

**Plan Commission Sub Committee**

**of the City of Onalaska**

Tuesday, August 14, 2018

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, August 14, 2018. It was noted that the meeting had been announced  
3 and 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

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 an annexation application of 0.04 acres directly**  
25 **adjacent to (north of) 9522 East 16 Frontage Road filed by Nicholas Roush, Roush Rentals,**  
26 **707 La Crosse Street, Office 102, La Crosse, WI 54601 on behalf of Elmwood Partners,**  
27 **1859 Sand Lake Road, Onalaska, WI 54650 (Tax Parcel #9-63-3)**

- 28  
29 1. Annexation land to be placed in the R-4 Multifamily Residential Zoning District.  
30  
31 2. Upon finalized annexation, property owner to merge Tax Parcels #9-63-3 and 18-3613-3  
32 into a single parcel. Contact the La Crosse County Land Records to complete this  
33 condition. Parcel merge to be completed prior to issuance of a Building Permit.  
34  
35 3. Owner/developer shall pay all fees and have all plans review and approved by the City  
36 prior to obtaining a building permit. Owner/developer must have all conditions satisfied  
37 and improvements installed per approved plans prior to issuance of occupancy permits.  
38  
39 4. All conditions run with the land and are binding upon the original developer and all heirs,  
40 successors and assigns. The sale or transfer of all or any portion of the property does not  
41 relieve the original developer from payment of any fees imposed or from meeting any  
42 other conditions.

Reviewed 8/17/18 by Jarrod Holter

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43

- 44 5. Any omissions of any conditions not listed in minutes shall not release the property  
45 owner/developer from abiding by the City’s Unified Development Code requirements.

46

47 Jarrod noted a map of the proposed annexation has been included in subcommittee members’  
48 packets, and he said this is to “clean up” the parcel owned by Roush Rentals, which plans to  
49 construct a multifamily residential development on the site. Jarrod said, “In order to facilitate  
50 their development, they really need this in the city as part of the development to properly put in  
51 their parking lot to get it to work with the fire radiuses. Jarrod noted the parcel in question is  
52 located directly adjacent to 9522 East 16 Frontage Road, and he said once the property is  
53 annexed it will be zoned to Multifamily Residential (R-4) and merge with Tax Parcel No. 18-  
54 3613-3. Jarrod noted the parcel in question is slightly larger than 1,800 square feet and reiterated  
55 this is to “clean up” a parcel map.

56

57 Motion by Ald. Binash, second by Skip, to approve with the five listed conditions an annexation  
58 application of 0.04 acres directly adjacent to (north of) 9522 East 16 Frontage Road filed by  
59 Nicholas Roush, Roush Rentals, 707 La Crosse Street, Office 102, La Crosse, WI 54601 on  
60 behalf of Elmwood Partners, 1859 Sand Lake Road, Onalaska, WI 54650 (Tax Parcel #9-63-3).

61

62 Ald. Binash noted the area being annexed currently belongs to the Town of Medary and is  
63 located next to State Trunk Highway 16.

64

65 Jarrod noted the parcel in question is located along the golf course at the La Crosse Country  
66 Club, or the north side of the property.

67

68 On voice vote, motion carried.

69

70 **Item 5 – Review and Consideration of a Certified Survey Map (CSM) submitted by Terry**  
71 **Weiland, 600 L Hauser Road, Onalaska, WI 54650, to create three (3) buildable lots and**  
72 **two (2) outlots (2.434 total acres) from one (1) parcel at 2225-2231 Abbey Road, Onalaska,**  
73 **WI 54650 (Tax Parcel #18-4511-301)**

74

75 1. Street and utility improvements to be installed to City standards for future street to  
76 Westerly lot line of Lot 3 (approximately 100 feet west of Abbey Road Westerly right of  
77 way). Temporary cul-de-sac to be installed at end of improvements.

78

79 2. Recorded copy of Final CSM to be submitted to City Engineering Department.

80

81 3. New lot pins required for all new parcels. Intermediate lot stakes required for all lots  
82 over 150’ in depth.

83

84 4. CSM shall note all easements.

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- 85
- 86 5. Any future improvements to these parcels may be subject to additional City permits (i.e.,
- 87 building permits, zoning approvals).
- 88
- 89 6. All conditions run with the land and are binding upon the original developer and all heirs,
- 90 successors and assigns. The sale or transfer of all or any portion of the property does not
- 91 relieve the original developer from payment of any fees imposed or from meeting any
- 92 other conditions.
- 93
- 94 7. Any omissions of any conditions not listed in committee minutes shall not release the
- 95 property owner/developer from abiding by the City's Unified Development Code
- 96 requirements.
- 97

98 Jarrod noted a Certified Survey Map has been included in subcommittee members' packets, and

99 he also noted he has submitted an updated version of the CSM, which subcommittee members

100 received this afternoon. Jarrod said the updated CSM has one alteration on Outlot No. 2, which

101 is located in the bottom right corner of the proposed lots. Jarrod said Tax Parcel No. 18-4511-

102 301 is currently under construction for a four-unit townhome development. The development is

103 being constructed on Lot 1 of the CSM. The applicant intends to subdivide the parcel to allow

104 an access road through the central area and create two additional buildable lots (Lots 2 and 3).

