

CITY OF ONALASKA MEETING NOTICE

COMMITTEE/BOARD: Plan Commission
DATE OF MEETING: February 23, 2016 (Tuesday)
PLACE OF MEETING: City Hall – 415 Main Street (Common Council Chambers)
TIME OF MEETING: 7:00 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 per individual)

Consideration and possible action on the following items:

4. Review and consideration of **Resolution No. 1-2016** recommending that the Common Council adopt the Comprehensive Plan prepared by the Plan Commission and Long Range Planning Committee, and adopt the Comprehensive Plan as “City of Onalaska 2015 Comprehensive Plan.
5. Review and consideration of a request by Steve Bluske of Shopko to host a tent sale event in 2016 that will last until August 31, 2016 at 9366 State Road 16, Onalaska, WI (Tax Parcel #18-3589-9).
6. Review and consideration of a request by Tracy Sacia of Home Depot to host a tent sale event in 2016 that will last until July 15, 2016 at 2927 Market Place, Onalaska, WI (Tax Parcel #18-3635-4).
7. Discussion and consideration regarding churches and daycares in the City of Onalaska.
8. Discussion and consideration regarding fence setbacks in non-residential zoned properties in the City of Onalaska.
9. Discussion and consideration regarding Conditional Use Permits in the City of Onalaska.
10. Adjournment

PLEASE TAKE FURTHER NOTICE that members of the Common Council of the City of Onalaska who do not serve on the committee 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, Chair

Ald. Jim Binash

Ald. Jim Olson

*Ald. Jim Bialecki

Ald. Bob Muth

Ald. Barry Blomquist

Ald. Harvey Bertrand

* Jarrod Holter, City Engineer

City Attorney Dept Heads

La Crosse Tribune Charter Com.

Onalaska Holmen Courier Life

WIZM WKTY WLXR WKBH

*Jan Brock

*Paul Gleason

*Knute Temte

*Craig Breitsprecher

* Andrea Benco - Chair Parks & Rec.

** Victor Hill - Vice Chair Parks & Rec.

JD Manske Family Land Holdings Inc.

Steve Bluske

Tracy Sacia

Onalaska Public Library

Date Notices Mailed and Posted: 2-18-16

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.



CITY OF ONALASKA

STAFF REPORT

Plan Commission – February 23, 2016

Agenda Item:

4

Agenda Item: Review and consideration of the Onalaska Comprehensive Plan Update.

Background: Please review the attached memo that provides modifications to Chapter 5: Utilities and Community Facilities Chapter regarding transmission lines as requested by the Plan Commission. The Long Range Planning Committee (LRPC) formally recommended Plan Commission consideration of the Onalaska Comprehensive Plan with the proposed modifications at their February 4, 2016 meeting.

The plan is available on the City's Webpage www.cityofonalaska.com for review and comment by the public. Go to "Planning Department" and select "2015 Comprehensive Plan Update".

Attached is a resolution for consideration by the Plan Commission that would recommend approval of the Onalaska Comprehensive Plan to the Common Council.



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>

MEMO

Date: February 10, 2016

To: Plan Commission

From: Katie Aspenson, Interim Land Use & Development Director

Re: 2015 Onalaska Comprehensive Plan – Chapter 5: Utilities and Community Facilities

As directed by the Plan Commission at the December 15, 2015 meeting, City staff were asked to put forth additional information regarding overhead transmission lines, explore mapping and consider the creation of a utility corridor through Onalaska. Legal counsel, City staff, and SEH, INC completed a search of comprehensive plans across the county to find language related to transmission lines, as well as specific goals and objectives.

On February 4, 2016 the Long Range Planning Committee made a motion recommending approval of the Comprehensive Plan with the below modifications to Chapter 5: Utilities and Community Facilities for consideration by the Plan Commission.

Below are a summary of changes modifying Chapter 5: Utilities and Community Facilities as recommended by City staff and legal counsel.

