member/manager or agent hold any interest in any other alcohol beverage license or permit in Wisconsin? Yes No
- (NOTE: All applicants explain fully on reverse side of this form every YES answer in sections 5, 6, 7 and 8 above.)
- 9. Premises description: Describe building or buildings where alcohol beverages are to be sold and stored. The applicant must include all rooms including living quarters, if used, for the sales, service, and/or storage of alcohol beverages and records. (Alcohol beverages may be sold and stored only on the premises described.) Restaurant + bar
 - 10. Legal description (omit if street address is given above): _____
 - 11. (a) Was this premises licensed for the sale of liquor or beer during the past license year? Yes No
 - (b) If yes, under what name was license issued? Primos S/W Grill
 - 12. Does the applicant understand they must file a Special Occupational Tax return (TTB form 5630.5) before beginning business? [phone 1-800-937-8864] Yes No
 - 13. Does the applicant understand a Wisconsin Seller's Permit must be applied for and issued in the same name as that shown in Section 2, above? [phone (608) 206-2776] Yes No
 - 14. Does the applicant understand that they must purchase alcohol beverages only from Wisconsin wholesalers, breweries and brewpubs? Yes No

READ CAREFULLY BEFORE SIGNING: Under penalty provided by law, the applicant states that each of the above questions has been truthfully answered to the best of the knowledge of the signers. Signers agree to operate this business according to law and that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another. (Individual applicants and each member of a partnership applicant must sign; corporate officer(s), members/managers of Limited Liability Companies must sign. Any lack of access to any portion of a licensed premises during inspection will be deemed a refusal to permit inspection. Such refusal is a misdemeanor and grounds for revocation of this license.)

SUBSCRIBED AND SWORN TO BEFORE ME

this 10th day of February, 20 15

Cari Burmaster
(Clerk/Notary Public)

My commission expires 10-18-15

Greta M. Duval
(Officer of Corporation/Member/Manager of Limited Liability Company/Partnership)

Matthew Duval
(Officer of Corporation/Member/Manager of Limited Liability Company/Partnership)

(Additional Partner(s)/Member/Manager of Limited Liability Company if Applicable)

TO BE COMPLETED BY CLERK

Date received and filed with municipal clerk	Date reported to council/board	Date provisional license issued	Signature of Clerk / Deputy Clerk
<u>2-6-15</u>	<u>3-16-15</u>		<u>Cari Burmaster</u>
Date license granted	Date license issued	License number issued	
<u>3-10-15</u>	<u>3-11-15</u>		

Applicant's Wisconsin Seller's Permit Number:	
Federal Employer Identification Number (FEIN):	
LICENSE REQUESTED	
TYPE	FEE
<input type="checkbox"/> Class A beer	\$
<input checked="" type="checkbox"/> Class B beer	\$ <u>75.00</u>
<input type="checkbox"/> Class C wine	\$
<input type="checkbox"/> Class A liquor	\$
<input checked="" type="checkbox"/> Class B liquor	\$ <u>182.50</u> <u>150.00</u>
<input type="checkbox"/> Reserve Class B liquor	\$
Publication fee	\$ <u>10.00</u>
TOTAL FEE	\$ <u>272.50</u> <u>235.00</u>

CITY OF ONALASKA
 RECEIVED
 2/11/2015
 4:32 PM
 WISCONSIN DEPARTMENT OF REVENUE
 LICENSING



CITY OF ONALASKA

415 Main Street • Onalaska, WI 54650-2953 • (608) 781-9530 fax (608) 781-9534 • www.cityofonalaska.com

SPECIAL EVENTS PERMIT APPLICATION

Date: 2/6/2015

Cost: \$ 0

(Please Print)

Application is for:

- Bicycle Races
- Marathons
- Parades
- Procession(s)
- Runs
- Block Party¹
- Other:

Request for Information			
Organization/Requestor Name: La Crosse Family YMCA		Phone: (608) 519-5483	
Officer of Corporation or Director of Event: Shawn McClone			
Address of Organization: 1140 Main Street			
City: La Crosse	State: WI	Zip: 54601	
Contact Person: Shawn McClone		Phone: (920)904-0599	
Address: 1140 Main Street			
City: La Crosse	State: WI	Zip: 54601	
Purpose/Description of Event: 5K Run/Walk			

EVENT INFORMATION			
Name of Event: Color Dash 5K	Date of Event: 3/29/15	Time (beginning) 8:00am	Time (ending) 12:00pm
Starting Point or Block to Be Closed: 251 Riders Club Road, Onalaska, WI 54650			
Route or Specific Location (List Abutting Streets): See Attached Map			
Termination Point: 255 Riders Club Road, Onalaska, WI 54650			
Estimated Maximum Number of Units/Persons Attending Event: 250			

¹Attach signatures of at least 51% of all households abutting the proposed block to be closed for said party

**** NOTE ** CERTIFICATE OF INSURANCE REQUIRED,**
 With the City of Onalaska listed as additional Insured.
Original Certificate of Insurance must accompany this application

SPECIAL EVENTS REQUIRED INFORMATION

The following information must be completed and received by the City of Onalaska City Clerk's Office no less than 30 days (60 days for special events) prior to the scheduled event for processing. Failure to provide complete information could void your permit and cancel your event. Also, a Special Event Permit is not valid until insurance has been provided, all fees have been paid, and all necessary approval signatures have been obtained.

TELL US ABOUT YOUR EVENT:

1. Will food be prepared and/or served at the event? YES NO
If yes, please explain in detail what food service you will provide:

(Please contact the La Crosse County Health Department (608) 785-9872 to sell/serve food)

2. Will alcoholic beverages be served/sold? YES NO
If yes, a "Special Class B" license will allow you to serve/sell beer and/or wine.

(The Office of the City Clerk (608) 781-9530 will assist you with obtaining the license)

3. Will you be having a band or amplified music? YES NO
If yes, a Variance Permit may be needed.

(Please contact the Onalaska Police Department (608) 781-9550 for additional information on noise and noise ordinance)

4. Do you require any special parking restrictions? YES NO
If yes, please indicate what type, when and where:

Part of the Omni Center parking which has been worked out.

5. Will you require the use of any City Services and/or equipment?

Barricades YES NO If yes, approximately how many: NO TO ALL
Cones YES NO If yes, approximately how many: NO
Street Sweeper YES NO If yes, approximate time needed: NO a.m./p.m.

(Please contact the Onalaska Public Works Department (608) 781-9537 to make arrangements)

6. Will temporary signage be used? YES NO
If yes, please indicate what type and where:

Yard signs put up and taken down day of event

(Please contact the Onalaska Planning Department (608) 781-9590 to inquire about City Regulations)

