



Village Hall, 262-495-8316
Fax, 262-495-8755
Public Works Dept., 262-495-4106
Public Safety Dept., 262-495-4200
Building Inspector, 262-490-0277
Recreation Dept., 262-468-1174
Library Director, 262-495-4605

Palmyra Village Hall • 100 W. Taft St. PO Box 380 • Palmyra, WI 53156

Village of Palmyra

LAND USE APPLICATION – CONDITIONAL USE FEE \$200.00

In order to meet noticing requirements for certain Plan Commission applications a 45 day application & review process has been established.

APPLICANT Verizon Nathan Haupt, Permitting Agent 775-223-3828
Name telephone
Name telephone

PROPERTY INTEREST OF APPLICANT Owner Agent for Owner ☒ Other Leasehold
Village of Palmyra (Fee Parcel Owner) 262-495-8316
Owner's name (if not the applicant) telephone
100 W. Taft St. Palmyra WI 53156
Owner's address city state/zip

PROPERTY LOCATION 955 - 8th St. / 171-0516-2243-040 6.67 acres
Street address or parcel (tax key) number acreage or lot area
BEG 198FT SE SW/C MAIN ST & 8TH ST, SW290FT, SE117FT, E 379.5FT TO 8TH ST, N66FT,
NW 360FT TO POB. BLK 4 & BLK 3 O.P.DOW'S ADD & ADJ VACATED WEST ST.
legal description

ZONING DISTRICT PI (Public & Institutional) No Change
Present proposed

PROPOSED LAND USE(s) No Change. Existing Mobile Service Facility on Water Tower in Village Park.
Description, including name of development or subdivision, if applicable

SUPPORTING DOCUMENTS Survey Concept Plan ☒ Site Plan ☒ Building Elevations
List of Adjacent Property Owners Other
☒ A pdf file emailed to the Village Clerk of the supporting documents

The applicant certifies, by his or her signature below, familiarity with State of Wisconsin and Village of Palmyra regulations and procedures pertaining to this application for Land Use approval. The undersigned further certifies that the information contained in this application and all accompanying attachments and exhibits are true and correct to the best of his or her knowledge.

For all requests, professional service fees from the Village Engineer, Zoning Administrator and Attorney are the costs of the applicants / property owner per Section 17.17(6)(b) of the Village of Palmyra Zoning & Development Code.

[Signature]
Signature of applicant

04/04/2025

Date of application

Signature of property owner (other than applicant)

Date of application

CK#29674

FEE RECEIVED \$ 200 DATE 5/2/25 BY L. Mueller

For all requests, professional service fees from the Village Engineer, Zoning Administrator and Attorney are the costs of the applicants / property owner per Section 17.17(6)(b) of the Village of Palmyra Zoning & Development Code.

DO NOT WRITE BELOW THIS LINE - OFFICE USE ONLY

Date Received: 4 / 8 / 2025

Application Received
By: L. Mueller

Plan Commission Date and Time YOU MUST BE PRESENT:

Date: 11 / 19 / 25 Time: 6 : 00 PM

Approved for processing by the Village of Palmyra Plan Commission Chairman:

Signature: _____

(X) Approved () Conditionally Approved

Approved by the Village Board of the Village of Palmyra

Date: Nov 19, 2025 Signature: [Signature]

Fire Department Inspector Approval _____
Date _____

Building Inspector Approval _____
Date _____

Occupancy Permit # _____

Village of Palmyra
CONDITIONAL USE JUSTIFICATION
(Attach to Land Use Application)

APPLICANT	Verizon	1701 Golf Rd. Tower 2, Suite: 400, Rolling Meadows, IL 60008
	Name	address

Describe how the conditional use if granted will be consistent with the purposes and intent of the zoning code, and will not adversely affect the public health, safety or welfare; and

Verizon proposes a non-substantial modification to their existing Class 2 Collocation pursuant to Wisconsin Assembly Bill 40, Act 20, Section 1269i, 66.0404- 66.0406.

Describe how the conditional use if granted will not be hazardous, harmful or otherwise adverse to the environment or to the reasonable use and value of nearby properties or the community in general; and

Verizon proposes a non-substantial modification to their existing Class 2 Collocation pursuant to Wisconsin Assembly Bill 40, Act 20, Section 1269i, 66.0404- 66.0406.

Describe how the conditional use if granted will be compatible with the existing uses of, and structures upon, surrounding properties, and will not impede the normal and orderly development and improvement of other properties for uses permitted in the district; and

Verizon proposes a non-substantial modification to their existing Class 2 Collocation pursuant to Wisconsin Assembly Bill 40, Act 20, Section 1269i, 66.0404- 66.0406.

Describe how the conditional use if granted will be designed and operated in a manner which minimizes adverse effects, including visual impacts, on surrounding properties and the community as a whole; and

Verizon proposes a non-substantial modification to their existing Class 2 Collocation pursuant to Wisconsin Assembly Bill 40, Act 20, Section 1269i, 66.0404- 66.0406.

Describe how the conditional use if granted provides adequate means of ingress and egress so as to minimize traffic congestion in the public streets and will not cause any significant traffic problems; and

Verizon proposes a non-substantial modification to their existing Class 2 Collocation pursuant to Wisconsin Assembly Bill 40, Act 20, Section 1269i, 66.0404- 66.0406.

Describe how the conditional use if granted has, or makes provisions for, adequate utilities, access roads, drainage and other necessary site improvements; and

Verizon proposes a non-substantial modification to their existing Class 2 Collocation pursuant to Wisconsin Assembly Bill 40, Act 20, Section 1269i, 66.0404- 66.0406.

