

# CITY OF ONALASKA MEETING NOTICE

**COMMITTEE/BOARD:** Plan Commission  
**DATE OF MEETING:** September 27, 2016 (Tuesday)  
**PLACE OF MEETING:** City Hall-415 Main Street  
**TIME OF MEETING:** 7:00 P.M.

## PURPOSE OF MEETING

1. Call to Order and roll call.
2. Approval of minutes from the previous meeting.
3. Public Input (limited to 3 minutes per individual).

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

4. **Public Hearing: Approximately 7:00 PM (or immediately following Public Input)** for consideration of a substantial modification to the Crossroads Center Planned Commercial Industrial District (PCID) at 9348 State Road 16, Onalaska, related to signage submitted by Bruce Lundgren, on behalf of JLP Associates II of Eden Prairie, 6500 City West Parkway, Suite 315, Eden Prairie, MN 55344-7701 (Tax Parcel# 18-3530-10, 18-3531-5, 18-3531-7).
5. **Public Hearing: Approximately 7:10 PM (or immediately following the previous hearing at 7:00 PM)** for consideration of a substantial modification to the Crossroads Center II Planned Commercial Industrial District (PCID) at 9348 State Road 16, Onalaska, related to construction of MOKA (freestanding coffee shop) submitted by Bruce Lundgren, on behalf of JLP Associates II of Eden Prairie, 6500 City West Parkway, Suite 315, Eden Prairie, MN 55344-7701 (Tax Parcel# 18-3530-10).

PLEASE TAKE FURTHER NOTICE that members of the Common Council of the City of Onalaska who do not serve on the committee may attend this meeting to gather information about a subject over which they have decision making responsibility.

Therefore, further notice is hereby given that the above meeting may constitute a meeting of the Common Council and is hereby noticed as such, even though it is not contemplated that the Common Council will take any formal action at this meeting.

#### **NOTICES MAILED TO:**

\* Mayor Joe Chilsen, Chair

Ald. Jim Binash

Ald. Jim Olson

Ald. Jim Bialecki

\*Ald. Bob Muth

Ald. Barry Blomquist

Ald. Harvey Bertrand

\* Jarrod Holter, City Engineer

City Attorney Dept Heads

La Crosse Tribune

Onalaska Holmen Courier Life

WKTY WLXR WKBT WXOW WLAX

\*Committee Members

\*Jan Brock

\*Paul Gleason

\*Knut Temte

\*Craig Breitsprecher

\* Andrea Benco - Chair Parks & Rec.

\*\* Victor Hill - Vice Chair Parks & Rec.

Omni Center

Onalaska Public Library

Date Notices Mailed and Posted: 9-22-16

In compliance with the Americans with Disabilities Act of 1990, the City of Onalaska will provide reasonable accommodations to qualified individuals with a disability to ensure equal access to public meetings provided notification is given to the City Clerk within seventy-two (72) hours prior to the public meeting and that the requested accommodation does not create an undue hardship for the City.

6. **Public Hearing: Approximately 7:20 PM (or immediately following the previous hearing at 7:10 PM)** for consideration of a rezoning request filed by Tyler Edwards on behalf of Menard, Inc. Properties, 5101 Menard Drive, Eau Claire, WI 54703, from a combination of Light Industrial (M-1) and Industrial (M-2) to Light Industrial (M-1) and Industrial (M-2) to accommodate new CSM parcel boundaries at 1301 Sand Land Road / County Road S / 902 Riders Club Road, Onalaska, WI 54650, (Tax Parcels #18-4523-25, 18-4523-26, 18-4523-27, & 18-4523-28).
7. Discussion and consideration of an amendment to the Unified Development Code (UDC) regarding draft language for the creation of a new Medical Campus Zoning District.
8. Review and discussion of a general Boundary Agreement between the City of Onalaska and the Town of Medary and notification of a public hearing regarding the boundary agreement on November 17, 2016.
9. Adjournment.



# CITY OF ONALASKA

## STAFF REPORT

Plan Commission – September 27, 2016

Agenda Item:

# 4

- Agenda Item: Public Hearing & Request to amend the Crossroads Center (PCID) Development.
- Applicant/Owner: Bruce Lundgren of JLP Associates II of Eden Prairie, 6500 City West Parkway, Suite 315, Eden Prairie, MN 55344-7701
- Parcel Number: 18-3530-10
- Site Location: Crossroads Development, 9348 State Road 16, Onalaska, WI 54650
- Existing Zoning: Light Industrial (M-1) District with Planned Commercial Industrial District (PCID) Overlay

### Background:

The applicant is requesting to amend the Planned Commercial Industrial District (PCID) development to allow a new, larger pylon sign to replace the existing multi-tenant sign serving Crossroads Center Development. The original development was allowed one (1) freestanding sign in 1983 (20' high and 100 SF), which has been routinely refaced with the addition of new tenants over throughout the life of the development. In 1991, Crossroads II was allowed a second freestanding sign off Braund Street, originally noting "Crossroads Center" and Ciatti's. This sign was re-faced to now advertise Ground Road.

Currently, neighboring properties have both taller and larger signs (Wendy's, Good Year, Valley Plaza, etc.) advertising their businesses. Wendy's and the TJ Maxx multi-tenant signs are within 100 feet of the multi-tenant sign serving Crossroads Center which, according to the City's Unified Development Code, limits new signage to a maximum of 15' in height and 60 square feet – which is substantially less than what exists today.

The applicant is requesting to increase the height of the sign from 20 feet to 28 feet and increase the square footage from 100 SF to 200 SF. The method to allow this change is through an amendment to the Planned Commercial Industrial District as the original sign was permitted as part of the initial development. The intention is to identify the shopping center name, anchor tenants, and incorporate an electronic message center for smaller tenants. Please see the enclosed documents for the proposed sign, existing site plan, and a letter from the applicant for your consideration. City staff have also contacted the Wisconsin Department of Transportation for comments the proposed activity.

Action Requested: As a public hearing will be held, testimony from the public should be listened to and considered before deciding on the requested PCID amendment application.

# REQUEST FOR ACTION & POSSIBLE CONSIDERATION BY PLAN COMMISSION:

September 27, 2016

## Agenda Item 4:

### Public Hearing and Consideration of a substantial modification to the Crossroads Center Planned Commercial Industrial District (PCID) at 9348 State Road 16, Onalaska, related to signage submitted by Bruce Lundgren of JLP Associates II of Eden Prairie, 6500 City West Parkway, Suite 315, Eden Prairie, MN 55344-7701 (Tax Parcel# 18-3530-10).

1. PCID Amendment Fee of \$700.00 (PAID).
2. Abide by all conditions of original PCID Plan approved in January 10, 1989, October 10, 1989 and PCID amendments in July 10, 1990, May 14, 1991, and Site Plan approved in March 19, 1991.
3. Project requires a Sign Permit as approved by the City of Onalaska.
4. Sign shall comply with the following regulations set forth in Wisconsin State Statute 84.30 (4) (b) & (bm) governing Electronic/Lighted/Multiple Message/LED signing for on-premise signing.

(bm) Signs may contain multiple or variable messages, including messages on louvers that are rotated and messages formed solely by use of lights or other electronic or digital displays, that may be changed by any electronic process, subject to all of the following restrictions:

1. Each change of message shall be accomplished in one second or less.
2. Each message shall remain in a fixed position for at least 6 seconds.
3. The use of traveling messages or segmented messages is prohibited.
4. The Wisconsin Department of Transportation, by rule, may prohibit or establish restrictions on the illumination of messages to a degree of brightness that is greater than necessary for adequate visibility.
5. 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.
6. All conditions run with the land and are binding upon the original developer 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.
7. Any omissions of any conditions not listed in committee minutes shall not release the property owner/developer from abiding by the City's Unified Development Code requirements.



August 10, 2016

Katie Aspenson, AICP  
Interim Land Use & Development Director  
Planning/Zoning Dept.  
City of Onalaska

**RE: FORMAL REQUEST FOR AN AMENDMENT TO THE PLANNED  
COMMERCIAL INDUSTRIAL DISTRICT (PCID/PUD) FOR  
CROSSROADS CENTER DEVELOPMENT TO ACCOMMODATE A  
NEW LARGER PYLON SIGN**

Dear Katie:

JLP Associates II of Eden Prairie, the owner of Crossroads Center, requests an amendment to the PCID / PUD for the Pylon Sign at Crossroads Center Development. Crossroads Center received our sign permit in 1989 when we constructed our center after Cub Foods sign permit was issued in 1983. Additionally, Wendy's was up and operating and had their sign approval prior to ours. Both Wendy's and Cub's signs are within 100 feet of our sign parcel which limits our sign to 100 square feet and 20 feet in height. Our shopping center has a separate parcel for the pylon sign which is Tax Parcel 18-3531-5.

Wendy's, Goodyear and Valley Plaza all have taller and some larger signs even though their buildings are much smaller and sit with excellent visibility to Highway 16. Crossroads Center is 68,196 square feet with 16 tenants and limited visibility (see attached site lines plan). Our current sign is only large enough to include our four anchor tenants which leaves 12 smaller tenants with no ability to sign.

What we would like to see is our sign at the same height as TJ Maxx, PetSmart and Old Navy's sign which is 28 feet tall, and increase the sign size to 200 square feet per side. This would allow us to identify the shopping center name, our anchor tenants and add a messaging board for our smaller tenants. This new sign is designed to match our new color scheme as part of an overall makeover and remodeling currently taking place at Crossroads Center. Our existing sign is dwarfed by neighboring signs and does not properly represent our shopping center (please see attached pictures).

Your consideration of our request will be greatly appreciated.

Best Regards,

A handwritten signature in blue ink, appearing to read "Bruce E. Lundgren", is written over the typed name.

