

Plan Commission Sub Committee

of the City of Onalaska

Tuesday, January 8, 2019

1

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, January 8, 2019. 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, Skip Temte, City
6 Engineer Jarrod Holter

7

8 Also Present: City Administrator Eric Rindfleisch, Planning Manager Katie Aspenson, Fire
9 Chief Billy Hayes

10

11 **Item 2 – Approval of minutes from the previous meeting**

12

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

15

16 On voice vote, motion carried.

17

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

19

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

22

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

24

25 **Item 4 – Review and Consideration of the proposed project plan, boundaries and creation**
26 **of Tax Incremental District No. 5 and associated Resolution 4-2019**

27

28 Katie said the City of Onalaska received a Tax Incremental Financing District Application
29 Request from Marvin Wanders of Three Sixty Real Estate Solutions, LLC to create Tax
30 Incremental District No. 5 for a mixed-use development on City of Onalaska-owned property
31 located at 200 Court Street, Court Street South, 300 Court Street South, and 400 Court Street
32 South. Katie noted the Joint Review Board will hold its first review of the draft plan
33 Wednesday, January 9. A public hearing will be held at the January 22 Plan Commission
34 meeting. Katie told subcommittee members the plan before them today is only a draft, and she
35 said it is possible they might receive an updated version by the January 22 Plan Commission
36 meeting. Katie said she is requesting that the subcommittee forward this project to the Plan
37 Commission so that a public hearing may be held and public feedback may be obtained. Katie
38 noted that Ehlers, which prepared the report, will give a presentation at the Plan Commission
39 meeting and answer questions related to the plan.

40

41 Ald. Binash asked if the Plan Commission Subcommittee is simply being tasked with passing the
42 proposed plan to the full Plan Commission.

Reviewed 1/11/19 by Katie Aspenson

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43
44 Skip said the subcommittee may make recommendations to the Plan Commission if there are any
45 to make.

46
47 Motion by Ald. Binash, second by Skip, to approve and forward for a public hearing to the
48 January 22 Plan Commission meeting a proposed project plan, boundaries and creation of Tax
49 Incremental District No. 5 and associated Resolution 4-2019.

50
51 Skip noted that a significant amount of detail and work had gone into the proposal.

52
53 Ald. Binash referred to page 4 of the proposal and noted it states the following: *“The city*
54 *anticipates making total project expenditures of approximately \$4,825,000 to undertake the*
55 *projects listed in this Project Plan.”* Ald. Binash said he understands the project plan likely will
56 be revised and perhaps changed, but he then referred to page 5 of the proposal and noted it states
57 the following: *“This review has preliminarily concluded that a public investment of*
58 *approximately \$1,650,000 is required to enable the development to occur in the manner desired*
59 *by the city, while providing the developer a fair and reasonable return on their investment.”*
60 Ald. Binash said, “If I understand this correctly, this is going to be done in phases. Phase One
61 would include the \$1,650,000. Is that how it’s going to start out?”

62
63 Katie told Ald. Binash the intent of the TID request is specifically for the properties in question
64 that were listed and shown in the document. Katie also said the \$4,825,000 would be for
65 potential other projects that lie within one-half mile. The projects include waterfront
66 improvements, potential parking improvements, and also a lift station. Katie said, “That’s why
67 the number is different between those two. Those are not required projects, but they are potential
68 projects that this TIF could be used to assist in funding.”

69
70 Ald. Binash noted there are three phases under consideration for this proposal and there is a
71 phase that includes a possible \$2 million ramp in the future.

72
73 Katie said it is listed as a potential project that is not necessarily tied to this project. Katie said it
74 is possible to utilize a TIF to fund projects within a half-mile of the boundary, adding, “It is the
75 intention for all of those buildings as part of this project to be done within a year – as close to
76 that as they can do. But once they get started on one they’ll keep moving forward. It’s
77 essentially all one project that will be constructed as timely as possible.”

