

**Plan Commission Sub Committee**

**of the City of Onalaska**

Tuesday, April 10, 2018

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1 The Meeting of the Plan Commission Sub Committee of the City of Onalaska was called to order  
2 at 4:30 p.m. on Tuesday, April 10, 2018. It was noted that the meeting had been announced and  
3 a notice posted at City Hall.

4

5 Roll call was taken, with the following members present: Ald. Jim Binash, Craig Breitsprecher,  
6 City Engineer Jarrod Holter

7

8 Also Present: Planner/Zoning Inspector Katie Aspenson

9

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

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

14

15 On voice vote, motion carried.

16

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

18

19 Ald. Binash called three times for anyone wishing to provide public input and closed that portion  
20 of the meeting.

21

22 **Consideration and possible action on the following items:**

23

24 **Item 4 – Review and Consideration of a Conditional Use Permit application to allow the**  
25 **conversion of existing commercial space into a one (1) bedroom apartment at 513 2<sup>nd</sup>**  
26 **Avenue South, Onalaska, WI 54650, submitted by Curt Fossum, 324 6<sup>th</sup> Avenue North,**  
27 **Onalaska, WI 54650 (Tax Parcel #18-68-0)**

28

29 1. Conditional Use Permit fee of \$250.00 (PAID).

30

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

34

35 3. All conditions run with the land and are binding upon the original developer and all heirs,  
36 successors and assigns. The sale or transfer of all or any portion of the property does not  
37 relieve the original developer from payment of any fees imposed or from meeting any  
38 other conditions.

39

40 4. Any omissions of any conditions not listed in meeting minutes shall not release the  
41 property owner/developer from abiding by the City’s Unified Development Code  
42 requirements.

**Plan Commission Sub Committee**

**of the City of Onalaska**

Tuesday, April 10, 2018

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43  
44 Katie said Curt Fossum has requested a CUP to allow the conversion of existing commercial  
45 space into a one-bedroom apartment in a Neighborhood Business (B-1) Zoning District. The  
46 property in question has two levels, and the applicant is requesting to add one one-bedroom  
47 apartment on the second level, thereby replacing the commercial use. Katie noted that  
48 conversion of commercial space to multifamily dwellings is permitted only by CUP per Section  
49 13-5-16(c). Katie said the city considered Compatibility, Consistency with the Comprehensive  
50 Plan, Importance of Services to the Community, and Neighborhood Protections. Katie noted a  
51 public hearing will be held at the April 24 Plan Commission meeting and said staff has compiled  
52 four conditions of approval for this development.

53  
54 Motion by Ald. Binash, second by Craig, to forward with four conditions of approval to a public  
55 hearing at the April 24 Plan Commission meeting review and consideration of a Conditional Use  
56 Permit application to allow the conversion of existing commercial space into a one (1) bedroom  
57 apartment at 513 2<sup>nd</sup> Avenue South, Onalaska, WI 54650, submitted by Curt Fossum, 324 6<sup>th</sup>  
58 Avenue North, Onalaska, WI 54650 (Tax Parcel #18-68-0).

59  
60 Ald. Binash asked if this will be a studio apartment.

61  
62 Katie said it will be a one-bedroom apartment.

63  
64 Craig asked if this is part of the city's new overlay zone.

65  
66 Katie said, "It is within it, but they are not requesting the Downtown PUD. They're just working  
67 within the confines of the existing ordinance."

68  
69 On voice vote, motion carried.

70  
71 **Item 5 – Review and Consideration of a Conditional Use Permit application to allow the**  
72 **operation of a child care center at 980 12<sup>th</sup> Avenue South, Onalaska, WI 54650, submitted**  
73 **by Mitch Lown of Ironside Properties, LLC, 1220 Oak Forest Drive, Onalaska, WI 54650**  
74 **(Tax Parcel #18-3131-2)**

- 75  
76 1. Conditional Use Permit Fee of \$250.00 (PAID).  
77  
78 2. All new signage requires sign permits.  
79  
80 3. Owner/developer shall pay all fees and have all plans reviewed and approved by the City  
81 prior to obtaining a building permit. Owner/developer must have all conditions satisfied  
82 and improvements installed per approved plans prior to issuance of occupancy permits.  
83  
84 4. All conditions run with the land and are binding upon the original developer and all heirs,

