

**Plan Commission
of the City of Onalaska**
Tuesday, August 28, 2018
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1 The Meeting of the Plan Commission of the City of Onalaska was called to order at 7:00 p.m. on
2 Tuesday, August 28, 2018. It was noted that the meeting had been announced and a notice
3 posted at City Hall.

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5 Roll call was taken, with the following members present: Mayor Joe Chilsen, Ald. Jim Binash,
6 City Engineer Jarrod Holter, Jan Brock, Paul Gleason, Skip Temte, Craig Breitsprecher, Steven
7 Nott

8
9 Also Present: City Administrator Eric Rindfleisch, Deputy City Clerk JoAnn Marcon,
10 Planner/Zoning Inspector Katie Aspenson

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12 **Item 2 – Approval of minutes from previous meeting**

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14 Motion by Craig, second by Ald. Binash, to approve the minutes from the previous meeting as
15 printed and on file in the City Clerk’s Office.

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17 On voice vote, motion carried.

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19 **Item 3 – Public Input (limited to 3 minutes per individual)**

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21 Mayor Chilsen called three times for anyone wishing to provide public input and closed that
22 portion of the meeting.

23
24 **Consideration and possible action on the following items:**

25
26 **Item 4 – Review and Consideration of an annexation application of Tax Parcel #9-63-3**
27 **(0.04 acres) filed by Nicholas Roush, Roush Rentals, 707 La Crosse Street, Office 102, La**
28 **Crosse, WI 54601 on behalf of Elmwood Partners, 1859 Sand Lake Road, Onalaska, WI**
29 **54650**

- 30
31 1. Annexation land to be placed in the R-4 Multifamily Residential Zoning District.
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33 2. Upon finalized annexation, property owner to merge Tax Parcels #9-63-3 and 18-3613-3
34 into a single parcel. Contact the La Crosse County Land Records to complete this
35 condition. Parcel merge to be completed prior to issuance of a Building Permit.
36
37 3. Owner/developer shall pay all fees and have all plans review and approved by the City
38 prior to obtaining a building permit. Owner/developer must have all conditions satisfied
39 and improvements installed per approved plans prior to issuance of occupancy permits.
40
41 4. All conditions run with the land and are binding upon the original developer and all heirs,
42 successors and assigns. The sale or transfer of all or any portion of the property does not

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43 relieve the original developer from payment of any fees imposed or from meeting any
44 other conditions.

45
46 5. Any omissions of any conditions not listed in minutes shall not release the property
47 owner/developer from abiding by the City's Unified Development Code requirements.
48

49 Mayor Chilsen announced Paul has recused himself from this item.
50

51 Katie said the Comprehensive Plan identifies this area as being in the "Mixed Use District –
52 Smart Growth Area." The Comprehensive Plan identifies review criteria for annexations, of
53 which the following are applicable:
54

- 55 • The annexation is in an area designated for growth on the city's Future Land Use Map.
- 56 • The increased tax base and overall benefit to the city of approving the annexation
57 outweigh the actual financial impact on the community for providing police, fire, road
58 maintenance and other public improvements and services to the annexation area.
59

60 Katie noted Tax Parcel No. 9-63-3 is located directly adjacent to, or north of, 9522 East 16
61 Frontage Road, and it will be included as part of the previously approved Multifamily
62 Residential project (Roush Rentals). Upon annexation, the property will be appropriately zoned
63 to R-4 Multifamily, and it will be required to merge with Tax Parcel No. 18-3613-3 in order to
64 provide parking and garage spaces. Katie said city staff supports the application and noted there
65 are five conditions of approval tied to this development.
66

67 Motion by Craig, second by Ald. Binash, to approve with the five listed conditions of approval
68 an annexation application of Tax Parcel #9-63-3 (0.04 acres) filed by Nicholas Roush, Roush
69 Rentals, 707 La Crosse Street, Office 102, La Crosse, WI 54601 on behalf of Elmwood Partners,
70 1859 Sand Lake Road, Onalaska, WI 54650.
71

