

# CITY OF ONALASKA MEETING NOTICE

**COMMITTEE/BOARD:** Plan Commission  
**DATE OF MEETING:** April 23, 2019 (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 Ruth Mashak, 729 Redwood Street, Onalaska, WI 54650 for the purpose of allowing the operation of a home occupation (offering piano lessons) at the property located at 729 Redwood Street, Onalaska, WI 54650 (Tax Parcel #: 18-5898-1)
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 Leah Berlin and Jim Bressi of Kwik Trip, Inc., 1626 Oak Street, La Crosse, WI 54601 on behalf of David & Barbara Hegenbarth of Hegenbarth Investments, LLC, 2400 Cedar Creek Lane, Onalaska, WI 54650 for the purpose of allowing the operation of a meal prep / catering establishment at the property located at 910 2<sup>nd</sup> Avenue North, Onalaska, WI 54650 (Tax Parcel #: 18-1276-0)

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. Tom Smith  
\_\_\_\_\_  
Ald. Jim Olson  
\_\_\_\_\_  
Ald. Dan Stevens  
\_\_\_\_\_  
Ald. Diane Wulf  
\_\_\_\_\_  
Ald. Boondi Iyer  
\_\_\_\_\_  
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  
\_\_\_\_\_  
\_\_\_\_\_  
Ruth Mashak  
\_\_\_\_\_  
Leah Berlin / Jim Bressi & David & Barbara Hegenbath  
\_\_\_\_\_  
Dan Wick  
\_\_\_\_\_  
Terry Weiland  
\_\_\_\_\_  
\_\_\_\_\_  
Onalaska Omni Center  
\_\_\_\_\_  
Onalaska Public Library  
\_\_\_\_\_

\* \* Alternate Member – for City Engineer

Date Notices Mailed and Posted: 4-12-19

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 Dan Wick, Parks & Recreation Director of the City of Onalaska, 415 Main Street, on behalf of the City of Onalaska, 415 Main Street, Onalaska, WI 54650 for the purpose of allowing the construction of a perforated aluminum screen behind and a wood canopy over the existing stage at Dash Park located at 200 Main Street, Onalaska, WI 54650 (Tax Parcel # 18-96-1)
7. Review and Consideration of a request to amend Site Plan Permit #181016 Conditions of Approval filed by Terry Weiland, 600 L Hauser Road, Onalaska, WI 54650, for the purpose of changing Condition #26 tied to the construction of a five-unit Townhome / Row House development at the property located at 2215-2217-2219-2221-2223 Abbey Road, Tax Parcel # 18-4511-315
8. Review and Consideration of Invoice No: 018-021-11 from Hoisington Kogler Group inc. for UDC / Zoning Re-write Project
9. Adjournment



# CITY OF ONALASKA

## STAFF REPORT

Plan Commission – April 23, 2019

**Agenda Item:** Public Hearing and Consideration of a Conditional Use Permit (CUP) request to allow a home-based business, offering piano lessons, a Single Family and/or Duplex Residential (R-2) District.

**Applicant/Owner:** Ruth Mashak, 729 Redwood Street, Onalaska, WI 54650

**Parcel Number:** 18-5898-1

**Site Location:** 729 Redwood Street, Onalaska, WI 54650

**Background:**

This Conditional Use Permit (CUP) request pertains to allowing a home occupation in a residential zoning district. Mrs. Mashak would like to offer piano lessons at their residence and see students one (1) at a time. It is expected to have a maximum number of 30 students a week with teaching hours between 1:00PM-8:00PM (most after 3:00PM) Monday-Fridays. Teaching will occur January – May and September – December with some select teaching with fewer students in June-July. The parents/students will be able to park in the driveway, with at a maximum of one (1) car parked in the street if needed.

A Conditional Use Permit is permitted only by approval of the Plan Commission 13-5-16 (d) 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

## *CITY OF ONALASKA*

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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:**

April 23, 2019

## **Agenda Item 4:**

**Public Hearing and Consideration of a Conditional Use Permit request filed by Ruth Mashak, 729 Redwood Street, Onalaska, WI 54650 for the purpose of allowing the operation of a home occupation (offering piano lessons) at the property located at 729 Redwood Street, Onalaska, WI 54650 (Tax Parcel # 18-5898-1).**

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.

To the City of Onalaska Department Of Planning & Zoning:

I am applying for a "Conditional Use Permit" to give piano lessons out of my home at 729 Redwood St. Details about the music lessons are as follows:

- 1) maximum number of students- 30 per week
- 2) teaching days of the week- Monday thru Friday (usually not Friday)
- 3) teaching hours- 1 p.m. – 8 p.m. (most lessons will be given in the 3 p.m. to 8 p.m. time frame)
- 4) teaching months- Jan. thru May & Sept. thru Dec. (all students)  
June & July (3 weeks each month with fewer students)
- 5) parking- maximum of one car in the driveway and one car in the street  
(most students are dropped off and picked up by their parents)
- 6) no lessons when school is closed due to inclement weather

Thank you for your time and consideration. Please contact me if you have any questions regarding this application. (cell 608-498-5032)

Sincerely,

A handwritten signature in cursive script that reads "Ruth E. Mashak". The signature is written in black ink and is positioned above the printed name.

Ruth E. Mashak



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

### CONDITIONAL USE PERMIT APPLICATION

**Property Address:** 729 Redwood St

**Parcel Number:** 18- 5898-1

**Zoning District:** R-2

**Applicant:** Ruth Mashak

**Contact:** Ruth Mashak

**Mailing Address:** 729 Redwood St

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

**Phone Number:** 608-498-5032

**Email:**  Primary Contact

**Business:**

**Owner/Contact:** Ruth Mashak

**Mailing Address:** 729 Redwood St.

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

**Phone Number:** 608-498-5032

**Email:**  Primary Contact

**Property Owner:** Ruth Mashak

**Contact:** Ruth Mashak

**Mailing Address:** 729 Redwood St

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

**Phone Number:** 608-498-5032

**Email:**  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 requiremments 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:** *Ruth E. Mashak*

**Signature of Property Owner:** *Ruth E. Mashak*

**Date:** 3-19-19

**Date:** 3-19-19

**Compatibility with Surrounding Neighborhood:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Consistency with the Comprehensive Plan:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Importance of Services to the Community:**

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\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

<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>



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 checked="" 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 type="checkbox"/> Other _____ |

**Brief Description of Proposed Conditional Use:**

*Individual piano lessons out of my home at 729 Redwood St.*

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: RUTH WASHAK  
CK 250.00 REF: SW - 7414

18-5898-1 / 729 REDWOOD ST 250.00

CITY OF ONALASKA  
REC#: R00138201 5/19/2019 2:38 PM  
TRAN: 450 PLANNING & ZONING  
OPER: CDD TERM: 7  
TRBY: CASH 00

**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, APRIL 23, 2019  
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 Ruth Mashak of 729 Redwood Street, Onalaska, WI 54650 for review and consideration of request for a Conditional Use Permit (CUP) to allow a home occupation offering piano lessons in an area Zoned R-2 (Single Family and/or Duplex Residential) located at 729 Redwood Street, Onalaska WI 54650.