- Creation of a map that notates locations of substations in the City of Onalaska and associated substation zones. City staff also mapped locations of a 161 kV and 59 kV transmission lines in the City.
- Updated Page 92 of Chapter 5 and included Dairyland Power who operates large transmission lines in the City in addition to Xcel Energy. Noted that a large natural gas pipeline runs through the City of Onalaska.
- Updated Page 100: Additional private investments in utilities, particularly electric transmission lines and cellular/data related towers will continue to be proposed in Onalaska. It is important that the City continue to evaluate these proposals on strict criteria in terms of placement, impact to residents and environmentally sensitive areas, and general aesthetics. The State of Wisconsin has a State Energy Policy, Wisconsin statute 1.12, which indicates that siting of new transmission lines should be consistent with economic and engineering considerations, reliability of the electric system, and protection of the environment, the following corridors should be utilized in the order of priority: a) Existing utility corridors; b) highway and railroad corridors; c) recreational trails, to the extent that the facilities may be constructed below ground and that the facilities do not significantly impact environmentally sensitive areas; d) new corridors. This is consistent with the City of Onalaska's preference that new transmission corridors be developed only as a last resort.

- Updated Pages 101-102 of Chapter 5 in the following manner:
 - Goal 1 (modified to read): Coordinate the location of public and private utilities and facilities with projected growth and development patterns.
 - Goal 1 Objective 4 (new): By evaluating requests to change existing or install new corridors based on such factors including but not limited to: residential impacts, neighboring land uses, bluffland impacts, preservation of cultural, historic and archaeological sites, protection of natural areas and wildlife, density, lighting, and health and safety impacts.
 - Goal 1 Objective 5 (new): By determining the practical minimum level of development or redevelopment for which utility relocation is financially feasible on a case-by-case basis.
 - Goal 1 Objective 6 (new): By considering amendments as appropriate to the subdivision / zoning ordinance for requiring utility relocation as part of development activities.
 - Goal 1 Objective 7 (new): By encouraging burying existing aerial powerlines as appropriate in older neighborhoods through redevelopment efforts or utility upgrades.
 - Goal 1 Objective 8 (new): By enforcing the Airport Overlay Zoning District Ordinance in conjunction with the City of La Crosse and the La Crosse Airport and updating the ordinance as deemed necessary.
 - Goal 3 Objective 2 (modified to read): By installing utilities underground (where and when feasible), to avoid blufflands and other environmentally sensitive areas and utilizing designs and locations that minimize ridge lining and other environmentally-sensitive areas.
 - Goal 4 Objective 4 (modified to read): By educating and involving the public in facility and utility expansion decisions, when possible, and asking for public comments and placing citizens on appropriate boards.
- It is of the opinion of City staff and legal counsel that the City does not define a specific utility corridor for transmission lines. Such corridors would likely be along HWY 35 (Great River Road), HWY 53 and Interstate 90. Previously, in 2014 the City of Onalaska successfully fought the Badger-Coulee Transmission Line that was proposed to run along HWY 53 and Interstate 90 that would have bisected the community. Had the Comprehensive Plan noted such a corridor, we would not have been able to fight the project as we would have specified that we wanted the transmission lines in those areas. Rather, the City of Onalaska believes that the process outlined in Goal 1 Objective 4 (above) will better the position the City for future proposed projects.

With the changes already made to the 2015 Comprehensive Plan to strengthen the City's position and the above modifications; City staff and legal counsel believe that the changes both prepare and protect the City of Onalaska in regard to future transmission lines.

