

**Plan Commission Sub Committee**

**of the City of Onalaska**

Tuesday, March 10, 2020

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, March 10, 2020. 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. Tom Smith, Skip Temte, City  
6 Engineer Jarrod Holter

7

8 Also Present: City Administrator Eric Rindfleisch, City Attorney Amanda Jackson, Planning  
9 Manager Katie Aspenson, Planning Technician Zach Peterson, Ald. Diane Wulf

10

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

12

13 Motion by Skip, second by Jarrod, to approve the minutes from the previous meeting as printed  
14 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. T. Smith called three times for anyone wishing to provide public input and closed that  
21 portion of the meeting.

22

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

24

25 **Item 4 – Review and Consideration for a Conditional Use Permit (CUP) filed by David &**  
26 **Mary Stokes, 311 Poplar Street, Onalaska, WI 54650, for the purpose of replacing a six (6)**  
27 **foot privacy fence with an eight (8) foot privacy fence on the parcel located at 311 Poplar**  
28 **Street, Onalaska, WI 54650. (Tax Parcel #: 18-6202-0)**

29

30 Katie said David and Mary Jo Stokes have filed a Conditional Use Permit application to replace  
31 their existing six-foot high fence with an eight-foot high fence to allow for greater privacy from  
32 neighboring properties. Katie noted an increase in fence height in side and rear yards is  
33 permitted only by Conditional Use Permit per Section 13-6-10(b)(1), and pursuant to standards  
34 set forth in Sections 13-8-11. Katie said that while the city has no basis for denial of the CUP, it  
35 has found a basis to impose the following conditions:

36

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

40

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

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- 43
- 44 2. All conditions run with the land and are binding upon the original developer and all heirs,
- 45 successors and assigns so long as the conditional use is being actively used. **Substantial**
- 46 **Evidence:** This condition acknowledges and provides public notice of the term and puts
- 47 the owner/developer and future owners on notice that they are bound by the conditions
- 48 and that they can continue the use as long as they follow the conditions and actively use
- 49 the conditional use.
- 50
- 51 3. Owner/developer shall abide by the City’s Ordinances, Unified Development Code and
- 52 Building Code requirements, as amended. **Substantial Evidence:** This condition
- 53 assures the owner/developer understands they must follow the city’s Unified
- 54 Development Code and Building Code, which they are required to follow in every way,
- 55 and that as they are receiving the benefit of being allowed to have a use that is not within
- 56 the standards of the City’s zoning code, failure to follow City ordinances may result in
- 57 loss of their Conditional Use Permit.
- 58
- 59 4. The Conditional Use Permit shall be reviewed every five (5) years to ensure continued
- 60 use. **Substantial Evidence:** This shifts the burden to the owner of the property to
- 61 provide proof that the use is active and continuing. Ensuring that existing permits are
- 62 still valid and being properly used ensures compliance with the City’s procedures and
- 63 ordinances, and promotes interaction and communication with the City, which furthers
- 64 orderly development and the health, safety and welfare of the City.
- 65

66 Katie said staff is looking to add a fifth condition requiring that the majority of the property

67 owners will need to approve the fence prior to construction as it is involved in a condominium

68 association project. The fifth condition would appear in the packets for the March 24 Plan

69 Commission meeting.

70

71 Motion by Skip, second by Jarrod, to move forward with the four stated conditions to a public

72 hearing at the March 24 Plan Commission meeting review and consideration for a Conditional

73 Use Permit (CUP) filed by David & Mary Stokes, 311 Poplar Street, Onalaska, WI 54650, for

74 the purpose of replacing a six (6) foot privacy fence with an eight (8) foot privacy fence on the

75 parcel located at 311 Poplar Street, Onalaska, WI 54650. (Tax Parcel #: 18-6202-0).