7. Will there be a fireworks display? YES NO
If yes, please indicate what type and where:

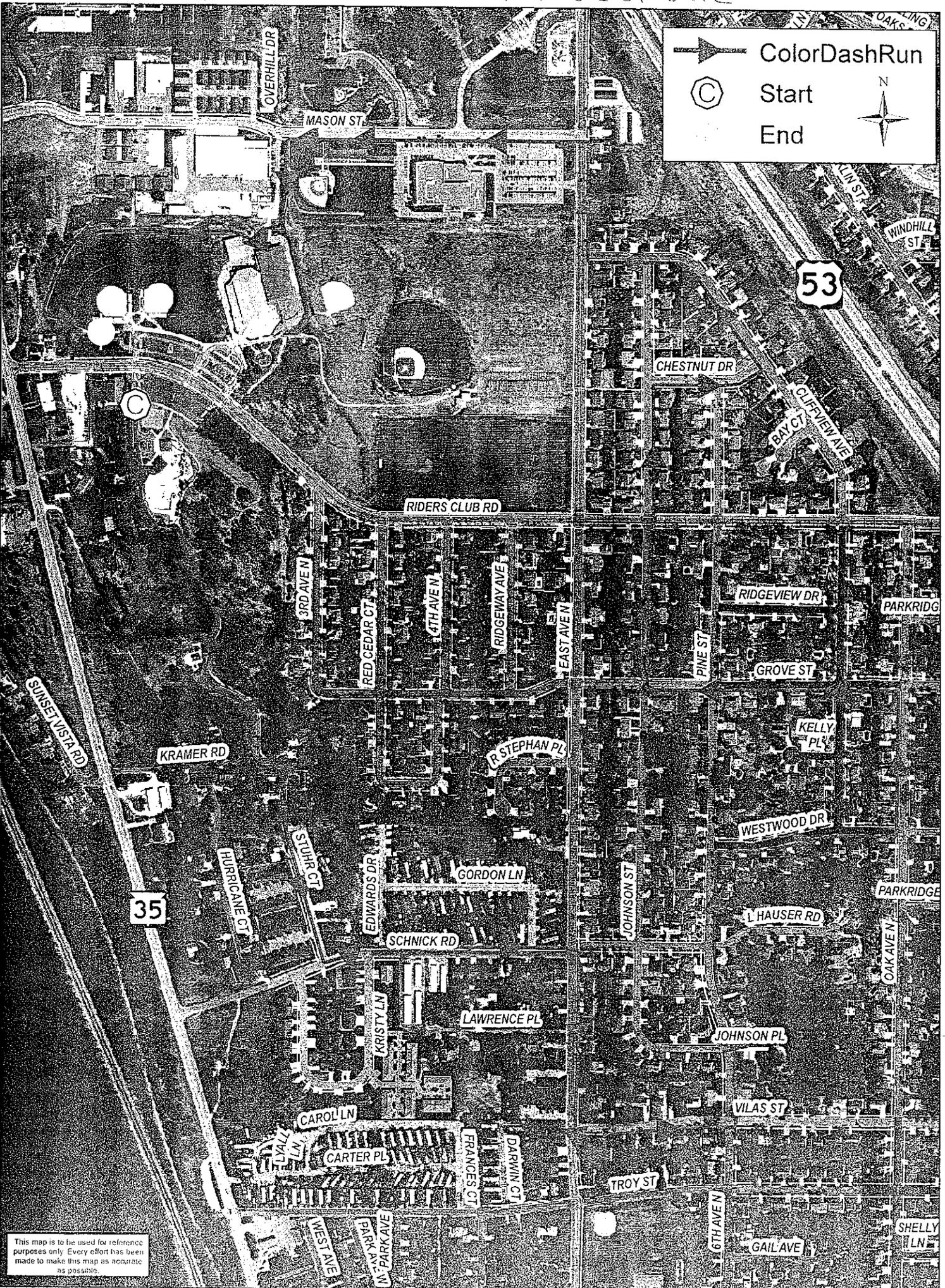
(Please contact the Office of the Fire Department (608) 781-9546 to inquire about City Regulations)

8. Do you have a plan in place to deal with any medical emergencies that may occur during your event? YES NO
If yes, please explain:

We will notify Tri-State ambulance of the event and work with the police department. We will have certified Y

(The Onalaska Police Department (608) 781-9550 will assist you with defining your safety/security needs)

 ColorDashRun
 Start
 End

This map is to be used for reference purposes only. Every effort has been made to make this map as accurate as possible.



CITY OF ONALASKA

415 Main Street • Onalaska, WI 54650-2953 • (608) 781-9530 fax (608) 781-9534 • www.cityofonalaska.com

SPECIAL EVENTS PERMIT APPLICATION

Date: Feb 3, 2015

Cost: \$ _____

(Please Print)

Application is for:

- Bicycle Races
- Marathons
- Parades
- Procession(s)
- Runs
- Block Party¹
- Other:

Requestor Information			
Organization/Requestor Name: <u>Onalaska Fire Dept</u>		Phone: <u>(608) 781-9546</u>	
Officer of Corporation or Director of Event: <u>Cory Taylor</u>			
Address of Organization: <u>415 main st</u>			
City: <u>Onalaska</u>	State: <u>WI</u>	Zip: <u>54450</u>	
Contact Person: <u>Cory Taylor</u>		Phone: <u>(608) 781-9546</u>	
Address: <u>415 main st</u>			
City: <u>onalaska</u>	State: <u>WI</u>	Zip: <u>54450</u>	
Purpose/Description of Event: <u>5K run/walk</u>			

EVENT INFORMATION			
Name of Event: <u>Firehouse 5K</u>	Date of Event: <u>4-11-15</u>	Time (beginning) <u>08:00</u> <small>am/pm</small>	Time (ending) <u>10:00</u> <small>am/pm</small>
Starting Point or Block to Be Closed: <u>Fire station</u>			
Route or Specific Location (List Abutting Streets): <u>See map</u>			
Termination Point: <u>Fire station</u>			
Estimated Maximum Number of Units/Persons Attending Event: <u>300</u>			

¹Attach signatures of at least 51% of all households abutting the proposed block to be closed for said party

**** NOTE ** CERTIFICATE OF INSURANCE REQUIRED,**
 With the City of Onalaska listed as additional Insured.
Original Certificate of Insurance must accompany this application

SPECIAL EVENTS REQUIRED INFORMATION

The following information must be completed and received by the City of Onalaska City Clerk's Office no less than 30 days (60 days for special events) prior to the scheduled event for processing. Failure to provide complete information could void your permit and cancel your event. Also, a Special Event Permit is not valid until insurance has been provided, all fees have been paid, and all necessary approval signatures have been obtained.

TELL US ABOUT YOUR EVENT:

1. Will food be prepared and/or served at the event? YES NO
If yes, please explain in detail what food service you will provide:

bagels, bananas, coffee, water

(Please contact the La Crosse County Health Department (608) 785-9872 to sell/serve food)

2. Will alcoholic beverages be served/sold? YES NO
If yes, a "Special Class B" license will allow you to serve/sell beer and/or wine.

(The Office of the City Clerk (608) 781-9530 will assist you with obtaining the license)

3. Will you be having a band or amplified music? YES NO
If yes, a Variance Permit may be needed.

(Please contact the Onalaska Police Department (608) 781-9550 for additional information on noise and noise ordinance)

4. Do you require any special parking restrictions? YES NO
If yes, please indicate what type, when and where:

5. Will you require the use of any City Services and/or equipment?

Barricades YES NO If yes, approximately how many: 10

Cones YES NO If yes, approximately how many: 20

Street Sweeper YES NO If yes, approximate time needed: _____ a.m./p.m.

(Please contact the Onalaska Public Works Department (608) 781-9537 to make arrangements)

6. Will temporary signage be used? YES NO
If yes, please indicate what type and where:

(Please contact the Onalaska Planning Department (608) 781-9590 to inquire about City Regulations)

7. Will there be a fireworks display? YES NO
If yes, please indicate what type and where:

(Please contact the Office of the Fire Department (608) 781-9546 to inquire about City Regulations)

8. Do you have a plan in place to deal with any medical emergencies that may occur during your event? YES NO
If yes, please explain:

Fire Dept

(The Onalaska Police Department (608) 781-9550 will assist you with defining your safety/security needs)

9. An emergency/evacuation plan is needed. Please submit a plan not less than fourteen (14) business days prior to the event.