72 On voice vote, motion carried, 7-0.
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74 **Item 5 – Review and Consideration of a Certified Survey Map (CSM) submitted by Terry**
75 **Weiland, 600 L Hauser Road, Onalaska, WI 54650, to create three (3) buildable lots and**
76 **two (2) outlots (2.434 total acres) from one (1) parcel at 2225-2231 Abbey Road, Onalaska,**
77 **WI 54650 (Tax Parcel #18-4511-301)**
78

79 1. Street and utility improvements to be installed to City standards for future street to
80 Westerly lot line of Lot 3 (approximately 100 feet west of Abbey Road Westerly right of
81 way). Temporary cul-de-sac to be installed at end of improvements.
82

83 2. Recorded copy of Final CSM to be submitted to City Engineering Department.
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- 85 3. New lot pins required for all new parcels. Intermediate lot stakes required for all lots
86 over 150' in depth.
87
88 4. CSM shall note all easements.
89
90 5. Any future improvements to these parcels may be subject to additional City permits (i.e.,
91 building permits, zoning approvals).
92
93 6. All conditions run with the land and are binding upon the original developer and all heirs,
94 successors and assigns. The sale or transfer of all or any portion of the property does not
95 relieve the original developer from payment of any fees imposed or from meeting any
96 other conditions.
97
98 7. Any omissions of any conditions not listed in committee minutes shall not release the
99 property owner/developer from abiding by the City's Unified Development Code
100 requirements.
101

102 Katie noted the Comprehensive Plan identifies this area as Mixed Density Residential, which is
103 intended for residential units, with an emphasis on multifamily. The purpose of the CSM is to
104 subdivide Tax Parcel No. 18-4511-301, which is currently under construction for a four-unit
105 townhome development. Katie noted both the Plan Commission and the Common Council had
106 previously approved this to be zoned R-4 Multifamily. The applicant intends to further
107 subdivide this parcel to allow an access road through the central area and create two additional
108 buildable lots, which also would be zoned R-4. The second outlot is to create a second access
109 point to the Abbey Road Development Planned Unit Development as required in the Conditions
110 of Approval. Katie noted the applicant is seeking approval of the CSM and said there are seven
111 conditions of approval tied to this development.
112

113 Motion by Ald. Binash, second by Skip, to approve with the seven listed conditions a Certified
114 Survey Map (CSM) submitted by Terry Weiland, 600 L Hauser Road, Onalaska, WI 54650, to
115 create three (3) buildable lots and two (2) outlots (2.434 total acres) from one (1) parcel at 2225-
116 2231 Abbey Road, Onalaska, WI 54650 (Tax Parcel #18-4511-301).
117

118 Skip said this seems to be the logical action to take, noting the original parcel was bisected by
119 the Dairyland Power easement, making it "almost unusable." Skip said, "This will make it
120 useable."
121

122 Paul's questions were inaudible on the recording.
123

124 Jarrod noted Outlot No. 3 is the proposed public street that would enter into the Town of
125 Onalaska and said the goal is secure the right-of-way into the township. Jarrod reminded
126 commission members that when the Abbey Road Apartments were constructed the city had

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127 placed a condition on development that required 33 feet of right-of-way be secured along the
128 north property line, which abuts the south property line of the parcel being discussed this
129 evening. Jarrod noted Lot 3 would abut the Abbey Road Development and said, “When we
130 discussed this with the developer, they proposed to dedicate all of the right-of-way in their
131 parcel. That way, the future street would not have to be dedicated along the south line of this
132 proposed CSM.”

133
134 Jarrod referred to a triangular piece located in Outlot 1 that is the right-hand section of the
135 roadway and said the city will look at Outlot 2 being transferred to the developer through a
136 future agreement. This was secured as public access for the south lot line when these parcels
137 were platted as part of the Abbey Road Plat. Part of Outlot 1 will remain to allow for the
138 required fire access via a private driveway instead of a public street to the Abbey Road
139 Development that is currently under construction to the south of this parcel.

140
141 Jarrod addressed Paul’s question and said, “At this time, we’re only requiring the developer to
142 get the public street in halfway down in the proposed Outlot 3 dedication. Whenever this would
143 develop, if this annexes, the developer would come in and finish the city street. The lot frontage
144 on Lot 2 wouldn’t be completed, but it would be up to that lot.”

145
146 Paul’s question was inaudible on the recording.