**Plan Commission Sub Committee**

**of the City of Onalaska**

Tuesday, April 10, 2018

3

85 successors and assigns. The sale or transfer of all or any portion of the property does not  
86 relieve the original developer from payment of any fees imposed or from meeting any  
87 other conditions.  
88

89 5. Any omissions of any conditions not listed in meeting minutes shall not release the  
90 property owner/developer from abiding by the City's Unified Development Code  
91 requirements.  
92

93 Katie said Mitch Lown of Ironside Properties, LLC is requesting a CUP to allow the operation of  
94 a child care center in a Light Industrial (M-1) Zoning District (Children's Treehouse Daycare).  
95 The center will serve up to 144 children, and it is expected that there will be between 33 to 35  
96 employees, including teachers and administrative staff/cook when at maximum capacity. The  
97 breakdown of staff includes administrative staff/cook (3), classroom teachers (20), and float staff  
98 (5), totaling 28 full-time employees and five to seven part-time employees. The business would  
99 operate Monday through Friday from 6:30 a.m. to 6 p.m. Katie noted that Children's Treehouse  
100 has been in business in the City of Onalaska for 10½ years, growing from 63 children to its  
101 current capacity of 104 children. The daycare does not have room to expand in its current  
102 facility, which is located in the Oak Forest Business Park, in terms of allowing care for  
103 additional children and playground space. Katie said according to the applicant, approximately  
104 30 of the 35 employees would arrive in personal vehicles, with the remainder either carpooling  
105 or arriving via transit, between 9 a.m. and 3 p.m. The majority of the families do drop-off and  
106 pickup between 6:30 a.m. and 8:30 a.m., and between 4:45 p.m. to 5 p.m. Katie said according  
107 to the applicant, the maximum number of families for drop-off/pickup has been 12 vehicles at  
108 one time. There currently are 60 parking stalls serving the property in question. Katie said  
109 commercial daycare facilities are permitted only by CUP per Section 13-5-15(c). Katie noted  
110 staff examined Compatibility, Consistency with the Comprehensive Plan, Importance of Services  
111 to the Community, and Neighborhood Protections. A public hearing will be held at the April 24  
112 Plan Commission meeting, and there are five conditions of approval tied to this development.  
113

114 Motion by Craig, second by Ald. Binash, to forward with five conditions of approval to a public  
115 hearing at the April 24 Plan Commission meeting review and consideration of a Conditional Use  
116 Permit application to allow the operation of a child care center at 980 12<sup>th</sup> Avenue South,  
117 Onalaska, WI 54650, submitted by Mitch Lown of Ironside Properties, LLC, 1220 Oak Forest  
118 Drive, Onalaska, WI 54650 (Tax Parcel #18-3131-2).  
119

120 Craig said it appears that there has been an increase in traffic at the intersection of 12<sup>th</sup> Avenue  
121 South and Oak Forest Drive, and also that he is aware there will be a significant amount of traffic  
122 going to the daycare's new location. As a result, Craig said he once again is concerned about the  
123 intersection.  
124

125 Jarrod said that while staff has not recently taken any traffic counts at the intersection of 12<sup>th</sup>  
126 Avenue South and Oak Forest Drive, they likely will do so this summer. Jarrod said, "We've

**Plan Commission Sub Committee**

**of the City of Onalaska**

Tuesday, April 10, 2018

4

127 looked at it over the years, and it doesn't meet warrants for a signal. Even though it's perceived  
128 to have enough traffic, it does not have a level of service that warrants us to put in the signal."

129

130 Craig said, "It probably does at certain times of the day."

131

132 Jarrod said, "There may be a 15-minute period, but in actuality I'd be more worried about the  
133 dance studio [Misty's Dance Unlimited] across the street than the daycare facility. That seems to  
134 generate more traffic than the daycare facility will."