Electrical Power

Substations



Transmission Lines

161 kV



69 kV



Substation Zones

Mayfair



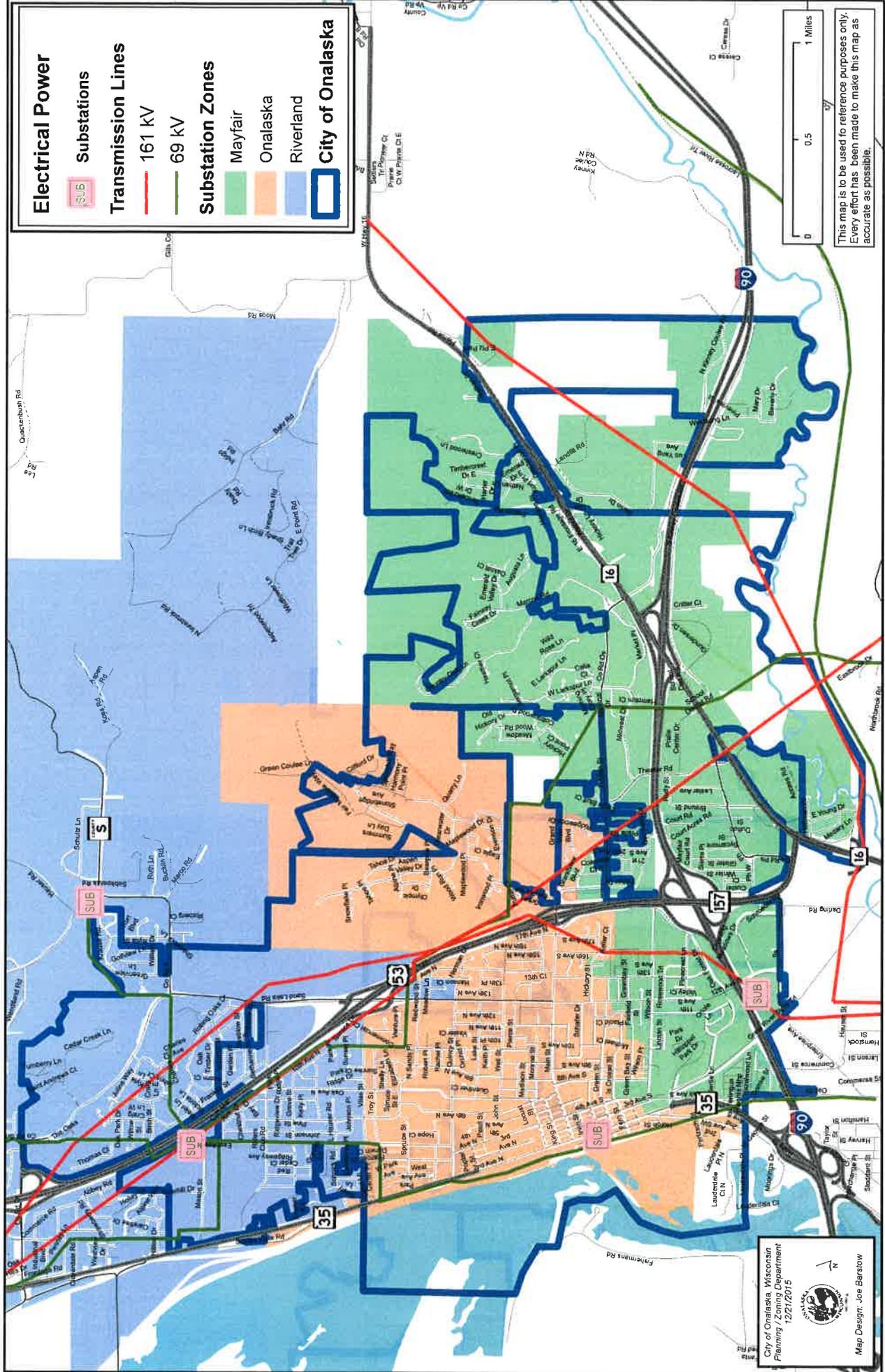
Onalaska



Riverland



City of Onalaska



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, Wisconsin
Planning / Zoning Department
12/21/2015



Map Design: Joe Barstow

CITY OF ONALASKA

Resolution No. 1-2016

A RESOLUTION OF THE PLAN COMMISSION FOR THE CITY OF ONALASKA RECOMMENDING THAT THE COMMON COUNCIL ADOPT THE COMPREHENSIVE PLAN PREPARED BY THE PLAN COMMISSION AND LONG RANGE PLANNING COMMITTEE, AND ADOPT THE COMPREHENSIVE PLAN AS

“CITY OF ONALASKA 2015 COMPREHENSIVE PLAN”

WHEREAS, sections 62.23(2) and (3) of the Wisconsin Statutes authorize the City to prepare a Comprehensive Plan and prepare amendments to Comprehensive Plans as defined in sections 66.1001(1)(a) and 66.1001(2) of the Wisconsin Statutes; and

WHEREAS, section 66.1001(3) of the Wisconsin Statutes requires that a municipality must have a Comprehensive Plan that meets the state’s definition if it wants to utilize official mapping, local subdivision regulations, local zoning regulations or the zoning of shorelands or wetlands; and

WHEREAS, the Common Council directed the Plan Commission and Long Range Planning Committee to update the Comprehensive Plan known as “City of Onalaska Comprehensive Plan”; and