Property is more particularly described as:

Computer Number: **18-5898-1**  
Section 04, Township 16, Range 07

RACHELLE ADDITION FOUR PRT LOT 2 BLOCK 2 COM NW COR N57D28M0SE ALG N LN 138.21FT S41D1M42SE 6.44FT N57D28M0SE 60FT TO NE COR LOT 2 S2D33M 23SE ALG E LN 38.31FT TO POB S2D33M23SE ALG E LN 46.69FT TO SE COR S57D28M0SW ALG S LN 177.25FT TO SW COR & ELY R/W LN REDWOOD ST ALG R/W ALG CURV N12D39M13SW 7.215FT ALG CURV N14D57M28SW 34.88FT N57D16M43SE 187.66FT TO POB SUBJ TO COND IN DOC NO. 1404599

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.

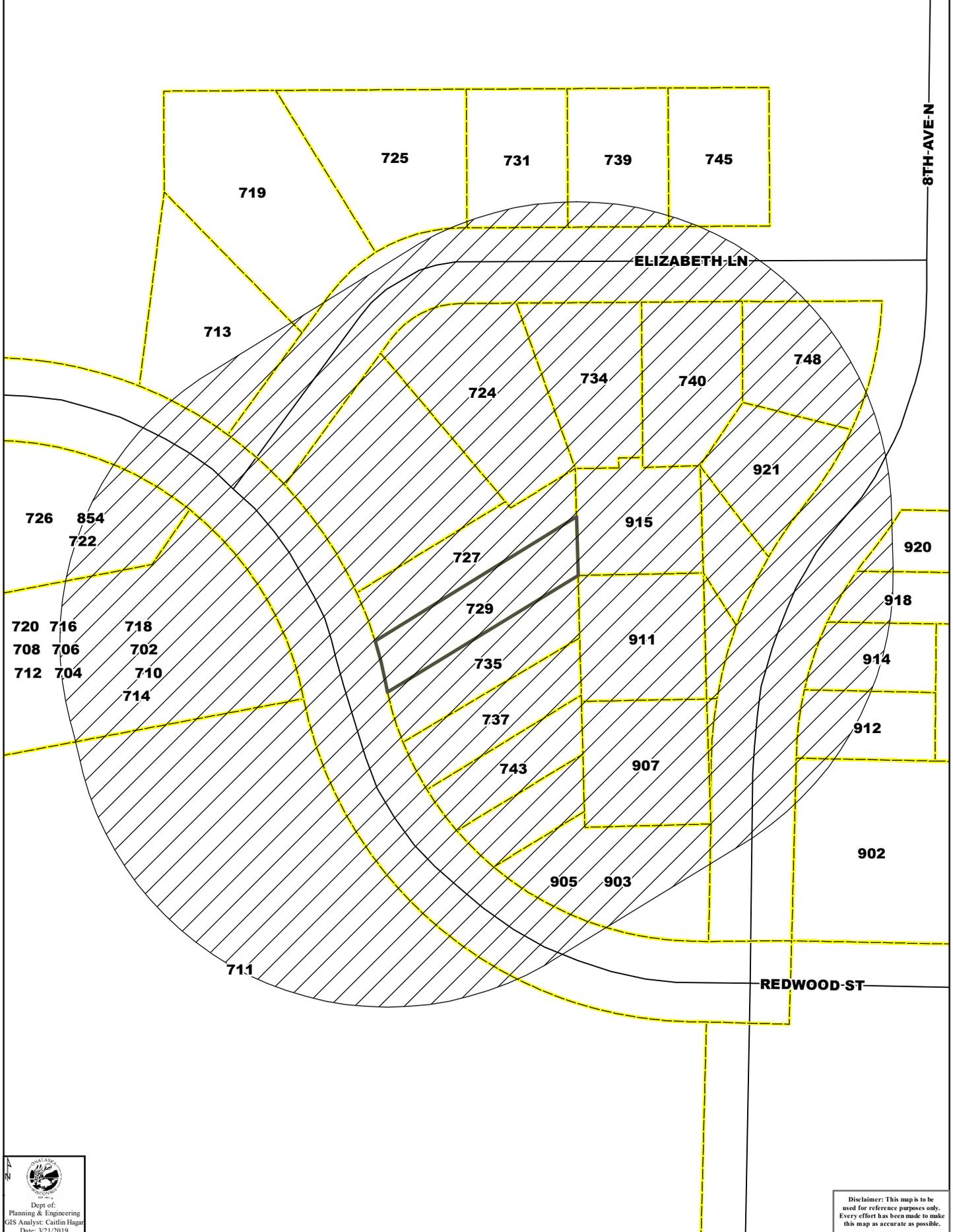
Dated this 12th day of April, 2019.

Cari Burmaster  
City Clerk

Pursuant to Act 67 passed in December 2017 the standard for review of Conditional Use Permits by Planning Commissions has changed in two significant ways. First, the burden of proof for denying a permit or imposing a condition is on the City and not on the applicant. In other words, unless there is a substantial reason to impose a condition or deny a permit, the permit must be issued without conditions. Second, any condition imposed must be based upon substantial evidence. Substantial Evidence must be fact based and cannot be based upon personal feeling, emotion or conjecture.

# Properties within 250 ft of Parcel No. 18-5898-1

1 inch = 100 feet





# CITY OF ONALASKA

## STAFF REPORT

Plan Commission – April 23, 2019

Agenda Item:

# 5

- Agenda Item: Public Hearing & Review of a Conditional Use Permit request to allow the operation of a “catering service”.
- Applicant: Leah Berlin and Jim Bressi of Kwik Trip, Inc.,  
1626 Oak Street, La Crosse, WI 54601
- Property Owner: David & Barbara Hegenbarth, Hegenbarth Investments, 2400 Cedar Creek Lane,  
Onalaska, WI 54650
- Parcel Number: 18-1276-0
- Site Location: 910 2<sup>nd</sup> Avenue North, Onalaska, WI
- Existing Zoning: Neighborhood Business (B-1) District

### Background:

Leah Berlin and Jim Bressi of Kwik Trip, Inc., have requested a Conditional Use Permit (CUP) to allow the operation of a “catering services” at the previous establishment “2 Beagles Brewpub”. Kwik Trip is working to develop a “Take Home Meal” program and has selected this location to test the preparation and delivery system for the new program. Food will be prepped, cooked, and packaged for delivery to retail Kwik Trip locations. The intended use is predicted to be less intensive than the previous restaurant uses as there will be substantially decreased public traffic for the new establishment. There will be eight (8) anticipated employees with delivery truck traffic predicted at two (2) deliveries a week and one (1) semi-truck for product pick-up daily.