78
79 City Administrator Rindfleisch said he believes Ald. Binash is referring to page 18 of the
80 proposal, which lists the four phases within the estimated project list. City Administrator
81 Rindfleisch said they spell out the projects Katie had mentioned, noting the lift station is listed as
82 Phase Two and the developer incentive is shown as Phase One. City Administrator Rindfleisch
83 said both are required for the request, adding, “When you go further on to the cash flow and pro
84 formas where we’re looking at the amount of income generated, it potentially would cover those

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85 expenses.” City Administrator Rindfleisch said both Phase Three and Phase Four are “purely
86 optional and are not required.” However, there is the ability to utilize increment and fund both
87 phases for future phases of the overall project that are available.

88
89 Ald. Binash asked if both Marvin Wanders and the City of Onalaska will develop the site and be
90 involved in projects.

91
92 City Administrator Rindfleisch reminded Ald. Binash that the agreement is subject to
93 modification and change and said, “Most of the development is on the shoulders of the developer
94 outside of the lift station. Jarrod can talk about the split we are proposing.”

95
96 Jarrod said the developer has submitted a preliminary list of needed infrastructure improvements
97 at the site, noting the list will be refined and brought forward again to be reviewed by city staff.
98 Jarrod said the city is proposing that the sanitary sewer utility would pay half of the cost for the
99 proposed lift station, and the developer would pay the other half through the Tax Incremental
100 Financing District infrastructure costs. Jarrod noted future projects are listed in the TID,
101 including a parking structure and the reimbursement to the utility of the remainder of the
102 developer’s costs for the sanitary sewer lift station that might occur in the future. Jarrod said,
103 “Those would be city projects after the fact. But the infrastructure costs, in order to get the
104 development to happen, would be the first phase of the improvements. That would be part of the
105 initial list we’re still confirming.”

106
107 City Administrator Rindfleisch said it is called a “developer incentive,” explaining it is the
108 standard language for the type of TIF grants that are being utilized there. City Administrator
109 Rindfleisch said, “That’s the off that the cost of the developer is taking up front. It’s backwards
110 [compared to] what the city has done in the past where the city has taken on those costs and
111 borrowed tax increments to offset those costs down the road. In this case, the developer is taking
112 on those costs up front. The city is reimbursing as increment is generated.”

113
114 On voice vote, motion carried.

115
116 **Item 5 – Review and Consideration of a request by John Pierce of HOM Furniture, Inc. to**
117 **host two (2) thirty (30)-day tent sale events in 2019 at 9519 State Road 16, Onalaska, WI**
118 **54650 (Tax Parcel #18-3625-4)**

119
120 Katie said this is an annual application from HOM Furniture to host two 30-day tent sale events,
121 which generally are held from mid-May to June, and again from August to Labor Day weekend.
122 Katie said staff recommends approving HOM Furniture’s request to have a maximum of two 30-
123 day tent sale events at 9519 State Road 16, conditioned upon obtaining a tent permit for each
124 event from the Onalaska Inspection Department.

125
126 Motion by Ald. Binash, second by Jarrod, to approve a request by John Pierce of HOM

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127 Furniture, Inc. to host two (2) thirty (30)-day tent sale events in 2019 at 9519 State Road 16,
128 Onalaska, WI 54650 (Tax Parcel #18-3625-4).

129

130 On voice vote, motion carried.

131

132 **Item 6 – Review and Consideration of a request to extend the Final Plat submittal**
133 **requirement for one year, as requested by Kevin Fry, on behalf of Elmwood Partners, 1859**
134 **Sand Lake Road, Onalaska, for the 4th Addition to the Country Club Estates Plat (Tax**
135 **Parcels #18-3566-100 & 18-4479-0)**

136

137 Katie noted subcommittee members’ packets include an overall timeline from this particular
138 development, beginning in March 2012 when the Common Council approved the Preliminary
139 Plat. The Common Council approved rezoning the plat to Single Family Residential (R-1) as
140 well as annexation into the City of Onalaska in May 2012. One-year extensions for the Final
141 Plat Submittal have been given both by the Plan Commission and the Common Council since
142 2015. Katie noted subcommittee members’ packets also include a copy of a letter from the
143 applicant, who is asking for an additional year to allow him to consider future development at
144 this site.