(The Onalaska Police Department (608) 781-9550 will assist you with your plan)

10. Other special assistance requested:

I understand the filing of this application does not ensure the issuance of this license. I also understand that all Special Events sponsors must comply with all applicable city Ordinances, traffic rules, park rules, state health laws, fire codes and liquor licensing regulations. Fees for park facilities, food sales permits, tent, signage and fireworks permits are in addition to the fees submitted for the Special Events Application. I further understand that an incomplete application may be cause for denial of the event.

Hold Harmless Indemnification and Defense.

The applicant and/or the organization agrees to indemnify, defend and hold harmless the City of Onalaska and its officers, officials, employees and agents from and against any and all liability, loss, damage, expenses, costs, including attorney fees, arising out of the activities performed as described herein, caused in whole or in part by any negligent act or omission of the applicant/organization, anyone directly or indirectly employed by any of them, or anyone whose acts any of them may be liable, except where caused by the sole negligence or willful misconduct of the City.

G. Ze
Signature of Applicant

2-3-15
Date

Fees are Non-Refundable. Submit completed application along with any required information to:

Onalaska City Clerk's Office
415 Main Street
Onalaska, WI 54650

FOR OFFICE USE ONLY

Name & Date of Event: Firehouse SK 4-11-15

City Clerk	<input checked="" type="checkbox"/> APPROVED	<input type="checkbox"/> DENIED	Reason: <u>still need COI - C. Burnmaster</u>	Date: <u>2-3-15</u>
Fire Dept	<input checked="" type="checkbox"/> APPROVED	<input type="checkbox"/> DENIED	Reason: <u>Denial</u>	Date: <u>2-3-2015</u>
Police Dept	<input checked="" type="checkbox"/> APPROVED	<input type="checkbox"/> DENIED	Reason: <u>800 & 2nd</u>	Date: <u>2-5-2015</u>
Public Works	<input checked="" type="checkbox"/> APPROVED	<input type="checkbox"/> DENIED	Reason: <u>CJW</u>	Date: <u>2-3-15</u>
Health Dept	<input type="checkbox"/> APPROVED	<input type="checkbox"/> DENIED	Reason: _____	Date: _____
Planning	<input checked="" type="checkbox"/> APPROVED	<input type="checkbox"/> DENIED	Reason: <u>Brea Grace</u>	Date: <u>2/6/15</u>
Parks & Rec	<input checked="" type="checkbox"/> APPROVED	<input type="checkbox"/> DENIED	Reason: <u>[Signature]</u>	Date: <u>2/9/15</u>

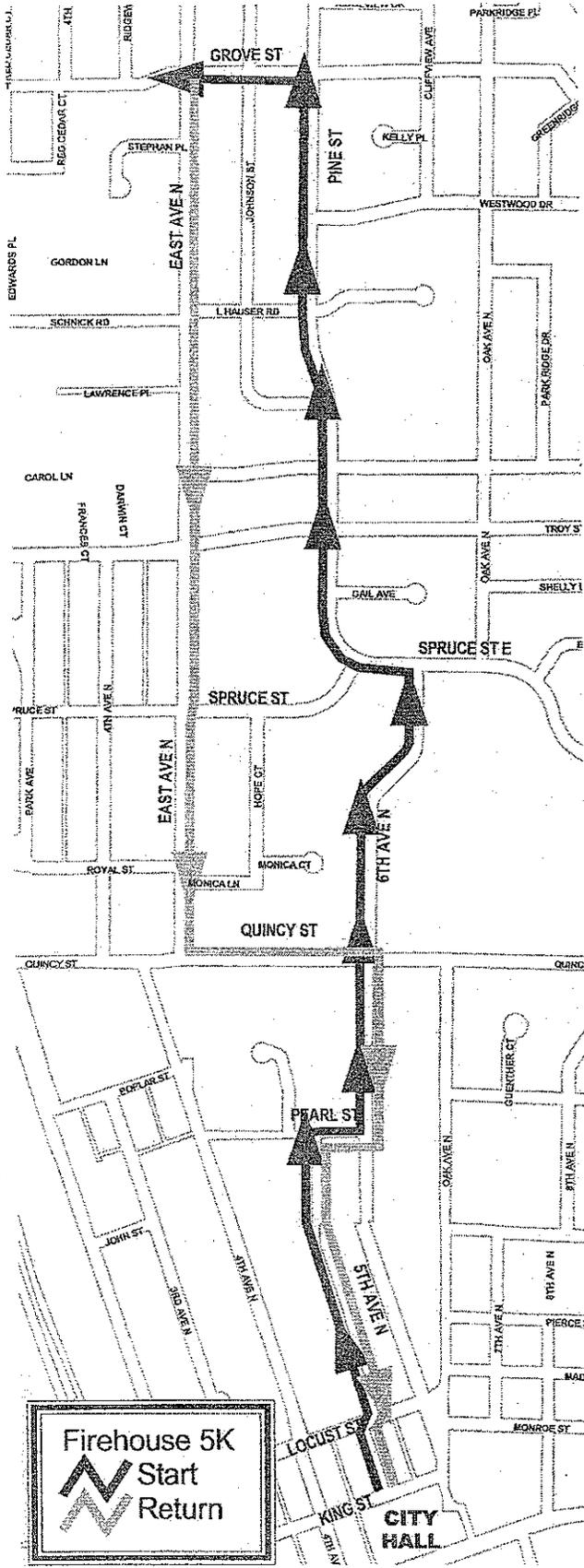
Site Diagram Sketch Attached: YES NO

GIS Dept. Map Prepared: ___/___/___

Insurance Required: YES NO Certificate of Insurance on File: YES NO COI Expires: ___/___/___

Special Class B License Required: YES NO Date of Special Class B Application: ___/___/___

Approved By A&J: ___/___/___ Date License Issued: ___/___/___ License No: _____



Burmester, Cari

From: Grace, Brea
Sent: Wednesday, February 18, 2015 3:15 PM
To: Burmester, Cari
Subject: FW: mowing ordinance

Cari, wouldn't this request go to A&J?

Thanks,
Brea

Brea Grace, AICP | Land Use & Development Director | City of Onalaska
415 Main Street, Onalaska, WI 54650 | P: 608-781-9590 | F: 608-781-9506 | bgrace@cityofonalaska.com

From: Jack Tripp [<mailto:jtripp@centurytel.net>]
Sent: Monday, February 16, 2015 12:43 PM
To: Grace, Brea
Subject: mowing ordinance

Brea,

La Crosse Country Club has several events this golfing season that it would like to ask for a variance to Onalaska Ordinance 11-2-9. The country club would like to be able to start mowing at 5:30 A.M. on the dates below. We would do our best to mow the areas away from residences until 7 A.M.

immediately by the monitoring officer.

- (4) **Operation of Certain Equipment.** Lawnmowers, chainsaws, power equipment, electric insect killing/repelling devices, and other non-emergency maintenance equipment shall be operated only during the hours between 6:00 a.m. and 9:00 p.m. unless within the specified noise levels measured at the location at which said equipment is in use.
- (5) **Exemptions.** Operations of emergency equipment shall be exempted

Events Dates:

May 27th WIAA Boy's Regional
June 19th Wisconsin Junior PGA Tournament
August 21st Onalaska High School Girls Tournament
August 23rd Three Rivers Golf Association Championship
August 24th Chamber of Commerce Outing
September 13th Viterbo Women's Golf Team Invitational
October 5th Viterbo Men's Golf Team Invitational

Please let me know what procedures the club needs to follow to have this approved. Many of these events involve players coming from out of town. These events are good for the Onalaska local businesses since players will be staying overnight at hotels and spending money dining in the community.

