

**Plan Commission Sub Committee**

**of the City of Onalaska**

Tuesday, March 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 4:31 p.m. on Tuesday, March 12, 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, 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. 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 a request by Derek Polum, Store Manager of Home**  
26 **Depot, to host an extended tent sale event in 2019 at 2927 Market Place, Onalaska, WI (Tax**  
27 **Parcel #18-3635-4)**

28

29 Katie said city staff had received a request from Home Depot on February 7, 2019 to allow the  
30 operation of its seasonal garden center that lasts from April 10, 2019 through August 10, 2019.  
31 Katie noted Home Depot has filed its application for a Temporary Outdoor Sales Tent Permit  
32 with the Inspection Department, and it intends to set up one temporary tent structure that  
33 measures 24-by-41 feet (984 square feet) and will sell plants. Katie said staff recommends  
34 approving Home Depot’s request, conditioned upon obtaining a tent permit from the Inspection  
35 Department.

36

37 Motion by Skip, second by Ald. Binash, to approve a request by Derek Polum, Store Manager of  
38 Home Depot, to host an extended tent sale event in 2019 at 2927 Market Place, Onalaska, WI  
39 (Tax Parcel #18-3635-4), conditioned upon obtaining a tent permit from the Inspection  
40 Department.

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42 Skip noted there are conditions tied to most items that come before the subcommittee, but there  
43 are no conditions tied to this item.

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45 Katie told Skip the condition is in the requested action, noting approval is conditioned upon  
46 obtaining a temporary tent permit.

47

48 On voice vote, motion carried.

49

50 **Item 5 – Review and Consideration of a Final Implementation Plan for a Planned Unit**  
51 **Development (PUD) application filed by Marvin Wanders of Three Sixty Real Estate**  
52 **Solutions, LLC, P.O. Box 609, La Crosse, WI 54602 for a multifamily residential**  
53 **development (103 units within four (4) structures) and a commercial/residential mixed-use**  
54 **development to be located at 200 Court Street, Court Street South, 300 Court Street South,**  
55 **400 Court Street South, Onalaska, WI 54650 (land owned by the City of Onalaska) (Tax**  
56 **Parcel #s 18-24-0, 18-25-0, 18-32-0 & 18-38-0)**

57

58 1. Park Fee of \$922.21 (per unit) due prior to issuance of building permit for each building.  
59 103 total units \* \$922.21/unit X 103 units = \$94,987.63 dollars.

60

61 2. Site Plan Review will be required for individual buildings/parking lots/drives/etc. to be  
62 reviewed and approved by City Staff prior to construction activities if done on a phased  
63 approach or all at one (1) time.

64

65 3. Development is contingent upon relocation of City Sanitary Sewer Lift Station. Lift  
66 station relocation is contingent upon funding of project as negotiated with developer.  
67 Sanitary Lift Station location, sizing, and design to be approved by City Engineer.

68

69 4. All infrastructure design for development to be approved by City Engineer. Water main  
70 to be looped to Irvin Street. Fire hydrants locations and number of hydrants to be  
71 approved by City Engineer. Storm sewer to be relocated and final location to be  
72 approved by City Engineer.

73

74 5. Parking within Court Street South right-of-way to be approved through lease or another  
75 form as deemed appropriate by City Legal Counsel.

76

77 6. Certified Survey Map of site to confirm locations of parcels, including vacated Right-of-  
78 Way and areas within Right-of-Way along 1<sup>st</sup> Avenue South.

79

80 7. Obtain Wisconsin DNR approval of soil contamination at City Shop (existing structure).

81

82 8. Hickory Street between Court Street South and 2<sup>nd</sup> Avenue South to be reconstructed as  
83 approved by City Engineer.

