

Plan Commission Sub Committee

of the City of Onalaska

Tuesday, February 12, 2019

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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, February 12, 2019. It was noted that the meeting had been announced
3 and a notice posted at City Hall.

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

7

8 Also Present: Planning Manager Katie Aspenson

9

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

11

12 Motion by Skip, second by Jarrod, to approve the minutes from the previous meeting as printed
13 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 request filed by Kathy**
25 **Edwards of Hands That Care, 616 8th Avenue North, Onalaska, WI 54650 for the purpose**
26 **of allowing the operation of a home occupation (in-home massage therapy business) at the**
27 **property located at 616 8th Avenue North, Onalaska, WI 54650 (Tax Parcel #18-2350-0)**

28

29 Katie said this CUP request is to allow a home-based business in a Single-Family and/or Duplex
30 Residential (R-2) District. A CUP is permitted only by Plan Commission approval, per Section
31 13-5-16(d). Katie said that while the city has no basis for denial of the CUP, it has found a basis
32 to impose the following conditions:

33

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

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

40

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

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

47
48 3. Owner/developer shall abide by the City’s Ordinances, Unified Development Code and
49 Building Code requirements, as amended. **Substantial Evidence:** This condition
50 assures the owner/developer understands they must follow the city’s Unified
51 Development Code and Building Code, which they are required to follow in every way,
52 and that as they are receiving the benefit of being allowed to have a use that is not within
53 the standards of the City’s zoning code, failure to follow City ordinances may result in
54 loss of their Conditional Use Permit.

55
56 4. The Conditional Use Permit shall be reviewed every five (5) years to ensure continued
57 use. **Substantial Evidence:** This shifts the burden to the owner of the property to
58 provide proof that the use is active and continuing. Ensuring that existing permits are
59 still valid and being properly used ensures compliance with the City’s procedures and
60 ordinances, and promotes interaction and communication with the City, which furthers
61 orderly development and the health, safety and welfare of the City.

62
63 Katie noted a public hearing will be held at the February 26 Plan Commission meeting.

64
65 Motion by Ald. Binash, second by Skip, to forward for a public hearing with the four stated
66 conditions at the February 26 Plan Commission meeting review and consideration of a
67 Conditional Use Permit request filed by Kathy Edwards of Hands That Care, 616 8th Avenue
68 North, Onalaska, WI 54650 for the purpose of allowing the operation of a home occupation (in-
69 home massage therapy business) at the property located at 616 8th Avenue North, Onalaska, WI
70 54650 (Tax Parcel #18-2350-0).

71
72 Skip asked Katie how this home-based business fits in with the city’s mixed neighborhood
73 theory.

74
75 Katie told Skip the city’s Comprehensive Plan specifically calls out home occupations in that
76 they benefit the community. Katie said this home occupation would allow the applicant to care
77 for her husband 24 hours a day, seven days a week, adding the business would provide the
78 applicant the opportunity to benefit financially as she looks after her spouse.

79
80 Ald. Binash asked if a masseuse must be licensed in order to operate out of his/her home.

81
82 Katie said that while she does not know, she will find out prior to the February 26 Plan
83 Commission meeting.

84

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85 Ald. Binash referred to the permit application and said he noticed the applicant's business is
86 located at 544 2nd Avenue North. However, the CUP request is for a house located at 616 8th
87 Avenue North. Ald. Binash asked if the applicant will continue to operate a business at 544 2nd
88 Avenue North and also operate out of the residence located at 616 8th Avenue North.

89
90 Katie told Ald. Binash the applicant will be moving her business from 544 2nd Avenue North to
91 her house located at 616 8th Avenue North.