Thanks,

Jack Tripp



La Crosse Country Club
300 Marcou Rd.
Onalaska, WI 54650
608/783-4344
www.lacrossecountryclub.com
jtripp@centurytel.net

RECEIVED
FEB 24 2015
CITY OF ONALASKA

2/18/2015

To: Administrative & Judiciary Committee

I, Jim Herrmann, on behalf of Charles B and Flora J Herrmann am asking permission to bury one Urn containing the ashes of both Charles and Flora when the time comes in Grave #5, Block 88, Lot 1, where their daughter Sandra is buried.

There is a flat marker for Sandra already there and we would like to place a head stone for Charles and Flora behind Sandra's.

Thank You



Jim Herrmann

N5949 Park Drive

Onalaska, WI 54650



CITY OF ONALASKA

415 Main Street • Onalaska, WI 54650-2953 • (608) 781-9530 fax (608) 781-9534 • www.cityofonalaska.com

SPECIAL EVENTS PERMIT APPLICATION

Cost: \$ _____

Date: _____

(Please Print)

Application is for:

- Bicycle Races
- Marathons
- Parades
- Procession(s)
- Runs
- Block Party!
- Other:

Requestor Information			
Organization/Requestor Name: Onalaska Enhancement Foundation		Phone: ()	
Officer of Corporation or Director of Event: Erik Sjoglander / Tom Brewer			
Address of Organization: 415 Main St			
City: Onalaska	State: WI	Zip: 54650	
Contact Person: Tom Brewer		Phone: (608) 780-7770	
Address: 2130 Grand View Blvd			
City: Onalaska	State: WI	Zip: 54650	
Purpose/Description of Event: Festival Celebrating Onalaska w/ several events in and around Omni Center			

EVENT INFORMATION			
Name of Event: Celebrate Onalaska	Date of Event: 6/26-6/28 2015	Time (beginning): 12:00 am/pm	Time (ending): 12:00 am/pm
Starting Point or Block to Be Closed: West of property line of 1363 3rd Ave N Onalaska WI			
Route or Specific Location (Last Abutting Streets): Riders Club Rd / Omni Center / Van Riper Park / Jimmy Olson Fields			
Termination Point: West entrance to parking lot of Omni Center			
Estimated Maximum Number of Units/Persons Attending Event:			

* Attach signatures of at least 51% of all households abutting the proposed block to be closed for street use.

**** NOTE ** CERTIFICATE OF INSURANCE REQUIRED,**
 With the City of Onalaska listed as additional Insured.
Original Certificate of Insurance must accompany this application

CITY OF ONALASKA
 RECEIVED: 2/29/2015 9:29 AM
 TRAF: 30.0000 LICENSES
 OPER: Cash1 TERM: 001
 RECD: SW - 1588
 PAID BY:
 CHANGED:
 APPLIED:
 ENTERED:
 500.0000
 1 CHECK(S)

SPECIAL EVENTS REQUIRED INFORMATION

The following information must be completed and received by the City of Onalaska City Clerk's Office no less than 30 days (60 days for special events) prior to the scheduled event for processing. Failure to provide complete information could void your permit and cancel your event. Also, a Special Event Permit is not valid until insurance has been provided, all fees have been paid, and all necessary approval signatures have been obtained.

TELL US ABOUT YOUR EVENT:

- Will food be prepared and/or served at the event? YES NO
If yes, please explain in detail what food service you will provide: Friday Fish Fry provided by Blue Moon/
Pancake Breakfast Sat & Sun by Onalaska Rotary / Jimmy Olson Ballfield concessions by Onalaska Lions
(Please contact the La Crosse County Health Department (608) 785-9872 to sell/serve food)
BBQ cookoff sponsored by Holmen Rotary All parties responsible for obtaining Health Dept approval to sell/serve food.
- Will alcoholic beverages be served/sold? YES NO
If yes, a "Special Class B" license will allow you to serve/sell beer and/or wine.
(The Office of the City Clerk (608) 781-9530 will assist you with obtaining the license)
- Will you be having a band or amplified music? YES NO
If yes, a Variance Permit may be needed.
(Please contact the Onalaska Police Department (608) 781-9550 for additional information on noise and noise ordinance)
- Do you require any special parking restrictions? YES NO
If yes, please indicate what type, when and where: Riders Club closed West of property line
of to West entrance of Omni Center Friday through Sunday 6/26/15
through 6/28/15
- Will you require the use of any City Services and/or equipment?
Barricades YES NO If yes, approximately how many: _____
Cones YES NO If yes, approximately how many: _____
Street Sweeper YES NO If yes, approximate time needed: _____ a.m./p.m.
(Please contact the Onalaska Public Works Department (608) 781-9537 to make arrangements)
- Will temporary signage be used? YES NO
If yes, please indicate what type and where: _____

(Please contact the Onalaska Planning Department (608) 781-9590 to inquire about City Regulations)
- Will there be a fireworks display? YES NO
If yes, please indicate what type and where: This event will run at same time as Festival Foods
Fireworks. Festival will be responsible for permits & running fireworks event.
(Please contact the Office of the Fire Department (608) 781-9546 to inquire about City Regulations)
- Do you have a plan in place to deal with any medical emergencies that may occur during your event? YES NO
If yes, please explain: First responders will be on-site

SPECIAL EVENTS REQUIRED INFORMATION

The following information must be completed and received by the City of Onalaska City Clerk's Office no less than 30 days (60 days for special events) prior to the scheduled event for processing. Failure to provide complete information could void your permit and cancel your event. Also, a Special Event Permit is not valid until insurance has been provided, all fees have been paid, and all necessary approval signatures have been obtained.

TELL US ABOUT YOUR EVENT:

1. Will food be prepared and/or served at the event? YES NO

If yes, please explain in detail what food service you will provide: Friday Fish Fry provided by Blue Moon/
Pancake Breakfast Sat & Sun by Onalaska Rotary / Jimmy Olson Ballfield concessions by Onalaska Lions

(Please contact the La Crosse County Health Department (608) 785-9872 to sell/serve food)

BBQ cookoff sponsored by Holmen Rotary All parties responsible for obtaining Health Dept approval to sell/serve food.

2. Will alcoholic beverages be served/sold? YES NO

If yes, a "Special Class B" license will allow you to serve/sell beer and/or wine.

(The Office of the City Clerk (608) 781-9530 will assist you with obtaining the license)

3. Will you be having a band or amplified music? YES NO

If yes, a Variance Permit may be needed.

(Please contact the Onalaska Police Department (608) 781-9550 for additional information on noise and noise ordinance)

4. Do you require any special parking restrictions? YES NO

If yes, please indicate what type, when and where: Riders Club closed West of property line
of to West entrance of Omni Center Friday through Sunday 6/26/15
through 6/28/15

5. Will you require the use of any City Services and/or equipment?

Barricades YES NO If yes, approximately how many: _____

Cones YES NO If yes, approximately how many: _____

Street Sweeper YES NO If yes, approximate time needed: _____ a.m./p.m.

(Please contact the Onalaska Public Works Department (608) 781-9537 to make arrangements)

6. Will temporary signage be used? YES NO

If yes, please indicate what type and where: _____

(Please contact the Onalaska Planning Department (608) 781-9590 to inquire about City Regulations)

7. Will there be a fireworks display? YES NO

If yes, please indicate what type and where: This event will run at same time as Festival Foods
Fireworks. Festival will be responsible for permits & running fireworks event.

(Please contact the Office of the Fire Department (608) 781-9546 to inquire about City Regulations)

8. Do you have a plan in place to deal with any medical emergencies that may occur during your event? YES NO

If yes, please explain: First responders will be on-site



CITY OF ONALASKA

PLANNING/ZONING DEPARTMENT

PH: (608) 781-9590

FAX (608) 781-9506

415 MAIN STREET

ONALASKA, WI 54650-2953

<http://www.cityofonalaska.com>

Regulations on Temporary Signs for Community Events

Temporary signs are defined as: Any sign not permanently attached to the ground or a structure which is fabricated to be displayed for a temporary time period. Examples include but not limited to: banners, balloons, inflatables, flutter flags, yard signs, A-frame or sandwich signs, reader board signs, and other similar signs.