Bruce E. Lundgren, on behalf of  
JLP Associates II of Eden Prairie



City of Onalaska, Department of Planning & Zoning, 415 Main Street, Onalaska, WI 54650

### PUD / PCID AMENDMENT APPLICATION

The following checklist will ensure the timely processing of your application:

- ➔ **Overview/ Cover Letter Describing the following:**
    - ▶ Detailed Description of Proposed Amendment
    - ▶ Plan Set including: Grading/Drainage, Utilities, Site Layout, Landscaping, etc.
  - ➔ **\$700 Permit Application Fee** (Payable to the City of Onalaska) if a Public Hearing is requested or required\*.
- If incomplete, no further processing of the application will occur until the deficiencies are corrected.*

An amendment to an approved Planned Unit Development (PUD) or Planned Commercial Industrial District (PCID) may be proposed at any time. Amendments shall be initiated by submitting a completed application by owners of the parcels in question. Depending on the degree of the amendment, a public hearing may be required by the Plan Commission.

\*Any changes to the PUD/PCID requires Plan Commission and if determined a substantial change, the Plan Commission and Common Council will review the amendment with a public hearing.

#### Brief Description of Request to Amend a PUD or PCID.

Amend the PCID to accommodate a larger sign of 28' tall and 200 square feet of signage per side. This will allow all of our Tenants to have an opportunity to sign through the use of an electronic messaging center.

**Property Address:**

**Parcel Number:**

18-3531-5 Sign Parcel  
18-3530-10 Shopping Center Parcel  
18-3531-7 Easement

**Zoning District:** m-1, w/PCID

**Applicant: JLP Associates II of Eden Prairie**

Mailing Address: 6500 City West Parkway, Suite 315  
City, State, Zip: Eden Prairie, MN 55344

Phone Number: 952-941-0662  
Email: brucelundgren@sdcretail.com  Primary Contact

**Business:**

Owner/Contact:

Mailing Address:

City, State, Zip:

Phone Number:

Email:  Primary Contact

**Property Owner:**

Contact: Bruce Lundgren

Mailing Address: 6500 City West Parkway, Suite 315  
City, State, Zip: Eden Prairie, MN 55344

Phone Number: 952-941-0660  
Email: brucelundgren@sdcretail.com  Primary Contact

The undersigned hereby makes an application for the location stated herein. The undersigned agrees that all work shall be done in accordance with the requirements of the City of Onalaska Unified Development Code / Zoning Ordinance and with all other applicable City Ordinances and the laws and regulations of the State of Wisconsin.

<b>Signature of Applicant:</b> <i>Bruce Lundgren</i>	<b>Date:</b> 8-10-16
<b>Signature of Property Owner:</b> <i>Bruce Lundgren, Partner</i>	<b>Date:</b> 8-10-16
<b>OFFICE USE ONLY:</b>	<b>Permit Number:</b>
Date Submitted: 8/11/16	Application Received by: <i>LA</i>
Permit Fee: \$700	

JLP ASSOCIATES II OF EDEN PRAIRIE / 18-

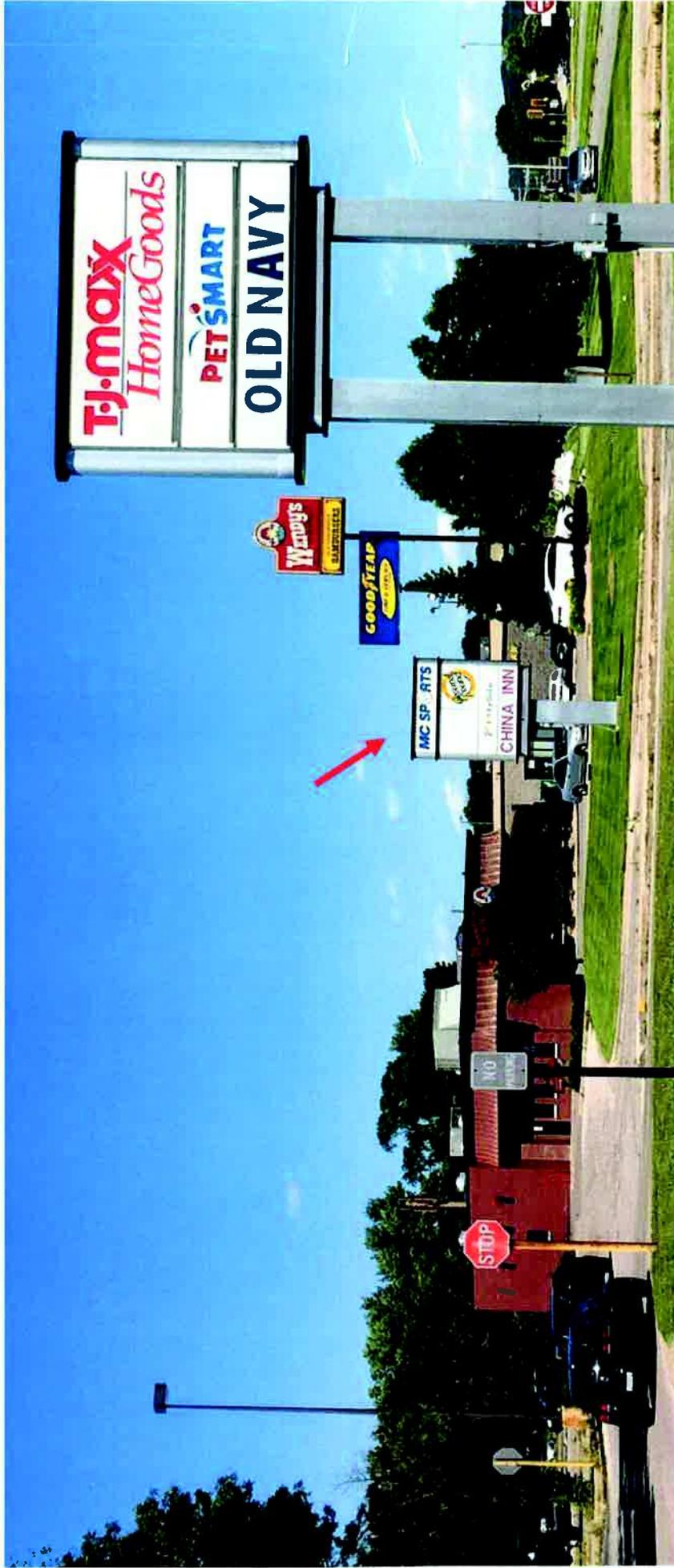
=====

CITY OF ONALASKA  
REC#: R00053679 08/11/2016 11:16 AM  
TRAN: 450 PLANNING & ZONING  
OPER: CI TERM: 1  
TKBY : CASH 01

"Existing signage" #1



"Existing Signage" #2



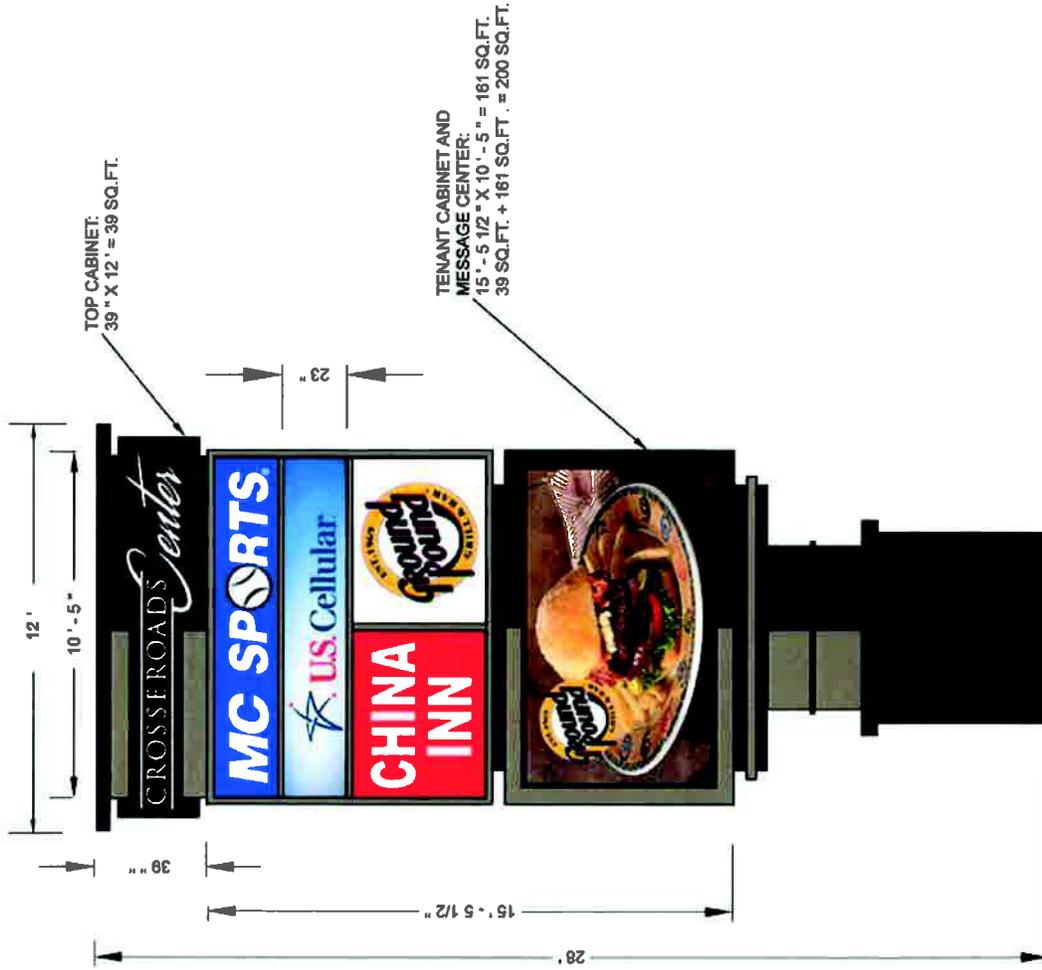
"Existing Signage" #3



**DESCRIPTIVE TITLE** PYLON SIGN CONCEPT.

**SPECIFICATION NOTES**

**A** ILLUMINATED DOUBLE FACED PYLON SIGN.



This artwork is copyrighted and may not be otherwise used without permission. It is the property of La Crosse Sign Co., Inc. and must be returned to them.