92

93 On voice vote, motion carried.

94

95 **Item 5 – Review and consideration of a Conditional Use Permit request filed by Jarrod**
96 **Holter, City Engineer/Director of Public Works of the City of Onalaska, 415 Main Street,**
97 **Onalaska, WI 54650, on behalf of the City of Onalaska, 415 Main Street, Onalaska, WI**
98 **54650 for the purpose of constructing a 160' x 60' addition to the west of the existing**
99 **structure with a new driveway along the western edge of the property line of the property**
100 **located at 252 Mason Street, Onalaska, WI 54650 (Tax Parcel #18-5905-0)**

101

102 Katie said this CUP is permitted only by Plan Commission approval, per Section 13-5-15(b).

103 Katie said that while the city has no basis for denial of the CUP, it has found a basis to impose
104 the following conditions:

105

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

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

112

113 2. All conditions run with the land and are binding upon the original developer and all heirs,
114 successors and assigns so long as the conditional use is being actively used. **Substantial**
115 **Evidence:** This condition acknowledges and provides public notice of the term and puts
116 the owner/developer and future owners on notice that they are bound by the conditions
117 and that they can continue the use as long as they follow the conditions and actively use
118 the conditional use.

119

120 3. Owner/developer shall abide by the City's Ordinances, Unified Development Code and
121 Building Code requirements, as amended. **Substantial Evidence:** This condition
122 assures the owner/developer understands they must follow the city's Unified
123 Development Code and Building Code, which they are required to follow in every way,
124 and that as they are receiving the benefit of being allowed to have a use that is not within
125 the standards of the City's zoning code, failure to follow City ordinances may result in
126 loss of their Conditional Use Permit.

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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 furthers orderly development and the health, safety and welfare of the City.

Katie noted a public hearing will be held at the February 26 Plan Commission meeting.

Motion by Ald. Binash, second by Skip, to forward for a public hearing with the four stated conditions at the February 26 Plan Commission meeting review and consideration of a Conditional Use Permit request filed by Jarrod Holter, City Engineer/Director of Public Works of the City of Onalaska, 415 Main Street, Onalaska, WI 54650, on behalf of the City of Onalaska, 415 Main Street, Onalaska, WI 54650 for the purpose of constructing a 160' x 60' addition to the west of the existing structure with a new driveway along the western edge of the property line of the property located at 252 Mason Street, Onalaska, WI 54650 (Tax Parcel #18-5905-0).

Skip asked Jarrod why this action is necessary.

Jarrold told Skip the original Public Works Facility was constructed in 2007, and he said the city has added approximately 12 new pieces of equipment since that time. Jarrod said the snowplow fleet has increased from six dump trucks to eight, and from one end-loader to two. The city also has purchased a Vactor sewer truck, a couple more one-ton trucks, and an extra streetsweeper. Jarrod told Skip staff has been utilizing the old City Shop located at the waterfront for overflow storage, noting staff would rotate equipment through the seasons. Jarrod said the facility will be razed as this area will be developed, thereby making the addition to the Public Works Facility necessary for inside storage. Jarrod said staff would have to store equipment outside without it, and he noted staff currently is double-parking vehicles at the Public Works Facility. It is a practice Jarrod said he did not want to occur again as it occurred at the old City Shop and accidents happened every six months because the vehicles were parked so close.

Ald. Binash said he believes funding for this project was approved as part of the 2019 Capital Improvements Budget.

Jarrold told Ald. Binash he is correct.

On voice vote, motion carried, 2-0, with one abstention (Jarrod).

Item 6 – Review and consideration of a rezoning request filed by Benjamin Phillips of Phillips Outdoor Services, Inc. on behalf of Manuel and Lynnae Rivera, 2811 Morning

Reviewed 2/15/19 by Katie Aspenson

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169 **Glory Place, Onalaska, WI 54650, to rezone the properties located at 9550 East 16**
170 **Frontage Road and State Road 16, Onalaska, WI 54650 from R-1 (Single Family**
171 **Residential District) and T-C (Transitional Commercial) to B-2 (Community Business) for**
172 **the purpose of moving and operating the Phillips Outdoor Services, Inc. business at 9550**
173 **East Frontage Road 16 and State Road 16, Onalaska, WI 54650 (Tax Parcels #18-3607-0 &**
174 **18-3567-10)**