Regardless of the type of sign, the City of Onalaska does not allow any signs to be located in any street right-of-way (ROW) or within 5' from the ROW. ROW is land owned by the City on which streets are typically located. The right-of-way extends outward from the street and includes the area between the sidewalk and street edge, roadway ditches, boulevards and street corners. Signs also may not be attached to any utility poles, utility structures, trees, rocks, or other similar organic or inorganic natural matter. If signs are placed in the City owned right-of-way, the City may remove the signs. Signs that have been removed may be picked up from City Hall, Monday through Friday, 8:00 a.m. to 5:00 p.m. The City will hold the signs for up to 7-days.

The following applies to all temporary signs that are used to advertise community events. Community events are defined as: an event in the Onalaska region that is sponsored by a social, religious, fraternal, or governmental organization that benefits the larger society or a charitable cause.

Temporary signs allowed to advertise community events:

- Signs may be displayed up to 14 days in advance of the event.
- Signs shall be removed within 24 hours of the event.
- One sign allowed per parcel, or two signs on a corner parcel.
- Signs may not be illuminated.
- Signs may not be located in the City owned right-of-way. (Rule of thumb: 15 feet from the curb.)
- A temporary sign permit (with \$0 fee) is required to be issued to the organization holding the community event before the signs are displayed.

In addition to the requirements listed above, the following also applies:

Requirements for Signs located on Residential Property:

- Sign face may be up to 4 square feet in area (per side).

Requirements for Signs located on Commercial Property:

- Sign face may be up to 24 square feet in area (per side).
- Note: Temporary signs for community events do not count towards allowable temporary signs advertising the on-premise business.

Requirements for Signs located on City Property:

- Temporary signs may only be placed on City property if the City of Onalaska is an event sponsor.
- Sign face may be up to 24 square feet in area (per side).
- Signs may only be placed on City property by City staff. Applicant to remove signs within 24 hours of the event.

Requirements for Electronic Message Boards that display Community Events as a Temporary Sign:

- Sign shall be at least 100-feet from a residential district line.
- Sign face may be up to 24 square feet in area (per side).
- Sign may be illuminated between 6 a.m. and 10 p.m.
- Note: This type of sign is the one exception to the requirement that temporary signs may not be illuminated.

9. An emergency/evacuation plan is needed. Please submit a plan not less than fourteen (14) business days prior to the event.

(The Onalaska Police Department (608) 781-9550 will assist you with your plan)

10. Other special assistance requested: _____

I understand the filing of this application does not ensure the issuance of this license. I also understand that all Special Events sponsors must comply with all applicable city Ordinances, traffic rules, park rules, state health laws, fire codes and liquor licensing regulations. Fees for park facilities, food sales permits, tent, signage and fireworks permits are in addition to the fees submitted for the Special Events Application. I further understand that an incomplete application may be cause for denial of the event.

Hold Harmless Indemnification and Defense.

The applicant and/or the organization agrees to indemnify, defend and hold harmless the City of Onalaska and its officers, officials, employees and agents from and against any and all liability, loss, damage, expenses, costs, including attorney fees, arising out of the activities performed as described herein, caused in whole or in part by any negligent act or omission of the applicant/organization, anyone directly or indirectly employed by any of them, or anyone whose acts any of them may be liable, except where caused by the sole negligence or willful misconduct of the City.

Thomas Brewer

Signature of Applicant

Feb 2015

Date

Fees are Non-Refundable. Submit completed application along with any required information to:

Onalaska City Clerk's Office
415 Main Street
Onalaska, WI 54650

FOR OFFICE USE ONLY

Name & Date of Event: _____

City Clerk	<input type="checkbox"/> APPROVED	<input type="checkbox"/> DENIED	Reason: _____	Date: _____
Fire Dept	<input type="checkbox"/> APPROVED	<input type="checkbox"/> DENIED	Reason: _____	Date: _____
Police Dept	<input type="checkbox"/> APPROVED	<input type="checkbox"/> DENIED	Reason: _____	Date: _____
Public Works	<input type="checkbox"/> APPROVED	<input type="checkbox"/> DENIED	Reason: _____	Date: _____
Health Dept	<input type="checkbox"/> APPROVED	<input type="checkbox"/> DENIED	Reason: _____	Date: _____
Planning	<input type="checkbox"/> APPROVED	<input type="checkbox"/> DENIED	Reason: _____	Date: _____
Parks & Rec	<input type="checkbox"/> APPROVED	<input type="checkbox"/> DENIED	Reason: _____	Date: _____

Site Diagram Sketch Attached: YES NO

GIS Dept. Map Prepared: ____/____/____

Insurance Required: YES NO Certificate of Insurance on File: YES NO COI Expires: ____/____/____

Special Class B License Required: YES NO Date of Special Class B Application: ____/____/____

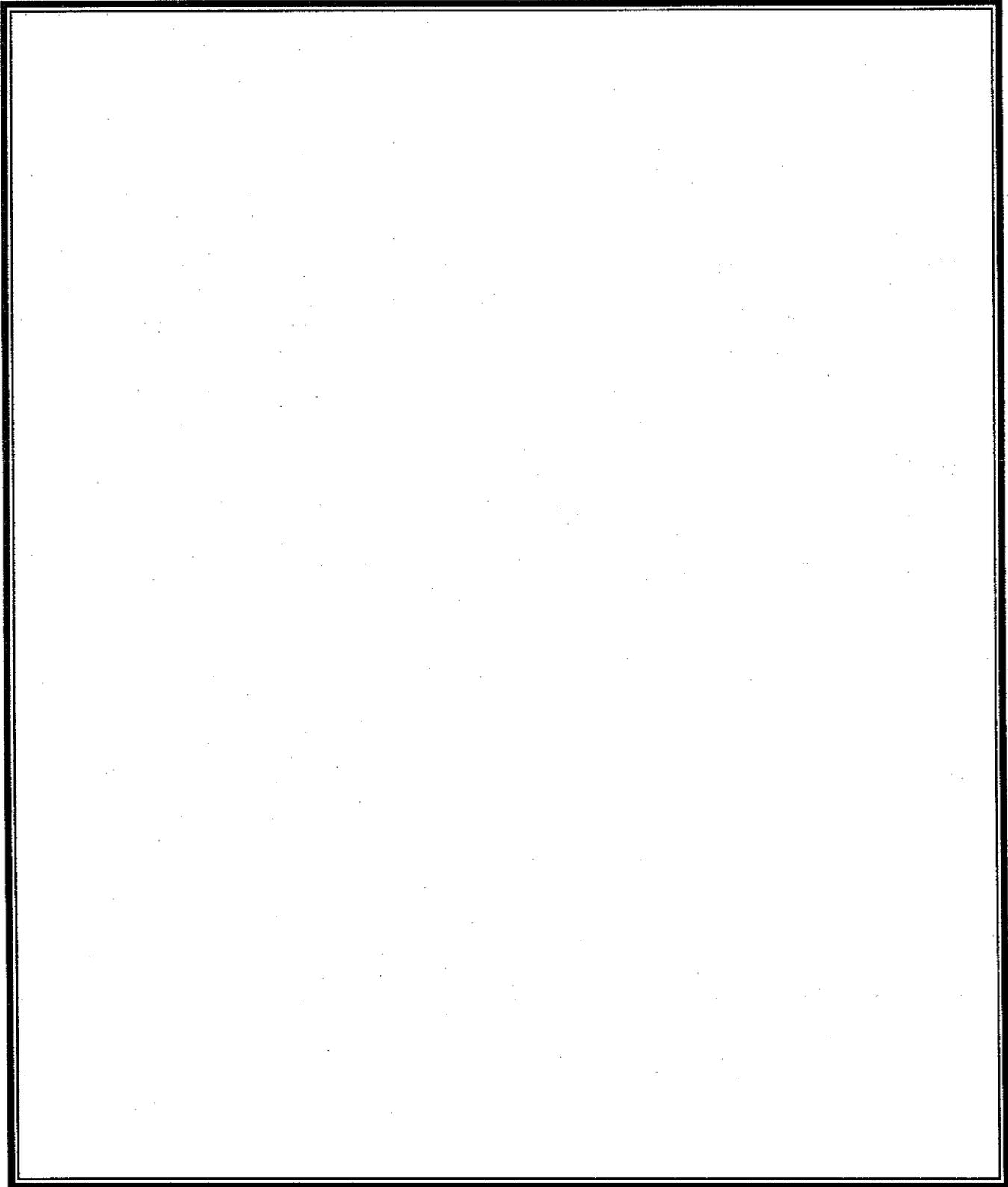
Approved By A&J: ____/____/____ Date License Issued: ____/____/____ License No: _____