LA CROSSE SIGN CO. 2502 MELBY STREET • EAU CLAIRE, WISCONSIN 54601

**COLOR KEY**

**FILE**

**SALES**

**DESIGN**

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_ Landlord: \_\_\_\_\_

Revision Number: REVISION 2

Job Name: CroCent-Pylon

Drawing by: MICHAEL V JOLIN

LA CROSSE SIGN CO. **MAKE A STATEMENT!**

Job File Location:

Job Address:

Sign Type: PYLON SIGN.

1450 Oak Forest Drive • Onalaska, WI 54650 • 608-781-1450  
2242 Mustang Way • Madison, WI 53718 • 608-222-5353  
2502 Melby Street • Eau Claire, WI 54703 • 715-835-6189

Date Created: 7/20/2016

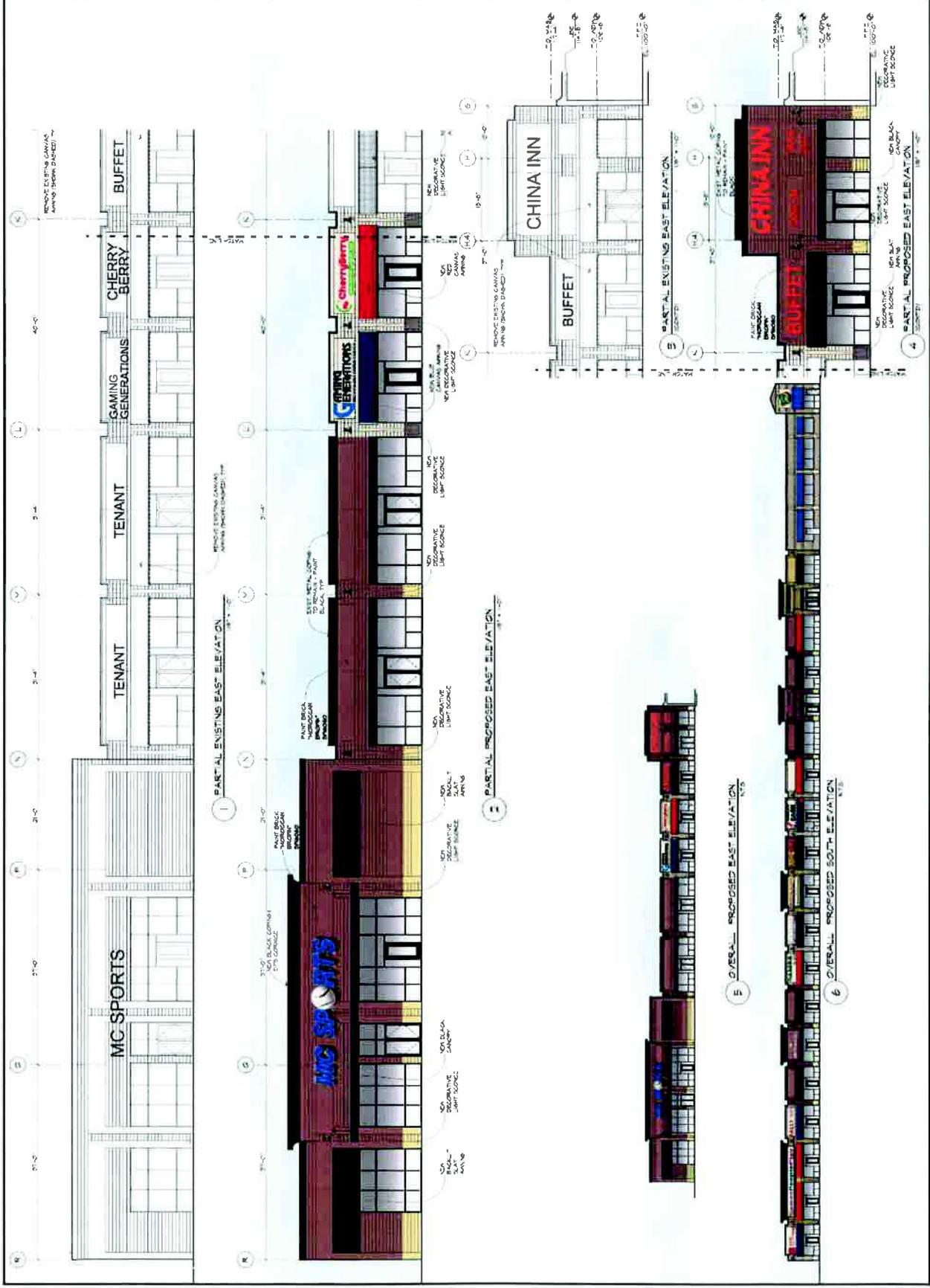
Last Modified: 7/26/2016

Scale:

Salesperson: JAMES FUCHSEL

Job Number: #90345

*"Proposed Signage"*



Key Plan

Project Name	DATE
Client	DATE
Architect	DATE
Designer	DATE
Checker	DATE
Project Number	DATE
Issued Date	DATE
Drawn By	DATE
Checked By	DATE

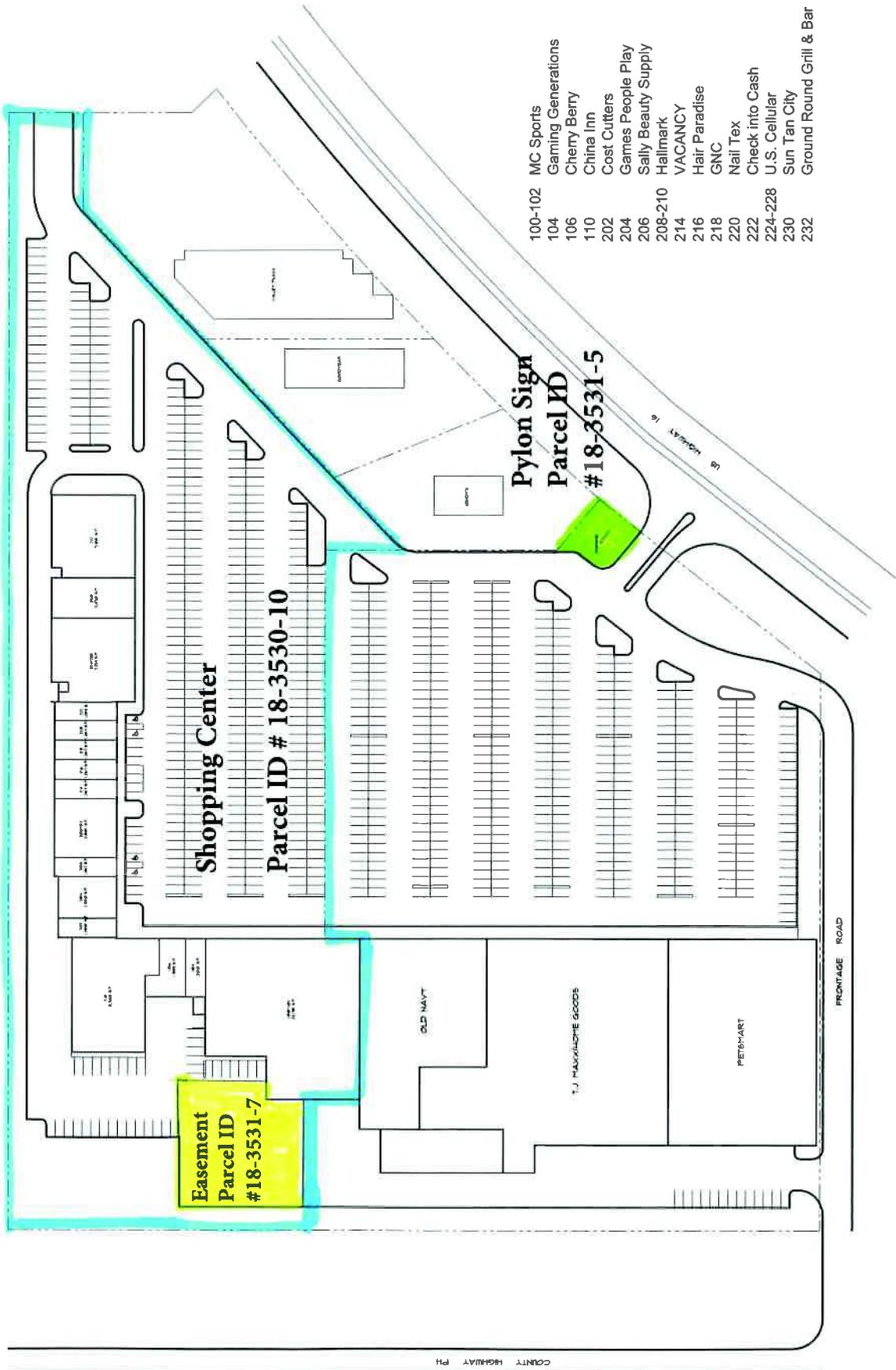
**EXTERIOR STOREFRONT REMODEL**  
**CROSSROADS CENTER ONALASKA, WI**

PROJECT NUMBER	02-08-01
ISSUED DATE	02-15
DRAWN BY	MS
CHECKED BY	MS

**EXTERIOR ELEVATIONS**  
**A3.1**







100-102	MC Sports	23,195 S.F.
104	Gaming Generations	1,200 S.F.
106	Cherry Berry	1,999 S.F.
110	China Inn	8,968 S.F.
202	Cost Cutters	1,200 S.F.
204	Games People Play	2,520 S.F.
206	Sally Beauty Supply	1,267 S.F.
208-210	Hallmark	3,801 S.F.
214	VACANCY	1,267 S.F.
216	Hair Paradise	1,267 S.F.
218	GNC	1,267 S.F.
220	Nail Tex	1,267 S.F.
222	Check Into Cash	1,203 S.F.
224-228	U.S. Cellular	7,224 S.F.
230	Sun Tan City	3,470 S.F.
232	Ground Round Grill & Bar	7,081 S.F.