135

136 Craig said. "I look at these as all being added together for an accumulated effect."

137

138 Jarrod said the traffic signals will be upgraded at the intersection of 12<sup>th</sup> Avenue South and Main  
139 Street, and he told Craig data from a traffic study shows that more individuals are utilizing 12<sup>th</sup>  
140 Avenue South/Sand Lake Road as a commuter route. Jarrod said, "It's all going to be driven by  
141 what the traffic counts are. But I think this isn't a large enough producer that this is going to be  
142 the straw that breaks the camel's back. We will have to keep track of it and see how things move  
143 along. If we put up a four-way stop because there is so much through traffic and the side traffic,  
144 it would start slowing things down even though what you see at 12<sup>th</sup> and Wilson Street is the  
145 same thing, but there's not a lot of side traffic there."

146

147 Ald. Binash referred to a copy of a cover letter included in subcommittee members' packets and  
148 noted it says Jarrod and the applicant had discussed the widening of the existing curb cut that  
149 rests on the property line between 984 12<sup>th</sup> Avenue South and the Family Video/Curves building.  
150 Ald. Binash asked Jarrod if this means the entrance exit will be expanded.

151

152 Jarrod said the applicant would need to have a site plan to do any work on the area that is not  
153 currently paved. Jarrod also said he and the applicant have discussed attempting to install a joint  
154 curb cut-in between Family Video/Curves and the former Misty's Dance Unlimited site.

155

156 Ald. Binash asked if there is any activity related to the dirt lot located to the south of the site.

157

158 Jarrod said nothing is planned at the current time.

159

160 On voice vote, motion carried.

161

162 **Item 6 – Review and Consideration of a Conditional Use Permit application to allow the**  
163 **construction of an automotive dealership/vehicle sales/repair facility at 207 Marcou Road,**  
164 **Onalaska, WI 54650, submitted by Paul Borsheim of Borton Construction, Inc., 2**  
165 **Copeland Avenue, Suite 201, La Crosse, WI 54601 on behalf of Marvin Wanders of Stizo**  
166 **Development, LLC, P.O. Box 609, La Crosse, WI 54602-0609 (Tax Parcel #18-3627-2)**

167

168 1. Conditional Use Permit Fee of \$250.00 (PAID).

Reviewed 4/13/18 by Katie Aspenson

**Plan Commission Sub Committee**

**of the City of Onalaska**

Tuesday, April 10, 2018

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2. Property owner to apply for and receive Site Plan Permit Approval prior to any construction activities.
  3. All vehicles to be located on approved hard surfaces (concrete, asphalt, etc.).
  4. Exterior storage of materials is prohibited.
  5. 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.
  6. 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.
  7. Any omissions of any conditions not listed in meeting minutes shall not release the property owner/developer from abiding by the City's Unified Development Code requirements.

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Katie said the applicant is requesting a CUP to construct a new Honda Motorwerks dealership to be located at 207 Marcou Road. The proposed development includes an approximate 19,600 square-foot facility, and it will sell both new and used vehicles. The service area will have a combination of full- and quick-serve lanes, alignment bay, and a detail area. Katie said the timeline for construction is to begin in mid-June 2018, with completion by December 2018. The sale of vehicles, vehicle repairs, et cetera, on a parcel in the Light Industrial (M-1) District is permitted only by CUP per Section 13-5-16(g). Katie said staff considered Compatibility, Consistency with the Comprehensive Plan, Importance of Services to the Community, and Neighborhood Protections. Katie noted a public hearing will be held at the April 24 Plan Commission meeting and said there are seven conditions of approval tied to the development.

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Motion by Ald. Binash, second by Jarrod, to forward with seven conditions of approval to a public hearing at the April 24 Plan Commission meeting review and consideration of a Conditional Use Permit application to allow the construction of an automotive dealership/vehicle sales/repair facility at 207 Marcou Road, Onalaska, WI 54650, submitted by Paul Borsheim of Borton Construction, Inc., 2 Copeland Avenue, Suite 201, La Crosse, WI 54601 on behalf of Marvin Wanders of Stizo Development, LLC, P.O. Box 609, La Crosse, WI 54602-0609 (Tax Parcel #18-3627-2).

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210

Ald. Binash asked if the Associated Bank building is located next to where Honda Motorwerks would be constructed.