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- 84
- 85 9. Infrastructure costs with calculations to be submitted for City Engineer review.
- 86
- 87 10. Development shall obtain proper archaeological permits and have Archaeologist on-site
- 88 for ground disturbing activities.
- 89
- 90 11. Traffic circulation plan to be review and approved by City Engineer, including Fire
- 91 Department apparatus access.
- 92
- 93 12. Owner/developer shall record with the La Crosse County Register of Deeds the legal
- 94 description of the Downtown-Planned Unit Development and the Conditions of Approval
- 95 tied to the development. These conditions shall not lapse or be waived as a result of any
- 96 subsequent change in ownership of tenancy.
- 97
- 98 13. If in the future the owner/developer creates Declaration of Covenants, Conditions and
- 99 Deed Restrictions, etc. that at a minimum address maintenance, repair, and replacement
- 100 of parking lots/private drives, the buildings including all common areas and green spaces,
- 101 stormwater management/easement areas, as well as any ownership or use restrictions for
- 102 parcel/development; a copy shall be provided to the Planning Department and recorded at
- 103 the La Crosse County Register of Deeds. Any amendments to the aforementioned
- 104 document to be recorded at the La Crosse County Register of Deeds and a copy provided
- 105 to the Planning Department.
- 106
- 107 14. Owner/developer to submit a Master Signage Plan noting location(s) of freestanding
- 108 monument signs for internal traffic control as part of Final Implementation Plan process.
- 109
- 110 15. Master Grading and Stormwater plan to be reviewed & approved by the City Engineer.
- 111
- 112 16. Owner/developer to submit a digital and hard copy of the WIDNR NR 216/NOI
- 113 application, permit, approval letter and associated data prior to construction to the
- 114 Engineering Department. A City Erosion Control Permit for greater than one (1) acre of
- 115 land disturbance is required before any earth moving activities occur. Permit to be
- 116 reviewed and approved a minimum of ten (10) days prior to construction activities.
- 117
- 118 17. All erosion control BMPs (Best Management Practices) to be installed prior to the start of
- 119 any construction activities. Swale areas/stormwater ponds to be dug prior to start of
- 120 construction and prior to initial grading to act as sediment traps. Track pad(s) to be
- 121 installed with a minimum of 3 to 6-inch stones, one (1) foot deep and fifty (50) feet in
- 122 length. All disturbed areas to have black dirt placed and seeded with seven (7) days of
- 123 disturbance.
- 124
- 125 18. Master Utility Plan (including any phasing) to be reviewed and approved by the City

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- 126 Engineer, including a schedule. Any utilities dedicated to the City of Onalaska shall be  
127 in a dedicated right-of-way, outlot, or easement.  
128
- 129 19. Owner/developer to request and have the vacation/discontinuance of portions of Hickory  
130 Street and Green Street between 1<sup>st</sup> Avenue South and Court Street South finalized prior  
131 to any construction activities.  
132
- 133 20. Provide a phasing plan that determined what infrastructure/site improvements (grading,  
134 stormwater controls, landscaping, future road, utilities, etc.) are required with each phase  
135 for the development. Have scheduling include a map with a “bubble diagram” around  
136 each area noting proposed construction year.  
137
- 138 21. Parcels to be combined into one (1) parcel for the principal and accessory structures and  
139 the parking lot to be located on one parcel. Contact La Crosse County Land Information  
140 Department to complete this condition. Parcel modification to be completed prior to  
141 issuance of a building permit.  
142
- 143 22. City-furnished Inspector required during utility installations and developer to pay costs.  
144
- 145 23. As-builts of all utility work required to be submitted to the Engineering Department  
146 within sixty (60) days of occupancy of each building.  
147
- 148 24. Owner/developer to receive written approval from Xcel Energy regarding planned  
149 development in relation to easement(s) on the parcels in question.  
150
- 151 25. Building locations to be confirmed in relation to overhead power lines and Railroad  
152 Right-of-Way.  
153
- 154 26. Final, colored renderings of all four (4) sides of proposed buildings noting architectural  
155 elevations with details and materials to be reviewed and approved by the Plan  
156 Commission during the Final Implementation Plan process.  
157
- 158 27. Master Open Space Plan with provision for maintenance and pedestrian accessibility  
159 plan (trails, connections, etc.) to be reviewed and approved by the Engineering &  
160 Planning Departments.  
161
- 162 28. Master Landscaping Plan to be reviewed and approved by the Planning Department  
163 during the Final Implementation Plan process.  
164
- 165 29. All final Master water, sewer, drainage and grading plans for the entire development are  
166 required to be submitted for review and approval prior to any site plan review requests  
167 for individual buildings.

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30. Any future improvements to these parcels may be subject to additional City permits (i.e., site plan approvals, building permits, zoning approvals). Owner/developer shall pay all fees and have all plans reviewed and approved by the City prior to obtaining a building permit. Owner/developer must have all conditions satisfied and improvements installed per approved plans prior to issuance of occupancy permits.

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

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

Katie said this is the Final Implementation Plan for Three Sixty Real Estate Solutions, LLC's proposed development, the Great River Residences, for a Downtown Planned Unit Development. Katie noted previously 98 units had been proposed for this development. However, that number has since been increased to 102 units over the course of four structures. This includes a commercial development. All properties in question are owned by the City of Onalaska, and the streets that separate those parcels (Hickory Street, Green Street) have since been vacated. The city's Public Utilities Shop and garages are located on the parcels that will need to be demolished to facilitate construction. The proposed total cost of the project is \$16,653,847.98.

