

# CITY OF ONALASKA MEETING NOTICE

**COMMITTEE/BOARD:** Plan Commission  
**DATE OF MEETING:** June 26, 2018 (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. **Public Hearing: Approximately 7:00 PM (or immediately following Public Input)** and consideration of a Conditional Use Permit request filed by Tom Vierling of Better Hearing Center, 515 2nd Avenue South, Onalaska, WI 54650 on behalf of BHC Properties LLC, N5794 Rivendell Court, Onalaska, WI 54650 to install an Electronic Message Center sign approximately seventy-three (73) feet from a residential parcel line at 1101 Main Street, Onalaska, WI 54650 (Tax Parcel # 18-789-0)
5. **Public Hearing: Approximately 7:10 PM (or immediately following previous hearing at 7:00 PM)** and consideration of a Conditional Use Permit request filed by Amy Deters of Christian Chapel Daycare, 1415 Well Street, Onalaska, WI 54650 on behalf of Onalaska Church of Christ, 1415 Main Street, Onalaska, WI 54650 to allow the operation of a child care center at 1415 Well Street, Onalaska, WI 54650 (Tax Parcel # 18-723-0)

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. Jerry Every
Ald. Diane Wulf
Ald. Ron Gjertsen
Ald. Kim Smith
* Jarrod Holter, City Engineer **Kevin Schubert
City Attorney City Administrator
La Crosse Tribune Dept. Heads.
Coulee Courier FOX
WKTY WLXR WKBT WXOW WLAX
*Committee Members

* Jan Brock	*Knutte Temte
*Paul Gleason	*Craig Breitsprecher
*Parks & Rec Chair - Steven Nott	
**Alternate – Vice Chair Parks & Rec- Dennis Aspenson	
Tom Vierling	
Amy Deters/Donald Lee	
Jerry Hatlevig	
Leo Bronston/Larry Schreader	
Brian Buswell	
Onalaska Omni Center	
Onalaska Public Library	
* * Alternate Member – for City Engineer	

Date Notices Mailed and Posted: 6-20-18

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.

6. **Public Hearing: Approximately 7:20 PM (or immediately following previous hearing at 7:10 PM)** and consideration of a Conditional Use Permit request filed by Pastor Jerry Hatlevig of Connect Church, PO BOX 431, Onalaska, WI 54650 on behalf of Cathedral of Praise Church of La Crosse Inc., 3340 Kinney Coulee Road South, Onalaska, WI 54650 to allow the construction of two (2) accessory structures (garage and pergola) and a driveway and paved path at 3340 Kinney Coulee Road South, Onalaska, WI 54650  
(Tax Parcel: 18-3654-61)
7. **Public Hearing: Approximately 7:30 PM (or immediately following previous hearing at 7:20 PM)** and consideration of a Conditional Use Permit request filed by Leo Bronston, 1202 County Road PH, Suite 100, Onalaska, WI 54650 on behalf of River of Life Assembly of God, Inc., 1214 County Road PH, Onalaska, WI 54650 to allow restaurant(s) on a portion of the property at 1214 County Road PH, in the process of being rezoned to Transitional Commercial (T-C) District, located at 1214 County Road PH, Onalaska, WI 54650  
(Tax Parcel # 18-3542-0).
8. Review and Consideration to Vacate and Discontinue Abbey Court, submitted by Abbey Court Apartments, LLC, 1310 West Wisconsin Street, Sparta, WI 54656
9. Review and Consideration of Invoice No: 018-021-1: Hoisington Koegler Group inc. for UDC / Zoning Ordinance Re-write Project
10. Adjournment.



# CITY OF ONALASKA

Agenda Item:

# 4

## STAFF REPORT

Plan Commission – June 26, 2018

- Agenda Item: Public Hearing and Consideration of a Conditional Use Permit to reduce a setback of an Electronic Message Center Sign from residential properties.
- Applicant: Tom Vierling of Better Hearing Center, 515 2<sup>nd</sup> Avenue South, Onalaska, WI 54650
- Property Owner: BHC Properties LLC, N5794 Rivendell Court, Onalaska, WI 54650
- Parcel Number: 18-789-0
- Site Location: 1101 Main Street, Onalaska, WI 54650
- Existing Zoning: Community Business (B-2) District

Background:

This Conditional Use Permit (CUP) request pertains to allowing an Electronic Message Center Sign to be constructed closer than 100 feet from a residential property line at 1101 Main Street (commercial business center). The applicant is proposing to install an Electronic Message Center on the top of the existing freestanding monument sign, located five (5) feet setback into the property (approximately 73' from residential properties). The residential properties in question are located across the street from the new sign and would be separated from the sign by Main Street, in addition to the sign being installed a minimum of five (5) feet setback from the property line. The proposed electronic message center portion of the sign will be fifteen (15) square feet (3' x 5') (per side), while a maximum of thirty-two (32) feet square feet is allowed.

The Conditional Use is permitted only by approval of the Plan Commission 13-6-25 (2) (f) (1) and pursuant to standards set forth in Sections 13-8-11. The City has no basis for denial of the Conditional Use Permit, but has found a basis to impose the following conditions:

**Substantial Evidence Regarding Conditions of Approval:**

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

**Substantial Evidence:** This condition provides notice to the owner/developer that they are to follow procedure for orderly development in the City of Onalaska in order to promote the health, safety and welfare of the City.

2. All conditions run with the land and are binding upon the original developer and all heirs, successors and assigns so long as the conditional use is being actively used.

**Substantial Evidence:** This condition acknowledges and provides public notice of the term and puts the owner/developer and future owners on notice that they are bound by the conditions and that they can continue the use as long as they follow the conditions and actively use the conditional use.

## CITY OF ONALASKA

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3. Owner/developer shall abide by the City's Ordinances, Unified Development Code and Building Code requirements, as amended.

**Substantial Evidence:** This condition assures that the owner/developer understands they must follow the City's Unified Development Code and Building Code which they are required to follow in every way and that as they are receiving the benefit of being allowed to have a use that is not within the standards of the City's zoning code, failure to follow City ordinances may result in loss of their conditional use permit.

4. The Conditional Use Permit shall be reviewed every five (5) years to ensure continued use.

**Substantial Evidence:** This shifts the burden to the owner of the property to provide proof that the use is active and continuing. Ensuring that existing permits are still valid and being properly used ensures compliance with the City's procedures and ordinances and promotes interaction and communication with the City which further orderly development and the health, safety and welfare of the City.

### **Action Requested:**

As a public hearing will be held, testimony based on substantial evidence from the public should be listened to and considered before deciding on the requested Conditional Use Permit application. Only where no reasonable conditions could exist to allow the Conditional Use, may a Conditional Use Permit be denied.

# **REQUEST FOR ACTION & POSSIBLE CONSIDERATION BY PLAN COMMISSION:**

June 26, 2018

## **Agenda Item 4:**

**Public Hearing and Consideration of a Conditional Use Permit request filed by Tom Vierling of Better Hearing Center, 515 2nd Avenue South, Onalaska, WI 54650 on behalf of BHC Properties LLC, N5794 Rivendell Court, Onalaska, WI 54650 to install an Electronic Message Center sign approximately seventy-three (73) feet from a residential parcel line at 1101 Main Street, Onalaska, WI 54650, Tax Parcel # 18-789-0.**

1. Owner/developer shall pay all fees and have all plans reviewed and approved by the City prior to obtaining a building permit. Owner/developer must have all conditions satisfied and improvements installed per approved plans prior to issuance of occupancy permits.
2. All conditions run with the land and are binding upon the original developer and all heirs, successors and assigns so long as the conditional use is being actively used.
3. Owner/developer shall abide by the City's Ordinances, Unified Development Code and Building Code requirements, as amended.
4. The Conditional Use Permit shall be reviewed every five (5) years to ensure continued use.

*Proposed*

*Existing*





City of Onalaska, Department of Planning & Zoning, 415 Main Street, Onalaska, WI 54650

# CONDITIONAL USE PERMIT APPLICATION

The following checklist will ensure the timely processing of your permit:

➔ Overview/ Cover Letter Describing the following:

- ▶ Detailed Description of Proposed Conditional Use
- ▶ Description of how Proposed Conditional Use Meets Unified Development Ordinance Standards (use form on next page or attach an explanation each of the following:):
  - ▶ Compatibility with Surrounding Neighborhood (existing and anticipated development within 250 ft of proposed use and within 500 ft along the same street)
  - ▶ Consistency with the Comprehensive Plan (relationship of proposed use to the goals, objectives and policies)
  - ▶ Importance of Services to the Community (provided by the proposed use)
  - ▶ Neighborhood Protections (avoidance of negative impacts)
  - ▶ Other Factors (pertinent to the proposed use)

➔ Site Sketch and Photographs (if applicable)

➔ \$250 Permit Application Fee (Payable to the City of Onalaska)

*If incomplete, no further processing of the application will occur until the deficiencies are corrected.*

*A Conditional Use is a land use or development that would not generally be appropriate within a district but might be allowed in certain locations within the district if specific requirements are met. The compatibility must be judged on the basis of the particular circumstances and may require additional conditions set by the Plan Commission & Common Council before development or occupancy is permitted. The intent is to allow a reasonable degree of discretion in determining the suitability of a particular development at a specific location.*

Application for:

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Fence           | <input type="checkbox"/> Two Structures on one parcel | <input type="checkbox"/> Parking Lot                        |
| <input type="checkbox"/> Home Occupation | <input type="checkbox"/> Automotive Repair / Sales    | <input type="checkbox"/> Use _____                          |
| <input type="checkbox"/> Bed & Breakfast | <input type="checkbox"/> Warehousing / Storage        | <input checked="" type="checkbox"/> Other <u>Sign</u> _____ |

Brief Description of Proposed Conditional Use:

Allow the an electronic message center within 100 feet of a residential parcel line.