**Plan Commission Sub Committee**

**of the City of Onalaska**

Tuesday, April 10, 2018

6

211

212 Jarrod said Associated Bank is located on the corner, and that Honda Motorwerks would be  
213 constructed on the vacant land between Associated Bank and the berm located at the end of the  
214 La Crosse Country Club's driving range.

215

216 Ald. Binash noted a berm was mentioned in a letter from Paul Borsheim of Borton Construction  
217 and asked, "Are they going to build that up higher?"

218

219 Jarrod said, "I think their letter just states the fact the berm is there to the northeast where the [La  
220 Crosse] Country Club driving range is, and that they're going to try to maintain it. The site plan  
221 shows a level of landscaping along Marcou Road."

222

223 Ald. Binash asked if the city will be waiting for the site plan to be submitted after the public  
224 hearing.

225

226 Katie said a concept is before the subcommittee today and told Ald. Binash the applicant will  
227 have to formally apply for a site plan. Katie said, "It will be contingent on issuance of a  
228 Conditional Use Permit."

229

230 On voice vote, motion carried.

231

232 **Item 7 – Review and Consideration of a Rezoning application filed by Terry Weiland, 600**  
233 **L Hauser Road, Onalaska, WI 54650 to rezone a parcel at 2201 Abbey Road, Onalaska, WI**  
234 **54650 from Single Family Residential (R-1) District to Multifamily Residential (R-4)**  
235 **District for the purpose of constructing a four (4) unit townhome/row house (Tax Parcel**  
236 **#18-4511-301)**

237

238 1. Rezoning Fee of \$300.00 (PAID).

239

240 2. A Park Fee of \$922.21 per unit x 4 units = \$3,688.84 dollars to be paid to the City prior  
241 to obtaining a Building Permit.

242

243 3. Payment of East Avenue North Sanitary Sewer Fee: \$1,140.00 per acre \* 2.35 acres =  
244 \$2,679.00 dollars to the City prior to obtaining a Building Permit.

245

246 4. Topography Map Fee: \$10.00 per acre \* 2.35 acres = \$23.50 dollars to the City prior to  
247 obtaining a Building Permit.

248

249 5. Exterior storage is prohibited.

250

251 6. Site Plan Permit required for new development in advance of building permit  
252 applications, including detailed architectural plans, landscape, drainage, erosion control,

**Plan Commission Sub Committee**

**of the City of Onalaska**

Tuesday, April 10, 2018

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253 and other required information/plans (fire accessibility, hydrant locations, etc.). Any  
254 future improvements to these parcels may be subject to additional City permits (i.e.,  
255 building permits).

256

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

260

261 8. All conditions run with the land and are binding upon the original developer and all heirs,  
262 successors and assigns. The sale or transfer of all or any portion of the property does not  
263 relieve the original developer from payment of any fees imposed or from meeting any  
264 other conditions.

265

266 9. Any omissions of any conditions not listed in committee minutes shall not release the  
267 property owner/developer from abiding by the City's Unified Development Code  
268 requirements.

269

270 Katie noted the applicant is the owner of the property and said he intends to construct a four-unit  
271 townhome/row house development on the northern portion of the property. Katie referred to a  
272 map included in subcommittee members' packets and said the areas colored in green are  
273 potential future development (duplex lots, a potential five-plex). This would occur at a later  
274 date. Katie said the initial proposal is to rezone the entire property from R-1 to R-4, which is  
275 required for the construction of the four-unit townhome. The property owner will be required to  
276 obtain a Site Plan Permit and comply with the Unified Development Code in terms of  
277 landscaping, parking, green space requirements, and setbacks. The applicant also must obtain all  
278 required permits from other relevant state agencies prior to construction activities. Katie noted a  
279 public hearing will be held at the April 24 Plan Commission meeting and said there are nine  
280 conditions of approval tied to this development.

281

282 Motion by Ald. Binash, second by Craig, to forward with nine conditions of approval to a public  
283 hearing at the April 24 Plan Commission meeting review and consideration of a Rezoning  
284 application filed by Terry Weiland, 600 L Hauser Road, Onalaska, WI 54650 to rezone a parcel  
285 at 2201 Abbey Road, Onalaska, WI 54650 from Single Family Residential (R-1) District to  
286 Multifamily Residential (R-4) District for the purpose of constructing a four (4) unit  
287 townhome/row house (Tax Parcel #18-4511-301).