WHEREAS, the Long Range Planning Committee and Plan Commission undertook relevant studies, including data collection and analysis; and

WHEREAS, the Common Council adopted a public participation plan to encourage public participation in the formation and review of the Comprehensive Plan; and

WHEREAS, the Long Range Planning Committee and Plan Commission held public meetings to involve citizens in the preparation and review of the Comprehensive Plan; and

WHEREAS, proper public notice was provided for each of those meetings; and

WHEREAS, the Long Range Planning Committee and Plan Commission has completed an update to the Comprehensive Plan consisting of text and maps that is entitled “City of Onalaska Comprehensive Plan”; and

WHEREAS, the Plan Commission conducted a public hearing and meeting on December 15, 2015, to consider the above-mentioned plan; and

WHEREAS, the Long Range Planning Committee and Plan Commission considered the public input that was offered at that and all other meetings; and

WHEREAS, the Long Range Planning Committee and Plan Commission has determined that the above-mentioned Comprehensive Plan is in the public interest and that it is needed for guiding and accomplishing the coordinated, adjusted and harmonious development of the City which will, in accordance with existing and future needs, best promote public health, safety, morals, order, convenience, prosperity or the general welfare, as well as efficiency and economy in the process of development; and

WHEREAS, the Long Range Planning Committee and Plan Commission has determined that it has met those requirements of the public participation plan for which it is responsible.

NOW THEREFORE, the Plan Commission, by resolution and majority vote of the entire Commission, respectfully recommends the following:

1. That the Common Council adopt the updated “City of Onalaska Comprehensive Plan”; and, hereafter refer to the complete and updated Comprehensive Plan as the “City of Onalaska Comprehensive Plan;” and,
2. That the City Clerk, pursuant to section 66.1001(4)(b) of the Wisconsin Statutes, send a copy of the Comprehensive Plan to the Onalaska Library, Wisconsin Department of Administration, La Crosse County, Mississippi River Regional Planning Commission, and the City of La Crosse, Village of Holmen, and the Towns of Campbell, Hamilton, Holland, Medary and Onalaska.

ADOPTED this ___ DAY OF _____, 2016, by a vote of ___ for, ___ against, and ___ abstaining.

CITY OF ONALASKA PLAN COMMISSION

(Signed Copy Available in the Clerk’s Office)

By: Mayor Joe Chilsen, Plan Commission Chair

Attest:

Cari Burmaster, City Clerk

PASSED:
APPROVED:
PUBLISHED:



CITY OF ONALASKA

STAFF REPORT

Plan Commission – February 23, 2016

Agenda Item:

5

Agenda Item: Review and consideration of a request by Steve Bluske of Shopko to host a tent sale event in 2016 that will last from April 1, 2016 to August 31, 2016 at 9366 State Road 16, Onalaska, WI Tax Parcel #18-3589-9.

Background:

The City of Onalaska allows outdoor sales and displays as a permitted accessory use in certain zoning districts subject to the following conditions (Section 13-6-14):

- 1) Outdoor display and sales must be shown on the site plan for the property and are subject to the approval of the City.
- 2) **Outdoor display and sales are limited to thirty (30) days per calendar year unless approved by the City Plan Commission.**
- 3) Outdoor display and sales shall be limited to the goods sold at the principal use present on the site except for temporary sales events authorized by the City Plan Commission.
- 4) Outdoor display and sales areas shall not include portable toilets and more than two (2) temporary signs advertising the sale.

City staff received a request from Shopko of Onalaska on January 20, 2016 to allow the operation of their seasonal garden center that lasts from April 1, 2016 through August 31, 2016 (typically). Shopko has filed an “Application for Temporary Outdoor Sales Tent Permit” with the City of Onalaska and intend to set up three (3) temporary tent structures size 1,860 SF, 1,025 SF, and 1,025 SF that will collectively sell hard goods and assorted flowers, vegetables, and flowers. The two smaller structures will be condensed and closed completely no later than July 4, 2016 (typically).

Recommended Action:

Approve the request by Shoko to allow a tent sale event until August 31, 2016 at 9366 State Road 16, Onalaska, WI, conditioned upon obtaining a tent permit for each tent from the Onalaska Inspection Department.



01/21/16

Planning Commission

City-of-Onalaska

415 Main Street

Onalaska, WI. 54650.