- 175
- 176 1. Rezoning Fee of \$300.00 (PAID).
- 177
- 178 2. Contingent upon approval of a Conditional Use Permit to allow two (2) principal
179 structures on a single parcel.
- 180
- 181 3. Exterior storage is prohibited unless appropriately screened from public view.
- 182
- 183 4. Applicant/owner to merge Tax Parcels # 18-3607-0 & 18-3567-10 into one (1) parcel
184 provided the rezoning request is approved.
- 185
- 186 5. Tax Parcel # 9-57-3 is located in the Town of Medary. Applicant/owner to annex said
187 parcel within one (1) year of rezoning approval and merge said parcel with adjacent
188 parcels (listed in Condition #5 above) under the same ownership.
- 189
- 190 6. Site Plan Permit required for new development in advance of building permit
191 applications, including detailed architectural plans, landscape, drainage, erosion control,
192 and other required information/plans (fire accessibility, hydrant locations, etc.). Any
193 future improvements to these parcels may be subject to additional City permits (i.e.,
194 building permits).
- 195
- 196 7. Owner/developer shall pay all fees and have all plans reviewed and approved by the City
197 prior to obtaining a building permit. Owner/developer must have all conditions satisfied
198 and improvements installed per approved plans prior to issuance of occupancy permits.
- 199
- 200 8. All conditions run with the land and are binding upon the original developer and all heirs,
201 successors and assigns. The sale or transfer of all or any portion of the property does not
202 relieve the original developer from payment of any fees imposed or from meeting any
203 other conditions.
- 204
- 205 9. Any omissions of any conditions not listed in committee minutes shall not release the
206 property owner/developer from abiding by the City's Unified Development Code
207 requirements.
- 208

209 Katie said Benjamin Phillips of Phillips Outdoor Services, Inc., which is doing business as
210 Phillips Fencing, Inc., has contracted to purchase the two properties in question as a new

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211 company home location. The properties in question are currently zoned Transitional
212 Commercial (directly along the frontage road), and Single Family Residential just north of that
213 location. Katie said the intent is to redevelop the properties in question. The use “Trade and
214 Contractor’s Offices & Supply Stores” is outright permitted in the Community Business (B-2)
215 District. Katie noted the next item on this afternoon’s agenda is a proposed secondary principal
216 structure that is proposed to cross those two property lines that have different zoning districts.
217 Therefore, a rezoning is necessary in order to facilitate that development. Katie said staff will
218 recommend that those two tax parcels be merged to ensure that the structures do not cross
219 property lines. Katie noted there is a 0.03-acre parcel that is included in the sale, which is
220 currently located in the Town of Medary. In order for the applicant to have full use of the land,
221 annexation of this parcel and merging with others will be required. Katie noted a public hearing
222 will be held at the February 26 Plan Commission meeting, and she said there are nine conditions
223 of approval for this development.

224

225 Motion by Skip, second by Ald. Binash, to forward for a public hearing with the nine stated
226 conditions at the February 26 Plan Commission meeting review and consideration of a rezoning
227 request filed by Benjamin Phillips of Phillips Outdoor Services, Inc. on behalf of Manuel and
228 Lynnae Rivera, 2811 Morning Glory Place, Onalaska, WI 54650, to rezone the properties located
229 at 9550 East 16 Frontage Road and State Road 16, Onalaska, WI 54650 from R-1 (Single Family
230 Residential District) and T-C (Transitional Commercial) to B-2 (Community Business) for the
231 purpose of moving and operating the Phillips Outdoor Services, Inc. business at 9550 East
232 Frontage Road 16 and State Road 16, Onalaska, WI 54650 (Tax Parcels #18-3607-0 & 18-3567-
233 10).

234

235 Skip noted this area is zoned Commercial, and he asked why the city places the burden on
236 someone to change the zoning when he believes the city should have done so on its own.

237

238 Katie told Skip the land located along the frontage road was previously zoned Residential, and
239 she said at that point the city rezoned the bulk of that land to Transitional Commercial. Katie
240 noted Midwest Gas, which is located next door, is zoned Light Industrial, and she said, “Where
241 this proposal is occurring, they’re looking to be right in the middle from a Transitional
242 Commercial. A little more intense is the Community Business, which they’re requesting. The
243 most intense would be Light Industrial. All of those properties in the back are also zoned Single
244 Family Residential.”