*Proposed conditional use must meet the requirements of the Unified Development Ordinance. Per Wisconsin's Open Meeting Law, comments on this permit application, either by the applicant or concerned citizen, shall be raised in person at the scheduled meeting or brought up to City Staff (through conversation, written letter or email) for review at the scheduled meeting. Due to Wisconsin's Open Meeting Law, Plan Commissioners and Councilors are unable to discuss this matter outside of a scheduled public meeting. Thank you.*

250.00 APPLIED  
250.00 TENDERED

Paid By: JOSEPH ENTERPRISES LTD  
OK 250.00 REF: 68-7707

18-789-0/1101 MAIN ST 250.00

CITY OF ONALASKA  
REC#: R00115448 05/11/2018 12:24 PM  
TRAN: 450 PLANNING & ZONING  
OPER: C2 TERM: 2  
TRBY: CASH 02



City of Onalaska, Department of Planning & Zoning, 415 Main Street, Onalaska, WI 54650

### CONDITIONAL USE PERMIT APPLICATION

Property Address:  
*1101 Main St.*

Parcel Number:  
*18-00789-000*

Zoning District:  
*B-2*

Applicant: *Better Hearing Center*

Contact: *Tom Vierling*

Mailing Address: *515 - 2<sup>ND</sup> Ave, S.*

City, State, Zip: *Onalaska, WI 54650*

Phone Number: *608-781-6881*

Email: *betterhearing@onalaska@yahoo*  Primary Contact

Business:

Owner/Contact:

Mailing Address: *SAME*

City, State, Zip:

Phone Number:

Email:  Primary Contact

Property Owner: *COM*

Contact:

Mailing Address: *SAME*

City, State, Zip:

Phone Number:

Email:  Primary Contact

*The undersigned hereby makes application at the location stated herein. The undersigned agrees that all work shall be done in accordance with the requirements of the City of Onalaska Unified Development Code / Zoning Ordinance and with all other applicable City Ordinances and the laws and regulations of the State of Wisconsin.*

Signature of Applicant:	Date:
Signature of Property Owner: <i>Thomas Vierling</i>	Date: <i>5-7-18</i>

Compatibility with Surrounding Neighborhood:

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Consistency with the Comprehensive Plan:

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Importance of Services to the Community:

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Neighborhood Protections (avoidance of negative externalities):

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Other Factors (pertinent to the proposed use):

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OFFICE USE ONLY:	Date Submitted:	Permit Number:
Permit Fee:	<input type="checkbox"/> Cash <input type="checkbox"/> Check #	Application Received by:

**NOTICE OF PUBLIC HEARING  
BEFORE THE CITY OF ONALASKA**

Please take notice that the City Plan Commission for the City of Onalaska will hold a public hearing on

**TUESDAY, JUNE 26, 2018  
APPROX. 7:00 P.M.  
(or immediately following public input)**

in Onalaska City Hall, 415 Main Street, Onalaska, Wisconsin 54650 at which time they will consider an application submitted by Tom Vierling of Better Hearing Center, 515 2nd Avenue South, Onalaska, WI 54650 who is requesting a Conditional Use Permit for the purpose of installing an Electronic Message Center sign within one hundred (100) feet from a residential lot line at 1101 Main Street, Onalaska, WI 54650, which will replace a portion of the existing freestanding sign.

Property is more particularly described as:

Computer Number: **18-789-0**

Section 4, Township 16, Range 07

ASSESSORS PLAT OF ONALASKA PRT OUTLOT 11 COM SE COR W 388.7FT TO  
POB W 150FT N 208.7FT E 150FT S 208.7FT TO POB EX COM SE COR N 33FT W  
604.71FT N 227.65FT TO POB S89D7ME 86.71FT S 110.65FT N89D7MW 86.71FT N  
110.65FT TO POB & PRT OUTLOT 11 COM SE COR N 33FT N89D7MW 538.7 FT  
TO POB N89D7MW 66FT TO E R/W ST N 117FT S89D7ME 66FT S 117FT TO POB

YOU ARE FURTHER NOTIFIED that the City of Onalaska Plan Commission will hear all persons interested their agent or attorney concerning this matter.

More detailed information on this item will be posted to the City of Onalaska website [www.cityofonalaska.com](http://www.cityofonalaska.com) the Friday before the scheduled meeting under Agendas & Minutes/Plan Commission. This posting will contain the Plan Commission Agenda and all attachments referencing this item.

Dated this 1st day of June, 2018.

Cari Burmaster  
City Clerk





# CITY OF ONALASKA

## STAFF REPORT

Plan Commission – June 26, 2018

Agenda Item:

# 5

Agenda Item: Public Hearing and Consideration of a Conditional Use Permit request to allow the operation of a child care center.

Applicant/Owner: Amy Deters, Christen Chapel Daycare  
1415 Well Street, Onalaska, WI 54650

Parcel Number: 18-723-0

Site Location: 1415 Well Street, Onalaska, WI

Existing Zoning: Single Family and/or Duplex Residential (R-2) District

### Background:

Amy Deters of Christian Chapel Daycare has requested a Conditional Use Permit (CUP) to allow the operation of a child care center in a Single Family and/or Duplex Residential (R-2) Zoning District (Christian Chapel Daycare). Christian Chapel Daycare has been in business in the City of Onalaska for 42 years and is a licensed child care center serving seventy-three (73) children from ages 2 to 12, Monday through Friday from 6:00AM to 6:00PM. The child care center also offers before and after school care, summer care, and operate as a 4K site in partnership with the Onalaska School District. Christian Chapel Daycare has nineteen (19) employees, eight (8) of which are full-time.

Commercial daycare facilities are permitted only by Conditional Use Permit per Section 13-5-15 (c) and pursuant to standards set forth in Sections 13-8-11. The City has no basis for denial of the Conditional Use Permit, but has found a basis to impose the following conditions:

### Substantial Evidence Regarding Conditions of Approval:

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

**Substantial Evidence:** This condition provides notice to the owner/developer that they are to follow procedure for orderly development in the City of Onalaska in order to promote the health, safety and welfare of the City.

2. All conditions run with the land and are binding upon the original developer and all heirs, successors and assigns so long as the conditional use is being actively used.

**Substantial Evidence:** This condition acknowledges and provides public notice of the term and puts the owner/developer and future owners on notice that they are bound by the conditions and that they can continue the use as long as they follow the conditions and actively use the conditional use.

## CITY OF ONALASKA

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3. Owner/developer shall abide by the City's Ordinances, Unified Development Code and Building Code requirements, as amended.

**Substantial Evidence:** This condition assures that the owner/developer understands they must follow the City's Unified Development Code and Building Code which they are required to follow in every way and that as they are receiving the benefit of being allowed to have a use that is not within the standards of the City's zoning code, failure to follow City ordinances may result in loss of their conditional use permit.

4. The Conditional Use Permit shall be reviewed every five (5) years to ensure continued use.

**Substantial Evidence:** This shifts the burden to the owner of the property to provide proof that the use is active and continuing. Ensuring that existing permits are still valid and being properly used ensures compliance with the City's procedures and ordinances and promotes interaction and communication with the City which further orderly development and the health, safety and welfare of the City.

### **Action Requested:**

As a public hearing will be held, testimony based on substantial evidence from the public should be listened to and considered before deciding on the requested Conditional Use Permit application. Only where no reasonable conditions could exist to allow the Conditional Use, may a Conditional Use Permit be denied.

# **REQUEST FOR ACTION & POSSIBLE CONSIDERATION BY PLAN COMMISSION:**

June 26, 2018

## **Agenda Item 5:**

**Public Hearing and Consideration of a Conditional Use Permit request filed by Amy Deters of Christian Chapel Daycare, 1415 Well Street, Onalaska, WI 54650 on behalf of Onalaska Church of Christ, 1415 Main Street, Onalaska, WI 54650 to allow the operation of a child care center at 1415 Well Street, Onalaska, WI 54650, Tax Parcel # 18-723-0.**

1. Owner/developer shall pay all fees and have all plans reviewed and approved by the City prior to obtaining applicable building permits. Owner/developer must have all conditions satisfied and improvements installed per approved plans prior to issuance of occupancy permits.
2. All conditions run with the land and are binding upon the original developer and all heirs, successors and assigns so long as the conditional use is being actively used.
3. Owner/developer shall abide by the City's Ordinances, Unified Development Code and Building Code requirements, as amended.
4. The Conditional Use Permit shall be reviewed every five (5) years to ensure continued use.

**Christian Chapel Day Care**  
**1415 Well Street**  
**Onalaska WI 54650**  
**608-783-5722**

City of Onalaska  
415 Main St.  
Onalaska, WI 54650

May 15, 2018

To Whom It May Concern:

I am applying for a Conditional Use Permit. Christian Chapel Day Care has been in business for 42 years. We are a licensed child care center serving children from ages 2 to 12, Monday through Friday from 6:00 a.m. to 6:00 p.m. We offer before and after school care, summer care and are a 4k site through the Onalaska School District. Our center has 19 employees, 8 of which are full-time. We cook all of our meals on site and provide a loving, nurturing Christian learning environment for children.