145

146 Motion by Ald. Binash, second by Skip, to approve a request to extend the Final Plat submittal
147 requirement for one year, as requested by Kevin Fry, on behalf of Elmwood Partners, 1859 Sand
148 Lake Road, Onalaska, for the 4th Addition to the Country Club Estates Plat (Tax Parcels #18-
149 3566-100 & 18-4479-0).

150

151 Skip said that while he can understand the need for this request, “it seems like it goes on and on
152 and on. I wonder if there should be some limit on these. This will be the fifth one now. Maybe
153 their plans are not viable or something. I don’t know.”

154

155 Ald. Binash noted this request has come before the subcommittee in the past and said he believes
156 the subcommittee will have to move it on to the full Plan Commission, which may make further
157 recommendations.

158

159 Skip asked Katie for her input on the request.

160

161 Katie noted the French Valley Plat has been extended for 10 years, and she also noted city staff
162 had met with the applicant, whose goal is to hopefully take action “sooner than later.” Katie said
163 she believes the developer will attempt to attend the January 22 Plan Commission meeting and
164 describe what his intent is for this request.

165

166 On voice vote, motion carried.

167

168 **Item 7 – Review and Consideration of a Final Implementation Plan for a Planned Unit**

Reviewed 1/11/19 by Katie Aspenson

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169 **Development (PUD) application submitted by Jacob Burch of Logistics Development**
170 **Group, LLC, 2102 State Hwy. 16, La Crosse, WI 54601 for a new residential subdivision to**
171 **contain eighteen (18) buildable lots for single-family dwellings located at “State Road 16”**
172 **at the end of Crestwood Lane, Onalaska, WI 54650 (Tax Parcel #9-13-5)**
173

- 174 1. Park Fee of \$922.21 (per unit) due prior to issuance of building permit for each buildable
175 lot. 18 total lots * \$922.21/unit = \$16,599.78.
176
- 177 2. Topography Map fee of \$10.00 (per acre). \$10/acre X 23.16 acres = \$231.60 to be paid
178 prior to obtaining a Building Permit.
179
- 180 3. Development is contingent upon City installation of water booster station along
181 Crestwood Lane. Installation of water booster station is contingent upon City funding the
182 project through the City of Onalaska Capital Improvements Budget, receiving necessary
183 permits and approvals, and obtaining lands for the water booster station.
184
- 185 4. All infrastructure design for development to be approved by the City Engineer. Review
186 of street widths and pavement cross section with final approval by the City Engineer.
187
- 188 5. Phasing of construction of infrastructure in development to be coordinated with City
189 infrastructure installation along Crestwood Lane.
190
- 191 6. Final Implementation Plan to be submitted for review and approval prior to any
192 development activities.
193
- 194 7. Owner/developer shall record with the La Crosse County Register of Deeds the legal
195 description of the Planned Unit Development and the Conditions of Approval tied to the
196 development. These conditions shall not lapse or be waived as a result of any subsequent
197 change in ownership of tenancy.
198
- 199 8. If in the future the owner/developer creates Declaration of Covenants, Conditions and
200 Deed Restrictions, etc. that at a minimum address maintenance, repair, and replacement
201 of parking lots/private drives, the buildings including all common areas and green spaces,
202 stormwater management/easement areas, as well as any ownership or use restrictions for
203 parcel/development; a copy shall be provided to the Planning Department and recorded at
204 the La Crosse County Register of Deeds. Any amendments to the aforementioned
205 document to be recorded at the La Crosse County Register of Deeds and a copy provided
206 to the Planning Department.
207
- 208 9. Master Grading and Stormwater plan to be reviewed & approved by the City Engineer.
209
- 210 10. Thirty (30) percent slopes to be identified on a plan and also indicate a ten (10) foot