CITY OF ONALASKA

PLANNING DEPARTMENT, 415 MAIN STREET, ONALASKA, WI 54650
PHONE: (608) 781-9590 FAX: (608) 781-9506
www.cityofonalaska.com

SITE DIAGRAM SKETCH



Please sketch the proposed location of the event above or attach a site diagram. Note all buildings, parcel lines, right-of-ways, streets and alleys. Include on this map or attach a sketch of the proposed event barricades, concession stands, portable restrooms, bleachers and other structures that will be brought in for the event.



CITY OF ONALASKA

415 Main Street • Onalaska, WI 54650-2953 • (608) 781-9530 *fax* (608) 781-9534 •
www.cityofonalaska.com

EVENTS PERMIT FEE SCHEDULE

New Fee Schedule Effective March 22 2013

Permit fees shall be based upon the anticipated number of participants expected to attend the listed event, as determined by the City Clerk, and based upon the following fees. Permit fee is due when the application is submitted. Permit fee is nonrefundable if event is cancelled. If event is rescheduled for a date within 6-months, the permit fee would apply to the rescheduled date; if the event is rescheduled for a date later than 6-months of the original event date the permit fee is nonrefundable.

<u>PERMIT TYPE</u>	<u>PERMIT FEE</u>
BICYCLE RACES	\$0
MARATHONS	\$0
PARADES	\$0
PROCESSION	\$0
RUNS	\$0
BLOCK PARTY	\$0
SPECIAL EVENT	0 – 99 Participants = \$0 100 – 500 Participants = \$100.00 501 – 1,000 Participants = \$250.00 Over 1,000 Participants = \$500.00

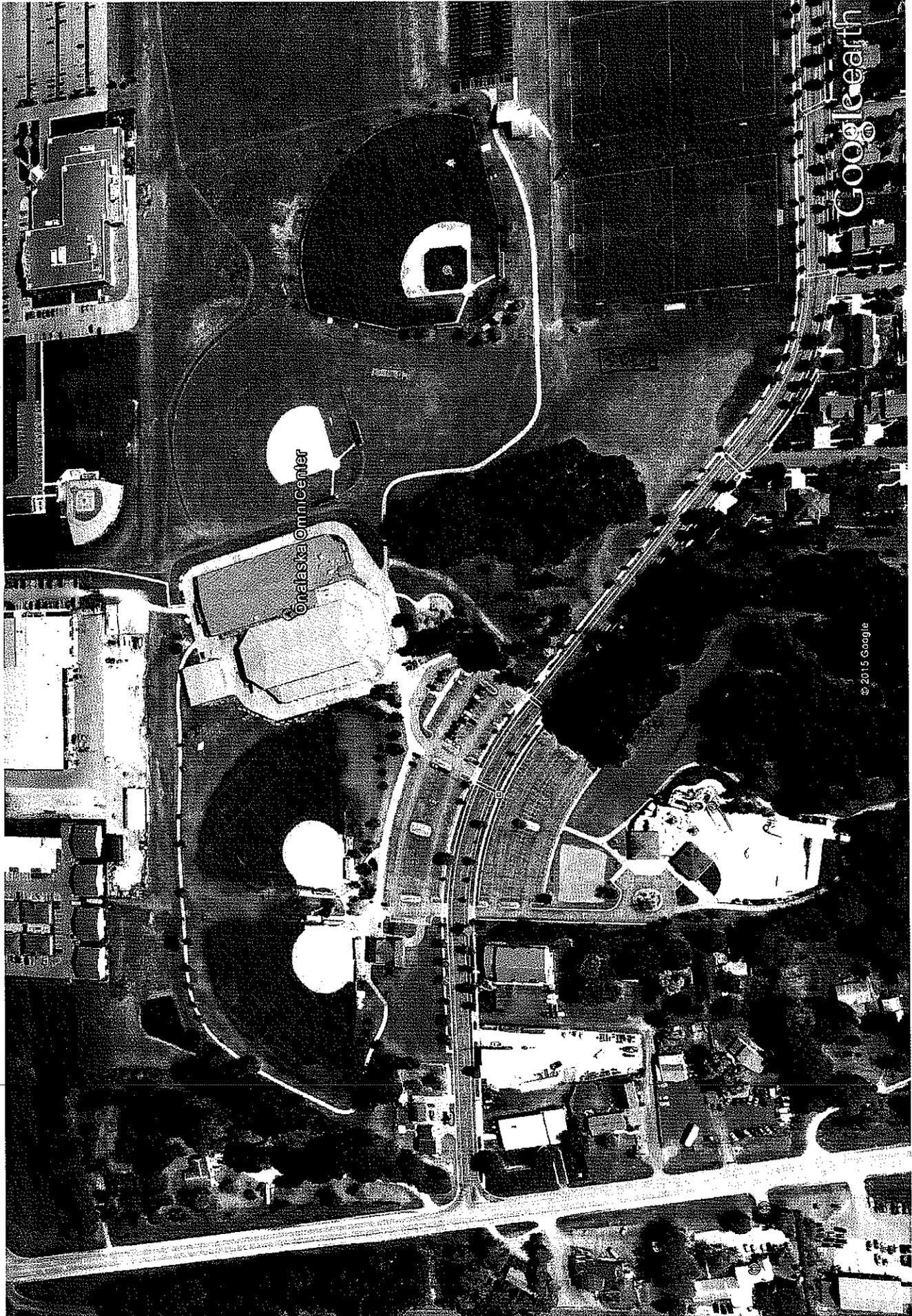
Processions, Parades, Runs, Walks, Bicycle Races and Marathons

7-12-2

such action is justified by an actual or potential emergency due to weather, fire, riot, other catastrophe or likelihood of a breach of the peace, or by a major change in the conditions forming the basis of the standards of issuance. In lieu of revoking a permit, an above named official may require the permittee to file evidence of good and sufficient sureties, insurance in force or other evidence of adequate financial responsibility, running to the City of Onalaska and such third parties as may be injured or damaged, in an amount depending upon the likelihood of injury or damage as a direct and proximate result of the holding of the usage sufficient to indemnify the municipality and such third parties as may be injured or damaged thereby, caused by the permittee, its agents or participants.