288

289 Jarrod noted there is an 80-foot Dairyland Power easement going through the site and said its  
290 presence makes development difficult. Jarrod said, "Normally with a large site like this we  
291 might be more worried about a larger building going in. But I think that is somewhat taken care  
292 of with the easement going through there. I know the applicant is trying to find some creative  
293 solutions for utilizing the land. Also, as part of the Abbey Road development we actually  
294 secured land as part of the approval of the Abbey Court Apartments. Three Amigos came in

**Plan Commission Sub Committee**

**of the City of Onalaska**

Tuesday, April 10, 2018

8

295 with the application, and we secured a right-of-way going along the property line of the parcel  
296 that's in question tonight. The applicant is looking at possibly doing a different configuration,  
297 which is work to the same benefit for the city. We'll have to look at how that fits in, but part of  
298 what I'm getting into tonight is the fact the existing parcel is chewed up by that power easement.  
299 It's a 2-acre parcel or better that will be rezoned R-4, but it's not all going to be useable for that."

300

301 Ald. Binash asked how much of the area will be changed from Single Family Residential to  
302 Multifamily Residential.

303

304 Katie said the entire area will be changed from R-1 to R-4 and told Ald. Binash, "What's likely  
305 going to happen is if they choose to, where it says 'Duplex Lot' on those two areas and the  
306 potential Heritage Drive going through the property, it's likely there would be a CSM to further  
307 subdivide that property out and potentially a future plat. Rezoning would likely occur in the  
308 future. But at this time, it's to facilitate the construction of the four-unit before you. But it will  
309 cover the entire lot as R-4."

310

311 Ald. Binash referred to a past discussion regarding a substantial development that would be  
312 constructed along Abbey Road.

313

314 Katie said, "This is just north of that development."

315

316 Ald. Binash asked if the property abuts the Town of Onalaska.

317

318 Katie said the property does abut the Town of Onalaska, noting the northern property is where  
319 the Town of Onalaska begins.

320

321 On voice vote, motion carried.

322

323 **Item 8 – Review and Consideration of a Final Implementation Plan (FIP) for a Downtown**  
324 **Planned Unit Development (D-PUD) application filed by Jeffery Moorhouse of Onalaska**  
325 **United Methodist Church, 212 4<sup>th</sup> Avenue North, Onalaska, WI 54650 for the purpose of**  
326 **expanding United Methodist Church utilizing a three-phased approach which include the**  
327 **following parcels located at 212 4<sup>th</sup> Avenue North, 222 4<sup>th</sup> Avenue North, 412 Locust Street,**  
328 **418 Locust Street, 213 5<sup>th</sup> Avenue North, and 415 King Street (Tax Parcels #18-229-0, 18-**  
329 **228-0, 18-233-0, 18-234-0, 18-232-0, & 18-231-0)**

330

331 1. Site Plan review will be required prior to construction of Phase 1 and Phase 2. If any  
332 major modifications to Phases 1 & 2 are proposed, City Staff may submit said changes to  
333 the Plan Commission for consideration.

334

335 2. Final Implementation Plan for Phase 3 is required prior to repurposing the Single Family  
336 Residences on site as noted in the attached documentation. Site Plan review may be