Sincerely,



Amy Deters  
Director



# CONDITIONAL USE PERMIT APPLICATION

The following checklist will ensure the timely processing of your permit:

➔ **Overview/ Cover Letter Describing the following:**

- ▶ Detailed Description of Proposed Conditional Use
- ▶ Description of how Proposed Conditional Use Meets Unified Development Ordinance Standards (use form on next page or attach an explanation each of the following:)
  - ▶ Compatibility with Surrounding Neighborhood (existing and anticipated development within 250 ft of proposed use and within 500 ft along the same street)
  - ▶ Consistency with the Comprehensive Plan (relationship of proposed use to the goals, objectives and policies)
  - ▶ Importance of Services to the Community (provided by the proposed use)
  - ▶ Neighborhood Protections (avoidance of negative impacts)
  - ▶ Other Factors (pertinent to the proposed use)

➔ **Site Sketch and Photographs** (if applicable)

➔ **\$250 Permit Application Fee** (Payable to the City of Onalaska)

*If incomplete, no further processing of the application will occur until the deficiencies are corrected.*

*A Conditional Use is a land use or development that would not generally be appropriate within a district but might be allowed in certain locations within the district if specific requirements are met. The compatibility must be judged on the basis of the particular circumstances and may require additional conditions set by the Plan Commission & Common Council before development or occupancy is permitted. The intent is to allow a reasonable degree of discretion in determining the suitability of a particular development at a specific location.*

**Application for:**

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Fence           | <input type="checkbox"/> Two Structures on one parcel | <input type="checkbox"/> Parking Lot                   |
| <input type="checkbox"/> Home Occupation | <input type="checkbox"/> Automotive Repair / Sales    | <input checked="" type="checkbox"/> Use <u>Daycare</u> |
| <input type="checkbox"/> Bed & Breakfast | <input type="checkbox"/> Warehousing / Storage        | <input type="checkbox"/> Other _____                   |

**Brief Description of Proposed Conditional Use:**

See attached letter

*Proposed conditional use must meet the requirements of the Unified Development Ordinance. Per Wisconsin's Open Meeting Law, comments on this permit application, either by the applicant or concerned citizen, shall be raised in person at the scheduled meeting or brought up to City Staff (through conversation, written letter or email) for review at the scheduled meeting. Due to Wisconsin's Open Meeting Law, Plan Commissioners and Councilors are unable to discuss this matter outside of a scheduled public meeting. Thank you.*



City of Onalaska, Department of Planning & Zoning, 415 Main Street, Onalaska, WI 54650

### CONDITIONAL USE PERMIT APPLICATION

**Property Address:**  
1415 Well St.

**Parcel Number:**  
18- 723-0

**Zoning District:**  
R-2

**Applicant:** Christian Chapel Day Care

**Contact:** Amy Deters

**Mailing Address:** 1415 Well St

**City, State, Zip:** Onalaska, WI 54650

**Phone Number:** 608-783-5722

**Email:** ccdaycare@centurytel.net  Primary Contact

**Business:**

**Owner/Contact:** Amy Deters

**Mailing Address:** 1415 Well St

**City, State, Zip:** Onalaska, WI 54650

**Phone Number:** 608-783-5722

**Email:** ccdaycare@centurytel.net  Primary Contact

**Property Owner:** Onalaska Church of Christ

**Contact:** Donald M Lee (DONALD LEE)

**Mailing Address:** 1415 Well St

**City, State, Zip:** Onalaska, WI 54650

**Phone Number:** 608-783-4794

**Email:** dcc@centurytel.net  Primary Contact

The undersigned hereby makes application at the location stated herein. The undersigned agrees that all work shall be done in accordance with the requirements of the City of Onalaska Unified Development Code / Zoning Ordinance and with all other applicable City Ordinances and the laws and regulations of the State of Wisconsin.

**Signature of Applicant:** *Amy Deters* **Date:** 5/15/18

**Signature of Property Owner:** *Donald M. Lee* **Date:**

**Compatibility with Surrounding Neighborhood:**

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**Consistency with the Comprehensive Plan:**

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**Importance of Services to the Community:**

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**Neighborhood Protections (avoidance of negative externalities):**

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**Other Factors (pertinent to the proposed use):**

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<b>OFFICE USE ONLY:</b>	<b>Date Submitted:</b>	<b>Permit Number:</b>
<b>Permit Fee:</b>	<input type="checkbox"/> Cash <input type="checkbox"/> Check #	<b>Application Received by:</b>

**NOTICE OF PUBLIC HEARING  
BEFORE THE CITY OF ONALASKA**

Please take notice that the City Plan Commission for the City of Onalaska will hold a public hearing on

**TUESDAY, JUNE 26, 2018  
APPROX. 7:10 P.M.  
(or immediately following public hearing at 7:00 PM)**

in Onalaska City Hall, 415 Main Street, Onalaska, Wisconsin 54650 at which time they will consider an application submitted by Amy Deters of Christian Chapel Daycare, 1415 Well Street, Onalaska, WI 54650 for review and consideration of request for a Conditional Use Permit to allow the operation of a child care center at the property at 1415 Well Street, Onalaska, WI 54650.

Property is more particularly described as:

Computer Number: **18-723-0**

Section 04, Township 16, Range 07

ASSESSORS PLAT OF ONALASKA PRT OUTLOTS 7 & 8 COM NE COR LOT 4 BLK 4  
HILLTOPPER HGTS ADDN S87D53ME 450FT TO POB N65D49ME 515.5FT S19D51ME  
854.09FT N87D53MW 776.9FT N3D14ME 283.8FT N 280FT TO POB EX BLUFF VIEW &  
1ST ADDN TO BLUFF VIEW ADDN

YOU ARE FURTHER NOTIFIED that the City of Onalaska Plan Commission will hear all persons interested, their agent or attorney concerning this matter.

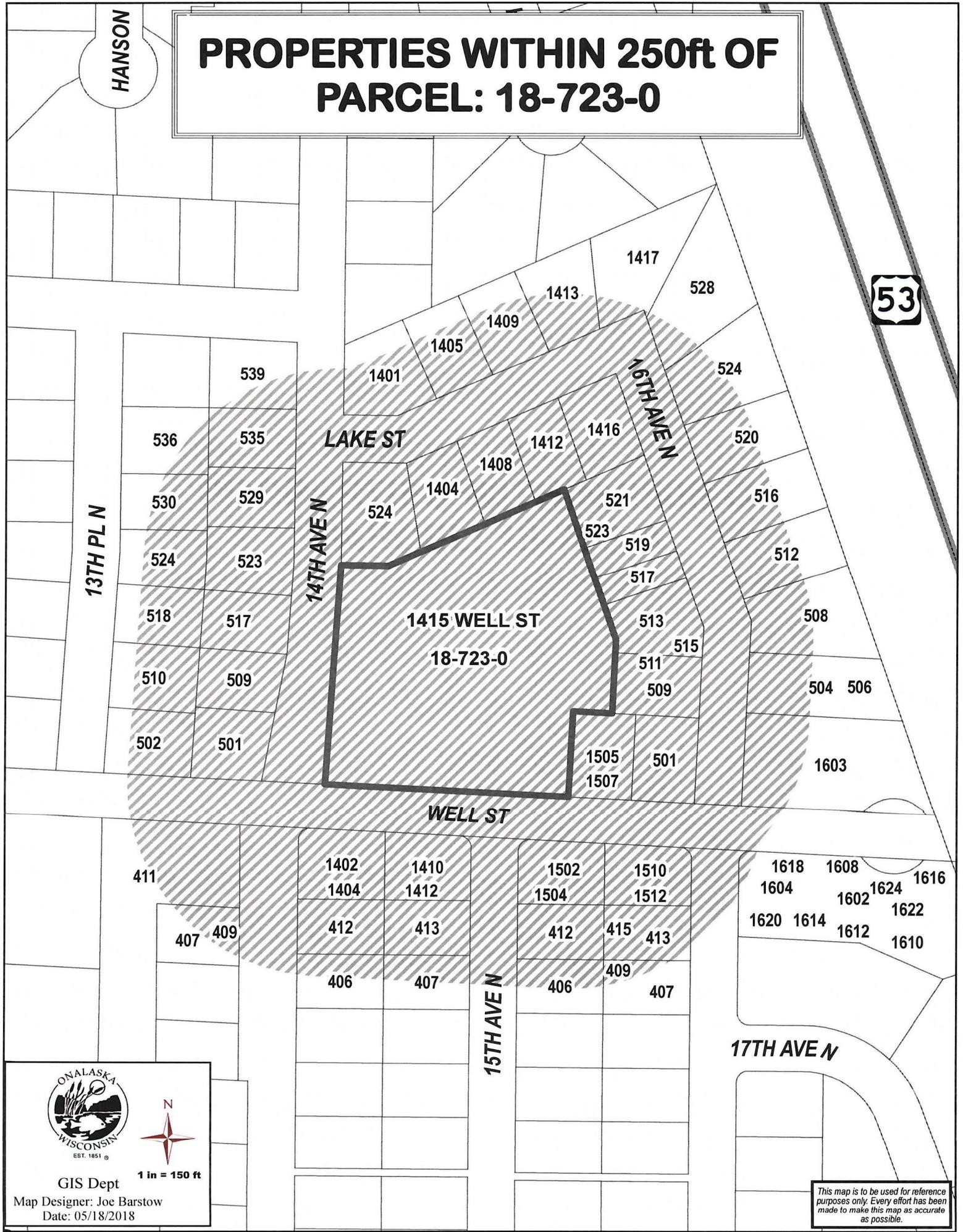
More detailed information on this item will be posted to the City of Onalaska website [www.cityofonalaska.com](http://www.cityofonalaska.com) the Friday before the scheduled meeting under Agendas & Minutes/Plan Commission. This posting will contain the Plan Commission Agenda and all attachments referencing this item.