245

246 Skip asked if perhaps there is a way the city can be friendlier for business development for
247 matter such as this rather than requiring the applicant to go through the rezoning process.

248

249 Jarrod said the Wisconsin Department of Transportation bought out the approximately seven
250 residential homes fronting close to State Trunk Highway 16 when the highway was expanded to
251 four lanes at that location in 1997. Jarrod said that land was to be redeveloped, and the City of
252 Onalaska had identified this area as a prime location for commercial/retail business-type uses.

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253 Jarrod said the Midwest Gas site already had an Industrial use, which is why it was zoned the
254 way it was. However, several individuals residing in the subdivision across the road came to
255 City Hall during the rezoning and stated they did not want to have allowed uses or uses that
256 would disturb them. Jarrod said these individuals “carried the day” at the public hearing, and it
257 was zoned down to Transitional Commercial so that it would be a more low-key use at that time.
258

259 Skip said he believes the city had erred at the time in listening to the residents’ concerns because
260 they were not really looking ahead to the future.
261

262 Ald. Binash said he does not believe there will be any manufacturing at this site. Rather,
263 merchandise will be displayed, and customers will come to the site. Ald. Binash referred to a
264 colored map included in subcommittee members’ packets and noted the city will be annexing a
265 small portion of the Town of Medary into this particular parcel. Ald. Binash again referred to
266 the map and asked if parcels the subcommittee is discussing are shaded pink, yellow, and orange
267 with white stripes, or the parcels shaded pink and yellow, with the small section currently located
268 in the Town of Medary.
269

270 Katie said the rezoning request is only for the two parcels that have the blue outline, and she told
271 Ald. Binash she had noted the Town of Medary parcel because it tied back to the staff report.
272 Katie said nothing will occur with the parcel shaded in pink; only to the parcel located west of it
273 and shaded both yellow and orange with white stripes.
274

275 Ald. Binash asked if there are residential homes in this particular area.
276

277 Katie said no, noting the closest residential is the multifamily parcel (Roush development)
278 shaded in orange. Katie also noted Deer Creek is located across the street, along French Road.
279

280 Ald. Binash noted the applicant stated he wants to have the business facing toward STH 16, but
281 will install fences to separate properties and improve the aesthetics.
282

283 On voice vote, motion carried.
284

285 **Item 7 – Review and consideration of a Conditional Use Permit request filed by Benjamin**
286 **Phillips of Phillips Outdoor Services, Inc. on behalf of Manuel and Lynnae Rivera, 2811**
287 **Morning Glory Place, Onalaska, WI 54650, for the purpose of constructing a second**
288 **principal structure (40’ by 120’ storage building) on a single parcel located at 9550 East**
289 **Frontage Road 16 and State Road 16, Onalaska, WI 54650 (Tax Parcels #18-3607-0 & 18-**
290 **3567-10)**
291

292 Katie said this CUP request pertains to allowing the construction of two principal structures on a
293 single parcel. The CUP for this project is permitted only by Plan Commission approval per
294 Section 13-1-12(d). Katie said that while the city has no basis for denial of the CUP, it has found

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295 a basis to impose the following conditions:

296

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

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

303

304 2. All conditions run with the land and are binding upon the original developer and all heirs,
305 successors and assigns so long as the conditional use is being actively used. **Substantial**
306 **Evidence:** This condition acknowledges and provides public notice of the term and puts
307 the owner/developer and future owners on notice that they are bound by the conditions
308 and that they can continue the use as long as they follow the conditions and actively use
309 the conditional use.

310

311 3. Owner/developer shall abide by the City's Ordinances, Unified Development Code and
312 Building Code requirements, as amended. **Substantial Evidence:** This condition
313 assures the owner/developer understands they must follow the city's Unified
314 Development Code and Building Code, which they are required to follow in every way,
315 and that as they are receiving the benefit of being allowed to have a use that is not within
316 the standards of the City's zoning code, failure to follow City ordinances may result in
317 loss of their Conditional Use Permit.