76

77 Ald. T. Smith asked Katie if this item falls under the city’s prior zoning preferences.

78

79 Katie said yes.

80

81 Ald. T. Smith asked, “After we approve the new one it will go away?”

82

83 Katie said yes.

84

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3

85 On voice vote, motion carried.

86

87 **Item 5 – Review and Consideration of a Planned Commercial Industrial Development**  
88 **(PCID) Amendment filed by Venture Pass Partners, LLC, 19620 Waterford Court,**  
89 **Shorewood, MN 55331, on behalf of Gundersen Clinic, LTD, 1900 South Avenue, La**  
90 **Crosse, WI 54601 on the parcel located at 3015 & 3075 Kinney Coulee Road South. (Tax**  
91 **Parcel #'s: 18-3649-1 & 18-3649-2)**

92

93 1. PCID Amendment Fee of \$700.00 (PAID).

94

95 2. Abide by all conditions of original Gundersen PCID and subsequent amendments as  
96 approved on June 13, 1995, November 7, 2001, and July 8, 2003.

97

98 3. Site Plan Permit required for new development in advance of building permit  
99 applications, including detailed architectural plans, water, sewer, landscape, stormwater,  
100 drainage, erosion control, and other required information/plans (fire accessibility, hydrant  
101 locations, etc.).

102

103 4. Traffic study to be performed by developer and approved by City Engineer. Developer to  
104 implement recommendations from traffic study into Site Plan Permit.

105

106 5. As the project site is equal to or greater than one (1) acre, a submittal of a digital and hard  
107 copy of the WIDNR NR 216/NOI application, permit, and associated data is required a  
108 minimum of ten days prior to the start of construction. Said data must be reviewed and  
109 approved by the City Engineer before construction begins.

110

111 6. Certified Survey Map (CSM) required for proposed parcel subdivision and approved by  
112 the Plan Commission and Common Council prior to obtaining a Building Permit.  
113 Property owner to record said CSM with the La Crosse County Register of Deeds and  
114 provide a copy to the Engineering Department.

115

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

119

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

124

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

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127  
128 Katie said the applicant is requesting to amend the Gundersen Planned Commercial Industrial  
129 District to allow for a new restaurant/retail development. Katie referred to the conceptual site  
130 plan included in subcommittee members' packets and noted Lot 1 will contain the existing  
131 Gundersen Renal Dialysis Center, and Lots 2 and 3 are proposed to each contain new  
132 restaurant/retail facilities. The developer is proposing a total of 138 parking stalls to serve the  
133 entire development. Katie again referred to the conceptual site plan included in subcommittee  
134 members' packets and noted it shows the proposed parcel reconfiguration, location of new  
135 building, signage, parking, and other site amenities. Katie also referred to a cover letter written  
136 by the applicant that describes the overall development and requested deviations from the United  
137 Development Code/Zoning Ordinance. It includes the following:

#### 138 139 **Proposed Uses**

- 140
- 141 • Restaurant, including full service, fast casual, and fast food restaurants (free-standing or
- 142 as part of multitenant building), drive-thru(s)
- 143 • Retail sales
- 144 • Uses approved in the original PCID approved May 14, 2002, including business offices,
- 145 clinics and hospitals, credit unions and banks, drugstores and pharmacies, motels, optical
- 146 stores, professional offices, restaurants, financial institutions, hotels, large business
- 147 offices, health, recreational, and athletic clubs and facilities, research and development
- 148 laboratories, and daycare
- 149

#### 150 **Site Accessibility**

- 151
- 152 • Proposed access to the Lot 1 Dialysis Center will remain unchanged, and existing cross-
- 153 lot access between Lot 1 and Lot 2 will be removed. Lot 1 clinic external traffic will be
- 154 isolated from the proposed restaurant and retail traffic on Lots 2 and 3.
- 155 • One driveway access is proposed to serve both Lots 2 and 3 off South Kinney Coulee
- 156 Road at the west extent of Lot 2. This location provides a maximum separation from the
- 157 intersection of State Road 16 and South Kinney Coulee Road. Access to Lot 3 will be
- 158 accomplished by an easement across Lot 2.
- 159