A Conditional Use Permit for “catering services” is permitted only by approval of the Plan Commission 13-5-21 (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 applicant, so long as the conditional use is being actively used by the applicant in question.

**Substantial Evidence:** This condition acknowledges and provides public notice of the term and puts the owner/developer 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. As stated by the applicant, the intention is utilize this parcel for this use for a “temporary” time period (approximately three (3) years). Upon cessation of the use by the applicant (Kwik Trip), this Conditional Use Permit will be null and void and not transferable as this same use with a

## CITY OF ONALASKA

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different applicant may have a notably different business plan which may cause different impacts on neighboring properties.

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. Owner/developer shall provide annual notice to the Planning Department to ensure continued use of the Conditional Use Permit. **(UPDATED CONDITION)**

**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:**

April 23, 2019

### **Agenda Item 5:**

**Public Hearing and Consideration of a Conditional Use Permit request filed by Leah Berlin and Jim Bressi of Kwik Trip, Inc., 1626 Oak Street, La Crosse, WI 54601 on behalf of David & Barbara Hegenbarth of Hegenbarth Investments, LLC 2400 Cedar Creek Lane, Onalaska, WI 54650 for the purpose of allowing the operation of a meal prep/catering establishment at the property located at 910 2nd Avenue North, Onalaska, WI 54650 (Tax Parcel # 18-1276-0).**

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 applicant, so long as the conditional use is being actively used by the applicant in question.
3. Owner/developer shall abide by the City's Ordinances, Unified Development Code and Building Code requirements, as amended.
4. Owner/developer shall provide annual notice to the Planning Department to ensure continued use of the Conditional Use Permit. **(UPDATED CONDITION)**



## Store Engineering

FAX 608-793-6237

1626 Oak St., P.O. Box 2107  
La Crosse, WI 54602

[www.kwiktrip.com](http://www.kwiktrip.com)

City of Onalaska  
Katie Aspensen  
Dept. of Planning and Zoning  
415 Main Street, Onalaska, WI 54650

March 21, 2019

RE: Conditional Use Permit Application for 910 2<sup>nd</sup> Ave. N. (former Two Beagles Brewpub)

Dear Ms. Aspensen,

Kwik Trip, Inc. is formally requesting to be placed on the April 9<sup>th</sup> Planning Commission Meeting Agenda for consideration of a conditional use permit for the property located at 910 2<sup>nd</sup> Ave. N., also known as the former Two Beagles Brewpub.

Kwik Trip Inc is a rapid innovator and has been working to develop a "Take Home Meal" program to introduce into its retail footprint. In order to test the preparation and delivery for this new venture, Kwik Trip has searched and found an existing building and kitchen that can accommodate the 1-3 year test period with only minor interior modifications. The food will be prepped, cooked, and packaged for delivery to retail Kwik Trip locations.

The exterior of the site will not be modified and the building will also maintain the current look. There is no anticipated increase in traffic to the site or surrounding neighborhood. Currently, 8 employees are anticipated to be working daytime hours on site. Two truck deliveries to the site are planned per week, with 1 outbound truck per day to return the prepared meals to the Kwik Trip campus for shipment.

Kwik Trip is very excited for this new program and excited to be able to partner with the City of Onalaska during this new program launch.

Please feel free to reach out to me at 608-797-1547 or [lberlin@kwiktrip.com](mailto:lberlin@kwiktrip.com) with any questions or concerns.

Sincerely,

Leah Berlin  
Sr. Development Manager  
Kwik Trip Inc.

### OUR MISSION

*To serve our customers and community more effectively than anyone else by treating our customers, co-workers and suppliers as we, personally, would like to be treated, and to make a difference in someone's life.*



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

### CONDITIONAL USE PERMIT APPLICATION

<b>Property Address:</b> 910 2nd Avenue N. Onalaska, WI 54650
<b>Parcel Number:</b> 18-01276-000
<b>Zoning District:</b> B-1 Neighborhood Business

<b>Applicant:</b> Kwik Trip Inc.
Contact: Leah Berlin
Mailing Address: 1626 Oak Street
City, State, Zip: La Crosse, WI 54602
Phone Number: 608-793-6461
Email: lberlin@kwiktrip.com <input checked="" type="checkbox"/> Primary Contact

<b>Business:</b> Kwik Trip Inc.
Owner/Contact: Jim Bressi
Mailing Address: 1626 Oak Street
City, State, Zip: La Crosse, WI 54602
Phone Number: 608-793-6170
Email: jbressi@kwiktrip.com <input type="checkbox"/> Primary Contact

<b>Property Owner:</b> Hegenbarth Investments, LLC
Contact: David & Barb Hegenbarth
Mailing Address: 2400 Cedar Creek Lane
City, State, Zip: Onalaska, WI 54650
Phone Number: 608-797-6273
Email: hegenbarthdave@gmail.com <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.

<b>Signature of Applicant:</b> 	Date: 3/21/19
<b>Signature of Property Owner:</b> 	Date: 22 Mar 19

**Compatibility with Surrounding Neighborhood:**  
The intended use is predicted to be less intensive than the previous restaurant uses. There are no anticipated increase in odors or noise and less general public traffic anticipated. Delivery truck traffic is predicted at 2 deliveries per week and one semi-truck for product pick up per day. Eight employees are anticipated.

**Consistency with the Comprehensive Plan:**  
The proposed "catering" use is allowed under a special use permit in the B-1 zoning. The short term nature of the use allows future direction towards the Mixed Use District "Smart Growth Areas" guidance in the comprehensive plan.

**Importance of Services to the Community:**  
This new venture of Kwik Trip Inc is intended to adapt to the changing lifestyles of how people live and work by catering the need to have high quality food available with easy and short prep times.

**Neighborhood Protections (avoidance of negative externalities):**  
There are no proposed changes to the site or exterior of the building. There is also no anticipation of increased car traffic with the limited number of employees. Truck deliveries/departures will be limited to 1-2 per day during daytime hours.

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

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



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>Catering use in B-1</u> |

**Brief Description of Proposed Conditional Use:**

Kwik Trip Inc is seeking a CUP to cook and package prepared meals for sale in Kwik Trip Stores on a limited time line. This location is intended to operate for 1-3 years dependent on test program viability and the time line to construct a facility on Kwik Trip's current campus to accommodate the prepared meals program.