Describe how the conditional use if granted will be consistent with the Village's Comprehensive Plan for the area in which it is located.

Verizon proposes a non-substantial modification to their existing Class 2 Collocation pursuant to Wisconsin Assembly Bill 40, Act 20, Section 1269i, 66.0404- 66.0406.

Required Attachments: 1. A list of names and mailing addresses of adjacent property owners within 100 feet of the subject property.

Not applicable.

Verizon proposes a non-substantial modification to their existing Class 2 Collocation pursuant to Wisconsin Assembly Bill 40, Act 20, Section 1269i, 66.0404- 66.0406.

NOTICE

PLEASE BE ADVISED that pursuant to Village of Palmyra Ordinance No. 06-17. the Village of Palmyra Village Board has determined that the Village Treasurer shall charge the property owner for costs incurred by the Village whenever the services of the Village Attorney, Village Engineer, Village Planner, or any other professional results in a charge to the Village for professional time and services if such service is not a service supplied to the Village as a whole,. Also be advised that pursuant to the Village of Palmyra Ordinances certain other fees, costs and charges are the responsibility of the property owner making application to the Village.

I, the undersigned, hereby acknowledge that I have been advised that, pursuant to the Village of Palmyra Ordinance No. 06-17. if the Village Attorney, Village Engineer, Village Planner, or any other professional provides services to the Village as a result of my activities, whether at my request or at the request of the Village, I shall be responsible for the fees incurred by the Village and, in the event I fail to timely pay such charges, the Village will assess them against my property as a special charge together with any accrued interest. Also I have been advised that pursuant to the Village of Palmyra code certain other fees, costs and charges are my responsibility.

Dated this 28 day of March 2025

Signature of the Property Owner: 

Please Print Name of Property Owner: Jessica DeWalt, Verizon Wireless

Address of Property: 955-8th St. Palmyra, WI 53156

Tax Key No. of Property: 171-0516-2243-040

- ☐ Original kept on file with Village Clerk.
- ☐ Copy provided to Property Owner.



MEMO

To: Palmyra Plan Commission
From: MSA Planning Staff
Subject: Verizon Antenna Modifications Conditional Use Permit (CUP) - 955 8th St
Date: Thursday, November 13, 2025

Request

Per the Applicant, Verizon Wireless, Verizon proposes a non-substantial modification to their existing Class 2 Collocation Antenna facility located at 955 - 8th St. (Parcel Number: 171-0516-2243-040). Based on the original Conditional Use Permit (CUP) from 2010, a new CUP would be triggered for the subject premises due to the further extension and expansion of facilities authorized by the Plan Commission.

See attached application, cover letter, and engineering report. Note that approximately 50 pages of engineering calculations have been excluded from the packet and can be sent upon request.

Background

The structure is compliant as a Class 2 Collocation Antenna facility with Wisconsin Statute § 66.0404 which regulates siting and modification of antenna facilities. Class 2 facilities are those that add antennas and other structures without substantial modifications. Wisconsin State Stats Section 66.0404(1)(s) defines a "Substantial Modification" as a modification of a mobile service support structure, including the mounting of antenna on such a structure, that does any of the following:

1. For structures with an overall height of 200 feet or less, increases the overall height of the structure by more than 20 feet.
2. For structures with an overall height of more than 200 feet, increases the overall height of the structure by 10 percent or more.
3. Measured at the level of appurtenance added to the structure as a result of the modification, increases the width of the support structure by 20 feet or more, unless a larger area is necessary for collocation.
4. Increases the square footage of an existing equipment compound to a total area of more than 2,500 square feet.

The equipment modifications proposed in this application do none of these, thus they do not result in a substantial modification to the existing facility or support structure and have been described as a "non-substantial modification" on the enclosed application.

Engineering Report

MSA prepared a summary letter dated May 14, 2025 that requested revisions to the originally proposed scope. Terra Consulting Group responded with revised plans dated September 16, 2025 addressing MSA's requested revisions. The revised plans relocated certain equipment and reduced antenna heights. Krech Ojard & Associates prepared a revised structural analysis report dated September 11, 2025, that incorporated the revised project scope and the future safety handrail. The structural conclusions are:

1. Tower shaft (stress with wind): 100% capacity ratio.
2. Anchor bolts (stress): 86% capacity ratio.
3. Anchor bolts (pullout): 42% capacity ratio.

A copy of the Engineer's report directed to Scott Halbrucker, Director of Public Works, titled "Palmyra Tank and Cable Installation Review" dated October 3rd, 2025 is attached to this memo outlining findings from the most recent submitted plans, verifying that the conditions of the CUP have been met. The engineering materials have been reviewed, and MSA has signed off on the project. No further future modifications beyond the safety handrail are anticipated.

Comprehensive Plan

The subject area is presently designated as Government, Institutional & Utilities (GIU) which includes areas such as places of worship, cemeteries, schools, community centers, government facilities, libraries, utilities and other parcels that are owned by a public, quasi-public, utility, or religious entity. Park and recreational uses are sometimes a primary or secondary use on these sites.

Zoning

The subject parcel (171-0516-2243-040) is zoned as PI - Public & Institutional. Per Village Code Table 17.05-A Matrix of Land Uses, Satellite Dishes/Communication Antennae/Towers are considered conditional uses for all districts and require a CUP for installations and/or expansions of facilities.

Recommendations

MSA recommends approval of the Conditional Use Permit (CUP) for the Class 2 Collocation Antenna Facility operated by Verizon located at 955 Eighth Street (Parcel Number: 171-0516-2243-040). All activities and operations at the subject premises shall be in strict conformance with the revised plans and the various other provisions and requirements of the Code of Ordinances of the Village of Palmyra.