Dated this 1st day of June, 2018.

Cari Burmaster  
City Clerk

HANSON

# PROPERTIES WITHIN 250ft OF PARCEL: 18-723-0



1 in = 150 ft

GIS Dept

Map Designer: Joe Barstow  
Date: 05/18/2018

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

## STAFF REPORT

Plan Commission – June 26, 2018

- Agenda Item: Public Hearing and Consideration of a request for a Conditional Use Permit to add accessory structures at Connect Church.
- Applicant: Pastor Jerry Hatlevig, PO Box 431 Onalaska, WI 54650
- Property Owner: Cathedral of Praise Church of La Crosse Inc.,  
3340 Kinney Coulee Road South, Onalaska, WI 54650
- Parcel Number: 18-3654-61
- Site Location: 1201 Main Street, Onalaska, WI 54650
- Existing Zoning: Public & Semi-Public (P-1) District

### Background:

This Conditional Use Permit (CUP) request pertains to allowing the construction of a garage (24' x 30') with a concrete drive and pad, a pergola (20' x 30') for shade in the children's play area, and a 4' wide concrete bike path inside the play area for the child care facility. The amendment of a Conditional Use is permitted only by approval of the Plan Commission 13-5-15 (f) and pursuant to standards set forth in Sections 13-8-11. The City has no basis for denial of the Conditional Use Permit, but has found a basis to impose the following conditions:

### Substantial Evidence Regarding Conditions of Approval:

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

**Substantial Evidence:** This condition provides notice to the owner/developer that they are to follow procedure for orderly development in the City of Onalaska in order to promote the health, safety and welfare of the City.

2. All conditions run with the land and are binding upon the original developer and all heirs, successors and assigns so long as the conditional use is being actively used.

**Substantial Evidence:** This condition acknowledges and provides public notice of the term and puts the owner/developer and future owners on notice that they are bound by the conditions and that they can continue the use as long as they follow the conditions and actively use the conditional use.

3. Owner/developer shall abide by the City's Ordinances, Unified Development Code and Building Code requirements, as amended.

**Substantial Evidence:** This condition assures that the owner/developer understands they must follow the City's Unified Development Code and Building Code which they are required to follow in every way and that as they are receiving the benefit of being allowed to have a use that is not within the standards of the City's zoning code, failure to follow City ordinances may result in loss of their conditional use permit.

## *CITY OF ONALASKA*

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4. The Conditional Use Permit shall be reviewed every five (5) years to ensure continued use.

**Substantial Evidence:** This shifts the burden to the owner of the property to provide proof that the use is active and continuing. Ensuring that existing permits are still valid and being properly used ensures compliance with the City's procedures and ordinances and promotes interaction and communication with the City which further orderly development and the health, safety and welfare of the City.

**Action Requested:**

As a public hearing will be held, testimony based on substantial evidence from the public should be listened to and considered before deciding on the requested Conditional Use Permit application. Only where no reasonable conditions could exist to allow the Conditional Use, may a Conditional Use Permit be denied.

# **REQUEST FOR ACTION & POSSIBLE CONSIDERATION BY PLAN COMMISSION:**

June 26, 2018

## **Agenda Item 6:**

**Public Hearing and Consideration of a Conditional Use Permit request filed by Pastor Jerry Hatlevig of Connect Church, PO BOX 431, Onalaska, WI 54650 on behalf of Cathedral of Praise Church of La Crosse Inc., 3340 Kinney Coulee Road South, Onalaska, WI 54650 to allow the construction of two (2) accessory structures (garage and pergola) and a driveway and paved path at 3340 Kinney Coulee Road South, Onalaska, WI 54650, Tax Parcel: 18-3654-61.**

1. Owner/developer shall pay all fees and have all plans reviewed and approved by the City prior to obtaining applicable building permits. Owner/developer must have all conditions satisfied and improvements installed per approved plans prior to issuance of occupancy permits.
2. All conditions run with the land and are binding upon the original developer and all heirs, successors and assigns so long as the conditional use is being actively used.
3. Owner/developer shall abide by the City's Ordinances, Unified Development Code and Building Code requirements, as amended.
4. The Conditional Use Permit shall be reviewed every five (5) years to ensure continued use.



MBA Architects, Inc.  
3823 Creekside Lane  
Holmen, WI 54636  
T 608-785-2760 F 608-785-2750

May 22, 2018

## Project Description for CUP for The Connect Church

The Connect Church at 3340 Kinney Coulee Road South Onalaska, WI 54650 is applying for a Conditional Use Permit in order to construct the two (2) accessory structures, a driveway, and paved path for their daycare. The garage is to be a 24' x 30' garage with an 18' garage door used for snow plow and lawnmower, site equipment and vehicle storage. It is residential in style and will blend with the neighborhood image and style. A concrete driveway and parking pad would be required to access the new garage. See conceptual site plan for location.

The church daycare will install a 20' x 30' pergola which will span into their 2 separate fenced play areas. This will be a pre-engineered structure and install by local sub-contractors. A 4' rectangular concrete walkway for tricycles will be installed along the play area fence line. Both of these items are required for the daycare licensing. Please refer to the conceptual site plan for their locations.

We believe these added features to the site are not major visual obstacles and functionally required for the church and daycare to maintain servicing the community. Thank you for your attention.

Sincerely,  
MBA Architects, Inc.

A handwritten signature in blue ink, appearing to read 'Colin H. Klos', is written over the typed name.

Colin H. Klos, AIA, ALA  
Vice President





# CONDITIONAL USE PERMIT APPLICATION

The following checklist will ensure the timely processing of your permit:

➔ **Overview/ Cover Letter Describing the following:**

- ▶ Detailed Description of Proposed Conditional Use
- ▶ Description of how Proposed Conditional Use Meets Unified Development Ordinance Standards (use form on next page or attach an explanation each of the following:)
  - ▶ Compatibility with Surrounding Neighborhood (existing and anticipated development within 250 ft of proposed use and within 500 ft along the same street)
  - ▶ Consistency with the Comprehensive Plan (relationship of proposed use to the goals, objectives and polices)
  - ▶ Importance of Services to the Community (provided by the proposed use)
  - ▶ Neighborhood Protections (avoidance of negative impacts)
  - ▶ Other Factors (pertinent to the proposed use)

➔ **Site Sketch and Photographs** (if applicable)

➔ **\$250 Permit Application Fee** (Payable to the City of Onalaska)

*If incomplete, no further processing of the application will occur until the deficiencies are corrected.*

*A Conditional Use is a land use or development that would not generally be appropriate within a district but might be allowed in certain locations within the district if specific requirements are met. The compatibility must be judged on the basis of the particular circumstances and may require additional conditions set by the Plan Commission & Common Council before development or occupancy is permitted. The intent is to allow a reasonable degree of discretion in determining the suitability of a particular development at a specific location.*

**Application for:**

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Fence           | <input checked="" type="checkbox"/> Two Structures on one parcel | <input type="checkbox"/> Use _____                               |
| <input type="checkbox"/> Home Occupation | <input type="checkbox"/> Automotive Repair / Sales               | <input checked="" type="checkbox"/> Other <u>Garage, pergola</u> |
| <input type="checkbox"/> Bed & Breakfast | <input type="checkbox"/> Warehousing / Storage                   |  |

**Brief Description of Proposed Conditional Use:**

*add a garage and a pergola for shade in the child play area + concrete bike path inside the play area of child care, CONCRETE DRIVE PAD FOR GARAGE*

*Proposed conditional use must meet the requirements of the Unified Development Ordinance. Per Wisconsin's Open Meeting Law, comments on this permit application, either by the applicant or concerned citizen, shall be raised in person at the scheduled meeting or brought up to City Staff (through conversation, written letter or email) for review at the scheduled meeting. Due to Wisconsin's Open Meeting Law, Plan Commissioners and Councilors are unable to discuss this matter outside of a scheduled public meeting. Thank you.*



City of Onalaska, Department of Planning & Zoning, 415 Main Street, Onalaska, WI 54650

### CONDITIONAL USE PERMIT APPLICATION

**Property Address:**  
3340 So Kinney Coulee Rd

**Parcel Number:**  
18-3654-61

**Zoning District:**

**Applicant:**

Contact: Same

Mailing Address:

City, State, Zip:

Phone Number:

Email:  Primary Contact

**Business:** Connect Church

**Owner/Contact:** Pr. Jerry Natlevig

**Mailing Address:** PO Box 431

**City, State, Zip:** Onalaska WI 54650

**Phone Number:** 608 781 3910

**Email:** phconnectchurch@gmail.com  Primary Contact

**Property Owner:** Cathedral of Praise La Crosse Inc

Contact:

Mailing Address: Same

City, State, Zip:

Phone Number:

Email:  Primary Contact

The undersigned hereby makes application at the location stated herein. The undersigned agrees that all work shall be done in accordance with the requirements of the City of Onalaska Unified Development Code / Zoning Ordinance and with all other applicable City Ordinances and the laws and regulations of the State of Wisconsin.