318

319 4. The Conditional Use Permit shall be reviewed every five (5) years to ensure continued
320 use. **Substantial Evidence:** This shifts the burden to the owner of the property to
321 provide proof that the use is active and continuing. Ensuring that existing permits are
322 still valid and being properly used ensures compliance with the City's procedures and
323 ordinances, and promotes interaction and communication with the City, which furthers
324 orderly development and the health, safety and welfare of the City.

325

326 5. The Conditional Use Permit shall be reviewed every five (5) years to ensure continued
327 use. **Substantial Evidence:** This shifts the burden to the owner of the property to provide
328 proof that the use is active and continuing. Ensuring that existing permits are still valid
329 and being properly used ensures compliance with the City's procedures and ordinances
330 and promotes interaction and communication with the City which further orderly
331 development and the health, safety and welfare of the City.

332

333 Katie noted a public hearing will be held at the February 26 Plan Commission meeting.

334

335 Motion by Ald. Binash, second by Skip, to forward for a public hearing with the five stated
336 conditions at the February 26 Plan Commission meeting review and consideration of a

Reviewed 2/15/19 by Katie Aspenson

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337 Conditional Use Permit request filed by Benjamin Phillips of Phillips Outdoor Services, Inc. on
338 behalf of Manuel and Lynnae Rivera, 2811 Morning Glory Place, Onalaska, WI 54650, for the
339 purpose of constructing a second principal structure (40' by 120' storage building) on a single
340 parcel located at 9550 East Frontage Road 16 and State Road 16, Onalaska, WI 54650 (Tax
341 Parcels #18-3607-0 & 18-3567-10).

342

343 Ald. Binash referred back to the colored map included in subcommittee members' packets and
344 asked if the storage facility will be constructed on the parcel shaded yellow.

345

346 Katie said it will be placed where there currently is a parking lot, in the area shaded orange.
347 Katie said the intent is to place the building north of that area, adding a small portion of the
348 building will go in the area shaded yellow. Katie said this is why the city is rezoning all of it, so
349 it is one, and then merging the parcels together.

350

351 On voice vote, motion carried.

352

353 **Item 8 – Review and consideration of a request by Gerald Valley, General Merchandise**
354 **Manager of Shopko, to host an extended tent sale event in 2019 at 9366 State Road 16,**
355 **Onalaska, WI (Tax Parcel #18-3589-9)**

356

357 Katie said the City of Onalaska allows outdoor sales and displays as a permitted accessory use in
358 certain zoning districts, subject to the following conditions, per Section 13-6-14: "*Outdoor*
359 *displays, sales areas, and temporary tents are limited to 30 days per calendar year unless*
360 *otherwise approved by the City Plan Commission. Temporary tent(s) may be installed for a*
361 *maximum of 180 days annually.*" Katie noted staff had received a request from Shopko on
362 January 25 to allow the operation of its seasonal garden center that typically lasts from April 1
363 through August 31. Shopko typically has three temporary tent structures that will collectively
364 sell hard goods and assorted flowers, vegetables, and flowers. The two smaller structures
365 typically will be condensed and closed completely no later than July 4. The last structure, which
366 houses cash registers, is typically closed no later than August 31. Katie said staff recommends
367 approval of Shopko's request, conditioned upon obtaining a tent permit for each tent from the
368 Onalaska Inspection Department.

369

370 Motion by Ald. Binash, second by Skip, to approve a request by Gerald Valley, General
371 Merchandise Manager of Shopko, to host an extended tent sale event in 2019 at 9366 State Road
372 16, Onalaska, WI (Tax Parcel #18-3589-9), conditioned upon obtaining a tent permit for each
373 tent from the Onalaska Inspection Department.

374

375 Skip noted there are no conditions tied to this request.

376

377 Katie said the condition is that Shopko must obtain a tent permit, which are reviewed by the
378 Planning Department, Inspection Department, and the Fire Department. Katie noted all three

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379 departments that place the additional conditions on a case-by-case basis.