#### 160 **Setbacks**

- 161
- 162 • All principal and accessory structure setbacks will be a minimum of 25 feet from the
- 163 State Road 16 right-of-way line. The plan shows a 34-foot setback from State Road 16
- 164 right-of-way at the northeast building corner of Lot 2. This is excess of the city's Street
- 165 Yard Setback of 10 feet minimum.
- 166

#### 167 **Signage**

Reviewed 3/16/2020 by Zach Peterson

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168

- 169 • The existing Gundersen Health System monument sign, located at the corner of State  
170 Road 16 and South Kinney Coulee Road, is to remain in its current position and  
171 configuration. Upon recording of the proposed CSM, this sign will be located and  
172 protected by a sign easement within the limits of proposed Lot 3, and it will be  
173 documented as an approved off-premise sign.
- 174 • There are two new freestanding signs proposed that will serve both Lots 2 and 3, and they  
175 will be documented as off-premise advertising signs as the signs will advertise businesses  
176 served on parcels jointly.

177

178 Katie noted a public hearing will be held at the March 24 Plan Commission meeting, and also  
179 that there are nine conditions of approval tied to this development.

180

181 Motion by Skip, second by Jarrod, to forward with the nine stated conditions to a public hearing  
182 at the March 24 Plan Commission meeting review and consideration of a Planned Commercial  
183 Industrial Development (PCID) Amendment filed by Venture Pass Partners, LLC, 19620  
184 Waterford Court, Shorewood, MN 55331, on behalf of Gundersen Clinic, LTD, 1900 South  
185 Avenue, La Crosse, WI 54601 on the parcel located at 3015 & 3075 Kinney Coulee Road South.  
186 (Tax Parcel #'s: 18-3649-1 & 18-3649-2).

187

188 Ald. T. Smith noted there is a significant volume of traffic at this location, and also that there  
189 only is one way in and out from State Road 16. Ald. T. Smith asked if that will have any impact  
190 on this design, or if that is something that is still being examined.

191

192 Jarrod referred to the site plan included in subcommittee members' packets and said that is the  
193 reason why the driveway for the two parcels was shifted as far as possible on South Kinney  
194 Coulee Road. Jarrod told Ald. T. Smith staff had worked with the developer at the start of the  
195 project and noted it is not possible to have any driveways onto State Road 16. Jarrod said  
196 another goal was to mitigate any traffic concerns with having the driveway as far up on South  
197 Kinney Coulee Road. Jarrod noted staff is still reviewing the traffic impact analysis performed  
198 by the consultant and said, "This is what we worked with with the traffic engineer at the very  
199 beginning of the project. This is the best use of the site with what you have. It's still a busy  
200 intersection. It's a very busy area. The State Trunk Highway 16/South Kinney intersection is  
201 probably not one of the worst intersections along State Trunk Highway 16, but that whole  
202 corridor has a lot of traffic going up and down it."

203

204 On voice vote, motion carried.

205

206 **Item 6 – Review and Consideration of a Certified Survey Map (CSM) submitted by Jansen**  
207 **Dahl, 3819 Creekside Lane, Holmen, WI 54636 on behalf of Chase 2010, LLC, 3819**  
208 **Creekside Lane, Holmen, WI 54636 to subdivide one (1) parcel into three (3) parcels**  
209 **located at 2520 Midwest Drive. (Tax Parcel #: 18-3568-40)**