*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

REC#: R00138563 3/22/2019 4:53 PM

TRAN: 450 PLANNING & ZONING

OPER: C1 TERM: 1

TKBY: CASH 01

-----

18-1276-0 / 910 2ND AVE N 250.00

Paid By: KWIK TRIP

CK 250.00 REF: SW - \*86996

-----

APPLIED 250.00

TENDERED 250.00

-----

CHANGE 0.00

**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, APRIL 23, 2019  
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 Leah Berlin and Jim Bressi of Kwik Trip, Inc., 1626 Oak Street, La Crosse, WI 54601 on behalf of David & Barbara Hegenbarth of Hegenbarth Investments, LLC, 2400 Cedar Creek Lane, Onalaska WI 54650 for review and consideration of a Conditional Use Permit (CUP) application to allow the operation of a meal prep / catering establishment in an area Zoned B-1 (Neighborhood Business District) located at 910 2<sup>nd</sup> Avenue North, Onalaska WI 54650.

Property is more particularly described as:

Computer Number: **18-1276-0**  
Section 05, Township 16, Range 07

SUNSET BOULEVARD ADDITION LOTS 6 & 7 BLOCK 4 & .12AC  
GOVERNMENT LOT 4 DESC IN V754 P767

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.

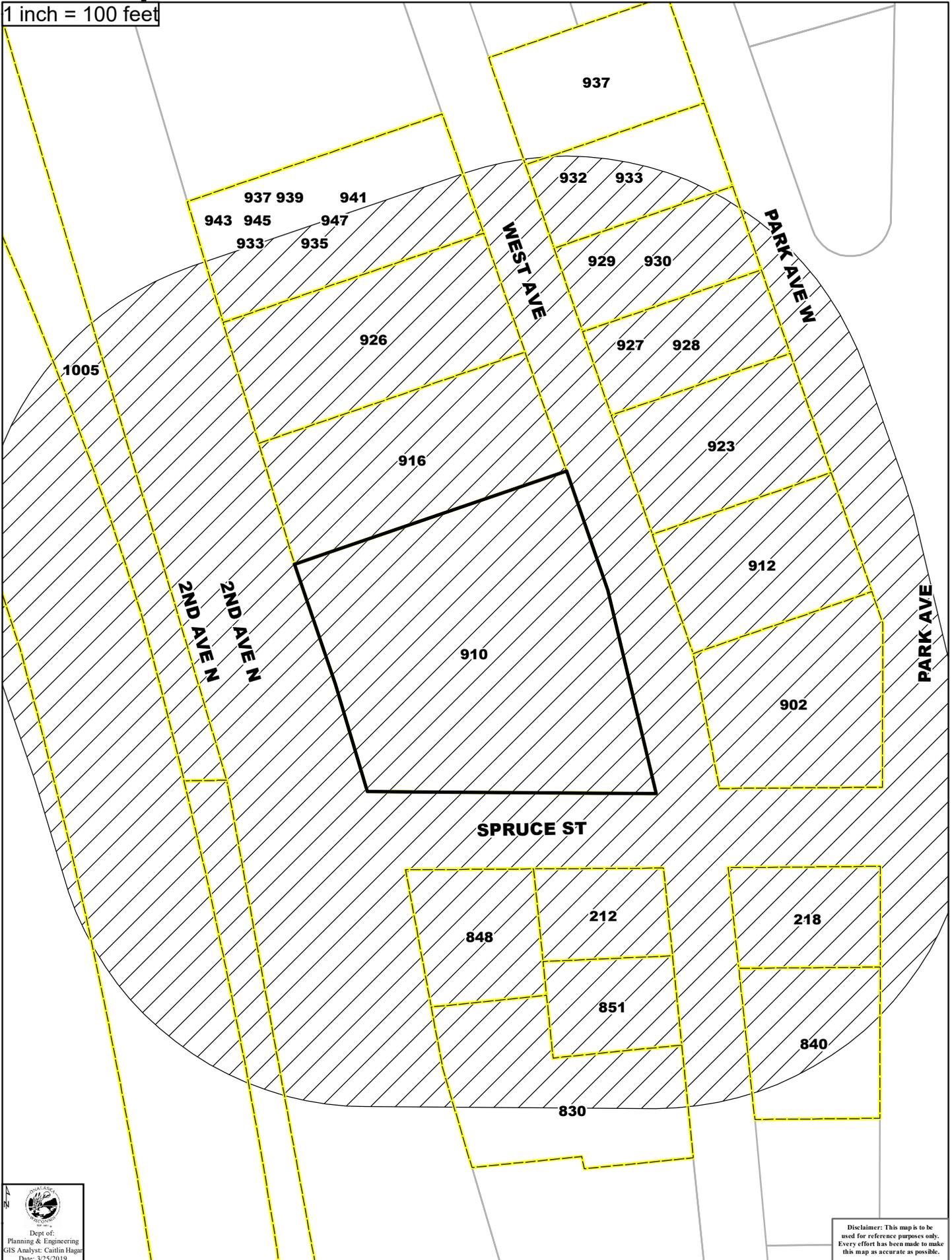
Dated this 12th day of April, 2019.

Cari Burmaster  
City Clerk

<p>Pursuant to Act 67 passed in December 2017 the standard for review of Conditional Use Permits by Planning Commissions has changed in two significant ways. First, the burden of proof for denying a permit or imposing a condition is on the City and not on the applicant. In other words, unless there is a substantial reason to impose a condition or deny a permit, the permit must be issued without conditions. Second, any condition imposed must be based upon substantial evidence. Substantial Evidence must be fact based and cannot be based upon personal feeling, emotion or conjecture.</p>
--

# Properties within 250ft of Parcel 18-01276-000

1 inch = 100 feet





# CITY OF ONALASKA

## STAFF REPORT

Plan Commission – April 23, 2019

<u>Agenda Item:</u>	Public Hearing & Consideration of a Conditional Use Permit to construct a park structure at Dash Park.
<u>Property Owner:</u>	City of Onalaska, 415 Main Street, Onalaska, WI 54650
<u>Parcel Number:</u>	18-96-1
<u>Site Location:</u>	200 Main Street
<u>Existing Zoning:</u>	Public & Semi-Public (P-1) District

### Background:

Dash Park was constructed in 2017-2018, with the City accepting the park in 2018. Skogenheim LLC have requested to donate stage improvements to Dash Park which would include a perforated aluminum screen behind and a wood canopy to enhance the performance area. The Park & Recreation Board recommended approval of the donation to the Common Council on March 25, 2019 with the Common Council consideration to occur on April 9, 2019. If the Common Council approves the donation, the intention is to construction the improvements in 2019. Structures in the P-1 District require Conditional Use Permits per Section 13-5-18 and pursuant to standards set forth in Sections 13-8-11.

### 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:**

April 23, 2019

## **Agenda Item 6:**

**Public Hearing and Consideration of a Conditional Use Permit request filed Dan Wick, Parks & Recreation Director of the City of Onalaska, 415 Main Street, on behalf of the City of Onalaska, 415 Main Street, Onalaska, WI 54650 for the purpose of allowing the construction of a perforated aluminum screen behind and a wood canopy over the existing stage at Dash Park located at 200 Main Street, Onalaska, WI 54650 (Tax Parcel # 18-96-1).**

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.