**Plan Commission Sub Committee**

**of the City of Onalaska**

Tuesday, April 10, 2018

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- 337 required prior to executing Phase 3.  
338  
339 3. Owner/developer to abide by the Airport Overlay Height Zoning Ordinance and obtain  
340 any necessary permits from the City of Onalaska and/or City of La Crosse as needed.  
341  
342 4. All erosion control BMPs (Best Management Practices) to be installed prior to the start of  
343 any construction activities. Swale areas/stormwater ponds to be dug prior to start of  
344 construction and prior to initial grading to act as sediment traps. Track pad(s) to be  
345 installed with a minimum of 3 to 6-inch stones, one (1) foot deep and fifty (50) feet in  
346 length. All disturbed areas to have black dirt placed and seeded within seven (7) days of  
347 disturbance.  
348  
349 5. As-builts of all utility work required to be submitted to the Engineering Department.  
350  
351 6. Owner/developer to request and have the vacation of alley finalized prior to any  
352 construction activities.  
353  
354 7. Owner/developer to submit final, colored renderings of all four (4) sides of proposed  
355 building noting architectural elevations with details and materials to be approved by the  
356 Planning Department.  
357  
358 8. Any future developments to these parcels will be subject to additional City permits (i.e.,  
359 site plan approvals, building permits, zoning approvals). Owner/developer shall pay all  
360 fees and have all plans reviewed and approved by the City prior to obtaining a building  
361 permit. Owner/developer must have all conditions satisfied and improvements installed  
362 per approved plans prior to issuance of occupancy permits.  
363  
364 9. All conditions run with the land and are binding upon the original developer and all heirs,  
365 successors and assigns. The sale or transfer of all or any portion of the property does not  
366 relieve the original developer from payment of any fees imposed or from meeting any  
367 other conditions.  
368  
369 10. Any omissions of any conditions not listed in minutes shall not release the property  
370 owner/developer from abiding by the City's Unified Development Code requirements.  
371

372 Katie said this is consideration of the Final Implementation Plan for the Downtown Planned Unit  
373 Development. It is to facilitate a three-phased development to Onalaska United Methodist  
374 Church. The properties in question are all owned by Onalaska United Methodist Church. The  
375 City of Onalaska finalized the alley vacation, meaning the land is returning to the church.  
376 Onalaska United Methodist Church owns the entire block. Katie said Phase 1 of the  
377 development includes providing better access to the facility with a covered canopy entrance, new  
378 vestibule, and restrooms to serve guests. Phase 2 moves the existing fellowship hall to the main  
379 floor to be on the same level as the sanctuary. This will allow for additional lower level entrance

**Plan Commission Sub Committee**

**of the City of Onalaska**

Tuesday, April 10, 2018

10

380 and classroom space. Phase 3 includes repurposing the single-family homes on the church's  
381 property. Katie noted this Final Implementation Plan is only for Phase 1 and Phase 2, with Phase  
382 3 having its own FIP in the future. The tentative schedule for implementation is as follows:

383

384 • **Phase 1:** 2018 construction/completion

385 • **Phase 2:** 2025 construction/completion

386 • **Phase 3:** 2030 construction/completion

387

388 Katie said city staff had reviewed Permitted Uses; Conditional Uses; Density; Setbacks; Building  
389 Height; Environmental Design; Open Space; Architecture; Parking, Street, Utilities, Drainage;  
390 Circulation/Access; Landscaping; and Signage. Katie noted subcommittee members' packets  
391 include a copy of a letter from the applicant describing the development, project overview, the  
392 uses and review standards, additional materials for Phase 1 (site grading, utility and landscaping  
393 plans, floor plans, building elevations) and Phase 2 (site grading, landscaping plans, floor plans,  
394 building elevations). Phase 1 and Phase 2 site plans also have been included. Katie said city  
395 staff is reviewing the Planned Unit Development and the Final Implementation Plan. Katie  
396 noted there are 10 conditions of approval for this development and said it is possible that list  
397 might increase between today and the April 24 Plan Commission meeting based on feedback by  
398 city staff.

399

400 Motion by Ald. Binash, second by Jarrod, to approve with the 10 listed conditions of approval a  
401 Final Implementation Plan (FIP) for a Downtown Planned Unit Development (D-PUD)  
402 application filed by Jeffery Moorhouse of Onalaska United Methodist Church, 212 4<sup>th</sup> Avenue  
403 North, Onalaska, WI 54650 for the purpose of expanding United Methodist Church utilizing a  
404 three-phased approach which include the following parcels located at 212 4<sup>th</sup> Avenue North, 222  
405 4<sup>th</sup> Avenue North, 412 Locust Street, 418 Locust Street, 213 5<sup>th</sup> Avenue North, and 415 King  
406 Street (Tax Parcels #18-229-0, 18-228-0, 18-233-0, 18-234-0, 18-232-0, & 18-231-0).

407

408 Craig said he approves of the FIP and that he is excited for Onalaska United Methodist Church  
409 because its members have spent a considerable amount of time and effort on this project.