380

381 Skip said he wonders how Shopko's bankruptcy will affect its seasonal garden center.

382

383 On voice vote, motion carried.

384

385 **Item 9 – Review and consideration of an annexation application for N5560 Abbey Road**
386 **and N5538 Abbey Road, Tax Parcel #s: 10-2329-1 & 10-2333-0 (.84 acres total) filed by**
387 **Richard & Judith Volden, 573 Fairway Creek Drive, Onalaska, WI 54650**

388

- 389 1. Payment of annexation application review fees: \$450.00 dollars (PAID).
- 390
- 391 2. Payment of East Avenue North Sanitary Sewer Fee: \$1,186.00 per acre * .84 acres =
392 \$996.24 dollars.
- 393
- 394 3. Topography Map Fee: \$10.00 per acre * .84 acres = \$10.00 dollars (minimum fee).
- 395
- 396 4. Green Fee: \$638.47 per acre * .84 acres = \$536.31 dollars.
- 397
- 398 5. Annexed land to be placed in the Light Industrial (M-1) Zoning District upon
399 ordinance adoption.
- 400
- 401 6. Owner/developer shall connect both properties to City water and sewer utilities
402 within one-year of annexation approval.
- 403
- 404 7. Owner/developer must notify City prior to any utility connection to City-owned
405 utilities takes place.
- 406
- 407 8. Owner/developer shall pay all fees and have all plans reviewed and approved by the
408 City prior to obtaining a building permit. Owner/developer must have all conditions
409 satisfied and improvements installed per approved plans prior to issuance of
410 occupancy permits.
- 411
- 412 9. All conditions run with the land and are binding upon the original developer and all
413 heirs, successors and assigns. The sale or transfer of all or any portion of the property
414 does not relieve the original developer from payment of any fees imposed or from
415 meeting any other conditions.
- 416
- 417 10. Any omissions of any conditions not listed in minutes shall not release the property
418 owner/developer from abiding by the City's Unified Development Code
419 requirements.
- 420

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421 Katie said the city has a request for two parcels currently located in the Town of Onalaska to be
422 annexed into the City of Onalaska. Katie noted the two properties are directly adjacent to Abbey
423 Road, which recently was annexed into the City of Onalaska. The applicant is requesting that
424 these parcels be annexed to obtain access to City of Onalaska water and sanitary sewer
425 infrastructure. Katie said as the automatic zoning applied to annexed parcels is Single Family
426 Residential, the applicant intends to immediately request a rezoning to Light Industrial to
427 accommodate existing businesses that are on-site. Katie said staff supports this annexation
428 request, and that approval is recommended with the 10 attached conditions.

429

430 Motion by Skip, second by Ald. Binash, to recommend approval to the Plan Commission with
431 the 10 stated conditions an annexation application for N5560 Abbey Road and N5538 Abbey
432 Road, Tax Parcel #s: 10-2329-1 & 10-2333-0 (.84 acres total) filed by Richard & Judith Volden,
433 573 Fairway Creek Drive, Onalaska, WI 54650.

434

435 Skip noted the applicants are located on the west side of U.S. Highway 53, and he also noted
436 there is a significant amount of Town of Onalaska property between the applicants and the City
437 of Onalaska on the west side on U.S. Highway 53. Skip asked how the applicants will be able to
438 connect to the City of Onalaska.

439

440 Katie told Skip the utilities will be run up Abbey Road, and thus the applicants will be able to
441 immediately tap into them.

442

443 Jarrod noted Abbey Road already is within the city and told Skip the annexation had been
444 finalized in July 2018.

445

446 Skip asked if Abbey Road will be under construction.

447

448 Jarrod told Skip there is a project to redo Abbey Road that will be going out for bid. Those bids
449 will be opened at the March 12 Common Council meeting. Jarrod said the street will be brought
450 up to city standards, and it will include curb and gutter, sidewalk, sewer and water, and storm
451 sewer facilities. Jarrod said Kwik Trip will hook up to city utilities once the installation is
452 completed this summer, as will any other annexations, should there be any.

