

Plan Commission Sub Committee

of the City of Onalaska

Tuesday, February 13, 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, February 13, 2018. 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, Craig Breitsprecher,
6 City Engineer Jarrod Holter

7

8 Also Present: City Administrator Eric Rindfleisch, Planner/Zoning Inspector Katie Aspenson

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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.

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15 On voice vote, motion carried.

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

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

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Consideration and possible action on the following items:

23

24 **Item 4 – Review and Consideration of a rezoning request filed by Skogenheim, LLC, 3800**
25 **Emerald Drive East, Onalaska, WI 54650 to rezone parcels at 209 Irvin Street and 2nd**
26 **Avenue South from Neighborhood Business (B-1) District to Public and Semi-Public (P-1)**
27 **District for the purpose of expanding Dash Park and constructing related amenities (Tax**
28 **Parcels #18-100-0 & 18-98-1)**

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

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2. Any future improvements to these parcels may be subject to additional City permits and
33 fees (i.e., building permits)

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3. Site Plan Permit amendment required for new development in advance of building permit
36 applications, including detailed architectural plans, landscape, drainage, erosion control,
37 and other required information/plans (fire accessibility, hydrant locations, etc.).

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4. Conditional Use Permit required prior to construction of any structures on the parcel.

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41

5. Owner/developer shall pay all fees and have all plans reviewed and approved by the City
42 prior to obtaining a building permit. Owner/developer must have all conditions satisfied

Reviewed 2/15/18 by Katie Aspenson

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43 and improvements installed per approved plans prior to issuance of occupancy permits.

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45 6. All conditions run with the land and are binding upon the original developer and all heirs,
46 successors and assigns. The sale or transfer of all or any portion of the property does not
47 relieve the original developer from payment of any fees imposed or from meeting any
48 other conditions.

49

50 7. Any omissions of any conditions not listed in committee minutes shall not release the
51 property owner/developer from abiding by the City’s Unified Development Code
52 requirements.

53

54 Katie said Skogenheim, LLC is bringing forward this rezoning request, noting that the
55 Comprehensive Plan identifies the parcel in question as Downtown Mixed-Use District. The
56 intent to have pedestrian-focused development with a mix of uses, including residential, personal
57 service, commercial, institutional and civic uses. Katie noted the properties in question are
58 zoned Neighborhood Business (B-1). The intention is to incorporate these parcels into Dash
59 Park, which has a zoning of P-1 (Public and Semi-Public), where parks are a permitted use.
60 Katie said that prior to demolition activities, the property owner will be required to obtain any
61 necessary permits. Also, before construction begins the property owner will be required to
62 amend the existing site plan on file for Dash Park. Katie noted there are seven conditions of
63 approval that are tied to the development, and also that a public hearing will be held at the
64 February 27 Plan Commission meeting.

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66 Motion by Ald. Binash, second by Craig, to forward with seven conditions of approval for a
67 public hearing at the February 27 Plan Commission meeting review and consideration of a
68 rezoning request filed by Skogenheim, LLC, 3800 Emerald Drive East, Onalaska, WI 54650 to
69 rezone parcels at 209 Irvin Street and 2nd Avenue South from Neighborhood Business (B-1)
70 District to Public and Semi-Public (P-1) District for the purpose of expanding Dash Park and
71 constructing related amenities (Tax Parcels #18-100-0 & 18-98-1).

72

73 Ald. Binash asked if the parcels that will become part of the park are part of the prior agreement
74 that the City of Onalaska will assume control of the park upon completion.

75

76 Katie said the land would be part of the overall Dash Park.

77

78 Ald. Binash asked if the related amenities are known.

79

80 Katie said it is related to the overall construction of the park, noting there will be landscaping
81 and walks. Katie said a Conditional Use Permit for a structure including swings, shade and
82 benches will be coming before the Plan Commission, adding, “Those are what the amenities are
83 referring to. We just didn’t have it concrete at the time of the application.”

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85 Ald. Binash said the city will benefit from the increased park size, adding it also goes along with
86 the Great River Landing. Ald. Binash also asked if the parcel being rezoned P-1 will be removed
87 from the tax rolls.

88
89 Katie said yes.

90
91 On voice vote, motion carried.