- (m) **Usage Permit Contents.** Each usage permit shall state such information as the City Clerk shall find necessary to the enforcement of this Chapter.
- (n) **Copies of Usage Permit Distributed.** Immediately upon the issuance of a usage permit, the City Clerk shall send a copy thereof to the following:
 - (1) Each public transportation utility whose regular service will be affected by the usage.
 - (2) Chief of Police, Director of Public Works and Mayor.
- (o) **Compliance With Regulations.**
 - (1) **Permittee.** A permittee under this Chapter shall comply with all permit directions and conditions and with all applicable laws, ordinances and other regulations of the state and City.
 - (2) **Participants.** No person who leads or participates in any usage shall disobey or encourage others to disobey this Section after a law enforcement officer has directly and presently informed him or her of any of the provisions of this Section or the terms of the applicable usage permit.
- (p) **Insurance Required.** Prior to issuance of the permit by the City Clerk, each permittee may furnish evidence of a liability insurance policy in amounts of not less than One Hundred Thousand Dollars (\$100,000.00) for one (1) person and Five Hundred Thousand Dollars (\$500,000.00) for any one (1) accident and shall be in force and effect at the time such usage is to take place. Said evidence of insurance shall include a certificate of insurance naming the City of Onalaska as an additional insured in connection with said usage.