147
148 Jarrod said as of now the city would be able to run the utilities, adding Lot 2 would have a
149 driveway similar to that of a four-acre parcel on 6th Avenue North where driveways come off the
150 street on a future right-of-way. Jarrod said there would not be any improvements along Outlot 3
151 to the westerly property line unless required by the Plan Commission. Jarrod returned to Paul’s
152 question and said he sees benefits both ways, stating, “Will it ever be used? I would hope at
153 some time that this portion of land would be re-subdivided and would come into the city for the
154 city water and sewer. But we don’t have any definitive plan on when that’s going to happen.”

155
156 Paul’s statement was inaudible on the recording.

157
158 Jarrod said he would look at access to the water and sewer of whomever develops Block 4 of
159 Heritage Hills. Jarrod said if the rest of the Heritage Hills plat came into the city and it was re-
160 platted, the city would require the developer to bring water and sewer services down to that
161 point, as well as installing the street improvements at the same time. Jarrod also said that in
162 order for Terry Weiland to put the improvements all the way to the west property line, “there’s
163 no cost sharing to get those improvements to that future development currently because there is
164 no imminent development in that. Staff thought it was fair that [Terry Weiland] would put in
165 half of the street, get the sewer and water to it, be able to have legal access to Lot 2, and then be
166 able to serve it off that sewer and water, but at a future time it would get extended.”

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168 On voice vote, motion carried, 8-0.

Reviewed 8/30/18 by Katie Aspenson

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Item 6 – Review and Consideration of Invoice No. 018-021-3: Hoisington Koegler Group, Inc. for UDC/Zoning Ordinance Rewrite Project

Katie said a copy of the most recent invoice from HKGi has been included in commission members’ packets. The invoice totals \$1,910.

Motion by Ald. Binash, second by Craig, to approve Invoice No. 018-021-3: Hoisington Koegler Group, Inc. for UDC/Zoning Ordinance Rewrite Project in the amount of \$1,910.

Skip asked what proof the Plan Commission has that anything has been done, and he asked Katie to explain why this money is being spent.

Katie noted the invoice breaks down every task HKGi has completed. Katie said, “The effort on this particular invoice is for compiling and reviewing background data, team collaboration in preparing the public participation plan. That was for the project initiation. Following that, it was drafting zoning district uses tables, phone calls with staff, preparation and attendance for meetings, preparation for listening sessions, project coordination, completing the initial analysis of our current code and current zoning districts, additional phone calls with staff, preparations for the Long Range Planning Committee meetings. It shows the breakout of hours done at that point.”

On voice vote, motion carried.

Item 7 – Update on the Unified Development Code/Zoning Ordinance Rewrite Project – Reminder for Special Common Council Listening Session on August 29, 2018 at 6:30 p.m. at the Omni Center

Katie said city staff has been working to prepare stakeholder listening sessions. Katie noted the Long Range Planning Committee had met August 2, and she said representatives from HKGi will hold a special stakeholder meeting with the La Crosse Area Builders Association at noon Wednesday. There also will be a special developer roundtable meeting/stakeholder session, with representatives from HKGi facilitating it. Katie told commission members staff has reached out to a number of entities that have done extensive development in the City of Onalaska over the last several years. The intent is to examine the city’s current development review system and ask the following questions:

- How does it work?
- What hurdles exist?
- How can the city improve the system?
- Should landscaping rules be more clear, or less clear?

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211 Katie said the intent is to obtain as much feedback as possible from individuals who utilize the
212 code on the most routine basis. Katie said the special listening session with the Common
213 Council that will be held Wednesday evening at the Omni Center, and she asked that Plan
214 Commission members attend and participate in the session, if possible. Katie noted the Rotary
215 Club of Onalaska, Onalaska Area Business Association, and Centering Onalaska, among others,
216 have been invited to the listening session. Katie also noted a meeting will be held Thursday with
217 the La Crosse Area Realtors Association. Katie said the code will be written based on the
218 feedback that is received.

219

220 **Adjournment**

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222 Motion by Craig, second by Paul, to adjourn at 7:22 p.m.

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224 On voice vote, motion carried.

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227 Recorded by:

228

229 Kirk Bey