# DASH-PARK STAGE IMPROVEMENTS

LOOKING SOUTHEAST



EXISTING CONDITION



PROPOSED STRUCTURE

# DASH-PARK STAGE IMPROVEMENTS

LOOKING NORTHEAST



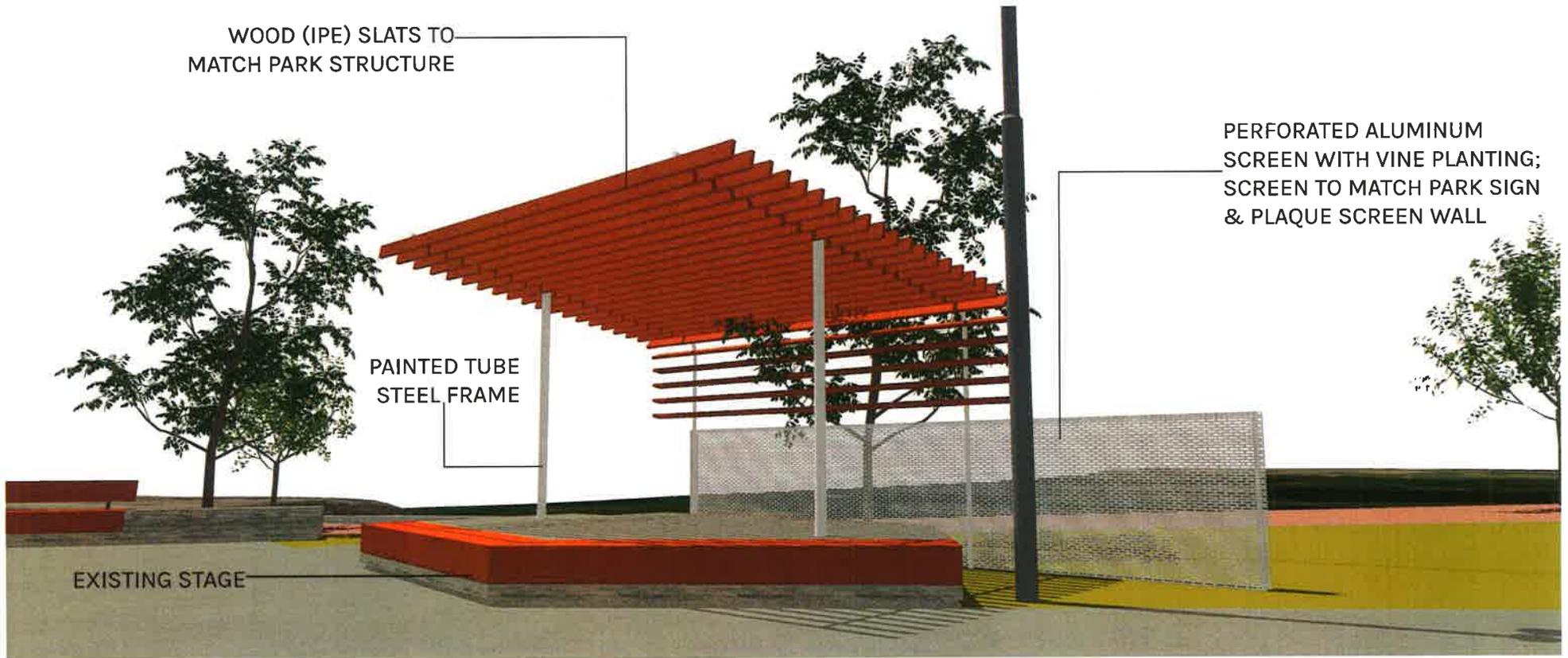
EXISTING CONDITION



PROPOSED STRUCTURE

# DASH-PARK STAGE IMPROVEMENTS

## PROPOSED STRUCTURE





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>structure in Park</u> |

Brief Description of Proposed Conditional Use:

Construction of a perforated aluminum screen  
behind and a wood canopy over existing stage  
at Dash Park.

*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: 200 Main Street

Parcel Number: 18-96-1

Zoning District: P-1

Applicant: Dan Wick

Contact:

Mailing Address: 415 Main Street

City, State, Zip: Onalaska, WI 54650

Phone Number:

Email:  Primary Contact

Business:

Owner/Contact:

Mailing Address:

City, State, Zip:

Phone Number:

Email:  Primary Contact

Property Owner: City of Onalaska

Contact:

Mailing Address: 415 Main Street

City, State, Zip: Onalaska, WI 54650

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: [Signature] Date: 3-27-19

Signature of Property Owner: \_\_\_\_\_ Date: \_\_\_\_\_

Compatibility with Surrounding Neighborhood:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Consistency with the Comprehensive Plan:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Importance of Services to the Community:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Neighborhood Protections (avoidance of negative externalities):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Other Factors (pertinent to the proposed use):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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, APRIL 23, 2019  
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 Dan Wick, Parks & Recreation Director of the City of Onalaska, 415 Main Street, Onalaska, WI on behalf of the City of Onalaska, 415 Main Street, Onalaska WI 54650 for review and consideration of a Conditional Use Permit (CUP) application to allow the construction of a perforated aluminum screen behind and a wood canopy over the existing stage at Dash Park located at 200 Main Street, Onalaska WI 54650.

Property is more particularly described as:

Computer Number: **18-96-1**  
Section 08, Township 16, Range 07

CERTIFIED SURVEY MAP NO. 46 VOL 17 LOTS 1 & 3 DOC NO. 1692276 & E 30FT LOTS 9 & 10 BLOCK 14 ORIGINAL TOWN OF ONALASKA EX PRT LOT 3 COM NE COR SEC 8 S56D41M43SW 1239.64FT TO NW COR LOT 1 S19D42M28SE 110.16FT TO NW COR LOT 3 N70D17M54SE 92.78FT ALG NLY LN LOT 3 TO POB N70D17M54SE 28.57FT TO NE COR LOT 3 S19D36M57SE 8FT ALG ELY LN LOT 3 S70D17M54SW 28.55FT N19D36M57SW 8FT TO POB SUBJ TO ESMT IN DOC NO. 1704896 & T/W ESMT IN DOC NO. 1700337

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.