**Shopping Center**

**Parcel ID # 18-3530-10**

**Pylon Sign  
Parcel ID  
#18-3531-5**

**Easement  
Parcel ID  
#18-3531-7**

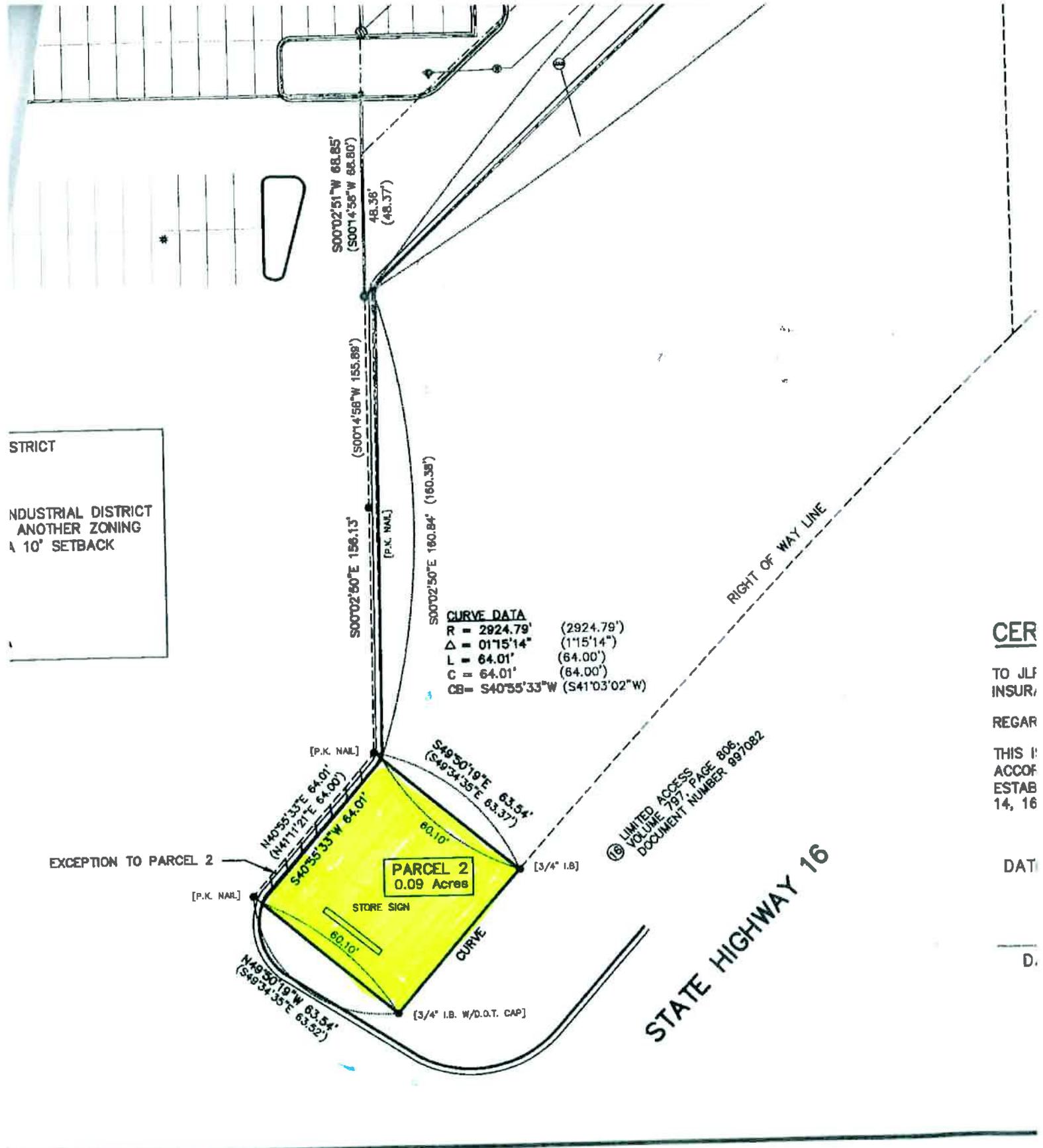
OLD NAVY

T.J. MAXWELL'S GOODS

PETSMART

FRONTAGE ROAD

COUNTY HIGHWAY PH



STRICT

INDUSTRIAL DISTRICT  
ANOTHER ZONING  
A 10' SETBACK

**CURVE DATA**

R = 2924.79' (2924.79')  
 Δ = 01°15'14" (1°15'14")  
 L = 64.01' (64.00')  
 C = 64.01' (64.00')  
 CB = S40°55'33"W (S41°03'02"W)

⑬ LIMITED ACCESS  
 VOLUME 797, PAGE 806  
 DOCUMENT NUMBER 897082

STATE HIGHWAY 16

CER

TO JLF  
INSUR/

REGAR

THIS I/  
ACCOF  
ESTAB  
14, 16

DAT

D.



**NOTICE OF PUBLIC HEARING  
BEFORE THE CITY OF ONALASKA  
PLAN COMMISSION**

Please take notice that the City Plan Commission for the City of Onalaska will hold a public hearing on

**TUESDAY, SEPTEMBER 27, 2016  
APPROX. 7:00 P.M.  
(or immediately following public input)**

in Onalaska City Hall, 415 Main Street, Onalaska, Wisconsin 54650 at which time they will consider an application filed by JLP Associates II of Eden Prairie of 6500 City West Parkway, Suite 315, Eden Prairie, MN 55344 who is requesting to amend the PCID to accommodate a larger multi-tenant sign 28 feet tall and 200 square feet per side located at Crossroads Center, 9348 State Road 16, Onalaska, to allow tenants to have an opportunity to advertise individually and through the use of an electronic messaging center.

Property is more particularly described as:

Computer Number: 18-3530-10  
Section 15, Township16, Range 7

PRT NE-NW COM NE COR S89D 11MW ALG N LN 60FT TO POB S89D11MW 1134.92FT  
S59M55SW 180.59FT S89D45ME 155FT S59M W 72FT N89D45MW 25.63FT S14M W 98FT  
S89D45ME 179.67FT N14ME 32FT S89D45ME 385FT S14MW68.8FT N46D35ME 480.48FT  
N89D11ME 97.67FT TO W LN BRAUND ST

Computer Number: 18-3531-5  
Section 15, Township16, Range 7

PRT NE-NW COM NE COR S89D 11MW 75.4FT S46D35MW 591.8FT S14MW 155.89FT TO POB  
S49D 34ME 63.37FT S41D3MW 64FT N49D34MW 63.52FT N41D11ME 64FT TO POB(PYLON  
SIGN PARCEL)

Computer Number: 18-3531-7  
Section 15, Township16, Range 7

PRT NE-NW COM NE COR S89D 11MW 1194.92FT S59MW 180.59 FT POB S59MW 120FT  
S89D45ME 129.37FT N14ME 48FT S89D45ME 25.63FT N59MW 72FT N89D45MW 155FT TO POB  
SUBJ TO ESMT IN V695 P377 & SUBJ TO SS ESMT IN V1295 P707 & T/W & SUBJ TO ESMT IN  
V702 P520 DOC NO. 94

YOU ARE FURTHER NOTIFIED that the City of Onalaska Plan Commission will hear all persons interested, their agent or attorney concerning this matter.

More detailed information on this item will be posted to the City of Onalaska website [www.cityofonalaska.com](http://www.cityofonalaska.com) the Friday before the scheduled meeting under Agendas & Minutes/Plan Commission. This posting will contain the Plan Commission Agenda and all attachments referencing this item.

Dated this 2nd day of September, 2016.

Cari Burmaster  
City Clerk





# CITY OF ONALASKA

## STAFF REPORT

Plan Commission – September 27, 2016

Agenda Item:

# 5

- Agenda Item: Public Hearing & Request to amend the Crossroads Center II (PCID) Development.
- Applicant/Owner: Bruce Lundgren of JLP Associates II of Eden Prairie, 6500 City West Parkway, Suite 315, Eden Prairie, MN 55344-7701
- Parcel Number: 18-3530-10
- Site Location: Crossroads Development, 9348 State Road 16, Onalaska, WI 54650
- Existing Zoning: Light Industrial (M-1) District with Planned Commercial Industrial District (PCID) Overlay

### Background:

The applicant is requesting to amend the Planned Commercial Industrial District (PCID) development to allow the construction of a four hundred (400) SF drive-up coffee shop in the north-eastern corner of the existing lot at 9348 State Road 16 – west of Ground Round. The structure will disturb eight (8) existing parking stalls, and sixteen (16) will be restriped to create diagonal parking. The applicant plans to create one additional handicapped accessible stall and the existing traffic lanes will be restriped as a one-way drive through.

### Staff Considerations for Development:

- Additional landscaping/screening along northern property line;
- Noise/Odor concerns for neighboring (hours of operation, etc.); and/or
- Re-pavement of portion of private drive serving existing development.

### Attached are the following documents:

- Letter from Applicant / Property Owner describing proposed development;
- Proposed Site Plan (under review by City Staff); and
- Proposed Building Elevations.

Action Requested: As a public hearing will be held, testimony from the public should be listened to and considered before deciding on the requested PCID amendment application.