410

411 On voice vote, motion carried.

412

413 **Item 9 – Consideration of a non-substantial alteration determination to the Theater Road**  
414 **Center PCID located at 531 Theater Road, submitted by Paul Borsheim of Borton**  
415 **Construction, Inc., 2 Copeland Avenue, Suite 201, La Crosse, WI 54601, on behalf of Time**  
416 **Enterprise, INC, P.O. Box 155, West Salem, WI 54669 (Tax Parcel #18-3580-5)**

417

418 1. Applicant shall comply with original PCID conditions of approval.

419

420 2. Obtain a Site Plan Permit for proposed development prior to any construction activities.

421

**Plan Commission Sub Committee**

**of the City of Onalaska**

Tuesday, April 10, 2018

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- 422           3. Obtain sign permits for all individual sign replacements and/or re-faces.  
423  
424           4. Owner/developer shall pay all fees and have all plans reviewed and approved by the City  
425           prior to obtaining a building permit. Owner/developer must have all conditions satisfied  
426           and improvements installed per approved plans prior to issuance of occupancy permits.  
427  
428           5. All conditions run with the land and are binding upon the original developer and all heirs,  
429           successors and assigns. The sale or transfer of all or any portion of the property does not  
430           relieve the original developer from payment of any fees imposed or from meeting any  
431           other conditions.  
432  
433           6. Any omissions of any conditions not listed in committee minutes shall not release the  
434           property owner/developer from abiding by the City’s Unified Development Code  
435           requirements.  
436

437           Katie noted this property is zoned Light Industrial (M-1), with a Planned Commercial Industrial  
438           District Overlay. Katie said that historically both the Plan Commission and the Common  
439           Council would review a site plan, and the conditions of approval associated with those were  
440           listed as PCID – Rules and Regulations. Katie said that while sometimes they were very in-  
441           depth, they were vague in other instances. Katie said that when applicants wish to place  
442           additions on structures or change the use, they are brought back before the Plan Commission Sub  
443           Committee “to start the process of saying, is what they’re looking to do for this project a  
444           substantial change from the original.” Katie said the original use was for Brenengen Auto to do  
445           vehicle sales. Brenengen Auto is proposing a 3,201 square-foot addition to the rear of its facility  
446           to allow for additional service bays and a detailing station. The exterior of the proposed addition  
447           will be required to match the existing façade. Katie noted staff is routing a conceptual site plan  
448           today and said Brenengen Auto will be required to provide a site plan upon Plan Commission  
449           approval. Katie said the first step is the Plan Commission makes the initial determination if its  
450           members believe this is a substantial or a non-substantial change. If the Plan Commission  
451           believes it is a substantial change to what was originally approved, there would be a formal  
452           public hearing and neighboring properties would be notified about what the particular project is.  
453           Katie noted the city had reviewed an addition by Dahl Automotive within the last couple of years  
454           and said the change to the original PCID was considered non-substantial. Katie also noted there  
455           are six conditions of approval tied to the development.  
456

457           Motion by Ald. Binash, second by Craig, to approve a non-substantial alteration to the Theater  
458           Road Center PCID located at 531 Theater Road, submitted by Paul Borsheim of Borton  
459           Construction, Inc., 2 Copeland Avenue, Suite 201, La Crosse, WI 54601, on behalf of Time  
460           Enterprise, INC, P.O. Box 155, West Salem, WI 54669 (Tax Parcel #18-3580-5). There are six  
461           conditions of approval tied to the development.  
462

463           Craig said, “It seems like this type of offering is almost more part and parcel to any type of a

**Plan Commission Sub Committee**

**of the City of Onalaska**

Tuesday, April 10, 2018

12

464 dealership or an automotive function. As much as it's different from what was originally laid out  
465 for this property, I think we almost have to view it as an industry and this is kind of what is  
466 expected."

467

468 Ald. Binash said it does not seem to be a non-substantial alteration simply because of what  
469 already exists there, noting Brenengen is adding on to an already existing enterprise that will be  
470 doing the same thing.

471

472 On voice vote, motion carried.

473

474 **Adjournment**

475

476 Motion by Ald. Binash, second by Craig, to adjourn at 4:57 p.m.

477

478 On voice vote, motion carried.

479

480

481 Recorded by:

482

483 Kirk Bey