Reviewed 3/16/2020 by Zach Peterson

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6

- 210  
211 1. CSM Fee of \$75.00 + \$10.00 per lot x 3 lots = \$105.00 due before final approval of CSM  
212 by the City. (NOT PAID)  
213  
214 2. New lot pins required. Intermediate lot stakes required for all lots over 150' in depth.  
215  
216 3. CSM shall note all easements (water, sewer, storm, access, etc.).  
217  
218 4. Property owner to record said CSM with the La Crosse County Register of Deeds and  
219 provide a copy to the Engineering Department.  
220  
221 5. CSM to note all easements.  
222  
223 6. Street to be installed by developer in dedicated outlot to include water, storm sewer, and  
224 sanitary sewer utilities, plans and specifications to be approved by the City Engineer.  
225 Any costs associated with street and utility installation shall be borne by the applicant.  
226  
227 7. Outlot 1 to be dedicated to the public for street and utility purposes.  
228  
229 8. A ten (10) foot snow easement is required around cul-de-sac.  
230  
231 9. Any future improvements to these parcels will be subject to additional City permits (i.e.,  
232 building permits, zoning approvals).  
233  
234 10. All conditions run with the land and are binding upon the original developer and all heirs,  
235 successors, and assigns. The sale or transfer of all or any portion of the property does not  
236 relieve the original developer from payment of any fees imposed or from meeting any  
237 other conditions.  
238

239 Katie said the Comprehensive Plan identifies this area as a Commercial District that is intended  
240 to accommodate large- and small-scale commercial and office development. The applicant is  
241 requesting to subdivide one parcel into three parcels. Outlot 1 will be dedicated to the public for  
242 street and utility purposes (the street extension of Midwest Drive). Lot 1 will be 5.734 acres, and  
243 the Dahl Honda Dealership will be located on it. Lot 2 on the corner of Theater Road and  
244 Midwest Drive will be 1.276 acres, and Lot 3 will be 1.029 acres. Lots 2 and 3 are vacant and  
245 available for future development. All of the parcels meet the minimum lot requirements in the  
246 Light Industrial Zoning District. Katie noted there are 10 conditions of approval tied to this  
247 development.  
248

249 Motion by Skip, second by Jarrod, to forward for Plan Commission approval with the 10 stated  
250 conditions review and consideration of a Certified Survey Map (CSM) submitted by Jansen  
251 Dahl, 3819 Creekside Lane, Holmen, WI 54636 on behalf of Chase 2010, LLC, 3819 Creekside

Reviewed 3/16/2020 by Zach Peterson

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252 Lane, Holmen, WI 54636 to subdivide one (1) parcel into three (3) parcels located at 2520  
253 Midwest Drive. (Tax Parcel #: 18-3568-40).

254  
255 Skip stated he is not certain why the applicant wishes to divide the parcel as what remains in Lot  
256 4 will not be adequate space for the number of vehicles that eventually would park there.

257  
258 Jarrod said he believes Lot 4 is the area on which the cell phone tower is located and told Skip  
259 the goal is to make this a separate parcel for the cell phone company.

260  
261 Skip noted there are two areas on the map labeled Lot 4 and said he is referring to where the  
262 building is being constructed.

263  
264 Jarrod told Skip it is a lot from a previous subdivision and said that is the lot that is being  
265 subdivided again. Jarrod said this subdivision has Lots 1, 2, and 3, and he noted there used to be  
266 another subdivision of this area that had a Lot 4.

267  
268 Amanda's comments were inaudible on the recording.

269  
270 Katie addressed Amanda's comments and said, "As this is being developed under our current  
271 code, it won't matter."

272  
273 Skip noted there is a 30-foot green area setback as well as a 50-foot highway setback, and he  
274 asked how the 20-foot area between the green area and the 50-foot highway setback line is  
275 utilized.

276  
277 Katie said individuals have installed signage, parking lots, areas for display and told Skip it  
278 cannot just be the building itself.

279  
280 On voice vote, motion carried.

281  
282 **Item 7 – Review and Consideration of a Certified Survey Map (CSM) to subdivide and**  
283 **modify two (2) existing parcels and create three (3) parcels total by Venture Pass Partners,**  
284 **LLC, 19620 Waterford Court, Shorewood, MN 55331, on behalf of Gundersen Clinic,**  
285 **LTD, 1900 South Avenue, La Crosse, WI 54601 on parcel located at 3015 & 3075 Kinney**  
286 **Coulee Road South. (Tax Parcel #'s: 18-3649-1 & 18-3649-2)**

- 287  
288 1. CSM Fee of \$75.00 + \$10.00 per lot x 3 lots = \$105.00 due before final approval of CSM  
289 by the City. (PAID)
- 290  
291 2. New lot pins required. Intermediate lot stakes required for all lots over 150' in depth.
- 292  
293 3. CSM shall note all easements (water, sewer, storm, access, etc.).