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- 211 buffer surrounding the identified slopes.
212
213 11. Owner/developer to submit a digital and hard copy of the WIDNR NR 216/NOI
214 application, permit, approval letter and associated data prior to construction to the
215 Engineering Department. A City Erosion Control Permit for greater than one (1) acre of
216 land disturbance is required before any earth moving activities occur. Permit to be
217 reviewed and approved a minimum of ten (10) days prior to construction activities.
218
219 12. All erosion control BMPs (Best Management Practices) to be installed prior to the start of
220 any construction activities. Swale areas/stormwater ponds to be dug prior to start of
221 construction and prior to initial grading to act as sediment traps. Track pad(s) to be
222 installed with a minimum of 3 to 6-inch stones, one (1) foot deep and fifty (50) feet in
223 length. All disturbed areas to have black dirt placed and seeded with seven (7) days of
224 disturbance.
225
226 13. Master Utility Plan (including any phasing) to be reviewed and approved by the City
227 Engineer, including a schedule. Any utilities dedicated to the City of Onalaska shall be
228 in a dedicated right-of-way, outlot, or easement. Master Utility Plan to note hydrant
229 locations.
230
231 14. Land Preservation Plan (landscaping/open space/tree preservation) to be reviewed and
232 approved by the Planning Department.
233
234 15. Note tree removal/clearing/grubbing limitations on Grading Plan.
235
236 16. City-furnished Inspector required during utility installations and developer to pay costs.
237
238 17. As-builts of all utility work required to be submitted to the Engineering Department
239 within sixty (60) days of occupancy of each building.
240
241 18. Owner/developer to obtain letters from utility service providers noting that there is
242 adequate power, natural gas, and telephone/internet services available to serve this
243 project and provided to the Engineering Department.
244
245 19. All lot pins to be installed at 150' (maximum interval).
246
247 20. Recommend 13R sprinkler systems for residences due to anticipated topography,
248 setbacks of homes of streets and non-direct driveways.
249
250 21. Any future improvements to these parcels may be subject to additional City permits (i.e.,
251 site plan approvals, building permits, zoning approvals). Owner/developer shall pay all
252 fees and have all plans reviewed and approved by the City prior to obtaining a building

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253 permit. Owner/developer must have all conditions satisfied and improvements installed
254 per approved plans prior to issuance of occupancy permits.

255

256 22. All conditions run with the land and are binding upon the original developer/applicant
257 and all heirs, successors and assigns. The sale or transfer of all or any portion of the
258 property does not relieve the original developer from payment of any fees imposed or
259 from meeting any other conditions.

260

261 23. Any omissions of any conditions not listed in minutes shall not release the property
262 owner/developer from abiding by the City's Unified Development Code requirements.

263

264 Katie noted the Common Council had approved the General Development Plan for this proposed
265 project, and she said the next step is the Final Implementation Plan that is before the
266 subcommittee today. The PUD request is to facilitate the development of a single-family
267 residential development consisting of 18 lots (approximately 0.8 acres/lot). The applicant
268 intends to begin utility and roadway construction in the spring of 2019. The applicant also is in
269 the process of the Preliminary Plat application, which is Item 8. Katie noted the Standards for
270 Review have been included in subcommittee members' packets, as well as the proposed
271 elevations of what the houses might look like. The applicant also completed a preservation plan
272 that looks at landscaping and trees. Katie said city staff is in the process of reviewing the plan
273 and ensuring that it meets all the necessary code requirements. City staff is reviewing the
274 proposed Final Implementation Plan, in addition to the Plan Commission review. Katie said it is
275 possible there might be additional conditions at the January 22 Plan Commission meeting. Katie
276 said she is requesting that the Plan Commission consider the Final Implementation Plan for the
277 Crestwood Estates PUD application.

278

279 Motion by Ald. Binash, second by Skip, to approve a Final Implementation Plan for a Planned
280 Unit Development (PUD) application submitted by Jacob Burch of Logistics Development
281 Group, LLC, 2102 State Hwy. 16, La Crosse, WI 54601 for a new residential subdivision to
282 contain eighteen (18) buildable lots for single-family dwellings located at "State Road 16" at the
283 end of Crestwood Lane, Onalaska, WI 54650 (Tax Parcel #9-13-5).