Katie said the tentative schedule for implementation is as follows:

- **April 2019:** Complete Entitlement Process/Approve Development Agreement
- **June 2019:** Begin Construction/Demolition
- **June 1, 2020:** Project Completion Date (for all structures)

The breakdown of the proposed structures (from north to south) is as follows:

- **Mixed Use Building:** 2,000 square feet for a coffee shop/restaurant with three efficiency apartments (formerly five). A circular drive-through is proposed for the coffee shop. Additional angular parking available along Hickory Street (one-way off State Trunk Highway 35), allowing nine stalls with a pedestrian way allowing access to the commercial structure. Parking for apartments is proposed for behind the 12-unit structure. There also is proposed stair and ADA ramp accessibility from the existing eastern parking lot.
- **Multifamily Structure No. 1:** 23,174 square feet with 12 units (mixture of 1, 2, and 3-bedroom units) and 13 garages with additional surface parking (15 stalls shared with

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- 209 Mixed Use Building).
- 210 • **Multifamily Structure No. 2:** 39,025 square feet with 21 units (mixture of 1, 2, and 3-
- 211 bedroom units) and 22 garages with seven stalls east of the structure and 11 stalls west of
- 212 the structure.
- 213 • **Multifamily Structure No. 3:** 79,980 square feet with 66 units (formerly 60) (mixture of
- 214 studios, 1 and 2-bedroom units) and has both underground (41 stalls) and 72 stalls of
- 215 surface parking.
- 216

217 Katie noted proposed renderings of all the structures have been included in subcommittee

218 members' packets. Katie also noted there have been no height increases. However, there have

219 been some setback changes; specifically, the distances have increased between the different

220 structures, with the Mixed Use Structure slated to be closer to Irvin Street that previously

221 planned. However, Katie said they are primarily the same. Katie also said overall the project

222 has been designed to accommodate unique slope and elevation changes. Katie noted

223 subcommittee members' packets include views that show what one would see if he/she were

224 driving along STH 35 and looked toward the Great River Residences. Katie noted there is a

225 definite elevation drop, and also that much of the project is built at a lower point. Katie said a

226 landscaping plan has been provided for the project, and work is being done for a signage master

227 plan. One menu board sign is proposed for the circular drive-through area. The sign would be

228 required to meet the city's maximum square footage regarding how large the sign may be. The

229 sign must be located on private property. There is no exact setback requirement shown. The

230 developer has the ability through the PUD process to ask for leniency from the city's 5-foot

231 setback rule.

232

233 Katie said city staff is reviewing the proposed Final Implementation Plan in addition to the Plan

234 Commission, and there might be additional conditions included at the March 26 Plan

235 Commission meeting to reflect staff comments. There are 32 conditions of approval tied to this

236 development.

237

238 Motion by Ald. Binash, second by Skip, to forward with the 32 conditions of approval to the

239 March 26 Plan Commission meeting review and consideration of a Final Implementation Plan

240 for a Planned Unit Development (PUD) application filed by Marvin Wanders of Three Sixty

241 Real Estate Solutions, LLC, P.O. Box 609, La Crosse, WI 54602 for a multifamily residential

242 development (103 units within four (4) structures) and a commercial/residential mixed-use

243 development to be located at 200 Court Street, Court Street South, 300 Court Street South, 400

244 Court Street South, Onalaska, WI 54650 (land owned by the City of Onalaska) (Tax Parcel #s

245 18-24-0, 18-25-0, 18-32-0 & 18-38-0).

246

247 Skip commended the city departments for the "very thorough and hard work" staff has done

248 regarding this project. Skip also referred to the proposed project cost and said it should be

249 rounded up to \$16.7 million based on the philosophy of a mathematics professor.

250

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251 Jarrod said city staff has been working with the owner’s engineer and the developer, noting they  
252 had examined a variety of infrastructure items. Comments were sent to the engineer, and Jarrod  
253 said, “We do envision the items that were noted are obtainable to be prepared to the next level. I  
254 do believe with the upcoming Plan Commission meeting we will have a plan that will be along  
255 far enough that the Engineering Department can feel comfortable in moving the plan forward.  
256 We will still have official site plan approval, so that will be the approval and the installation of  
257 the new utilities. We do have a variety of things at this site. The city is moving forward with  
258 moving the lift station and bidding out the lift station as a city-designed project. We are hoping  
259 to engage an engineer for that design after the Council meeting if we get approval tonight,  
260 hoping to have that project bid out by June to get it constructed yet this year. The developer will  
261 also be putting in new sanitary sewer and new watermain around the site. Also, as part of the  
262 developer’s work they will be moving the storm sewer that drains a number of city blocks and  
263 drains down into this area, and meeting some stormwater regulations.”  
264