<b>Signature of Applicant:</b> Jerry A Natlevig	<b>Date:</b> 5/10/18
<b>Signature of Property Owner:</b> Jerry A Natlevig	<b>Date:</b> 5/10/18

**Compatibility with Surrounding Neighborhood:**  
 THE PROPOSED GARAGE WILL BE RESIDENTIAL IN DESIGN, PERGOLA WILL NOT BE VISIBLE TO NEIGHBORS, THERE IS ONE COMMERCIAL NEIGHBOR (E.O. JOHNSON) AND ONE RESIDENTIAL NEIGHBOR. THIS IS COMPATIBLE WITH NEIGHBORHOOD

**Consistency with the Comprehensive Plan:**  
 THIS USE DOES NOT CHANGE OR ALTER THE COMPREHENSIVE PLAN.

**Importance of Services to the Community:**  
 THE CONNECT CHURCH AND DAYCARE PERFORM IMPORTANT SERVICES TO THE COMMUNITY WHICH ARE BADLY NEEDED.

**Neighborhood Protections (avoidance of negative externalities):**  
 CAN NOT SEE NEGATIVE IMPACTS ON NEIGHBORHOOD.

**Other Factors (pertinent to the proposed use):**  
 THE GARAGE & DRIVE & PAD WILL BE USED TO PROTECT PICKUP & SNOW PLOW FROM ELEMENTS. PER THE NO TREES IN DAYCARE PLAY AREA, BY STATE A SHADED AREA NEEDS TO BE INCLUDED IN BOTH PLAY AREAS.

<b>OFFICE USE ONLY:</b>	<b>Date Submitted:</b>	<b>Permit Number:</b>
Permit Fee:	<input type="checkbox"/> Cash <input type="checkbox"/> Check #	Application Received by:

**NOTICE OF PUBLIC HEARING  
BEFORE THE CITY OF ONALASKA**

Please take notice that the City Plan Commission for the City of Onalaska will hold a public hearing on

**TUESDAY, JUNE 26, 2018  
APPROX. 7:20 P.M.  
(or immediately following public hearing at 7:10 PM)**

in Onalaska City Hall, 415 Main Street, Onalaska, Wisconsin 54650 at which time they will consider an application submitted by Jerry Hatlevig of Connect Church, PO Box 431, Onalaska, WI 54650 on behalf of Cathedral of Praise Church of La Crosse Inc., 3340 Kinney Coulee Road South, Onalaska, WI 54650 for review and consideration of a request for a Conditional Use Permit to allow the construction of two (2) accessory structures (garage and pergola), a driveway and a paved path at the property located at 3340 Kinney Coulee Road South, Onalaska, WI 54650.

Property is more particularly described as:

Computer Number: **18-3654-61**  
Section 11, Township 16, Range 07

PRT NW-SE COM NW COR SEC 11 S15ME 2747.32FT S87D46ME 2829.52FT S1D34MW  
173.52FT S86D5ME 238.84FT S84D54ME 28.44FT TO POB S84D54ME 372.06FT  
S87D46ME 457FT S7D 35MW 505.09FT S87D22MW 377.22FT N23D42MW 216.21FT  
S85D33MW 132.42FT N50D41MW 216.41FT N38ME 242.45FT TO POB EX CSM NO. 11  
VOL 15 DOC NO. 1562908 T/W ESMT IN DOC NO. 1563497

YOU ARE FURTHER NOTIFIED that the City of Onalaska Plan Commission will hear all persons interested, their agent or attorney concerning this matter.

More detailed information on this item will be posted to the City of Onalaska website [www.cityofonalaska.com](http://www.cityofonalaska.com) the Friday before the scheduled meeting under Agendas & Minutes/Plan Commission. This posting will contain the Plan Commission Agenda and all attachments referencing this item.

Dated this 1st day of June, 2018.

Cari Burmaster  
City Clerk

# PROPERTIES WITHIN 250ft OF PARCEL: 18-3654-61

KINNEY COULEE RD N



KINNEY COULEE RD S

3310

**3340 KINNEY  
COULEE RD S  
18-3654-61**

3412

3404

3252

3420

3230

CRITTER CT

911

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



1 in = 200 ft

GIS Dept

Map Designer: Joe Barstow  
Date: 05/24/2018



# CITY OF ONALASKA

Agenda Item:

# 7

## STAFF REPORT

Plan Commission – June 26, 2018

**Agenda Item:** Public Hearing and Consideration of a request for a Conditional Use Permit to allow restaurant(s) on a property in the process of being rezoned Transitional Commercial (T-C).

**Applicant:** Leo Bronston of Property Concepts, LLC, on behalf of, River of Life Assembly of God Inc, 1214 County Road PH, Onalaska, WI 54650.

**Property Owner:** River of Life Assembly of God Inc, 1214 County Road PH, Onalaska, WI 54650.

**Parcel Number:** 18-3542-0 (a portion of)

**Site Location:** 1214 County Road PH, Onalaska, WI 54650 (portion of)

**Existing Zoning:** Single Family Residential (R-1) in process of being rezoned to Transitional Commercial (T-C) District.

**Background:**

This Conditional Use Permit (CUP) request pertains to allowing restaurant(s) on the property in the process of being purchased from River of Life Assembly of God, INC (approximately 1.3 acres) directly adjacent to Dr. Bronston's existing commercial property and in the process of being rezoned from Single Family Residential (R-1) to Transitional Commercial (T-C) District.

A Conditional Use Permit is permitted only by approval of the Plan Commission 13-2-11 (b) (3) and pursuant to standards set forth in Sections 13-8-11. The City has no basis for denial of the Conditional Use Permit, but has found a basis to impose the following conditions:

**Substantial Evidence Regarding Conditions of Approval:**

1. The Conditional Use Permit is contingent upon approval of the rezoning of a portion (1.3 acres) of Tax Parcel # 18-3542-0 from Single Family Residential (R-1) District to Transitional Commercial (T-C) District where the proposed use (restaurant) is permitted through issuance of a Conditional Use Permit by the Plan Commission.

**Substantial Evidence:** This condition requires appropriate zoning in order for the Conditional Use (restaurant) to be allowed. If the rezoning is not approved, the Conditional Use Permit will be null and void as the proposed use is not allowed in the Single Family Residential (R-1) District.

## CITY OF ONALASKA

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

**Substantial Evidence:** This condition provides notice to the owner/developer that they are to follow procedure for orderly development in the City of Onalaska in order to promote the health, safety and welfare of the City.

3. All conditions run with the land and are binding upon the original developer and all heirs, successors and assigns so long as the conditional use is being actively used.

**Substantial Evidence:** This condition acknowledges and provides public notice of the term and puts the owner/developer and future owners on notice that they are bound by the conditions and that they can continue the use as long as they follow the conditions and actively use the conditional use.

4. Owner/developer shall abide by the City's Ordinances, Unified Development Code and Building Code requirements, as amended.

**Substantial Evidence:** This condition assures that the owner/developer understands they must follow the City's Unified Development Code and Building Code which they are required to follow in every way and that as they are receiving the benefit of being allowed to have a use that is not within the standards of the City's zoning code, failure to follow City ordinances may result in loss of their conditional use permit.

5. The Conditional Use Permit shall be reviewed every five (5) years to ensure continued use.

**Substantial Evidence:** This shifts the burden to the owner of the property to provide proof that the use is active and continuing. Ensuring that existing permits are still valid and being properly used ensures compliance with the City's procedures and ordinances and promotes interaction and communication with the City which further orderly development and the health, safety and welfare of the City.

### **Action Requested:**

As a public hearing will be held, testimony based on substantial evidence from the public should be listened to and considered before deciding on the requested Conditional Use Permit application. Only where no reasonable conditions could exist to allow the Conditional Use, may a Conditional Use Permit be denied.

# REQUEST FOR ACTION & POSSIBLE CONSIDERATION BY PLAN COMMISSION:

June 26, 2018

## Agenda Item 7:

**Public Hearing and Consideration of a Conditional Use Permit request filed by Leo Bronston, 1202 County Road PH, Suite 100, Onalaska, WI 54650 on behalf of River of Life Assembly of God, Inc., 1214 County Road PH, Onalaska, WI 54650 to allow restaurant(s) on a portion of the property at 1214 County Road PH, in the process of being rezoned to Transitional Commercial (T-C) District, located at 1214 County Road PH, Onalaska, WI 54650 (Tax Parcel # 18-3542-0).**

1. The Conditional Use Permit is contingent upon approval of the rezoning of a portion (1.3 acres) of Tax Parcel # 18-3542-0 from Single Family Residential (R-1) District to Transitional Commercial (T-C) District where the proposed use (restaurant) is permitted through issuance of a Conditional Use Permit by the Plan Commission.
2. Owner/developer shall pay all fees and have all plans reviewed and approved by the City prior to obtaining a building permit. Owner/developer must have all conditions satisfied and improvements installed per approved plans prior to issuance of occupancy permits.
3. All conditions run with the land and are binding upon the original developer and all heirs, successors and assigns so long as the conditional use is being actively used.
4. Owner/developer shall abide by the City's Ordinances, Unified Development Code and Building Code requirements, as amended.
5. The Conditional Use Permit shall be reviewed every five (5) years to ensure continued use.