284

285 Skip said he questions whether there is a market for the proposed development, citing the
286 example of a development in French Valley that had come before the Plan Commission years
287 ago. Skip noted that development still has not come to fruition, and he said although he does not
288 object to the proposed development, he again questioned whether there is a market for it.

289

290 Ald. Binash asked Skip if he believes the city is expending funds that might be better served
291 elsewhere.

292

293 Skip said he believes Item 6 ties into this discussion, noting the applicant is seeking an extension
294 for the fifth consecutive year because he says the market is not there.

Reviewed 1/11/19 by Katie Aspenson

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295

296 Ald. Binash said he noticed the average price of a home will be \$515,000 and added, “If a
297 developer feels there is a need, I doubt they would be putting the money into something of this
298 magnitude if they didn’t feel that they could have a reasonable return on their efforts.” Ald.
299 Binash referred to Condition No. 20 and said he believes it is prudent to recommend the
300 installation of 13R sprinkler systems.

301

302 On voice vote, motion carried.

303

304 **Item 8 – Review and Consideration of a Preliminary Plat submitted by Jacob Burch of**
305 **Logistics Development Group, LLC, 2102 State Hwy. 16, La Crosse, WI 54601 for the**
306 **Crestwood Estates Development, an 18-parcel lot land division along Crestwood Lane**
307 **located at “State Road 16” at the end of Crestwood Lane, Onalaska, WI 54650 (Tax Parcel**
308 **#9-13-5)**

309

- 310 1. Preliminary Plat Fee of \$200.00 + \$25.00 per lot X 18 lots = \$650,000 (PAID).
- 311
- 312 2. Park Fee of \$922.21 (per unit) due prior to issuance of building permit for each buildable
313 lot. 18 total lots * \$922.21/unit = \$16,599.78.
- 314
- 315 3. Topography Map fee of \$10.00 (per acre). \$10/acre X 23.16 acres = \$231.60 to be paid
316 prior to obtaining a Building Permit.
- 317
- 318 4. Contingent upon approval of the Final Implementation Plan for the Planned Unit
319 Development by the Common Council.
- 320
- 321 5. Development is contingent upon City installation of water booster station along
322 Crestwood Lane. Installation of water booster station is contingent upon City funding the
323 project through the City of Onalaska Capital Improvements Budget, receiving necessary
324 permits and approvals, and obtaining lands for the water booster station.
- 325
- 326 6. All infrastructure design for development to be approved by the City Engineer. Review
327 of street widths and pavement cross section with final approval by the City Engineer.
- 328
- 329 7. Phasing of construction of infrastructure in development to be coordinated with City
330 infrastructure installation along Crestwood Lane.
- 331
- 332 8. Owner/developer shall record with the La Crosse County Register of Deeds the legal
333 description of the Planned Unit Development and the Conditions of Approval tied to the
334 development. These conditions shall not lapse or be waived as a result of any subsequent
335 change in ownership of tenancy.
- 336