265 Jarrod said traffic impacts likely will come up for discussion at the March 26 Plan Commission  
266 meeting, and he expressed hope that the owner’s engineer will be able to discuss the traffic  
267 impacts. Jarrod said the developer has noted a majority of vehicles stopping at the coffee shop  
268 will be driving southbound on STH 35 toward the City of La Crosse. Therefore, the movements  
269 in and out during the morning will be “relatively easy,” and they will not be conflicting  
270 movements with the incoming afternoon traffic left turns. Jarrod said fire access also was  
271 examined, noting the developer has shown the turning radiuses of the large ladder truck to be  
272 able to gain access to the site. Jarrod said staff still is working through some changes that were  
273 made since the last staff meeting, with the goal being that the changes are adequate for the Fire  
274 Department.

275  
276 Ald. Binash said it is his understanding the project will be done in phases, and he also said  
277 residents have asked if the height of the apartment complex will obstruct the view. Ald. Binash  
278 referred to Katie’s comments about the grade, noting it should be level with the commercial  
279 buildings that already exist along STH 35. Therefore, individuals who are traveling southbound  
280 on STH 35 should not have their view obstructed.

281  
282 Ald. Binash asked if the commercial part and the coffee shop will be constructed closest to the  
283 Great River Landing.

284  
285 Katie said yes.

286  
287 Ald. Binash noted Hickory Street runs east to west, and he asked if motorists exiting Hickory  
288 Street either will turn right or left onto a one-way street.

289  
290 Jarrod said that after the latest submittal and discussing the traffic plan with the developer,  
291 Hickory Street would be a one-way street from STH 35 to the west to enter the development.  
292 However, motorists would not be able to go out that direction. Jarrod said, “That street is in poor

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293 condition. It has intentionally not be repaved by the city due to the fact the development was  
294 coming. With that, there are some infrastructure utilities that have to go up that street to connect  
295 into [STH] 35. That street will be rebuilt, and we are looking at adding some angled parking  
296 along that due to it being one way. We're trying to have a few more parking spaces along that  
297 site.”

298

299 Ald. Binash asked if that is the same area where the lift station will be constructed.

300

301 Jarrod said it will be constructed across from the existing substation, noting it will be built on  
302 city-owned land to the south and west by First Avenue.

303

304 Ald. Binash asked if any road improvements are planned for Court Street, noting there are  
305 residences present.

306

307 Jarrod said staff had not looked at any alley/street improvements on South Court Street, noting  
308 the developer will be connecting in at the present alley location at the southern end of his  
309 development. Jarrod said Fern Street and that section of the alley were repaved in 2012 during  
310 the STH 35/2<sup>nd</sup> Avenue reconstruction project. Jarrod noted it is not as wide as a city street and  
311 said it likely will be posted as no parking in the future. Jarrod said no improvements are planned  
312 along Court Street at this time.

313

314 Katie said it will be possible to see the new structures beyond the businesses, noting there is  
315 approximately 1½ stories of the apartment building, and approximately one story of both the 12-  
316 unit structure and the 21-unit structure. Katie said, “You will see the apartments, but you're not  
317 going to see four stories of the apartments that much higher beyond it. You will be able to see  
318 up and over them.”

319

320 On voice vote, motion carried.

321

322 **Item 6 – Notification of Closed Session to be held at Plan Commission meeting on March**  
323 **26, 2019 regarding:**

324

- 325 • Discussion and Consideration of a Development Agreement with Marvin Wanders of  
326 Three Sixty Real Estate Solutions, LLC, P.O. Box 609, La Crosse, WI 54602 as  
327 associated with Tax Incremental District (TID) #5

328

329 Katie said this item is to inform Plan Commission members of the Closed Session scheduled for  
330 March 26, adding the subcommittee will not be discussing it today.

331

332 City Administrator Rindfleisch noted the current posting would be for Three Sixty Real Estate  
333 Solutions, LLC, and he said the posting will change to be in agreement with GRR Onalaska,  
334 LLC.

Reviewed 3/14/19 by Katie Aspenson

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336 **Adjournment**

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338 Motion by Skip, second by Ald. Binash, to adjourn at 4:49 p.m.

339

340 On voice vote, motion carried.

341

342

343 Recorded by:

344

345 Kirk Bey