# REQUEST FOR ACTION & POSSIBLE CONSIDERATION BY PLAN COMMISSION:

September 27, 2016

## Agenda Item 5:

**Public Hearing and Consideration of a substantial modification to the Crossroads Center II Planned Commercial Industrial District (PCID) at 9348 State Road 16, Onalaska, related to construction of MOKA (freestanding coffee shop) submitted by Bruce Lundgren of JLP Associates II of Eden Prairie, 6500 City West Parkway, Suite 315, Eden Prairie, MN 55344-7701 (Tax Parcel# 18-3530-10).**

1. PCID Amendment Fee of \$700.00 (*PAID*).
2. Abide by all conditions of original PCID Plan approved in January 10, 1989, October 10, 1989 and PCID amendments in July 10, 1990, May 14, 1991, and Site Plan approved in March 19, 1991.
3. Project requires a Site Plan Permit as approved by the City of Onalaska.
4. 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.
5. All conditions run with the land and are binding upon the original developer 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.
6. Any omissions of any conditions not listed in committee minutes shall not release the property owner/developer from abiding by the City's Unified Development Code requirements.



City of Onalaska, Department of Planning & Zoning, 415 Main Street, Onalaska, WI 54650

# PUD / PCID AMENDMENT APPLICATION

The following checklist will ensure the timely processing of your application:

➔ **Overview/ Cover Letter Describing the following:**

- ▶ Detailed Description of Proposed Amendment
- ▶ Plan Set including: Grading/Drainage, Utilities, Site Layout, Landscaping, etc.

➔ **\$700 Permit Application Fee** (Payable to the City of Onalaska) if a Public Hearing is requested or required\*

*if incomplete, no further processing of the application will occur until the deficiencies are corrected.*

An amendment to an approved Planned Unit Development (PUD) or Planned Commercial Industrial District (PCID) may be proposed at any time. Amendments shall be initiated by submitting a completed application by owners of the parcels in question. Depending on the degree of the amendment, a public hearing may be required by the Plan Commission.

\*Any changes to the PUD/PCID requires Plan Commission and if determined a substantial change, the Plan Commission and Common Council will review the amendment with a public hearing.

**Brief Description of Request to Amend a PUD or PCID.**

Amend for the proposed addition of a drive-up coffee shop.

<b>Property Address:</b> 9348 State Road 16
<b>Parcel Number:</b> 18-3530-10
<b>Zoning District:</b> Light Industrial

<b>Applicant:</b> JLP Associates II of Eden Prairie
<b>Mailing Address:</b> 6500 City West Parkway, Suite 315
<b>City, State, Zip:</b> Eden Prairie, MN 55344
<b>Phone Number:</b> 952-941-0662
<b>Email:</b> brucelundgren@sdcretail.com <input checked="" type="checkbox"/> Primary Contact

<b>Business:</b> MOKA
<b>Owner/Contact:</b> Joan Wilson
<b>Mailing Address:</b> 123 West Ave
<b>City, State, Zip:</b> La Crosse, WI 54601
<b>Phone Number:</b> 608-385-7820
<b>Email:</b> joanw.java@gmail.com <input checked="" type="checkbox"/> Primary Contact

<b>Property Owner:</b>
<b>Contact:</b> Bruce Lundgren
<b>Mailing Address:</b> 6500 City West Parkway, Suite 315
<b>City, State, Zip:</b> Eden Prairie, MN 55344
<b>Phone Number:</b> 952-941-0660
<b>Email:</b> brucelundgren@sdcretail.com <input checked="" type="checkbox"/> Primary Contact

The undersigned hereby makes an application for the location stated herein. The undersigned agrees that all work shall be done in accordance with the requirements of the City of Onalaska Unified Development Code / Zoning Ordinance and with all other applicable City Ordinances and the laws and regulations of the State of Wisconsin.

<b>Signature of Applicant:</b> <i>Bruce E. Lundgren</i>	<b>Date:</b> 8/23/16
<b>Signature of Property Owner:</b> <i>Bruce E. Lundgren</i>	<b>Date:</b> 8/23/16

<b>OFFICE USE ONLY:</b>	<b>Date Submitted:</b>	<b>Permit Number:</b>
<b>Permit Fee:</b>	<input type="checkbox"/> Cash <input type="checkbox"/> Check #	<b>Application Received by:</b>

Paid By: MOKA JOANCARL LLC 18-3530-10

MOKA JOANCARL LLC 700.00

REC#: R00054147 08/24/2016 2:39 PM  
 TRAN: 450 PLANNING & ZONING  
 OPER: 02 TERM: 2  
 TRKB: CASH 02



August 23, 2016

City of Onalaska Department of Planning & Zoning  
415 Main Street  
Onalaska, WI 54650

**RE: MOKA – Site Plan Review**

City of Onalaska Department of Planning & Zoning,

This cover letter has been prepared to accompany a Site Plan Review Application for a new MOKA coffee shop located at 9348 State Road 16 in the City of Onalaska, WI. The tax parcel number is 18-3530-10 and is currently zoned Light Industrial. AS part of the proposed project, the applicant is requesting the proposed plans be approved to allow construction to commence. The appropriate materials required for site plan review have been included in this submittal.

The proposed project consists of constructing a drive through coffee shop on an existing parking lot. In general construction will include the 400 SF building, utilities, parking lot paving, temporary erosion control and site restoration. Construction is anticipated to start in mid-October and end mid-January. The project disturbance area is 0.10 acres (4,210 SF). The business owner intends to lease a portion of the property on which the building will be constructed. Refer to enclosed plans for limits of leased area.

Please feel free to contact me at 608.789.2034 or kevin.bills@is-grp.com with any questions.

Sincerely,

Kevin Bills AIA, LEED AP BD+C  
Project Architect  
Architecture Group

Enclosures:  
Site Plan Review Application  
Site Plan Review Checklist  
City Submittal Plans  
PUD / PCID Amendment Application

**SITE HATCH LEGEND**

-  ASPHALTIC PAVEMENT
-  CONCRETE / WALK

**PARKING DATA**

EXISTING PARKING STALLS = 52  
 PROVIDED PARKING STALLS = 40  
 PARKING STALLS LOST = 12

**SITE UTILITY NOTES**

- 1 CONSTRUCT "C" SANITARY SERVICE TO WITHIN 3' OF THE BUILDING CONNECTION TO BUILDING BY MECHANICAL CONTRACTOR
- 2 FM 1 - 4" W/ MENS
- 3 FINISH OF 4" SANITARY SERVICE @ 1% MIN. SLOPE
- 4 FM 1 - 4" W/ MENS
- 5 CONNECT TO EXISTING SANITARY SERVICE @ 4" W/ MENS. ENSURE WATER TIGHT CONNECTION. COORDINATE WITH CITY OF ONALASKA
- 6 "C" WATER SERVICE TO WITHIN 3' OF THE BUILDING CONNECTION TO BUILDING BY MECHANICAL CONTRACTOR
- 7 FINISH OF 4" WATER SERVICE
- 8 FM 1 - CURB STOP
- 9 CONNECT WATER SERVICE TO EXISTING 8" WATER MAIN. COORDINATE WITH CITY OF ONALASKA



PRELIMINARY FOR PLAN REVIEW ONLY

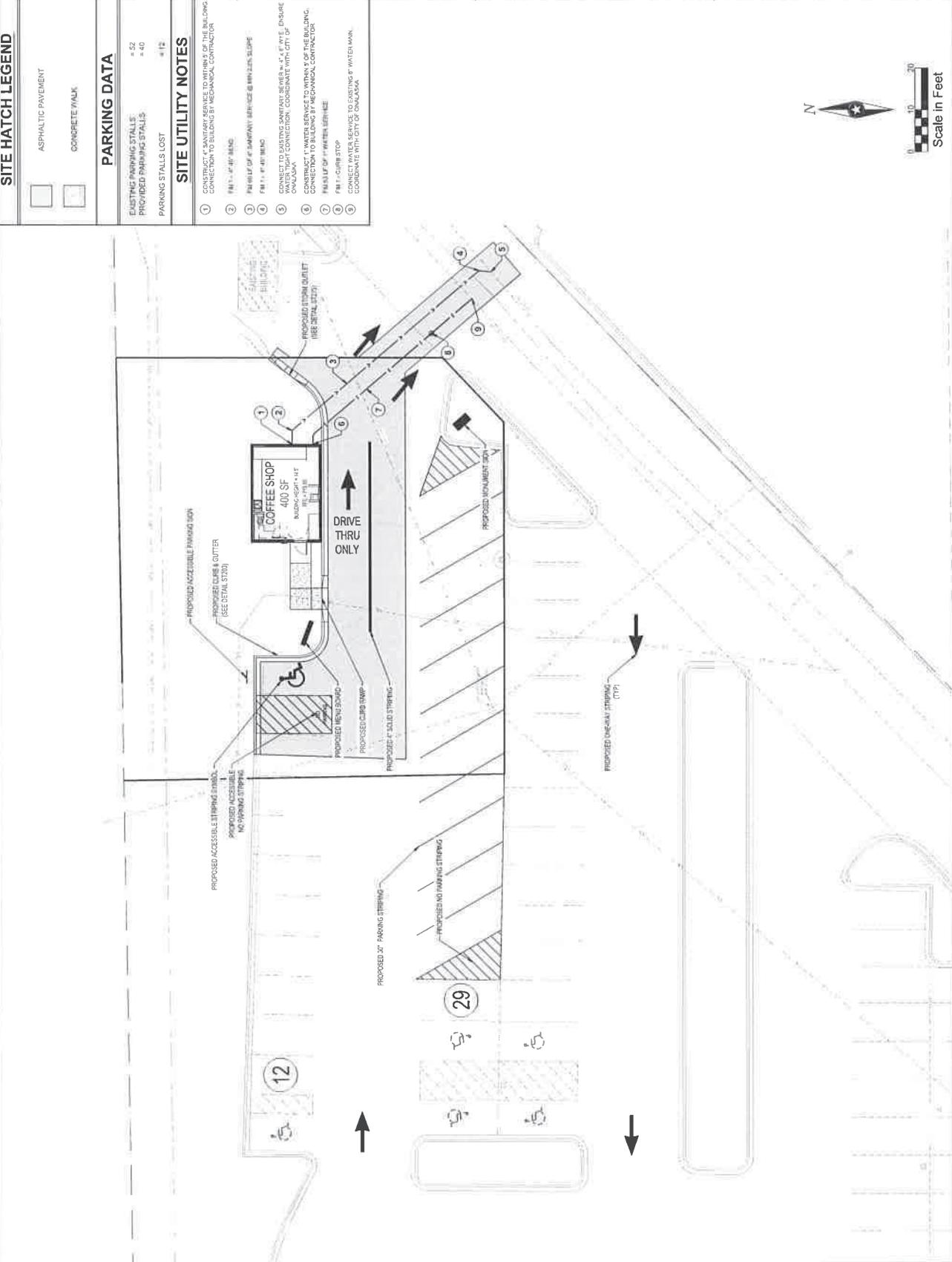
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**MOKA COFFEE SHOP**