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- 337 9. If in the future the owner/developer creates Declaration of Covenants, Conditions and
338 Deed Restrictions, etc. that at a minimum address maintenance, repair, and replacement
339 of parking lots/private drives, the buildings including all common areas and green spaces,
340 stormwater management/easement areas, as well as any ownership or use restrictions for
341 parcel/development; a copy shall be provided to the Planning Department and recorded at
342 the La Crosse County Register of Deeds. Any amendments to the aforementioned
343 document to be recorded at the La Crosse County Register of Deeds and a copy provided
344 to the Planning Department.
345
- 346 10. Master Grading and Stormwater plan to be reviewed & approved by the City Engineer.
347
- 348 11. Thirty (30) percent slopes to be identified on a plan and also indicate a ten (10) foot
349 buffer surrounding the identified slopes.
350
- 351 12. Owner/developer to submit a digital and hard copy of the WIDNR NR 216/NOI
352 application, permit, approval letter and associated data prior to construction to the
353 Engineering Department. A City Erosion Control Permit for greater than one (1) acre of
354 land disturbance is required before any earth moving activities occur. Permit to be
355 reviewed and approved a minimum of ten (10) days prior to construction activities.
356
- 357 13. All erosion control BMPs (Best Management Practices) to be installed prior to the start of
358 any construction activities. Swale areas/stormwater ponds to be dug prior to start of
359 construction and prior to initial grading to act as sediment traps. Track pad(s) to be
360 installed with a minimum of 3 to 6-inch stones, one (1) foot deep and fifty (50) feet in
361 length. All disturbed areas to have black dirt placed and seeded with seven (7) days of
362 disturbance.
363
- 364 14. Master Utility Plan (including any phasing) to be reviewed and approved by the City
365 Engineer, including a schedule. Any utilities dedicated to the City of Onalaska shall be
366 in a dedicated right-of-way, outlot, or easement. Master Utility Plan to note hydrant
367 locations.
368
- 369 15. Land Preservation Plan (landscaping/open space/tree preservation) to be reviewed and
370 approved by the Planning Department.
371
- 372 16. Note tree removal/clearing/grubbing limitations on Grading Plan.
373
- 374 17. City-furnished Inspector required during utility installations and developer to pay costs.
375
- 376 18. As-builts of all utility work required to be submitted to the Engineering Department
377 within sixty (60) days of occupancy of each building.
378

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- 379 19. Owner/developer to obtain letters from utility service providers noting that there is
380 adequate power, natural gas, and telephone/internet services available to serve this
381 project and provided to the Engineering Department.
382
- 383 20. All lot pins to be installed at 150' (maximum interval).
384
- 385 21. Recommend 13R sprinkler systems for residences due to anticipated topography,
386 setbacks of homes of streets and non-direct driveways.
387
- 388 22. Any future improvements to these parcels may be subject to additional City permits (i.e.,
389 site plan approvals, building permits, zoning approvals). Owner/developer shall pay all
390 fees and have all plans reviewed and approved by the City prior to obtaining a building
391 permit. Owner/developer must have all conditions satisfied and improvements installed
392 per approved plans prior to issuance of occupancy permits.
393
- 394 23. All conditions run with the land and are binding upon the original developer/applicant
395 and all heirs, successors and assigns. The sale or transfer of all or any portion of the
396 property does not relieve the original developer from payment of any fees imposed or
397 from meeting any other conditions.
398
- 399 24. Any omissions of any conditions not listed in minutes shall not release the property
400 owner/developer from abiding by the City's Unified Development Code requirements.
401

402 Katie said this is the next step for this particular project, noting the platting is the final stage.
403 Katie said it is her understanding the developer also is applying to the Department of
404 Administration for performing the review of the Preliminary Plat. The Preliminary Plat request
405 is to facilitate the development of a single-family residential development consisting of 18 lots
406 (approximately 0.8 acres/lot) located in the bluff systems of eastern Onalaska near Nathan Hill.
407 Katie said copies of the proposed Preliminary Plat and the Preliminary Plat Application have
408 been included in subcommittee members' packets. City staff is currently reviewing the proposed
409 Preliminary Plat, in addition to the Plan Commission review. Additional conditions might be
410 included for the January 22 Plan Commission meeting. Katie said the applicant is requesting
411 approval of the Preliminary Plat, and she noted there are 24 conditions of approval tied to the
412 development.
413

414 Motion by Ald. Binash, second by Skip, to forward with 24 conditions to the Plan Commission
415 review and consideration of a Preliminary Plat submitted by Jacob Burch of Logistics
416 Development Group, LLC, 2102 State Hwy. 16, La Crosse, WI 54601 for the Crestwood Estates
417 Development, an 18-parcel lot land division along Crestwood Lane located at "State Road 16" at
418 the end of Crestwood Lane, Onalaska, WI 54650 (Tax Parcel #9-13-5).
419

420 Jarrod said he likely will bring forward one additional condition at the January 22 Plan

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421 Commission meeting, noting staff still is reviewing the plat and examining the logistics of the
422 infrastructure of the development with Davy Engineering, which is serving as the developer's
423 engineer. Jarrod said, "This is all contingent upon the city securing the location for a proposed
424 booster station and the Capital Improvements funding going forward for bidding out and
425 awarding a bid and building the booster station for the water system that would serve not only
426 this development, but also a 300-acre development area out in this region."