City of Onalaska, Department of Planning & Zoning, 415 Main Street, Onalaska, WI 54650

# CONDITIONAL USE PERMIT APPLICATION

The following checklist will ensure the timely processing of your permit:

➔ **Overview/ Cover Letter Describing the following:**

- ▶ Detailed Description of Proposed Conditional Use
- ▶ Description of how Proposed Conditional Use Meets Unified Development Ordinance Standards (use form on next page or attach an explanation each of the following:):
  - ▶ Compatibility with Surrounding Neighborhood (existing and anticipated development within 250 ft of proposed use and within 500 ft along the same street)
  - ▶ Consistency with the Comprehensive Plan (relationship of proposed use to the goals, objectives and polices)
  - ▶ Importance of Services to the Community (provided by the proposed use)
  - ▶ Neighborhood Protections (avoidance of negative impacts)
  - ▶ Other Factors (pertinent to the proposed use)

➔ **Site Sketch and Photographs** (if applicable)

➔ **\$250 Permit Application Fee** (Payable to the City of Onalaska)

*If incomplete, no further processing of the application will occur until the deficiencies are corrected.*

*A Conditional Use is a land use or development that would not generally be appropriate within a district but might be allowed in certain locations within the district if specific requirements are met. The compatibility must be judged on the basis of the particular circumstances and may require additional conditions set by the Plan Commission & Common Council before development or occupancy is permitted. The intent is to allow a reasonable degree of discretion in determining the suitability of a particular development at a specific location.*

**Application for:**

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Fence           | <input type="checkbox"/> Two Structures on one parcel | <input type="checkbox"/> Parking Lot                       |
| <input type="checkbox"/> Home Occupation | <input type="checkbox"/> Automotive Repair / Sales    | <input checked="" type="checkbox"/> Use <u>Restaurants</u> |
| <input type="checkbox"/> Bed & Breakfast | <input type="checkbox"/> Warehousing / Storage        | <input type="checkbox"/> Other _____                       |

**Brief Description of Proposed Conditional Use:**

Restaurants  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Proposed conditional use must meet the requirements of the Unified Development Ordinance. Per Wisconsin's Open Meeting Law, comments on this permit application, either by the applicant or concerned citizen, shall be raised in person at the scheduled meeting or brought up to City Staff (through conversation, written letter or email) for review at the scheduled meeting. Due to Wisconsin's Open Meeting Law, Plan Commissioners and Councilors are unable to discuss this matter outside of a scheduled public meeting. Thank you.*



City of Onalaska, Department of Planning & Zoning, 415 Main Street, Onalaska, WI 54650

### CONDITIONAL USE PERMIT APPLICATION

Property Address: 1214 County Road PH
Parcel Number: 18-35420 / Portion of
Zoning District: R1

Applicant: Leo Bronston
Contact: Leo Bronston
Mailing Address: 1202 County Rd PH Suite 100
City, State, Zip: Onalaska WI 54650
Phone Number: 608 781 2495
Email: <a href="mailto:lbronston@bronstonschire.com">lbronston@bronstonschire.com</a> <input checked="" type="checkbox"/> Primary Contact

Business: River of Life Assembly of God
Owner/Contact: same
Mailing Address: 1214 County Rd PH
City, State, Zip: Onalaska WI 54650
Phone Number:
Email: <input type="checkbox"/> Primary Contact

Property Owner: River of Life Assembly of God
Contact: Larry Schrader
Mailing Address: 1214 County Rd PH
City, State, Zip: Onalaska WI 54650
Phone Number: 612 388 7226
Email: <a href="mailto:Larry.Schrader84@gmail.com">Larry.Schrader84@gmail.com</a> <input type="checkbox"/> Primary Contact

The undersigned hereby makes application at the location stated herein. Ther undersigned agrees that all work shall be done in accordance with the requirements of the City of Onalaska Unified Development Code / Zoning Ordinance and with all other applicable City Ordinances and the laws and regulations of the State of Wisconsin.

Signature of Applicant:	Date: 5/23/2018
Signature of Property Owner:	Date: 5/23/18

Compatibility with Surrounding Neighborhood:

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Consistency with the Comprehensive Plan:

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Importance of Services to the Community:

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Neighborhood Protections (avoidance of negative externalities):

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Other Factors (pertinent to the proposed use):

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<b>OFFICE USE ONLY:</b>	Date Submitted:	Permit Number:
Permit Fee:	<input type="checkbox"/> Cash <input type="checkbox"/> Check #	Application Received by:

**NOTICE OF PUBLIC HEARING  
BEFORE THE CITY OF ONALASKA**

Please take notice that the City Plan Commission for the City of Onalaska will hold a public hearing on

**TUESDAY, JUNE 26, 2018  
APPROX. 7:30 P.M.  
(or immediately following public hearing at 7:20 PM)**

in Onalaska City Hall, 415 Main Street, Onalaska, Wisconsin 54650 at which time they will consider an application filed by Leo Bronston, 1202 County Road PH, Suite 100, Onalaska, WI 54650 on behalf of River of Life Assembly of God, Inc., 1214 County Road PH, Onalaska, WI 54640 for review and consideration of a request for a Conditional Use Permit to allow the construction of restaurants on a portion of the property located at 1214 County Road PH, Onalaska, WI 54650.

Property is more particularly described as:

Computer Number: **18-3542-0**

Section 15, Township 16, Range 07

PRT NW-NW COM NE COR S 33FT W 539 FT TO POB S 220FT W TO TO E LN RD IN V408 P457 SELY & ELY & NELY TO S LN PCL IN V258 P399 W TO PT 253FT W OF E LN NW-NW N 343FT W 16FT N TO PT 253FT S OF N LN NW-NW W 204FT N 220FT W 66FT TO POB & COM NE COR S 33FT W 539FT TO POB S 220FT W 90FT N 220FT E 90FT TO POB & COM NE COR S ALG E LN 373.5FT TO POB W 269FT S 75FT E 269FT TO E LN NW-NW N ALG E LN 75 FT TO POB & COM NW COR SEC 15 N88D43M47SE ALG N LN NW1/4 1329.84FT TO NE COR NW-NW S24D24M49SW 624.49FT TO NW COR PRCL IN DOC NO. 1325746 & POB S0D49M13SW 149.69FT TO SW COR PRCL IN DOC NO. 1536262 N89D22M24SW 16FT N0D49M13SE 149.69FT TO SW COR PRCL IN DOC NO. 942812 S89D22M24SE ALG S LN 16FT TO POB EX CSM NO. 69 VOL 17 DOC NO. 1697758 & EX PRT FOR RD IN V403 P644 & V244 P539

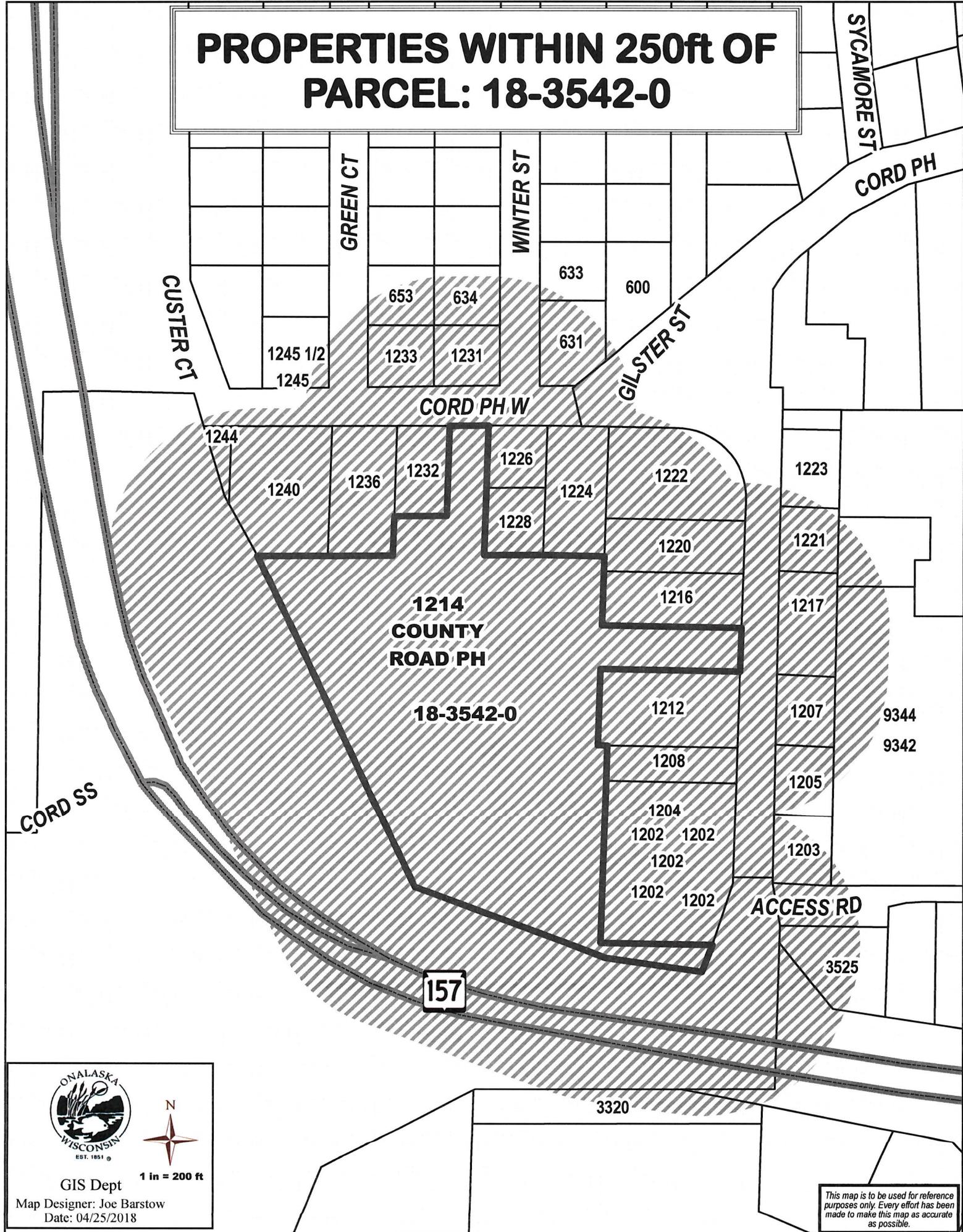
YOU ARE FURTHER NOTIFIED that the City of Onalaska Plan Commission will hear all persons interested, their agent or attorney concerning this matter.