Family Fun AREA



Google earth

feet
meters

1000

400



© 2015 Google

Flea Market

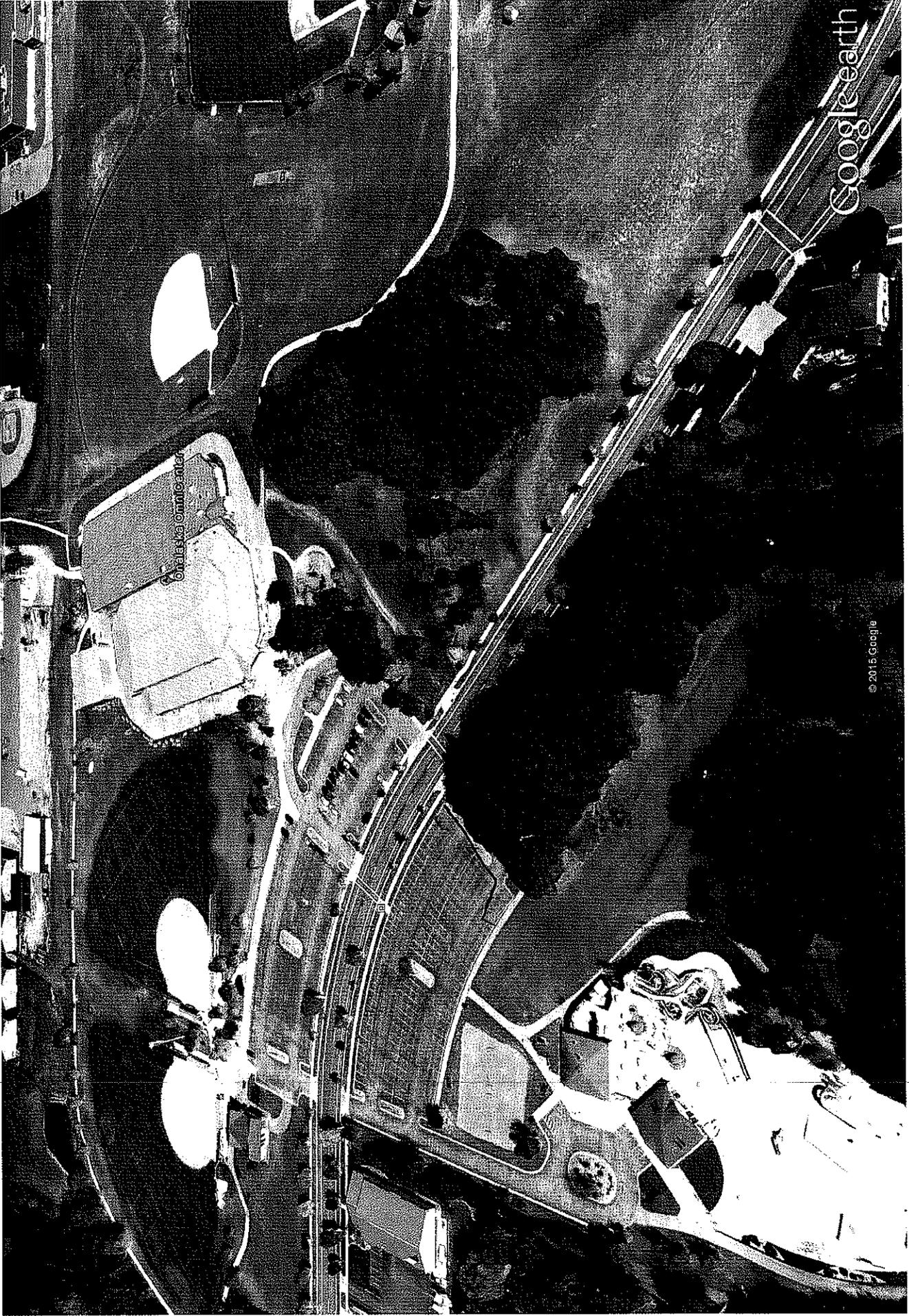


Google earth

feet
meters



BBO Cook-off



Google earth

feet
meters

100

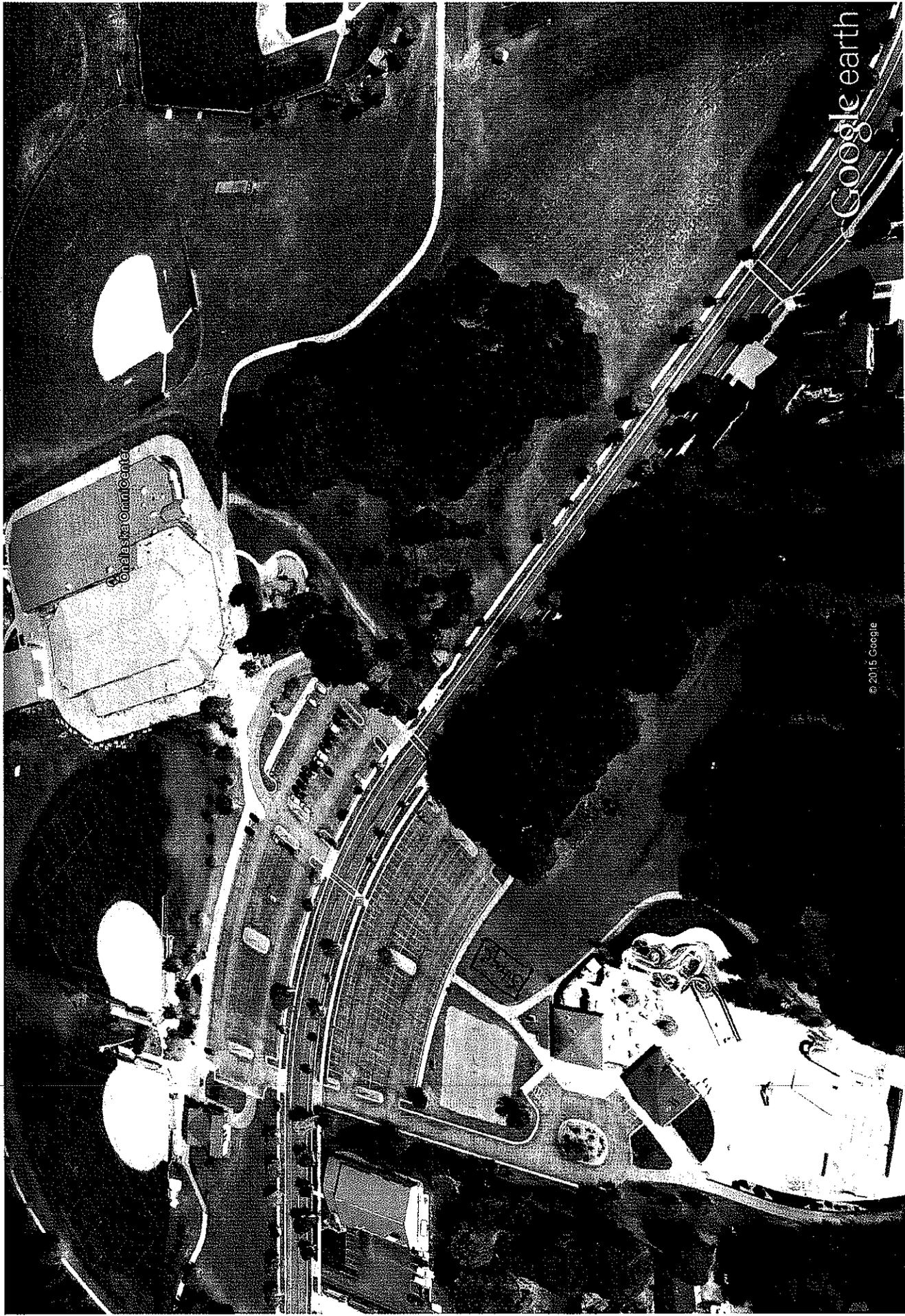
500



Google earth

© 2015 Google

LIVE MUSIC AREA



600

100

feet
meters

Google earth

© 2015 Google

Google earth

Onalaska Enhancement Foundation

415 Main Street • Onalaska, WI 54650 • (608) 781-9530 • fax (608) 781-9534

The Onalaska Enhancement Foundation is requesting a Special Events Permit for "Celebrate Onalaska" which will be held 12pm Friday June 26, 2015 through 12pm Sunday June 28, 2015.

The Event will consist of many activities:

Pancake Breakfast held by Onalaska Rotary June 27th & 28th 7:00am to 10:00am at Omni Center.

Fish Fry held by Blue Moon June 27th 4:00pm to 8:00pm at Omni Center.

Live Music Stage June 27th 2:00pm to 10:00pm at Van Riper Park Sledding Hill.

BBQ Cook-Off held by Holmen Rotary June 27th Onalaska Aquatic Center Parking Lot 1:00pm to 10:00pm.

Flea Market held by Holmen Rotary June 27th at Riders Club Rd.

Softball Tournament held by Onalaska P&R and Onalaska Lions June 26th -27th at Jimmy Olson Fields.

Rugged Run held by Onalaska P&R June 28th at Van Riper Park.

The above listed entities will be responsible for contacting and working with The La Crosse County Health Department to sell/serve food.

There will also be a Family Fun Area on the Onalaska School Soccer Area which will include Bounce Houses and slides with a stage for entertainment.

We are requesting Riders Club Rd to be closed west of property line of 1363 3rd Ave N. to the west entrance to The Omni Center from 12:00pm June 26, 2015 to 12:00pm June 28, 2015.

This event will run in conjunction with Festival Foods "Celebrating the Fourth Fireworks" Festival Foods and The La Crosse Skyrockers are responsible for obtaining permits and insurance for the fireworks.

If further information is needed, please contact Tom Brewer 608-780-7770 or tom@brewerinvest.com.

Thank You.



Thomas Brewer

Thank You For Your Support!

Onalaska Enhancement Foundation

415 Main Street • Onalaska, WI 54650 • (608) 781-9530 • fax (608) 781-9534

The Onalaska Enhancement Foundation is requesting an amendment to the "Class B" liquor license to include the Celebrate Onalaska Event to be held 12pm June 26, 2015 through 12pm June 28, 2015.

Beer and hard liquor are requested to be sold on the patio of The Omni Center, from the concession stand at The Jimmy Olson Fields, and from fixed stands to be used in the Van Riper Sled Hill and parking lot of the Aquatic Center.

This is in conjunction with all the events to be held during The Celebrate Onalaska event.

The Event will consist of many activities:

Pancake Breakfast held by Onalaska Rotary June 27th & 28th 7:00am to 10:00am at Omni Center.

Fish Fry held by Blue Moon June 27th 4:00pm to 8:00pm at Omni Center.

Live Music Stage June 27th 2:00pm to 10:00pm at Van Riper Park Sledding Hill.

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The above listed entities will be responsible for contacting and working with The La Crosse County Health Department to sell/serve food.

There will also be a Family Fun Area on the Onalaska School Soccer Area which will include Bounce Houses and slides with a stage for entertainment.

If additional information is needed, please contact Tom Brewer 608-780-7770

Thank you,



Thomas Brewer
President
Onalaska Enhancement Foundation

Thank You For Your Support!

ORDINANCE NO. 1493 - 2015

**AN ORDINANCE TO AMEND TITLE 13 PART 6 CHAPTER 8 OF THE CITY OF ONALASKA
CODE OF ORDINANCES RELATED TO VARIANCE APPEALS TO THE ZONING BOARD**

THE COMMON COUNCIL OF THE CITY OF ONALASKA DOES HEREBY ORDAIN AS

FOLLOWS:

SECTION I. Section 13-8-40(a) of Chapter 8 of Title 13, Part 6 of the Code of Ordinances of the City of Onalaska is hereby deleted in its entirety and replaced with:

Article G - Appeals

Sec. 13-8-40 Appeals to the Zoning Board of Appeals.

- (a) **Scope of Appeals.** Appeals to the Board of Appeals may be taken by any person aggrieved or by any officer, department, board or bureau of the City affected by any decision of the administrative officer. Such appeal shall be taken within thirty (30) days of the alleged grievance or judgment in question by filing with the officer(s) from whom the appeal is taken and with the Board of Appeals a notice of appeal specifying the grounds thereof, together with payment of a filing fee of Three Hundred Dollars (\$300.00). The officers from whom the appeal is taken shall forthwith transmit to the Board of Appeals all papers constituting the record of appeals upon which the action appeals from was taken.

SECTION II. Section 13-8-41(f) of Chapter 8 of Title 13, Part 6 of the Code of Ordinances of the City of Onalaska is hereby deleted in its entirety and replaced with:

- (f) **Fee.** All appeals and applications filed with the Land Use and Development Director shall be accompanied by payment of a required fee of Three Hundred Dollars (\$300.00). If the appellant or applicant elects the contested-case method, he or she shall also pay the amount determined by the Board of Appeals to cover the additional administrative costs involved.

SECTION III. This Ordinance shall take effect and be in force from and after its passage and prior to publication although it will be published in due course.

Dated this ___ day of _____, 2015.

CITY OF ONALASKA

By: _____
Joe Chilsen, Mayor

By: _____
Caroline Burmaster, Clerk

PASSED:
APPROVED:
PUBLISHED:

FISCAL IMPACT OF ORDINANCE 1493 - 2015

Please route in this order

Brea Grace, Land Use & Development Director
(let Joe Barstow review all annexation ordinances)

Brea Grace 12/11/14
(signature)

No Fiscal Impact

Budgeted Item (revenue)

Will need \$ _____ for _____ to meet the requirements of this ordinance.

Jarrold Holter, City Engineer

C. J. Holter 12-12-14
(signature)

No Fiscal Impact

Budgeted Item

Will need \$ _____ for _____ to meet the requirements of this ordinance.

Fred Buehler, Financial Services Director

Fred Buehler 12-12-14
(signature)

^{Positive} ~~No~~ Fiscal Impact

Budgeted Item

Will need \$ _____ for _____ to meet the requirements of this ordinance.