427
428 Jarrod referred to the uphill side of Crestwood Lane and noted there are six lots that are either
429 right at the elevation at which the city may serve or slightly above the secondary service zone.
430 Jarrod said these residents will be required to have an in-home booster pump to elevate the water
431 pressure in their homes. Jarrod said, "We are working through what that condition will be just to
432 ensure that we don't have someone come back to the city and say they're used to having 70
433 pounds of pressure in the city and they only have 40 pounds. We want to make sure it's
434 specifically called out in the conditions. I don't see any problem with what is going to happen. I
435 think it's going to be perfectly workable with the system, but I just wanted to make sure we point
436 that out." Jarrod said staff also has to work with the engineer on obtaining a better map for the
437 30-percent slopes as some of the house pads are very close to them. Jarrod said the city is
438 proceeding with the design of the booster station and the associated work along Crestwood Lane
439 to get the water and sewer infrastructure up to the development.

440
441 Ald. Binash noted some of the driveways will be shared, and he asked if the goal is to develop an
442 association.

443
444 Katie said it is her understanding there is no intention to do an association at this time. Katie
445 noted the conditions state that if an association is formed copies of the covenants must be given
446 to the Planning Department. Katie also said if there are shared driveways there also likely will
447 need to be shared access easements.

448
449 Skip asked when the booster station might be installed.

450
451 Jarrod told Skip that Davy Engineering is assisting the city with the plans for the booster station,
452 working through the design and obtaining approval from both the Wisconsin Department of
453 Natural Resources and the Public Service Commission. Jarrod said he hopes to bid out the work
454 in April and receive an awarded contract at the April 9 Common Council meeting, but he
455 cautioned it might be May before this occurs. Jarrod said he hopes the booster station will be
456 operational by late autumn 2019 – either October or November.

457
458 Skip asked what actions the developer may take before the booster station is installed.

459
460 Jarrod told Skip if staff knows the booster station has been let for a contract and work is
461 progressing, and also if staff knows the developer has installed the infrastructure to city
462 standards and the booster station is at a point where it is within a certain percentage of

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463 completion, he will allow the Inspection Department to release building permits to those sites.
464 Jarrod said he wants to ensure that the city is able to service the building sites before building
465 permits are issued for those sites, adding, “By approving the plat, we are confirming that we will
466 have service to those lots.” Jarrod also noted the homes will be custom homes that will take
467 several months to construct.

468
469 Skip asked, “They would be able to start in 2019 and not have to wait until 2020?”

470
471 Jarrod said, “That would be my goal for the infrastructure improvements.”

472
473 Ald. Binash asked Jarrod if anyone who develops a home in this area will be required to spend a
474 certain amount or a certain design in order to be part of this development.

475
476 Katie said there is no requirement that the homes must look as they appear in subcommittee
477 members’ packets, noting it is the developer’s vision for the area. Katie said, “Ultimately, as
478 they’re the ones selling lots and approving them, a lot of it will go back to if they end up having
479 restrictive covenants [and] if there is an architectural review board if they decide to go that route.
480 Right now, this is just looking at the vision of what he’s anticipating will happen on this
481 particular lot.”

482
483 City Administrator Rindfleisch said the developer is selling and constructing the homes himself
484 versus selling off the lots and having individuals choose their construction companies. City
485 Administrator Rindfleisch said, “Automatically, you would see a uniform neighborhood within
486 these design standards.”

487
488 On voice vote, motion carried.

489
490 **Item 9 – 2019 Meeting Schedule for Plan Commission Sub-Committee and Plan**
491 **Commission**

492
493 The 2019 meeting schedule has been included in subcommittee members’ packets.

494
495 **Adjournment**

496
497 Motion by Ald. Binash, second by Skip, to adjourn at 4:56 p.m.

498
499 On voice vote, motion carried.

500
501
502 Recorded by:

503
504 Kirk Bey

Reviewed 1/11/19 by Katie Aspenson