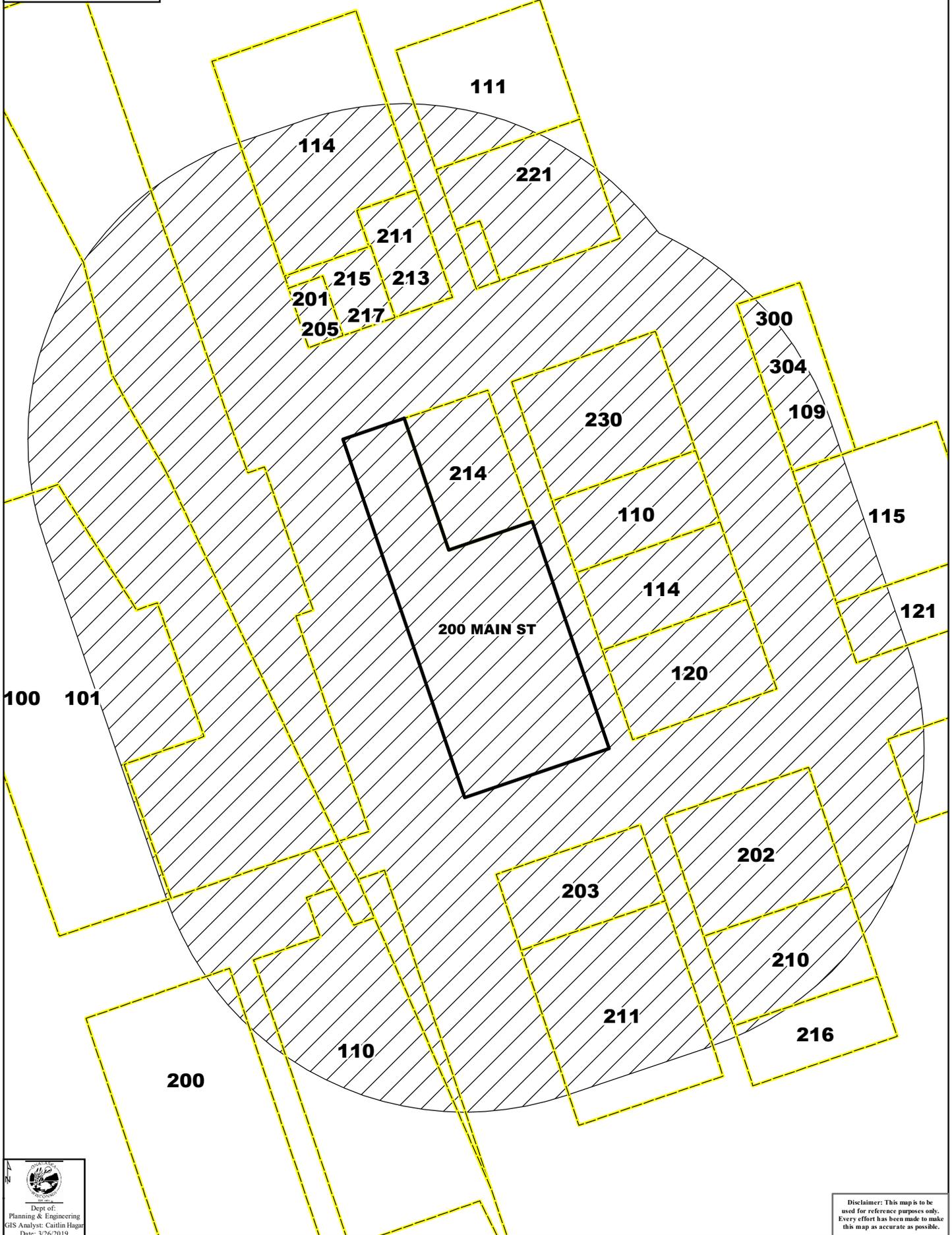
Dated this 12th day of April, 2019.

Cari Burmaster  
City Clerk

Pursuant to Act 67 passed in December 2017 the standard for review of Conditional Use Permits by Planning Commissions has changed in two significant ways. First, the burden of proof for denying a permit or imposing a condition is on the City and not on the applicant. In other words, unless there is a substantial reason to impose a condition or deny a permit, the permit must be issued without conditions. Second, any condition imposed must be based upon substantial evidence. Substantial Evidence must be fact based and cannot be based upon personal feeling, emotion or conjecture.

# Properties within 250ft of Parcel 18-96-1

1 inch = 100 feet





# CITY OF ONALASKA

## STAFF REPORT

Plan Commission – April 23, 2019

Agenda Item: Review & Consideration of a request to amend Site Plan Permit #181016, Conditions of Approval (#26).

Applicant/Owner: Terry Weiland, 600 L Hauser Road, Onalaska, WI 54650

Parcel Number: 18-4511-315

Site Location: 2215-2217-2219-2221-2223 Abbey Road, Onalaska, WI 54650

Zoning: Multi-Family Residential (R-4) District

### Background:

The applicant is the owner of the parcel in question and has received the following City approvals to allow the construction of a five-unit townhome/row house development:

- Rezoning from Single Family Residential (R-1) to Multi-Family Residential (R-4) in 2018.
- Subdivision of the parcel into four (4) developable lots in 2018.
- Variance to increase street-yard setbacks and modify typical property setbacks due to site and location of Dairyland Powerline easement in 2018.
- Site Plan Permit #181026 & associated Conditions of Approval to construct the five-unit townhome (attached).

As part of the Site Plan review process, City Staff work to ensure that proposed development comply with standards in the Unified Development Code (for example: landscaping, parking, green space requirements, setbacks, etc.). Further, the Planning Department reviews proposed architectural building elevations for all four (4) sides of a structure as part of the process. Originally, the applicant did not propose any architectural features outside of vinyl siding on the eastern side of the structure. City Staff requested that a “stripe of brick facade” be added to this side of the structure to enhance curb appeal along Abbey Road, which has consistently been applied to the other multi-family developments along Abbey Road in addition to a mini-warehouse use, just south and east of this development during the Site Plan review process. The applicant offered to decrease the amount of “brick facade” that was originally proposed on the northern side of the structure that went up the length of the garages by half and instead wrap the “brick facade” around the eastern side for a consistent look (see attached). City Staff agreed with the proposal and drafted Condition #26 for the Conditions of Approval tied to this development to reflect the proposed change in architecture. Upon completion of City review, City Staff sent the Site Plan Permit and associated Conditions of Approval for review by the applicant, noting that if the applicant signed the Site Plan Permit, they are agreeing to adhere to all stated Conditions of Approval.

As shown in the attached letter, the applicant has requested to no longer provide the “brick facade” along the eastern facade and instead return to the original proposal of all vinyl siding with no additional architectural features. City Staff are not in agreement with the requested change. As the Site Plan Permit represents an agreement between the applicant and the City of Onalaska, any change to the Conditions of Approval have to be approved by the Plan Commission and Common Council.

Action Requested: Consideration of the Plan Commission to amend Condition #26 of the Site Plan Permit #181016 as requested by the applicant.

March 27, 2019

Onalaska Plan Commission  
415 Main Street  
Onalaska, WI 54650

**RE: Seeking approval to amend Condition #26**

Dear Plan Commission,

I am writing this letter to request for approval to remove the stripe of bricked-material from the eastern face of my structure back to the original vinyl siding located at 2215 Abbey Rd, Onalaska.