92
93 **Item 5 – Review and Consideration of a General Development Plan for a Downtown**
94 **Planned Unit Development (D-PUD) application filed by Jeffrey Moorhouse of Onalaska**
95 **United Methodist Church, 212 4th Avenue North, Onalaska, WI 54650 for the purpose of**
96 **expanding United Methodist Church using a three-phased approach which include the**
97 **following parcels located at 212 4th Avenue North, 222 4th Avenue North, 412 Locust Street,**
98 **418 Locust Street, 213 5th Avenue North, and 415 King Street (Tax Parcels #18-229-0, 18-**
99 **228-0, 18-233-0, 18-234-0, 18-232-0 & 18-231-0)**

- 100
101 1. D-PUD Application Fee of \$700.00 (PAID).
102
103 2. Final Implementation Plan to be submitted for review and approval prior to any
104 development activities.
105
106 3. Site Plan review will be required prior to construction of Phase 1, Phase 2, and Phase 3.
107
108 4. Owner/developer to abide by the Airport Overlay Height Zoning Ordinance and obtain
109 any necessary permits from the City of Onalaska and/or City of La Crosse as needed.
110
111 5. All erosion control BMPs (Best Management Practices) to be installed prior to the start of
112 any construction activities. Swale areas/stormwater ponds to be dug prior to start of
113 construction and prior to initial grading to act as sediment traps. Track pad(s) to be
114 installed with a minimum of 3- to 6-inch stones, one (1) foot deep and fifty (50) feet in
115 length. All disturbed areas to have black dirt placed and seeded within seven (7) days of
116 disturbance.
117
118 6. As-builts of all utility work required to be submitted to the Engineering Department.
119
120 7. Owner/developer to request and have the vacation of alley finalized prior to any
121 construction activities.
122
123 8. Owner/developer to submit final, colored renderings of all four (4) sides of proposed
124 buildings noting architectural elevations with details and materials to be approved by the
125 Planning Department.
126
127 9. Any future improvements to these parcels will be subject to additional City permits (i.e.,

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128 site plan approvals, building permits, zoning approvals). Owner/developer shall pay all
129 fees and have all plans reviewed and approved by the City prior to obtaining a building
130 permit. Owner/developer must have all conditions satisfied and improvements installed
131 per approved plans prior to issuance of occupancy permits.

132
133 10. All conditions run with the land and are binding upon the original developer and all heirs,
134 successors and assigns. The sale or transfer of all or any portion of the property does not
135 relieve the original developer from payment of any fees imposed or from meeting any
136 other conditions.

137
138 11. Any omissions of any conditions not listed in minutes shall not release the property
139 owner/developer from abiding by the City's Unified Development Code requirements.

140
141 Katie said the Comprehensive Plan identifies the properties in question as Downtown Mixed-Use
142 District and Institutional District," which are intended for a mixture of uses including residential,
143 personal service, commercial, institutional and civic uses. Katie said United Methodist Church is
144 beginning the process to do a Downtown Planned Unit Development, which the Common
145 Council recently adopted. Katie described as "a tool to facilitate unique and creative
146 development in [the city's] downtown district," adding that Jeffrey Moorhouse of United
147 Methodist Church is the first trial of the city's new ordinance. Katie commended Jeffrey
148 Moorhouse for his efforts on the D-PUD application, describing it as "a fantastic job" in terms of
149 city staff being able to review it. Katie shared what would be involved with each stage:

- 150
151 • **Phase 1 (tentative constructed slated for 2018):** Would provide better access to the
152 facility, with a covered canopy entrance, a new vestibule, and restrooms to serve guests.
153 • **Phase 2 (tentative construction slated for 2025):** Would move the existing fellowship
154 hall to the main floor so that it is on the same level as the sanctuary, thereby allowing for
155 additional lower-level entrance and classroom space.
156 • **Phase 3 (tentative construction slated for 2030):** Would repurpose the existing single-
157 family homes on the church's property.

158
159 Katie said the next stage, if both the Plan Commission and the Common Council approve the
160 General Development Plan, is for the church to return for a Final Implementation Plan. At this
161 time, the applicant plans to have the Final Implementation Plan be executed for Phase 1 and
162 Phase 2. Katie said, "In the future they would come back when they have come forward with
163 what they intend to do for the Final Implementation Plan for Phase 3, which is definitely
164 possible." Katie said the applicant estimates that Phases 1 and 2 will have a construction value
165 of \$3.5 million, adding, "The significant community services offered by United Methodist
166 Church are increasingly beneficial to both the public and community members." Downtown
167 Planned-Unit Developments must be on a tract of land not less than one-quarter acre of land.

168
169 Katie said the following development and design standards are used to review D-PUDs:

Reviewed 2/15/18 by Katie Aspenson

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- **Permitted Uses:** The applicant may list all of his/her expected permitted uses. Both the Plan Commission and the Common Council will have the opportunity to discuss them.
- **Conditional Uses**
- **Density:** The effect of the development on adjacent properties.
- **Adequacy of public & private services/infrastructure**
- **Overall design:** Examines architectural renderings.
- **Scale and massing of structures**
- **Landscaping, screening and buffering**
- **Open space provision and design**
- **Retention of natural, cultural, and historic resources**
- **Setbacks:** The applicant has the opportunity to establish his/her own setbacks.
- **Building height:** Proposed overall height is three stories. The church steeple’s overall height will be 65 feet, and it shall be designed to fit the architecture of the building.
- **Environmental design**
- **Open space**
- **Parking:** Currently a parking lot is included in the D-PUD. However, there also is a parking lot located across the street that also can serve the development.
- **Circulation/Access**
- **Landscaping**
- **Signage**

192 Katie said subcommittee members’ packets include a letter from the applicant detailing current
193 and future proposed uses of the properties, proposed building elevations, a draft site plan
194 showing building and parking layout and grading, where the phased developments of Phase 1
195 and Phase 2 would be located, and building floor plans in addition to the application packet.
196 Katie said staff has compiled 11 conditions of approval, and also that a public hearing will be
197 held at the February 27 Plan Commission meeting.