PROJECT NO.	16-14115
DATE	07/20/2016
DESCRIPTION	BT
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**PROPOSED SITE & UTILITY PLAN**

**C3-10**





PRELIMINARY  
NOT FOR CONSTRUCTION

THIS DOCUMENT IS THE PROPERTY OF ISG GROUP, INC. AND MAY NOT BE REPRODUCED OR TRANSMITTED IN ANY FORM OR BY ANY MEANS WITHOUT PERMISSION BY THE COPYRIGHT HOLDER.

PROJECT

# MOKA DRIVE-UP COFFEE SHOP

OMLAASKA WISCONSIN

DATE: 02/27/2024

REVISION SCHEDULE

NO. DATE DESCRIPTION

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**NOTICE OF PUBLIC HEARING  
BEFORE THE CITY OF ONALASKA  
PLAN COMMISSION**

Please take notice that the City Plan Commission for the City of Onalaska will hold a public hearing on

**TUESDAY, SEPTEMBER 27, 2016  
APPROX. 7:10 P.M.  
(or immediately following public hearing at 7:00 PM)**

in Onalaska City Hall, 415 Main Street, Onalaska, Wisconsin 54650 at which time they will consider an application filed by JLP Associates II of Eden Prairie of 6500 City West Parkway, Suite 315, Eden Prairie, MN 55344 who is requesting to amend the PUD to construct a four hundred (400) square foot drive-up coffee shop in the north-eastern corner of the existing lot at 9348 State Road 16.

Property is more particularly described as:

Computer Number: 18-3530-10  
Section 15, Township 16, Range 7

PRT NE-NW COM NE COR S89D 11MW ALG N LN 60FT TO POB S89D11MW 1134.92FT  
S59M55SW 180.59FT S89D45ME 155FT S59M W 72FT N89D45MW 25.63FT S14M W 98FT  
S89D45ME 179.67FT N14ME 32FT S89D45ME 385FT S14MW68.8FT N46D35ME 480.48FT  
N89D11ME 97.67FT TO W LN BRAUND ST

YOU ARE FURTHER NOTIFIED that the City of Onalaska Plan Commission will hear all persons interested, their agent or attorney concerning this matter.

More detailed information on this item will be posted to the City of Onalaska website [www.cityofonalaska.com](http://www.cityofonalaska.com) the Friday before the scheduled meeting under Agendas & Minutes/Plan Commission. This posting will contain the Plan Commission Agenda and all attachments referencing this item.

Dated this 2nd day of September, 2016.

Cari Burmaster  
City Clerk





# CITY OF ONALASKA

Agenda Item:

# 6

## STAFF REPORT

Plan Commission – September 27, 2016

- Agenda Item: Public Hearing & Consideration of a Rezoning Application from a combination of Light Industrial (M-1) and Industrial (M-2) to Light Industrial (M-1) and Industrial (M-2) to accommodate new CSM parcel boundaries.
- Applicant: Tyler Edwards, on behalf of Menard, Inc. Properties, 5101 Menard Drive, Eau Claire, WI 54703
- Owners: Menard, Inc. Properties, 5101 Menard Drive, Eau Claire, WI 54703
- Parcel Numbers: 18-4523-25, 18-4523-26, 18-4523-27, & 18-4523-28
- Site Location: 1301 Sand Lake Road / County Road S / 902 Riders Club Road, Onalaska, WI 54650
- Existing Zoning: Light Industrial (M-1) & Industrial (M-2) Districts
- Neighborhood Characteristics: Properties within 250 feet of the properties in question include a variety of commercial businesses (retail, personal service establishments, professional offices, daycare, etc.), State Road 53, Sand Lake Road, and vacant land.
- Conformance with Land Use Plan: The Comprehensive Plan identifies this area as *Commercial*. This district is intended to accommodate large and small-scale commercial and office development. A wide range of retail, service, lodging, and office uses are appropriate in this district.
- Background: Menards, Inc has four (4) parcels which are split-zoned due to the previous reconfiguration of six (6) parcels into four (4) parcels in Summer 2016. The intention of the rezoning is to have existing Menards store zoned as Industrial (M-2) and the three (3) vacant parcels zoned as Light Industrial (M-1) for future development opportunities.
- Action Requested: As a public hearing will be held, testimony from the public should be listened to and considered before deciding on the requested rezoning application.

# REQUEST FOR ACTION & POSSIBLE CONSIDERATION BY PLAN COMMISSION:

September 27, 2016

## Agenda Item 6:

**Public Hearing and Consideration of a rezoning request filed by Tyler Edwards on behalf of Menard, Inc. Properties, 5101 Menard Drive, Eau Claire, WI 54703, from a combination of Light Industrial (M-1) and Industrial (M-2) to Light Industrial (M-1) and Industrial (M-2) to accommodate new CSM parcel boundaries at 1301 Sand Land Road / County Road S / 902 Riders Club Road, Onalaska, WI 54650, (Tax Parcels #18-4523-25, 18-4523-26, 18-4523-27, & 18-4523-28).**

1. Rezoning Fee of \$300.00 (PAID).
2. Any future improvements to this parcel will be subject to additional City permits (i.e., site plan, building permits).
3. 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.
4. All conditions run with the land and are binding upon the original developer 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.
5. Any omissions of any conditions not listed in committee minutes shall not release the property owner/developer from abiding by the City's Unified Development Code requirements.

# City of Onalaska, Wisconsin

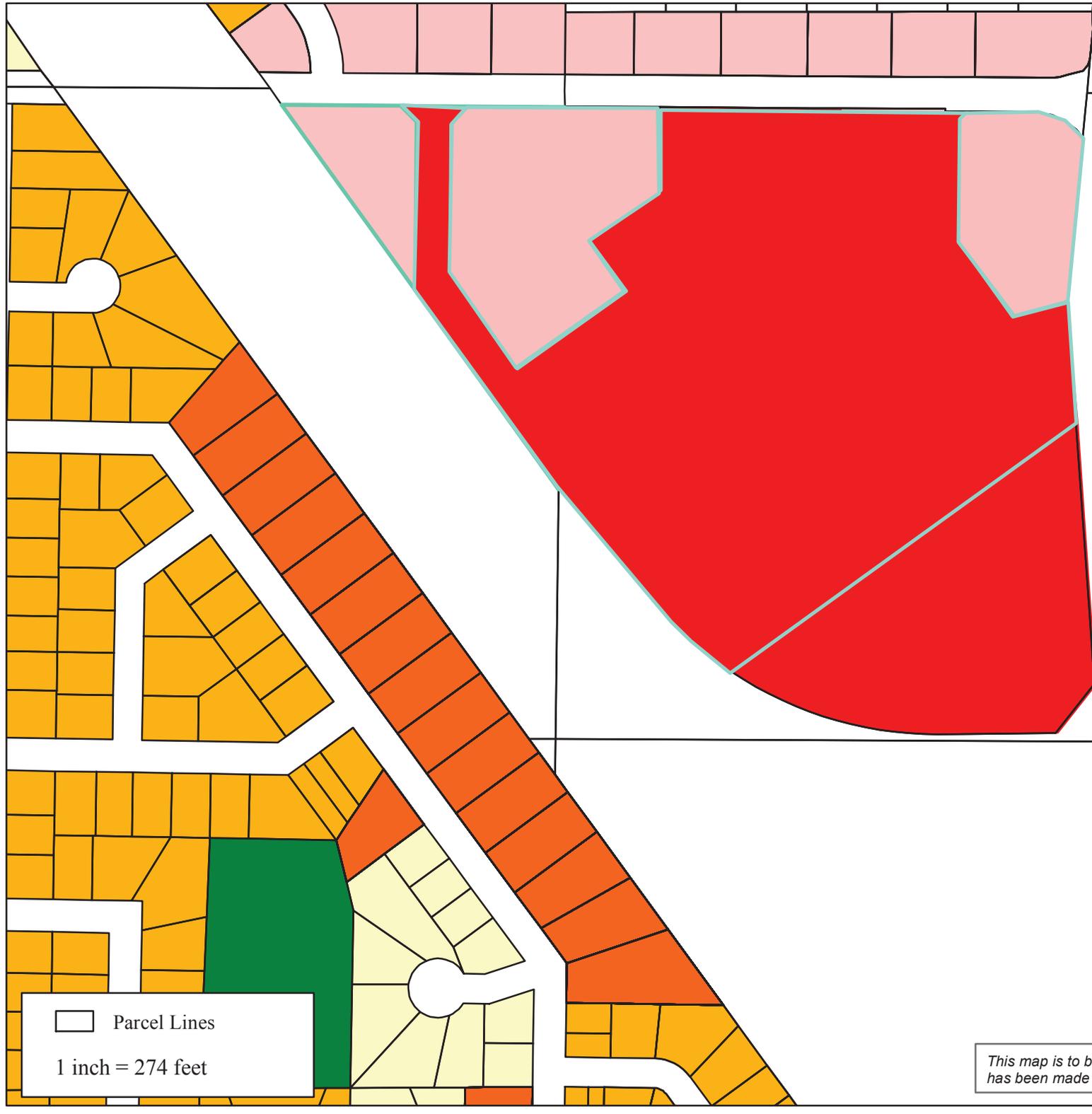
Planning/ Zoning  
Department



Map Designer: Katie Aspenson, AICP

Date: 9/21/2016

-  Proposed Light Industrial
-  Proposed Industrial



 Parcel Lines

1 inch = 274 feet

*This map is to be used for reference purposes only. Every effort has been made to make this map as accurate as possible.*