105

106 Jarrod said, "When we look at this map, you can see that Lot 3 on the southern border is

107 adjoining the development that was approved approximately one year ago for the PUD [Planned

108 Unit Development] that we actually looked at putting a future roadway in to service the area to

109 the west. There are areas in the township to the west that we were looking at securing lands from

110 not only that PUD, but also this area for a future road. In talking with the developer, it fits better

111 due to the existing powerline easement [and] he is willing to dedicate all of the future street that

112 is shown on this Certified Survey Map as Outlot 3 to be dedicated for the public as a city street.

113 The future dedication of the street that was outlined in the PUD for the development to the south

114 of this area would not need the future street along the south property line."

115

116 Jarrod referred to Outlot 2 on the CSM, which is located along Abbey Road, and said part of this

117 area is part of Outlot 1 from Abbey Road Estates. Part of this outlot would remain, and Jarrod

118 said it would provide access to a private driveway that would be installed to service the former

119 PUD that contains multiple apartment buildings. Jarrod explained that instead of having a public

120 street located along the south line, a private driveway would service only that development.

121 Jarrod also explained that the public street that would service the future Heritage Hills

122 development would be from the newly platted city street from Abbey Road, splitting Lots 1, 2

123 and 3. Jarrod referred to the conditions of approval included in subcommittee members' packets

124 and said he believes Condition No. 1, which is stated above, should be discussed at the August

125 28 Plan Commission meeting. Jarrod noted construction currently is occurring on Lot 1; Lot 3

126 has street frontage along Abbey Road; and Outlot 2, which was secured for future road frontage,

Reviewed 8/17/18 by Jarrod Holter

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127 should be disposed of as part of the development to either be given to Lot 3 or transferred to the  
128 developer for the dedication of the right-of-way that splits Lot 1 and Lot 3. Jarrod noted Lot 2 is  
129 located along the future street frontage and said, “In order to have a dedicated lot you must have  
130 city street frontage. The plan would be that in order for Lot 2 to be built on, the future street  
131 would have to be dedicated and built to city standards at least to the start of the lot line between  
132 Lots 2 and 3. That is approximately 100 feet west. And at such time that any developer  
133 occurred further to the west, that developer would tie onto that street and extend it out. But we  
134 would have secured the future street right-of-way for that, so we’d have it planned for the future.  
135 That way, Lot 2 could use the first 100 feet of the road with the temporary cul-de-sac to have  
136 access to just that lot until such time that would happen.”

137

138 Motion by Ald. Binash, second by Skip, to approve with the seven listed conditions a Certified  
139 Survey Map (CSM) submitted by Terry Weiland, 600 L Hauser Road, Onalaska, WI 54650, to  
140 create three (3) buildable lots and two (2) outlots (2.434 total acres) from one (1) parcel at 2225-  
141 2231 Abbey Road, Onalaska, WI 54650 (Tax Parcel #18-4511-301).

142

143 Skip asked if the subcommittee is examining a survey map.

144

145 Jarrod said the subcommittee is examining a Certified Survey Map.

146

147 Skip asked if another survey would have to be done if the request is denied.

148

149 Jarrod said the applicant could resubmit the application with any requested changes. Jarrod also  
150 said, “Right now all of this area is one lot. You are allowed to build one building per lot. If you  
151 do not approve the Certified Survey Map, this relatively large piece of land – I think it’s about 4  
152 acres total – would stay as one four-unit building on that piece of land. [The developer] would  
153 not be able to [do] any further building on that land.”

154

155 Skip said, “So by approving the Certified Survey Map, we [also] approve breaking this up so that  
156 they can have more flexibility.”

157

158 Jarrod said, “They would have more flexibility and would be allowed to build further buildings.  
159 The developer at this time, his intention from what we have been informed, is that Lot 3 would  
160 have a five-unit building on it, and Lot 2 would be a townhome-type building. [Specifically], a  
161 duplex-type townhome. ... You have this 80-foot Dairyland [Power] easement where you cannot  
162 build anything in it. It made it really hard for the developer to utilize the land the way ... It’s  
163 going at a 45-degree angle. It made it difficult for the developer to probably really develop the  
164 land to the fullest extent that he could have.”

165

166 Skip asked if a building is allowed under the Dairyland Power easement.

167

168 Jarrod said no structures are allowed in the 80-foot easement. Parking and storm water retention

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169 are allowed under it.

170

171 Skip asked if the buildings themselves would have to be outside the easements.

172

173 Jarrod said yes.

174

175 Ald. Binash asked if the easements are located to the north or to the west.

176

177 Jarrod referred to a dashed line on the CSM and said it represents the 80-foot Dairyland Power  
178 easement. Jarrod noted it cuts right through the middle from the southeast corner to the  
179 northwest corner of the property. Jarrod noted Lot 2 is 14,000 square feet and said part of that  
180 lot is not buildable, and he said that is the reason the developer chose to attempt to dedicate the  
181 entire street on his property. Jarrod said, "If we take some of the property on the south, it's not  
182 conducive because that's some of the best developable property that's not under the powerline."

183

184 Ald. Binash noted that development will occur both on Lot 2 and Lot 3, and he asked if Lot 1 is  
185 yet to be developed.

186

187 Jarrod said construction of a four-unit building is currently under way on Lot 1.

188

189 On voice vote, motion carried.

190

191 **Adjournment**

192

193 Motion by Skip, second by Ald. Binash, to adjourn at 4:43 p.m.

194

195 On voice vote, motion carried.

196

197

198 Recorded by:

199

200 Kirk Bey