453

454 Skip said the other properties located between the development along Abbey Road and the
455 proposed annexation will be on an island of sorts.

456

457 Jarrod told Skip he is correct.

458

459 Ald. Binash inquired about the two businesses that already are present.

460

461 Katie said one business works to the north with vehicles such as ATVs, and she said she believes
462 the other business is industrial/retail.

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463
464 Ald. Binash asked if the businesses plan to dump chemicals that could enter the city's sewer
465 system.

466
467 Jarrod told Ald. Binash the city's Sanitary Sewer Ordinance has language that protects the city.
468 Jarrod said if city staff is aware of someone utilizing a chemical, samples typically are taken by
469 the City of La Crosse Wastewater Treatment Plant. Jarrod said he is unaware of any business
470 located within the industrial park that utilizes industrial processes, noting there is warehousing,
471 contractor businesses, and storage.

472
473 Ald. Binash referred to Condition No. 4 and asked if everyone who is annexed into the City of
474 Onalaska responsible for a Green Fee.

475
476 Katie said individuals pay the associated Green Fee if the property is zoned Commercial and is
477 vacant, and the applicant already is in the city. Applicants also can pay a Park Fee, which is
478 done on a per-unit basis. Katie said when someone annexes in, he/she has not paid that fee.
479 Therefore, that fee is paid when he/she comes into the city.

480
481 Ald. Binash asked if properties zoned Commercial pay a Green Fee, and properties zoned
482 Residential pay a Park Fee.

483
484 Katie said yes, noting the Green Fee is based on an acreage basis. Katie reiterated that a Park
485 Fee is done on a per-unit basis.

486
487 Ald. Binash asked if those funds are distributed to the Parks and Recreation Department.

488
489 Katie said those funds are placed in the Park Fund.

490
491 Ald. Binash asked if the applicants will be assessed for sidewalk immediately should their
492 annexation request be approved and the city installs sidewalk.

493
494 Jarrod said it will be part of the deferred assessment fee which he has to work on with City
495 Attorney Sean O'Flaherty. Jarrod noted the public hearing already has been held and that the
496 applicants were not within the City of Onalaska at the time of the public hearing. Jarrod said it
497 would be necessary to hold another public hearing and process the paperwork once the applicant
498 is annexed. This process will take several months, and Jarrod said the project will be constructed
499 before the annexation is final. Jarrod said the applicants are in the "gray area" of not being
500 within the City of Onalaska, but coming into the city. Jarrod added the city cannot do the
501 assessment, but staff still needs to determine another method of collecting a fee for infrastructure
502 costs.

503
504 Ald. Binash said the applicants would be assessed for city sewer and water once the annexation

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13

505 process is complete.

506

507 Jarrod noted it is part of the fee structure that needs to be approved and said until the fee
508 structure has been completed, he would not recommend approval to the Administrative and
509 Judiciary Committee unless it had been approved. Jarrod said he believes this can be approved
510 and the rezoning request can be addressed as the process will take several months. Jarrod said a
511 fee for infrastructure will be necessary before the annexation can be approved.

512

513 On voice vote, motion carried.

514

515 **Item 10 – Notification of presentations to be held at Plan Commission meeting on February**
516 **26, 2019 by Hoisington Koegler Group, inc. (HKGi) regarding discussion and feedback on:**

517

- 518 a. Community Development Authority (CDA) draft Redevelopment Plans for State Road 16
- 519 and Downtown Onalaska
- 520 b. Unified Development Code/Zoning Ordinance Rewrite Project

521

522 Katie said HKGi representatives will attend the February 26 Plan Commission meeting to do
523 presentations and obtain feedback. Katie said copies of both draft redevelopment plans will be
524 included in the Plan Commission packets.

525

526 **Adjournment**

527

528 Motion by Ald. Binash, second by Skip, to adjourn at 4:58 p.m.

529

530 On voice vote, motion carried.

531

532

533 Recorded by:

534

535 Kirk Bey