

Plan Commission Sub Committee

of the City of Onalaska

Tuesday, September 10, 2019

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, September 10, 2019. 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. Tom Smith, Skip Temte, City
6 Engineer Jarrod Holter

7
8 Also Present: Planning Manager Katie Aspenson, Planning Technician Zach Peterson

9
10 **Item 2 – Approval of minutes from the previous meeting**

11
12 Motion by Skip, second by Ald. T. Smith, to approve the minutes from the previous meeting as
13 printed 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. T. Smith called three times for anyone wishing to provide public input and closed that
20 portion 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 application filed by Chris**
25 **McGuire of Kwik Trip, Inc., 1626 Oak Street, La Crosse, WI 54601 on behalf of KT Real**
26 **Estate Holdings, LLC, PO Box 2107, La Crosse, WI 54601 to allow construction of a 2,000**
27 **square foot attached car wash at the property located at 2800 Abbey Road, Onalaska, WI**
28 **54650 (Tax Parcel #18-6423-0)**

29
30 Katie said the applicant is requesting a CUP to construct a 2,000 square foot addition of a car
31 wash facility located at 2800 Abbey Road in Onalaska. The proposed development is currently
32 zoned as B-1, which is compatible and consistent with businesses surrounding the development.
33 The applicant states that the Kwik Trip location will be well-lit and staffed 24 hours a day, seven
34 days a week. Katie said the washing of vehicles on a parcel in the Neighborhood Business (B-1)
35 District is permitted only by CUP per Section 13-5-17(e), and pursuant to standards set forth in
36 Sections 13-8-11. While the city has no basis for denial of the CUP, it has found a basis to
37 impose the following conditions:

- 38
39 1. Owner/developer shall pay all fees and have all plans reviewed and approved by the City
40 prior to obtaining a building permit. Owner/developer must have all conditions satisfied
41 and improvements installed per approved plans prior to issuance of occupancy permits.
42 **Substantial Evidence:** This condition provides notice to the owner/developer that they
43 are to follow procedure for orderly development in the City of Onalaska in order to

Plan Commission Sub Committee

of the City of Onalaska

Tuesday, September 10, 2019

2

- 44 promote the health, safety and welfare of the City.
45
46 2. All conditions run with the land and are binding upon the original developer and all heirs,
47 successors and assigns so long as the conditional use is being actively used. **Substantial**
48 **Evidence:** This condition acknowledges and provides public notice of the term and puts
49 the owner/developer and future owners on notice that they are bound by the conditions
50 and that they can continue the use as long as they follow the conditions and actively use
51 the conditional use.
52
53 3. Owner/developer shall abide by the City’s Ordinances, Unified Development Code and
54 Building Code requirements, as amended. **Substantial Evidence:** This condition
55 assures the owner/developer understands they must follow the city’s Unified
56 Development Code and Building Code, which they are required to follow in every way,
57 and that as they are receiving the benefit of being allowed to have a use that is not within
58 the standards of the City’s zoning code, failure to follow City ordinances may result in
59 loss of their Conditional Use Permit.
60
61 4. The Conditional Use Permit shall be reviewed every five (5) years to ensure continued
62 use. **Substantial Evidence:** This shifts the burden to the owner of the property to
63 provide proof that the use is active and continuing. Ensuring that existing permits are
64 still valid and being properly used ensures compliance with the City’s procedures and
65 ordinances, and promotes interaction and communication with the City, which furthers
66 orderly development and the health, safety and welfare of the City.
67

68 Katie noted a public hearing will be held at the September 24 Plan Commission meeting.
69

70 Motion by Skip, second by Ald. T. Smith, to forward with the four stated conditions to a public
71 hearing at the September 24 Plan Commission meeting review and consideration of a
72 Conditional Use Permit application filed by Chris McGuire of Kwik Trip, Inc., 1626 Oak Street,
73 La Crosse, WI 54601 on behalf of KT Real Estate Holdings, LLC, PO Box 2107, La Crosse, WI
74 54601 to allow construction of a 2,000 square foot attached car wash at the property located at
75 2800 Abbey Road, Onalaska, WI 54650 (Tax Parcel #18-6423-0).
76