As for the original plan, I did not have the brick stripe and I reluctantly agreed to add this to the plan. If I would have known the hassle of removing this from the site plan I would have not agreed to adding this to the plan before signing.

Here are some of the reasons for the amendment:

- ✓ Eastern side of building sticks out 4ft out of the ground. The brick will look like it is floating and completely out of place.
- ✓ Full height stone pillars as per original plan will be facing the corner of Abbey Rd and the northern (front) of the townhomes, which will face the future road adding curb appeal.

Thank you for taking the time to re-evaluate the amendment of condition #26, as I believe this is the best solution for the exterior of the building on Abbey Rd. As for the meeting, I do not plan on attending, if you have any questions prior, please contact me at 608-792-6348.

Sincerely,



Terry Weiland  
Weiland Construction



CITY OF ONALASKA

**SITE PLAN PERMIT APPROVAL**

DATE: October 26, 2018

I, TERRY WEILAND, the owner(s) of the following described property do hereby agree to abide by the Conditions dated **October 26, 2018** and approved by the City of Onalaska Planning and Zoning Department for the approval of the following described project:

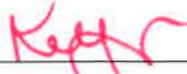
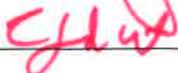
Owners Name (please print): TERRY WEILAND  
Owners Address: 600 L. HAUSER RD ONALASKA  
Owners Telephone: \_\_\_\_\_

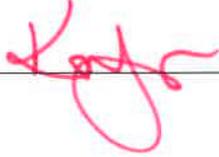
Description of Project: Construction of 5-unit Townhome/Row House Development  
Tax ID Number: 18-4511-315  
Address: 2215-2217-2219-2221-2223 Abbey Road, Onalaska, WI 54650

Owners Signature:   
Date Signed: 10-26-18

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*This Section to be completed by City Staff only.*

- Landscape Plan Approved:  10/26/18
- Drainage Plan:  10-29-18
- Erosion Control Plan Approved:  10-29-18

Zoning Administrator Signature:  10/26/18

Date Filed: 10/29/18

# CITY OF ONALASKA SITE PLAN PERMIT - #181016

**DATE: October 26, 2018**

**Applicant:** Terry Weiland  
**Parcel #:** 18-4511-315  
**Property Address:** 2215-2217-2219-2221-2223 Abbey Road  
**Property Zoning:** Multi-Family Residential (R-4)

**Project Background:**

The applicant proposes to construct a five-unit townhome/row house. The property is appropriately zoned Multi-Family (R-4) where the proposed project is outright permitted. The proposed project will require a variance for property setbacks due to the existence of the Dairyland Power Line easement that transverses the parcel in question.

***SITE PLAN PERMIT #:181016 – Construction of a 5-unit Townhome/Row House Development.***

The following are conditions of the site plan approval:

1. Site Plan Permit Fee of \$350.00 (PAID).
2. Park Fee: \$922.21/unit x 5 units = \$4,611.05 to be paid to City prior to obtaining a building permit. (NOT PAID)
3. Proposed building setback contingent upon approval of variance by the Board of Zoning Appeals.

Utilities & Streets:

4. Owner/developer shall submit a detailed utility plan for review and approval by the City Engineer. Plans to be submitted for review and approval at least ten (10) days prior to proceeding with work.
5. Owner/developer must notify the City prior to any utility connection to City owner utilities.
6. All easements to be detailed on site plan. Dairyland Powerline Easement to be staked on-site in advance of construction activities and all lot pins exposed for setback-measuring purposes.
7. A Street Opening Permit is required for any work completed in the right-of-way. Any work in the right-of-way shall be approved in advance of construction activities by the City Engineer.
8. Driveway openings to be reviewed and approved by City Engineer; driveway opening permit is required. Driveways shall be constructed to City standard.
9. As-builts submitted to City within sixty (60) days after Occupancy Permit is issued.
10. Installation of sidewalks along the entire length of the property being developed along Abbey Road. Sidewalks to be constructed to City standards and property owner to

coordinate with City Engineer to field approve final sidewalk elevations and alignment prior to installation.

Stormwater / Erosion Control:

- 11. A City Stormwater / Erosion Control Permit for less than one (1) acre of land disturbance is required before any earth moving activities occur. Permit to be reviewed and approved a minimum of ten (10) days prior to construction activities.
- 12. A Stormwater Plan / Drainage Plan has been reviewed and approved by City Engineer.
- 13. Stormwater swales to be constructed at the time of initial grading.
- 14. Erosion Control Plan has been reviewed and approved by City Engineer. All erosion control BMPs (best management practices), swales, and stormwater ponds to be installed prior to the start of any construction activities. A track pad is to be installed with a minimum of 3 to 6 inch stones, one (1) foot deep, and fifty (50) feet in length.

Fire Protection:

- 15. Applicant shall submit a PDF copy of final site plan to OFD with details on fire protection systems noted on plan (i.e., building footprint, location of Knox box, alarm system devices, annunciator panel, map of alarm zones, fire department connection, driveways and parking areas, hydrant location, roof access, gas, and electrical shutoff) for pre-fire planning purposes. The final floor plan layout shall be provided to the Fire Department in the form of a PDF for pre-planning activities.
- 16. All fire lanes shall be unobstructed access during and after construction.
- 17. It is required that City Fire, Building Inspectors, and City Engineer are invited to the pre-construction meeting.

Zoning:

- 18. The minimum green space requirement for total sites with for 5-plex is thirty-five (35) percent. Site plan to note the provided green space percentage.
- 19. A detailed Landscaping Plan has been reviewed and approved by the Planning Department. All landscaping is required to be installed and viable prior to issuance of an Occupancy Permit.

<b>Landscaping Requirements:</b>	<b>Ordinance Requires:</b>	<b>Applicant Proposal:</b>
<i>1 square foot per 10 square feet (sf) of parking: 7,390 SF</i>	7,390 SF	1,465 SF (apx)
<i>Minimum of one (1) 1 – 2 ½” caliper canopy tree per 25 feet of street frontage: 340.91’</i>	14 trees	15 Trees

\*Note, when “future street” is installed along the northern property line, a minimum of one (1) tree to be installed in the boulevard (outside the Dairyland Power Line Easement) within six (6) months of road construction completion.

- 20. Any outdoor lighting installations shall be adequately shielded and hooded so that no excessive glare or illumination is cast upon the adjoining properties.
- 21. All drives/parking areas to be paved with asphalt or concrete.

22. Parking. Multi-family dwellings require two (2) parking stalls for each dwelling unit (back-to-back parking is not allowed). Five (5) units are proposed and each have a 2-car garage.