To whom it may concern:

My name is Steve Bluske Store Manager Shopko Onalaska.

I request your approval to install 3-Temporary sales tents for approximately 150-days

from 4/1/16 to 8/31/16 in the parking lot at Shopko Onalaska 9366 Highway 16.

The tents (See last years site plan(on file)for specific location)~same map as 2015

Structure1=1860 square feet sells hard goods and assorted flowers

Structure2=1025 square feet sells vegetables

Structure 3=1025 square feet sells flowers

As the growing/planting season slows down structures 2 and 3 are condensed and closed completely as soon as possible no later than 7/4/16(typically). Structure 1 which houses our cash registers is the last structure closed no later than 8/31/16(typically).

Thanks for your time and consideration.

Respectfully,

Steve Bluske

Store Manager

Shopko Onalaska

608-781-5444



CITY OF ONALASKA

STAFF REPORT

Plan Commission – February 23, 2016

Agenda Item:

6

Agenda Item: Review and consideration of a request by Traci Sacia of Home Depot to host a tent sale event in 2016 that will last until July 15, 2016 at 2927 Market Place, Onalaska, WI Tax Parcel #18-3635-4.

Background:

The City of Onalaska allows outdoor sales and displays as a permitted accessory use in certain zoning districts subject to the following conditions (Section 13-6-14):

- 1) Outdoor display and sales must be shown on the site plan for the property and are subject to the approval of the City.
- 2) **Outdoor display and sales are limited to thirty (30) days per calendar year unless approved by the City Plan Commission.**
- 3) Outdoor display and sales shall be limited to the goods sold at the principal use present on the site except for temporary sales events authorized by the City Plan Commission.
- 4) Outdoor display and sales areas shall not include portable toilets and more than two (2) temporary signs advertising the sale.

City staff received a request from Home Depot on January 20, 2016 to allow the operation of their seasonal garden center that lasts from March 16, 2016 through July 15, 2016. Home Depot will file an “Application for Temporary Outdoor Sales Tent Permit” with the City of Onalaska and intend to set up one (1) temporary tent structure that will sell plants and is 24’ by 41’ (984 SF).

Recommended Action:

Approve the request by Home Depot to allow a tent sale event until July 15, 2016 at 2927 Market Place, Onalaska, WI, conditioned upon obtaining a tent permit from the Onalaska Inspection Department.

Aspenson, Katie

From: TRACY_SACIA@homedepot.com
Sent: Wednesday, January 20, 2016 5:32 PM
To: Aspenson, Katie
Subject: Re: Onalaska, WI - Garden Center Tent Event - 2016

March 16 to July 15.

Same location.

On Jan 20, 2016, at 4:28 PM, Aspenson, Katie <kaspenson@cityofonalaska.com> wrote:

Hello Tracy,

Attached are your application materials from 2015 for the Garden Center Tent Event. I would like to place your item on the agenda for the February 2016 meeting.

- 1) Last year you had the event from schedule April 15 to August 31st and then changed it to March 16th – July 15, 2015. Please specify in your email what dates you intend to use for 2016.
- 2) Is the plot plan of where it will be located the same as last year? If so, I will reuse last year's map.
- 3) Is the size of tent the same as last year? (24' x 41') Also, that the tent would house only plants, no electricity, have a fire extinguisher on hand, and use 49 parking stalls?

Please respond with an email noting the above information for 2016. This will be included in the Plan Commission packet.

Also, please fill out the 2nd Page of the Temporary Tent Sale Permit & Policy and return via email/mail. If mail, please submit to the Inspection Department, Onalaska City Hall, 415 Main Street, Onalaska, WI 54650.

The last attachment is the policy document that was approved by the Common Council in February 2015. This documents provides more detailed information regarding Garden Center Tent Sale Events.

If you have any questions, please do not hesitate to contact to me.

Thank you,

Katie

Katie Meyer, AICP
Planner | Zoning Inspector
City of Onalaska
415 Main Street
Onalaska, WI 54650
P: 608-781-9590
F: 608-781-9506



CITY OF ONALASKA

STAFF REPORT

Plan Commission – February 23, 2016

Agenda Item:

7

Agenda Item: Discussion and Consideration regarding churches and daycares in the City of Onalaska.

Background: Please review the attached memo from Attorney Amanda Jackson dated February 10, 2016 regarding the regulation of daycares in the City of Onalaska for discussion and consideration.