More detailed information on this item will be posted to the City of Onalaska website [www.cityofonalaska.com](http://www.cityofonalaska.com) the Friday before the scheduled meeting under Agendas & Minutes/Plan Commission. This posting will contain the Plan Commission Agenda and all attachments referencing this item.

Dated this 1st day of June, 2018.

Cari Burmaster  
City Clerk

# PROPERTIES WITHIN 250ft OF PARCEL: 18-3542-0



1 in = 200 ft

GIS Dept

Map Designer: Joe Barstow  
Date: 04/25/2018

*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

## STAFF REPORT

Plan Commission – June 26, 2018

Agenda Item: Review and Consideration to Vacate and Discontinue Abbey Court.

Property Owner: City of Onalaska, WI 54650

Applicant: Abbey Court Apartments, LLC  
1310 W. Wisconsin Street, Sparta, WI 54656

Background:

On April 9, 2018 Abbey Court Apartments, LLC requested the City of Onalaska vacate Abbey Court that separates the parcels owned by the applicant. The applicant is requesting the vacation/discontinuance to allow the land to be utilized for future development by Abbey Court Apartments, LLC.

On May 8, 2018 the Common Council approved a Preliminary Resolution to vacate and discontinue Abbey Court. A public hearing has been scheduled for review and consideration of the proposed vacation on July 10, 2018 at 7:00PM at the Common Council meeting.

Attachments:

- Applicant letter request; and
- Exhibit showing proposed vacation/discontinuance area & Legal Description.

Action Requested:

Recommendation by the Plan Commission to the Common Council. If the Plan Commission recommends approval, the attached conditions of approval are recommended by staff.

**REQUEST FOR ACTION & POSSIBLE CONSIDERATION BY  
PLAN COMMISSION:**

June 26, 2018

**Agenda Item 8:**

**Review and Consideration to Vacate and Discontinue Abbey Court, submitted by  
Abbey Court Apartments, LLC, 1310 W. Wisconsin Street, Sparta, WI 54656.**

1. All conditions run with the land and are binding upon the original developer and all heirs, successors and assigns. The sale or transfer of all or any portion of the property does not relieve the original developer from payment of any fees imposed or from meeting any other conditions.
2. Any omissions of any conditions not listed in committee minutes shall not release the property owner/developer from abiding by the City's Unified Development Code requirements.



April 9, 2018

Ms. Katie Aspenson  
Planner, Zoning Inspector  
City of Onalaska  
415 Main Street  
Onalaska, Wisconsin 54650

Re: Abbey Court Street Vacation  
Abbey Court Development

Dear Ms. Aspenson:

Abbey Court Apartments, LLC and Three Amigos Property Management, LLC are requesting the vacation of the Abbey Ct road from the City of Onalaska to Abbey Court Apartments, LLC.

The proposed site is located along Abbey Road at Abbey Court and encompasses just under 12 acres. This property is currently zoned R4 Multi-Family Residential District and it is subdivided into individual lots for housing development and will now be combined into one parcel for this Planned Unit Development and the primary use will remain as Multi-Family Residential.

The project consists of a total of 328 units in 6 separate buildings that range from three to four stories, each with underground parking. The buildings will be set at different elevations in order to take advantage of the topography of this site while providing vehicular access to each parking level. The main entry point will be at Abbey Court and a portion of this existing right-of-way will be vacated and utilized for this development. There will also be a Clubhouse building in the center of this development to provide amenities for the residents which may contain a swimming pool, community room, exercise room along with an on-site leasing office.

The design of the buildings will have a strong residential feel to them with pitched roofs and private balconies for every unit. A mixture of masonry and siding will be used to provide the desired character and warmth of a great place to live. The Clubhouse will be constructed early on as it will serve as the heart of this new community.

The interior driveway system will be designed so that it can connect to a possible future public right-of-way at the north end of this property. This will then provide a secondary means of access to this development for emergency vehicles. Primary utilities of water, sanitary and storm sewers will be placed along these drives as well to connect to each of the buildings. A complete storm water management plan and master landscape plan will be developed as part of the Final Implementation Plan Submittal.

*Welcome Home!*



In regards to Environmental Design for this development there are some sections of steep terrain that will be preserved and not modified. Also there is a Tree Preservation Plan that exists for this property and the existing trees that are noted on this plan that are still standing will be preserved to the greatest extent possible while maintaining at least the minimum required.

Owner: Abbey Court Apartments, LLC  
1310 W. Wisconsin St  
Sparta, WI 54656

Engineer: La Crosse Engineering &  
Surveying Co. Inc.  
1212 S 3<sup>rd</sup> Street  
La Crosse, WI 54601  
608-782-3433  
608-782-3452 fax  
Contact: Frederick Hilby  
[fhilby@laxengineering.com](mailto:fhilby@laxengineering.com)

Architect: Knothe & Bruce Architects, LLC  
7601 University Avenue, Ste 201  
Middleton, WI 53562  
608-836-3690  
Contact: Kevin Burow  
[kburow@knothebruce.com](mailto:kburow@knothebruce.com)

General Contractor: Americon  
1201 N. Superior Ave  
Tomah, WI 54660  
608-374-4200  
Contact: Matt Buswell  
[mbuswell@americonconstructionco.com](mailto:mbuswell@americonconstructionco.com)  
[www.americonconstructionco.com](http://www.americonconstructionco.com)

### Site Development Data:

#### Densities:

Lot Area	512,896 S.F. or 11.77 acres
Dwelling Units	328 units
Lot Area / D.U.	1,564 S.F./unit
Density	27.87 units/acre
Setbacks	25' front yard, 10' side yard, and 30' rear yard

Building Height	3-4 stories
Common Open Space	275,125 S.F. (53.6% of lot area)

*Welcome Home!*



**Project Schedule:**

The buildings will be built in phases; 1. North 24 unit building, 2. 40 unit building, 3. South 24 unit building, 4. Club house, 5. Southwest 80 unit building, 6. Southeast 80 unit building, and 7. North 80 unit building. Construction beyond the first two buildings will be determined based on current market conditions. If the buildings become fully leased we will continue building.

**Economic Analysis:**

This development will have a positive social and economic impact on not just the City of Onalaska, but the entire region. Many construction industry jobs will be supported/created, additional leasing and maintenance staff added, and high-quality/luxury energy efficient housing will be provided to the marketplace.

Sincerely,

A handwritten signature in black ink that reads 'Duon Powell'. The signature is fluid and cursive, written over a white background.

Abbey Court Apartments, LLC  
Three Amigos Property Management, LLC

*Welcome Home!*

# ABBEY ROAD ESTATES

LOCATED IN PART OF THE SW1/4 OF THE SE1/4 OF SECTION 23, T17N, R7W, CITY OF DNALASKA, LACROSSE COUNTY, WISCONSIN.

CO-1225

CO-1225

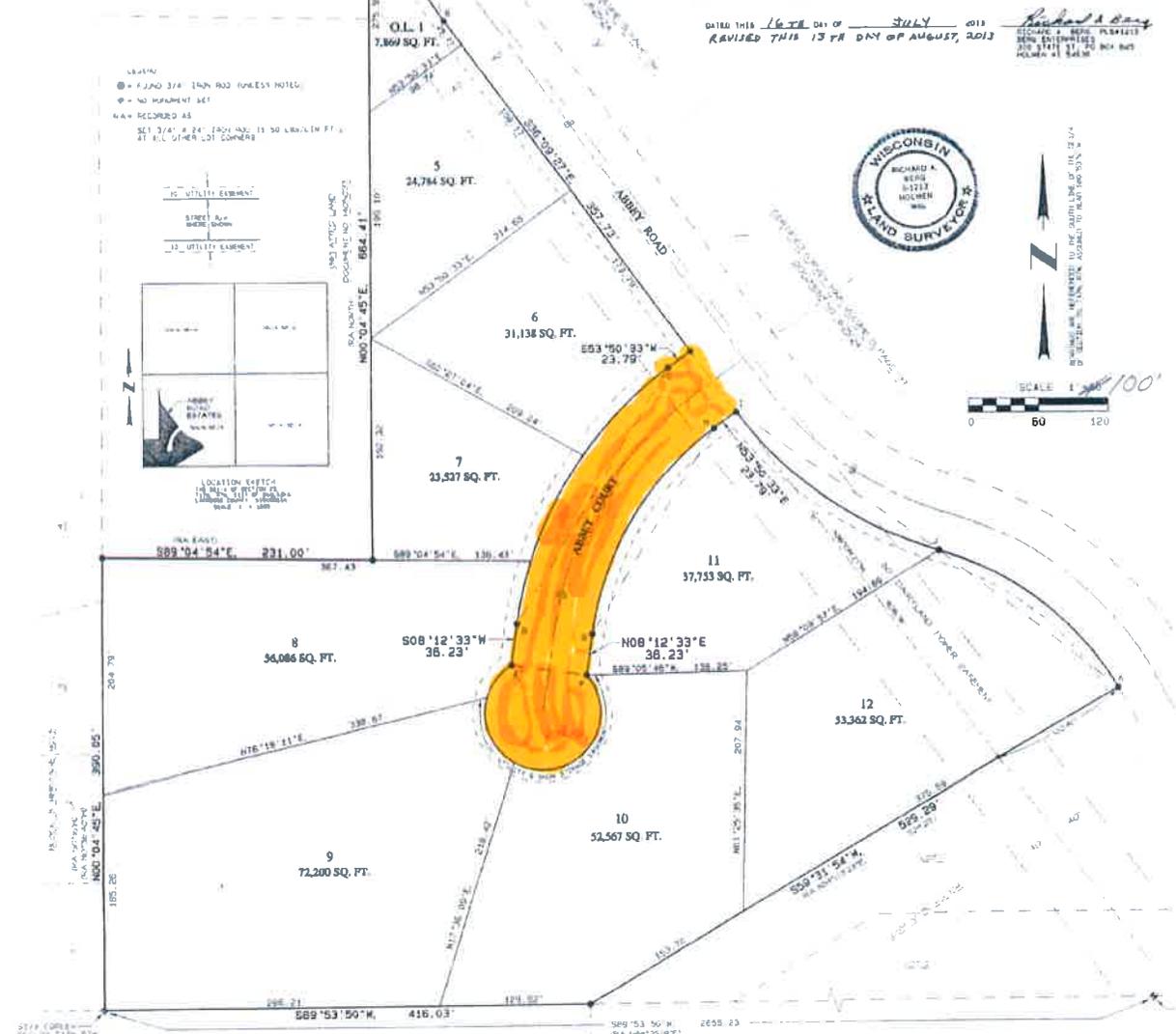
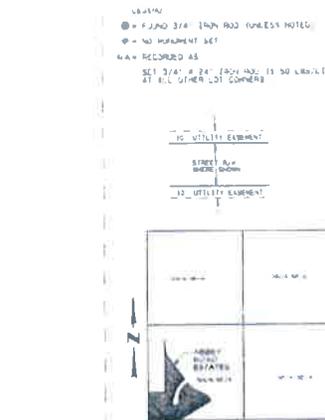
RECEIVED  
AUG 30 2013  
COUNTY SURVEYOR'S OFFICE