Reviewed 3/16/2020 by Zach Peterson

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8

- 294  
295 4. Property owner to record said CSM with the La Crosse County Register of Deeds and  
296 provide a copy to the Engineering Department.  
297  
298 5. CSM to note all easements.  
299  
300 6. Driveway locations to be approved by City Engineer. No driveway access along State  
301 Highway 16 for Lot 2 and Lot 3. No South Kinney Coulee access along Lot 3.  
302  
303 7. All water, storm sewer, and sanitary sewer utilities shall be installed for Lot 1 and Lot 2,  
304 locations to be approved by the City Engineer. Any costs associated with utilities shall be  
305 borne by the applicant/owner utilities approved as part of the site plan approval.  
306  
307 8. Any future improvements to these parcels will be subject to additional City permits (i.e.,  
308 building permits, zoning approvals).  
309  
310 9. All conditions run with the land and are binding upon the original developer and all heirs,  
311 successors, and assigns. The sale or transfer of all or any portion of the property does not  
312 relieve the original developer from payment of any fees imposed or from meeting any  
313 other conditions.  
314

315 Katie said the Comprehensive Plan identifies this area as a Commercial District. The existing  
316 zoning is Light Industrial (M-1), with a PCID Overlay District. Venture Pass Partners, LLC is  
317 proposing to reconfigure and subdivide two parcels into three parcels at 3015 & 3075 South  
318 Kinney Coulee Road. Lot 1 will contain the Gundersen Renal Dialysis Center, and Lots 2 and 3  
319 are proposed to each contain new restaurant/retail facilities. A variety of cross-lot easements  
320 (including water, sewer, storm water, access, and signage) are required, and they are shown on  
321 the CSM included in subcommittee members' packets. Lots 2 and 3 will share access off of  
322 South Kinney Coulee Road. The proposed parcels meet all dimensional requirements of parcels  
323 in the Light Industrial Zoning District. Katie noted there are nine conditions of approval tied to  
324 this development.  
325

326 Skip asked if Item 7 requires Item 5 to be approved before Item 7 may be approved.  
327

328 Katie told Skip the reason Item 5 went forward in the agenda is there is a public hearing tied to  
329 it, otherwise the subcommittee would have first addressed the CSM. Katie said, "That's just an  
330 order of the agenda we have to follow based on when the applications came in. Are you asking  
331 if they have to be contingent upon one another?"  
332

333 Skip said it does not make sense to him to have the CSM approved if the Plan Commission does  
334 not approve the plan.  
335

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9

336 Jarrod explained that the CSM may run independently of zoning and said the applicant most  
337 likely would withdraw the CSM if the Plan Commission does not approve the zoning.

338

339 Motion by Jarrod, second by Skip, to approve with the nine stated conditions a Certified Survey  
340 Map (CSM) to subdivide and modify two (2) existing parcels and create three (3) parcels total by  
341 Venture Pass Partners, LLC, 19620 Waterford Court, Shorewood, MN 55331, on behalf of  
342 Gundersen Clinic, LTD, 1900 South Avenue, La Crosse, WI 54601 on parcel located at 3015 &  
343 3075 Kinney Coulee Road South. (Tax Parcel #'s: 18-3649-1 & 18-3649-2).

344

345 On voice vote, motion carried.

346

347 **Adjournment**

348

349 Motion by Jarrod, second by Skip, to adjourn at 4:49 p.m.

350

351 On voice vote, motion carried.

352

353

354 Recorded by:

355

356 Kirk Bey