<b>Parking Lot Stall Requirements:</b>	<b>Ordinance Requires:</b>	<b>Applicant Proposal:</b>
<i>2 stalls per Unit</i>	10 stalls	10 stalls

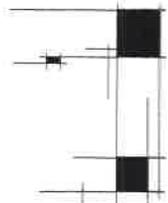
23. Parking stall dimensions to comply with the City's Unified Development Ordinance: *Minimum Standards. The size of each parking space shall be not less than one hundred eighty (180) square feet exclusive of the space required for ingress and egress, each stall being a minimum of nine (9) feet wide and eighteen (18) feet in depth; however, handicap parking stalls shall meet ADA requirements. Minimum width of aisles providing access to stalls for two-way traffic shall be twenty-four (24) feet. (Section 13-7-10).*
24. All parking lots setback a minimum of five (5) feet from parcel lines.
25. If utilized in future, all refuse and recycling containers shall be screened by a 4-sided, 6-foot opaque enclosure complimentary to the building's architecture. Enclosures shall also be:
- Setback (3) foot to any lot line.
  - Screened with landscaping from adjacent residences and the public right-of-way.
  - Constructed to include a durable gate system that remains closed when not in use, and to allow for easy access by refuse and recycling contractors.
26. Planning Department has reviewed and approved building elevations that detail materials and building dimensions for all four (4) sides of the structure. Eastern face of the structure to include a stripe of "bricked-material". Northern face of the structure will have slightly less "bricked-material" that will run up half of the garage face (not the entirety).
27. All exterior mechanical units shall be screened with landscaping.
28. Exterior storage is prohibited.
29. All signage requires individual City of Onalaska Sign Permits. Freestanding sign setback a minimum of five (5) feet from the parcel line.

Building:

30. State Plan review will be required for the building, electrical, HVAC, plumbing, and roof.
31. Owner/developer shall place intermediate lot states required for all lots over one-hundred and fifty (150) feet in depth. All lot pins shall be located and visible prior to construction.

General Conditions:

32. Owner/developer must 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 the issuance of the occupancy permit.
33. 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.
34. Any omissions or any conditions not listed shall not release the developer/property owner from abiding by the City's Subdivision Ordinance and Zoning Code requirements.



5<sup>th</sup>  
 Avenue  
 Design

604 5TH AVENUE S.  
 LA CROSSE, WI 54601

TEL 608-784-0083  
 FAX 608-784-0090

EXTERIOR ELEVATIONS

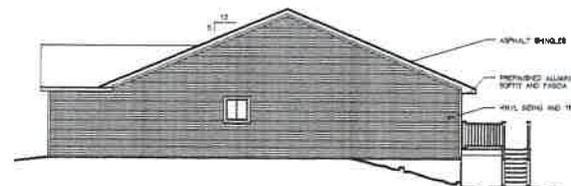


1  
 A4 FRONT EXTERIOR ELEVATION  
 1/8" = 1'-0"



2  
 A4 END EXTERIOR ELEVATION  
 1/8" = 1'-0"

GENERAL ELEVATION NOTES:  
 - ALL ROOF PITCHES TO BE 8:12 UNLESS NOTED OTHERWISE  
 - APPLY VINYL SIDING AND TRIM PER MANUFACTURER'S RECOMMENDATIONS  
 - PROVIDE TREATED WOOD BLOCKING AND/OR SHIM TIE-IN AS NECESSARY AT EXTERIOR LIGHT MECHANICAL, ELECTRICAL OR PLUMBING PENETRATIONS  
 - ALL FABRICS AND SOFFITS TO BE PREPARED ALUMINUM  
 - ALL ROOF SHINGLES TO BE 30-YEAR ASPHALT  
 - PROVIDE CONTINUOUS SOFFIT AND BRICKLE-OVER ROOF VENTS THROUGHOUT.



3  
 A4 END EXTERIOR ELEVATION  
 1/8" = 1'-0"



4  
 A4 REAR EXTERIOR ELEVATION  
 1/8" = 1'-0"

Date: 11-18-18 (Building)

Drawn by: J. J. J. Checked by: J. J. J.

WELAND 6-FLEX

2215 ABBEY ROAD  
 ONALASKA, WI 54660

A4



2225



# CITY OF ONALASKA

## STAFF REPORT

Plan Commission – April 26, 2019

Agenda Item: Review and Consideration of Invoice No: 018-021-11: Hoisington Koegler Group inc. for UDC / Zoning Ordinance Re-write Project.

Attached is the 11<sup>th</sup> Invoice for the UDC / Zoning Ordinance Re-write Project totaling \$4,736.25 dollars.

<b>Original Contract Amount:</b>	<b>Paid to Date:</b>	<b>Payment Requested:</b>
\$90,000.00	\$38,087.73	\$4,736.25



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

April 6, 2019

Invoice No:

018-021 - 11

Project 018-021 Onalaska - UDC/Zoning Ordinance Rewrite

**Professional Services from March 1, 2019 to March 31, 2019**

Task 02 UDC & Zoning Map Review and Evaluation

- GIS mapping
- Internal team collaboration
- Precedent research

**Professional Personnel**

	Hours	Rate	Amount
Associate			
Trapp, Rita	1.00	130.00	130.00
Professional II			
Thornsen, Jesse	2.00	85.00	170.00
Totals	3.00		300.00
<b>Total Labor</b>			<b>300.00</b>

**Total this Task \$300.00**

Task 03 Annotated UDC Outline

- Finalize UDC Evaluation Report
- Preparation and attendance at staff meeting

**Professional Personnel**

	Hours	Rate	Amount
Associate			
Miller, Jeffrey	1.00	130.00	130.00
Trapp, Rita	.50	130.00	65.00
Totals	1.50		195.00
<b>Total Labor</b>			<b>195.00</b>

**Total this Task \$195.00**

Task 04 Draft UDC and Zoning Map

- Analysis of zoning districts standards
- Analysis of zoning districts uses and standards
- Develop Definitions Chapter
- Internal team collaboration
- Prepare draft Uses table
- Review and organize definitions
- Review and reorganize standards
- Updating definitions and uses table
- Environmental mapping

**Professional Personnel**

	Hours	Rate	Amount	
Associate				
Miller, Jeffrey	11.00	130.00	1,430.00	
Trapp, Rita	4.25	130.00	552.50	
Professional I				
Richmond, Beth	19.25	70.00	1,347.50	
Technical				
Madson, Michael	20.25	45.00	911.25	
Totals	54.75		4,241.25	
<b>Total Labor</b>				<b>4,241.25</b>
				<b>Total this Task</b>
				<b>\$4,241.25</b>

Billing Limits	Current	Prior	To-Date	
Total Billings	4,736.25	33,351.48	38,087.73	
Limit			90,000.00	
Remaining			51,912.27	
				<b>Total this Invoice</b>
				<b>\$4,736.25</b>

**Outstanding Invoices**

Number	Date	Balance	
9	2/11/2019	747.50	
<b>Total</b>		<b>747.50</b>	
			<b>Total Now Due</b>
			<b>\$5,483.75</b>