**DIVISION'S CERTIFICATE**

I, RICHARD A. BEGG, REGISTERED LAND SURVEYOR, HEREBY CERTIFY THAT I HAVE FULLY COMPLIED WITH THE PROVISIONS OF CHAPTER TRANS. 100, STATUTES OF THE STATE OF WISCONSIN, IN THE PREPARATION OF THIS PLAT. THE SURVEY WAS MADE BY ME OR UNDER MY SUPERVISION AND THE PLAT CONTAINS A TRUE AND CORRECT REPRESENTATION OF THE LAND SURVEYED, AND THAT THE CITY OF DNALASKA, LACROSSE COUNTY, WISCONSIN, HAS BEEN ADVISED OF THE SURVEY AND HAS APPROVED THE PLAT. THE SURVEY WAS MADE BY ME OR UNDER MY SUPERVISION AND THE PLAT CONTAINS A TRUE AND CORRECT REPRESENTATION OF THE LAND SURVEYED, AND THAT THE CITY OF DNALASKA, LACROSSE COUNTY, WISCONSIN, HAS BEEN ADVISED OF THE SURVEY AND HAS APPROVED THE PLAT.

DATED THIS 16th DAY OF JULY, 2013  
REVISED THIS 13th DAY OF AUGUST, 2013

Richard A. Beggs  
REGISTERED LAND SURVEYOR  
WISCONSIN  
POLAR #12488



**OWNER'S CERTIFICATE OF DEDICATION**

AS OWNERS, WE HEREBY CERTIFY THAT WE CAUSED THE LAND ENCLOSURED ON THIS PLAT TO BE SURVEYED, DIVIDED, LINED AND DESIGNATED AS SHOWN THEREON, AND WE ALSO CERTIFY THAT THIS PLAT IS A TRUE AND CORRECT REPRESENTATION OF THE LAND SURVEYED, AND THAT WE HAVE BEEN ADVISED OF THE SURVEY AND HAVE APPROVED THE PLAT.

STATE OF WISCONSIN  
LACROSSE COUNTY

IN WITNESS WHEREOF, I HAVE HEREUNTO SET MY HAND AND SEAL OF OFFICE THIS 22nd DAY OF AUGUST, 2013.

Richard A. Beggs  
REGISTERED LAND SURVEYOR

**CITY TREASURER'S CERTIFICATE**

STATE OF WISCONSIN  
LACROSSE COUNTY

I, [Name], being the duly qualified and acting City Treasurer of the City of Dnalaska, Wisconsin, do hereby certify that in accordance with the records in my office, there are no liens or other encumbrances, other than those shown on this plat, affecting the lands included in the plat of Abbey Road Estates.

DATE: 8/22/2013  
[Signature]  
CITY TREASURER

**COUNTY TREASURER'S CERTIFICATE**

STATE OF WISCONSIN  
LACROSSE COUNTY

I, [Name], being the duly elected, qualified and acting Treasurer of Lacrosse County, Wisconsin, do hereby certify that in accordance with the records in my office, there are no liens or other encumbrances, other than those shown on this plat, affecting the lands included in the plat of Abbey Road Estates.

DATE: 8/22/2013  
[Signature]  
COUNTY TREASURER

**CERTIFICATE OF REGISTER OF DEEDS**

STATE OF WISCONSIN  
LACROSSE COUNTY

I, Cheryl A. McQueen, Register of Deeds, do hereby certify that the plat of Abbey Road Estates has received for record this 22nd day of August, 2013, at 1:57 P.M. in Clerk's Office.

DATE: 8/22/2013  
[Signature]  
REGISTER OF DEEDS

**CURVE DATA TABLE**

CURVE LETTER	LOT	ARC LENGTH	CENTRAL ANGLE	CHORD BEARING	CHORD LENGTH	APC	TANGENT BEARING	TANGENT LENGTH
A-B	5	239.00	28°14'12"	S18°52'21"E	297.11	210.81	S89°14'45"W	88.4
C-D	6	343.00	45°28'00"	S31°51'33"E	208.85	288.42	S83°50'33"W	83.4
E-F	7	333.00	44°20'24"	S44°40'20"E	108.14	108.00	---	---
G-H	8	333.00	33°18'18"	S13°11'42"E	55.95	58.02	---	---
I-J	9	50.90	87°12'00"	S81°47'27"E	58.80	245.00	S80°54'13"W	95.4
K-L	10	50.90	41°11'42"	S38°18'32"E	35.18	36.94	---	---
M-N	11	50.90	78°50'00"	S22°24'40"E	51.62	200.00	---	---
O-P	12	333.00	17°38'18"	S25°49'42"E	108.49	102.61	---	---
Q-R	11	333.00	33°18'18"	S13°11'42"E	55.95	58.02	N08°12'33"E	36.23
S-T	12	333.00	33°18'18"	S13°11'42"E	55.95	58.02	N08°12'33"E	36.23
U-V	12	333.00	33°18'18"	S13°11'42"E	55.95	58.02	N08°12'33"E	36.23
W-X	12	333.00	33°18'18"	S13°11'42"E	55.95	58.02	N08°12'33"E	36.23

There are no objections to this plat with respect to sections 236.15, 236.16, 236.20 and 236.21 (1) and (2), Wisconsin Statutes, as provided by s. 23A.12, Wisconsin Statutes.

Certified August 16th, 2013  
[Signature]  
Deputy County Administrator

CO-1225



VACATION

Document Number

Document Title

The Vacation of all of Abbey Court as follows within the Abbey Road Estates, Located in the Southwest 1/4 of the Southeast 1/4 of Section 29, T17N, R7W, City of Onalaska, La Crosse County, WI:

Lot 11, Abbey Road Estates,  
- All of Abbey Court

Recording Area

**Name and Return Address**

La Crosse Engineering &  
Surveying Co., Inc.  
1212 S. 3rd Street  
La Crosse, WI 54601

18-6366-0

**Parcel Identification Number (PIN)**

THIS INSTRUMENT DRAFTED BY:

Frederick J. Hilby  
La Crosse Engineering and  
Surveying Co., Inc.  
1212 S 3rd St.  
La Crosse, WI 54601



# CITY OF ONALASKA

## STAFF REPORT

Plan Commission – June 25, 2018

Agenda Item: Review and Consideration of Invoice No: 018-021-1: Hoisington Koegler Group inc. for UDC / Zoning Ordinance Re-write Project.

Attached is the first invoice for the UDC / Zoning Ordinance Re-write Project totaling \$585.00 dollars.

<b>Original Contract Amount:</b>	<b>Paid to Date:</b>	<b>Payment Requested:</b>
\$90,000.00	\$0.00	\$585.00



Hoisington Koegler Group inc.  
 123 North 3rd Street, Suite 100  
 Minneapolis, MN 55401-1659

Katie Aspenson  
 City of Onalaska  
 415 Main Street  
 Onalaska, WI 54650

June 10, 2018  
 Invoice No: 018-021 - 1

Project 018-021 Onalaska - UDC/Zoning Ordinance Rewrite

**Professional Services from May 1, 2018 to May 31, 2018**

Task 01 Project Initiation

- Review background documents
- Conference call with staff on 5/23
- Internal team meeting
- Phone call with staff on 5/11
- Phone call with staff on 5/14

**Professional Personnel**

	Hours	Rate	Amount
Associate			
Miller, Jeffrey	3.25	130.00	422.50
Associate			
Trapp, Rita	1.25	130.00	162.50
Totals	4.50		585.00
<b>Total Labor</b>			<b>585.00</b>

**Total this Task                   \$585.00**

**Billing Limits**

	Current	Prior	To-Date
Total Billings	585.00	0.00	585.00
Limit			90,000.00
Remaining			89,415.00
		<b>Total this Invoice</b>	<b>\$585.00</b>