MEMO

TO: Ms. Katie Aspenson
FROM: Attorney Amanda Jackson
DATE: February 10, 2016
RE: Plan Commission Agenda Items

I. Daycare/Churches

There are currently several daycares in the City of Onalaska which do not have conditional use permits (or PILOTS) but which are located in a zoning district for which a conditional use is required. The City has been inadvertently allowing these non-compliant uses to exist. The City is now aware of their non-compliant use primarily because of the recent survey of daycares following the issues with Rivers Harvest. In many situations these daycares began operations without needing a building permit or other permit so they simply began operations without contacting the City. Consequently, these are not uses which were grandfathered in because of changes to the zoning code or past approval, instead they are illegal non-conforming uses. We would ask whether the Plan Commission would like to either (a) allow the illegal non-conforming use, (b) require that the properties be brought into compliance or (c) change the zoning code to allow daycares without conditional use permits.

II. Fences

During the River Harvest CUP review there was extensive discussion of setbacks for fences. Currently the only City setback required is in ordinance 13-6-10 that provides for a 3 foot setback requirement for residential fences in residential districts only. We have been informed that the City policy implemented in recent years has been to require a 3 foot setback for all fences regardless of which district they are in. The fence policy is somewhat inconsistent with other City setback policy, including that in certain business districts the building may be essentially built to the property line. This inconsistency contradicts many of the reasons we have provided for why fences must be set off of the sidewalk, including the safety and free use of the sidewalks. I would encourage the Plan Commission at the next meeting to discuss what the City policy with respect to fencing in all districts should be moving forward and that the City ordinances be amended to reflect that. The Plan Commission might prefer a working group to tackle this, but a time period such as ninety days should be set to clear this matter up. In the meantime the City will need to enforce the fencing provisions as written.

III. Conditional Use Permits

The City has seen an increase in the number of Conditional Use Permit applications. The applicable chapter of the zoning code has been reviewed. The applicable chapter has language similar to many municipalities, but there is language which could be added to be clearer with respect to the types of conditions which may be required. An example of this is Eau Claire. Additionally, we are running into issues with a lack of formal amendment process and what level of review is needed for an amendment to a Conditional Use Permit, if any. We would suggest that our office work with the Planning department over the next ninety days to put together a proposed amendment to the ordinances to address some of this language and include a formal process for when an amendment to a conditional use permit is needed and what that process is.



CITY OF ONALASKA

STAFF REPORT

Plan Commission – February 23, 2016

Agenda Item:

8

Agenda Item: Discussion and Consideration regarding fence setbacks in non-residential zoned properties in the City of Onalaska.

Background: Please review the attached memo from Attorney Amanda Jackson dated February 10, 2016 regarding the regulation of fence setbacks in the City of Onalaska for discussion and consideration.

MEMO

TO: Ms. Katie Aspenson
FROM: Attorney Amanda Jackson
DATE: February 10, 2016
RE: Plan Commission Agenda Items

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CITY OF ONALASKA

STAFF REPORT

Plan Commission – February 23, 2016

Agenda Item:

9

Agenda Item: Discussion and Consideration regarding Conditional Use Permits in the City of Onalaska.

Background: Please review the attached memo from Attorney Amanda Jackson dated February 10, 2016 regarding existing Conditional Use Permit regulations in the City of Onalaska for discussion and consideration.

MEMO

TO: Ms. Katie Aspenson
FROM: Attorney Amanda Jackson
DATE: February 10, 2016
RE: Plan Commission Agenda Items

I. Daycare/Churches

There are currently several daycares in the City of Onalaska which do not have conditional use permits (or PILOTS) but which are located in a zoning district for which a conditional use is required. The City has been inadvertently allowing these non-compliant uses to exist. The City is now aware of their non-compliant use primarily because of the recent survey of daycares following the issues with Rivers Harvest. In many situations these daycares began operations without needing a building permit or other permit so they simply began operations without contacting the City. Consequently, these are not uses which were grandfathered in because of changes to the zoning code or past approval, instead they are illegal non-conforming uses. We would ask whether the Plan Commission would like to either (a) allow the illegal non-conforming use, (b) require that the properties be brought into compliance or (c) change the zoning code to allow daycares without conditional use permits.

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