77 **Chris McGuire, Kwik Trip, Inc.**
78 **1626 Oak Street**
79 **La Crosse**
80

81 Chris noted the staff report states a 2,000 square foot attached car wash will be constructed, and
82 he said it also will include a building addition inside.
83

84 Katie told Chris the building addition does not require a CUP and noted it only is the use of the
85 car wash. Katie asked Chris if the car wash addition is 2,000 square feet alone.
86

Plan Commission Sub Committee

of the City of Onalaska

Tuesday, September 10, 2019

3

87 Chris told Katie it is.

88

89 Katie told Chris this does not take into consideration any part of the addition; rather, only the
90 use.

91

92 On voice vote, motion carried.

93

94 **Item 5 – Review and Consideration of a General Development Plan for a Planned Unit**
95 **Development (PUD) application filed by the City of Onalaska, 415 Main Street, Onalaska,**
96 **WI 54650 to replace the R-160 Zoning District for the “Country Air Estates Subdivision”**
97 **containing 57 (fifty-seven) lots for single-family dwellings**

98

99 1. Owners shall abide by all requirements and conditions of the County Air Estates
100 Preliminary Plat and Final Plat approved by the Common Council on April 12, 1988 and
101 June 14, 1988, respectively.

102

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

108

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

113

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

116

117 Katie said the city currently has an R-160 zoning designation, which is the zoning for the 57
118 properties listed in the staff memo. Katie said that as part of the United Development
119 Code/Zoning Ordinance rewrite, staff is proposing to delete the R-160 Zoning District and
120 instead create a Planned Unit Development Overlay District that will give those same property
121 district regulations that have been included in subcommittee members’ packets. Those
122 regulations include:

123

- 124 • A minimum lot width of 60 feet
- 125 • A minimum lot area of 6,300 square feet
- 126 • A minimum building width of the principal structure to be 20 feet
- 127 • A maximum building of 35 feet

Plan Commission Sub Committee

of the City of Onalaska

Tuesday, September 10, 2019

4

- 128 • A street yard minimum of 25 feet; a street yard maximum of 40 feet; and a street yard
129 maximum of 60 feet on a cul-de-sac. Street yard may be averaged between two abutting
130 property street yard setbacks as determined by the Inspection Department.
- 131 • A rear yard minimum of 25 feet
- 132 • A side yard minimum of 6 feet
- 133

134 Katie said the city is requesting approval of the General Development Plan for the PUD. If the
135 Plan Commission Subcommittee recommends approval, there are four conditions of approval. A
136 public hearing will be held at the September 24 Plan Commission meeting.

137
138 Motion by Skip, second by Ald. T. Smith, to forward with the four stated conditions to a public
139 hearing at the September 24 Plan Commission meeting Review and Consideration of a General
140 Development Plan for a Planned Unit Development (PUD) application filed by the City of
141 Onalaska, 415 Main Street, Onalaska, WI 54650 to replace the R-160 Zoning District for the
142 “Country Air Estates Subdivision” containing 57 (fifty-seven) lots for single-family dwellings.

143
144 Skip asked, “Will this allow, shall we say, reduce the cost of the houses by having this sort of
145 thing rather than the R-1?”

146
147 Katie said no and stated, “It basically retains the setbacks and the lot widths that they have today
148 and enjoy, and it will allow them to continue to do this in the future.” Katie noted city staff had
149 sent out a letter a few weeks ago to all the property owners informing them of this, adding the
150 property owners also had received the public hearing notice.

151
152 Skip asked if this would be considered a “clean-up.”

153
154 Katie said yes, noting all the properties would be considered nonconforming parcels without the
155 change. Katie said, “We don’t want to create that, so this PUD allows them to operate as they
156 have in the past and still be considered conforming.” Katie also noted property owners have
157 come forward with both comments and questions, and she said staff is informing them of the
158 process and attempting to educate them to the best of their ability.

159
160 On voice vote, motion carried.

161
162 **Adjournment**

163
164 Motion by Jarrod, second by Skip, to adjourn at 4:39 p.m.

165
166 On voice vote, motion carried.

167
168
169 Recorded by:

170
171 Kirk Bey