City of Onalaska, Department of Planning & Zoning, 415 Main Street, Onalaska, WI 54650

## REZONING OR TEXT AMENDMENT APPLICATION

The following checklist will ensure the timely processing of your application:

➔ **Overview/ Cover Letter Describing the following:**

- ▶ Detailed Description of Proposed Rezoning or Text Amendment
- ▶ Description of how Proposed Rezoning Meets Unified Development Code Standards
  - ▶ Compatibility with Surrounding Neighborhood (existing and anticipated development within 250 ft of proposed use and within 500 ft along the same street)
  - ▶ Consistency with the Comprehensive Plan (relationship of proposed use to the goals, objectives and policies)

➔ **\$300 Permit Application Fee (Payable to the City of Onalaska)**

*If incomplete, no further processing of the application will occur until the deficiencies are corrected.*

A Map or Text Amendment to the City of Onalaska Unified Development Code / Zoning Ordinance may be proposed at any time. Amendments to the Zoning District Map or Overlay District Map proposed by the public shall be initiated by submitting a completed application by owners of all parcels proposed to be rezoned. The application for amendments to the Text of the UDC / Zoning Ordinance shall include the text in question as well as proposed text.

**Request for Amendment to:**

- Zoning District Map (Rezoning)**       **Zoning Ordinance (Text Amendment)**  
 **Zoning Overlay District Map (Rezoning)**

**Description of Request to Amend the Unified Development Code - Zoning Ordinance: (Text and/or Map(s)):**

Existing Zoning District: M1/M2      Proposed Zoning District: M1/M2

Create one uniform zoning district for the Menards  
store and outlots.

Menards Store = M-2

outlots = M-1

*Per Wisconsin's Open Meeting Law, comments on this permit application, either by the applicant or concerned citizen, shall be raised in person at the scheduled meeting or brought up to City Staff (through conversation, written letter or email) for review at the scheduled meeting. Due to Wisconsin's Open Meeting Law, Plan Commissioners and Alderpersons are unable to discuss this matter outside of a scheduled public meeting. Thank you.*



City of Onalaska, Department of Planning & Zoning, 415 Main Street, Onalaska, WI 54650

### REZONING OR TEXT AMENDMENT APPLICATION

Property Address:  
1301 Sand Lake Rd

Parcel Number:  
18-4523-13

Zoning District:  
M-2

Applicant: MENARD, INC.

Contact: Tyler Edwards

Mailing Address: 5101 Menard Dr

City, State, Zip: Eau Claire WI 54703

Phone Number: 715-876-2143

Email: tedwards@menard-inc.com  Primary Contact

Business:

Owner/Contact:

Mailing Address:

City, State, Zip:

Phone Number:

Email:  Primary Contact

Property Owner: MENARD, INC.

Contact: Tyler Edwards

Mailing Address: 5101 Menard Dr

City, State, Zip: Eau Claire WI 54703

Phone Number: 715-876-2143

Email: tedwards@menard-inc.com  Primary Contact

The undersigned hereby makes application at the location stated herein. The undersigned agrees that all work shall be done in accordance with the requirements of the City of Onalaska Unified Development Code / Zoning Ordinance and with all other applicable City Ordinances and the laws and regulations of the State of Wisconsin.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Property Owner: *Tyler Edwards* Date: 8/8/16

OFFICE USE ONLY:	Date Submitted:	Permit Number:
Permit Fee:	<input type="checkbox"/> Cash <input type="checkbox"/> Check #	Application Received by:

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300.00 APPLIED  
300.00 TENDERED

18-4523-13 MENARD INC  
Paid By: MENARD INC  
CK 300.00 REF:SM - 6087249

18-4523-13 MENARD INC 300.00

REC#: R00054177 08/25/2016 11:12 AM  
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 OPER: 02 TERM: 2  
 TRBY : CASH 02

**NOTICE OF PUBLIC HEARING  
BEFORE THE CITY OF ONALASKA  
PLAN COMMISSION**

Please take notice that the City Plan Commission for the City of Onalaska will hold a public hearing on

**TUESDAY, SEPTEMBER 27, 2016  
APPROX. 7:20 P.M.  
(or immediately following public hearing at 7:10 PM)**

in Onalaska City Hall, 415 Main Street, Onalaska, Wisconsin 54650 at which time they will consider an application filed by Menard, Inc., 5101 Menard Dr., Eau Claire, WI 54703 who is requesting to create uniform zoning for the Mendards store (Industrial – (M-2)) and outlots (Light Industrial – (M-1)) located at 1301 Sand Lake Rd.

Property is more particularly described as:

Computer Number: 18-4523-12  
Section 33, Township 17, Range 7

CERTIFIED SURVEY MAP NO. 48 VOL 6 DOC NO. 1115713 LOT 2 EX PRT TAKEN FOR RIDERS CLUB RD AS ON PLAN NO. 112Z & AS IN DOC. NO. 1569717 T/W 66FT DR ESMT IN V1075 P5

Computer Number: 18-4523-13  
Section 33, Township 17, Range 7

CERTIFIED SURVEY MAP NO. 48 VOL 6 DOC NO 1115713 LOT 3 T/W 66FT DR ESMT IN V1075 P5

Computer Number: 18-4523-21  
Section 33, Township 17, Range 7

PRT NE-SW COM W1/4 COR SEC 33 S89D39ME 1836.28FT S20MW 613.9FT TO POB N89D39MW 535.52FT TO W LN S51MW 188.72FT TO ELY R/W HWY S40D 4ME 322.77FT S89D39ME 869.69 FT TO WLY R/W RD N4D4MW 624.08FT N89D39MW

Computer Number: 18-4523-22  
Section 33, Township 17, Range 7

PRT NE-SW COM W/14 COR SEC 33 S89D39ME 1306.28FT S51MW 802.64T TO ELY R/W HWY S40D 4ME 322.77FT TO POB S40D4ME 39.71FT ALG CUR S67D34ME 590.68FT N89D11ME 235.81FT N36D17ME

Computer Number: 18-4523-23  
Section 33, Township 17, Range 7

PRT NE-SW A 66FT PCL C/L DESC FOLL COM W1/4 COR SEC 33 S89D39ME 1836.28FT S20MW 33FT TO POB S20MW 530.9FT TO CENTER CUL-DE-SAC & TERM C/L SUBJ TO ESMT IN V1075 P5

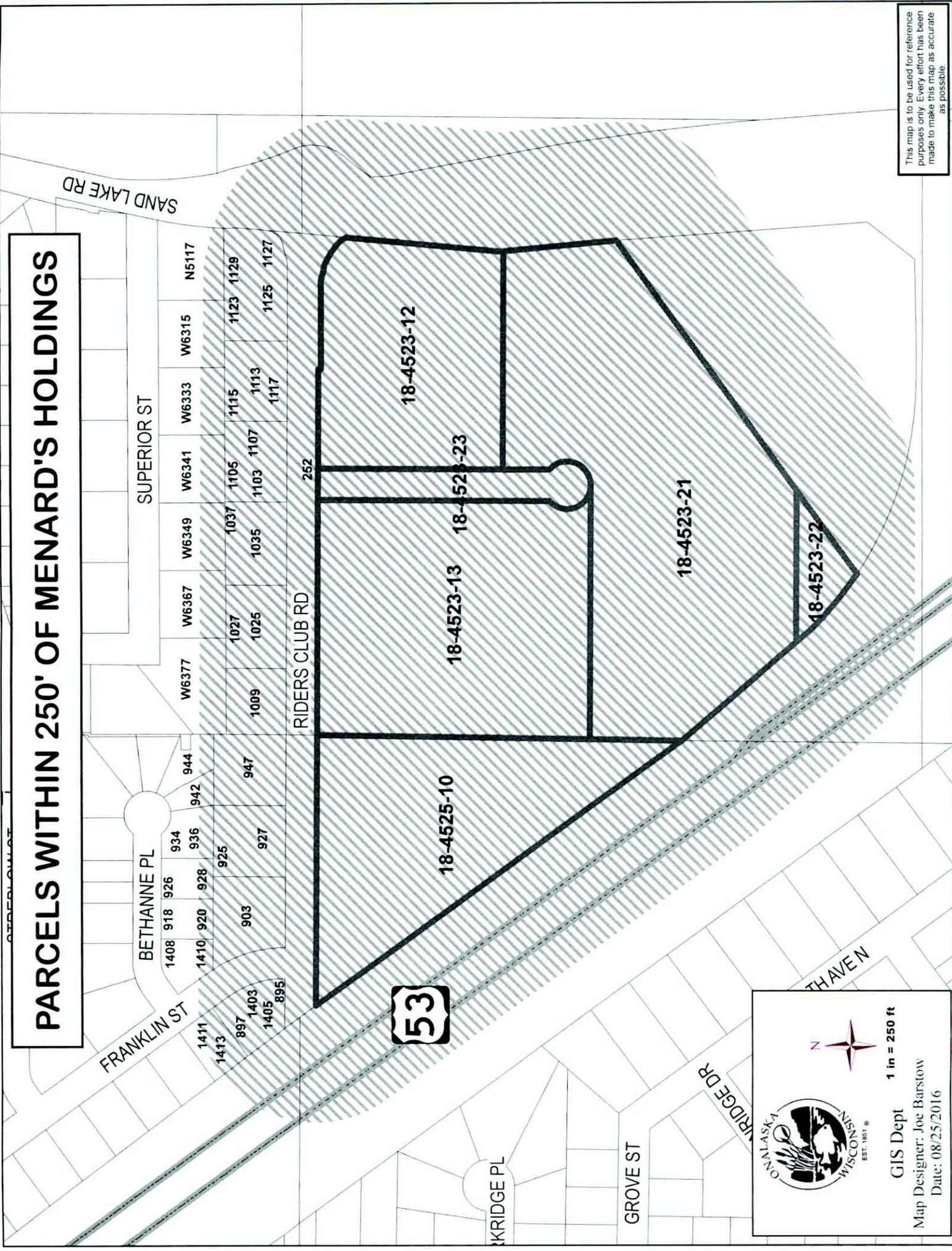
YOU ARE FURTHER NOTIFIED that the City of Onalaska Plan Commission will hear all persons interested, their agent or attorney concerning this matter.