198
199 Motion by Ald. Binash, second by Craig, to forward with 11 conditions of approval for a public
200 hearing at the February 27 Plan Commission meeting review and consideration of a General
201 Development Plan for a Downtown Planned Unit Development (D-PUD) application filed by
202 Jeffrey Moorhouse of Onalaska United Methodist Church, 212 4th Avenue North, Onalaska, WI
203 54650 for the purpose of expanding United Methodist Church using a three-phased approach
204 which include the following parcels located at 212 4th Avenue North, 222 4th Avenue North, 412
205 Locust Street, 418 Locust Street, 213 5th Avenue North, and 415 King Street (Tax Parcels #18-
206 229-0, 18-228-0, 18-233-0, 18-234-0, 18-232-0 & 18-231-0).

207
208 Craig noted he resides in the same area as United Methodist Church and said his focus has been
209 on the traffic and the parking along 4th Avenue North. Craig said it appears that this area is
210 gaining more traffic from the northern section of the city, noting that motorists are choosing to

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211 utilize 4th Avenue North and seem to be refusing to attempt to access State Trunk Highway 35 in
212 their north-south movements. Craig said he understands why they are choosing to do, noting the
213 presence of a traffic light that controls Main Street makes it easier for motorists to access STH
214 35 via 4th Avenue North. Craig said, “I think anything that the applicant can do to direct parking
215 and/or traffic away from 4th Avenue North would be beneficial. It’s only a concern. It’s just an
216 observation. But other than that, it looks great to me.”

217

218 Ald. Binash asked Katie how far to the north of Main Street the D-PUD goes.

219

220 Jarrod said it ends at Locust Street.

221

222 Ald. Binash asked if the houses owned by United Methodist Church already are off the tax rolls.

223 Ald. Binash also asked if the houses will come off the tax rolls if they are removed. Ald. Binash

224 described the plan as “really unique,” adding he believes it will benefit the community.

225

226 On voice vote, motion carried.

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228 **Item 6 – Review and Consideration of a request to extend the Final Plat submittal**
229 **requirement for one year, as requested by Dr. Leo Bronston, on behalf of French Valley,**
230 **LLC, 1202 County Road PH, Suite 100, Onalaska for the French Valley Neighborhood Plat**
231 **(Tax Parcels #18-4480-0, 18-4481-0, 18-4482-1, 18-4485-0)**

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233 Katie said the applicant requested that this item be referred for 30 days as he was unable to

234 attend the January 23 Plan Commission meeting. Katie said the applicant will attend the

235 February 27 Plan Commission meeting.

236

237 Motion by Craig, second by Ald. Binash, to forward to the February 27 Plan Commission

238 meeting review and consideration of a request to extend the Final Plat submittal requirement for

239 one year, as requested by Dr. Leo Bronston, on behalf of French Valley, LLC, 1202 County

240 Road PH, Suite 100, Onalaska for the French Valley Neighborhood Plat (Tax Parcels #18-4480-

241 0, 18-4481-0, 18-4482-1, 18-4485-0).

242

243 On voice vote, motion carried.

244

245 **Item 7 – Review and Consideration of a request by Pete Quackenboss of Home Depot to**
246 **host an extended tent sale event in 2018 at 2927 Market Place, Onalaska, WI (Tax Parcel**
247 **#18-3635-4)**

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249 Katie said the City of Onalaska allows outdoor sales and displays as a permitted accessory use in

250 non-residential zoning districts. Katie noted that city staff received a request from Home Depot

251 on February 6 to allow the operation of its seasonal garden center that will last from April 10

252 through August 10. Home Depot intends to file an application for a Temporary Outdoor Sales

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253 Tent Permit with the city to sell plants. The temporary tent structure will measure 24-by-41 feet.
254 Katie said city staff recommends approval, conditioned upon obtaining a tent permit from the
255 Inspection Department. Katie also noted this is an annual event.

256

257 Motion by Ald. Binash, second by Craig, to approve a request by Pete Quackenboss of Home
258 Depot to host an extended tent sale event in 2018 at 2927 Market Place, Onalaska, WI (Tax
259 Parcel #18-3635-4), conditioned upon obtaining a tent permit.

260

261 On voice vote, motion carried.

262

263 **Adjournment**

264

265 Motion by Ald. Binash, second by Jarrod, to adjourn at 4:46 p.m.

266

267 On voice vote, motion carried.

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270 Recorded by:

271

272 Kirk Bey