More detailed information on this item will be posted to the City of Onalaska website [www.cityofonalaska.com](http://www.cityofonalaska.com) the Friday before the scheduled meeting under Agendas & Minutes/Plan Commission. This posting will contain the Plan Commission Agenda and all attachments referencing this item.

Dated this 2nd day of September, 2016.

Cari Burmaster  
City Clerk

# PARCELS WITHIN 250' OF MENARD'S HOLDINGS



This map is to be used for reference purposes only. Every effort has been made to make this map as accurate as possible.

**1 in = 250 ft**

**GIS Dept**

**Map Designer: Joe Barstow**

**Date: 08/25/2016**







# *CITY OF ONALASKA*

## *STAFF REPORT*

Plan Commission – September 27, 2016

Agenda Item:

# 7

**Agenda Item:** Discussion and Consideration of an amendment to the Unified Development Code regarding draft language for the creation of a new Medical Campus Zoning District.

**Background:** Attached is proposed draft ordinance language for a new Medical Campus Zoning District in the Unified Development Code. Below is a summarized list from the proposed district:

- Zoning District Purpose and Applicability of District to existing sites that request rezoning into the new district;
- Campus Master Plan Requirement, Content, and Standards for Master Plan Approval/Changes;
- Permitted Uses and Accessory Uses;
- Conditional Uses;
- Height, Setback, and Area Requirements;
- Architectural Review Standards & Site Design Elements; and
- Signage Regulations.

**Action Requested:** Plan Commission to provide feedback on the proposed language to City Staff and the provided comments will be reviewed by legal counsel, the Community Development Authority, City Staff and SEH, Inc (City's consultant). Future requested action in 2016 will be formal consideration by the Plan Commission and Common Council on the new Medical Campus Zoning District for inclusion in the City's Unified Development Code.

## ORDINANCE NO. \_\_\_\_ - 2017

## AN ORDINANCE TO AMEND TITLE 13 CHAPTER 3 PART 10 OF THE CITY OF ONALASKA CODE OF ORDINANCES RELATED TO SPECIAL DISTRICTS

THE COMMON COUNCIL OF THE CITY OF ONALASKA DOES HEREBY ORDAIN AS FOLLOWS:

SECTION I. Part 10 of Chapter 3 of Title 13 of the Code of Ordinances of the City of Onalaska is hereby added in its entirety:

**CHAPTER 3  
SPECIAL DISTRICTS**

**Part 10:    Medical Campus District**

**Sec. 13-3-62**

- (a) Purpose.** The purpose of the Medical Campus District (“MCD”) is to encourage and foster the planning, design and construction of well-functioning, attractive medical campus environments, and coordinate the master plans of these institutions with the City’s plans, policies and zoning standards. It is intended, but not required, that multiple principal uses will be present on an overall campus facility without separate lots for each use. The district is intended to:
- (1) Encourage the development of medically-related uses which, by their interrelationship, benefit by proximity;
  - (2) Provide an appropriate and healing setting for delivering high quality healthcare services;
  - (3) Encourage the preparation of Campus Master Plans than enable adjacent neighborhoods and the broader community to understand the levels of development being proposed, their likely impacts, and appropriate mitigation measures;
  - (4) Create well-designed development with a unified feel while providing flexibility in placement and clustering of buildings, use of open space, provision for pedestrian and traffic circulation, parking, transit facilities and related site and design considerations; and
  - (5) Ensure future capacity for the placement of medical facilities to meet the evolving healthcare needs of the City and region.
- (b) Pre-Existing Standards.** Any development, lot of record, or structure legally operated prior to *(Date of Adoption)*, 2016 shall be considered a permitted use and legally conforming within the MCD. Any redevelopment or addition to a development, lot of record or structure shall be required to conform to the forms and functions and development standards found within the MCD. Any change in form or function shall conform to permitted and conditional form and function standards as described in the MCD.

**(c) Campus Master Plan Requirement.**

- (1) Any MCD created after the effective date of this ordinance shall submit a Campus Master Plan, which shall be approved as part of a zoning map amendment.
- (2) Approved Campus Master Plans shall be effective for ten (10) years and requires a full update on or before the end of year eight (8) and every five (5) years thereafter, and, during that period may be altered pursuant to Subsection (E) below.
- (3) In a MCD without a Campus Master Plan, individual proposals and changes shall require Conditional Use approval, except that development of a structure more than ten thousand (10,000) square feet within any five (5) year period shall require an approved Campus Master Plan.
- (4) In the absence of a Master Plan, dimensional requirements are noted in (1) below.

**(d) Contents of a Campus Master Plan.** The Campus Master Plan shall include the following elements and information:

- (1) Background/History.  
A summary of previous planning efforts by the institution in conjunction with the City and/or abutting neighborhoods or other interest groups, an existing site analysis, a description of the campus master planning process and participants, and any other relevant background material.
- (2) Mission/Guiding Principles.  
A statement that defines the organizational mission and objectives of the institution and describes the role of the master plan within the context of the mission.
- (3) Facilities Plan.  
A description of existing conditions on the campus and the proposed conditions under the Campus Master Plan, including:
  - a. Existing Conditions:
    1. Form (building type, height, bulk);
    2. Building and land uses;
    3. Landmarks, historic/archeological sites and districts
    4. Current transportation/access/mobility (parking lots and structures/traffic counts)
  - b. Proposed Conditions:
    1. Future needs/capital improvements;
    2. Site availability;
    3. Utilities feasibility study and location/relocation of utilities;
    4. Phasing of proposed improvements;
    5. Building form (general building type, height, bulk, etc.);
    6. Building and land uses (including estimated employees and patients);
    7. Landscape treatments;
    8. Green / Open Space;
    9. Sustainability;

10. Relationship to transportation/access plan (parking, transportation demand management, vehicular and pedestrian circulation, etc.)

**(e) Standards for Campus Master Plan Approval.**

The Common Council will approve or reject the Master Plan as part of the map amendment following a recommendation by the Plan Commission. Approval of the Master Plan will be based on the Plan's treatment of the topics listed above and the degree to which it meets the intent of this district, as well as the following standards:

- (1) The Campus Master Plan shall serve the public interest as well as the interest of the institution developing the plan.
- (2) The Campus Master Plan shall be consistent with the goals of the Comprehensive Plan and adopted neighborhood, corridor or special area plans adjacent to campus boundaries.

**(f) Final Building and Site Design Review.**

It is expected that Campus Master Plans will identify building location and maximum height, but is not required to include detailed designs of each building. Building design review will be conducted according to site plan review procedures in Section 13-8, Part 2, Article B including, but not limited to, signage, parking, landscaping, etc.

**(g) Changes to Campus Master Plans.**

No alteration of an approved Campus Master Plan shall be permitted unless approved by the Plan Commission and Common Council, provided however, the Land Use and Development Director or their designee may issue permits for minor alterations that are consistent with the concept approved by the Common Council. If the change or addition constitutes a substantial change of the original plan, an amendment to the Campus Master Plan will be required. Whether a changes constitutes a substantial change shall be determined by the Plan Commission based upon review and recommendation by the Land Use and Development Director and City Attorney, factors shall include whether the changes constitute a significant change in use, density, or intensity of the overall Campus Master Plan and whether the proposed changes will have negative effects on adjacent properties and districts. An amendment will require an amended Campus Master Plan be submitted for review under the approval standards set forth in Subsection (e) above.

**(h) Permitted Uses:**

- (1) Hospitals for human care;
- (2) Professional, medical and administrative offices;
- (3) Medical or dental clinics for human care;
- (4) Pharmacies and Optical Shops;
- (5) Recreation Therapies and related Sports Facilities;
- (6) Diagnostic or imaging centers for human care;
- (7) Ambulatory surgery, urgent care or outpatient treatment centers;
- (8) Hospice;

- (9) Laboratories performing medical or dental research, diagnostic testing or analytic clinic work having a direct relationship to the provision of health services;
- (10) Medical equipment supply, leasing, or rental;
- (11) Helipads or helistops in conjunction with a hospital;
- (12) Ambulance or medical carrier services; and/or
- (13) Research and development of items including, but not limited to: software, pharmaceuticals, communications, medical devices, and the like.

**(i) Permitted Accessory Uses.**

- (1) Exterior as an accessory use to the primary use.
  - a. Off-street parking and loading areas subject to the requirements of Section 13-7-10.
  - b. Parking decks and ramps subject to the parking ramp performance standards. Multi-level parking structures shall not count towards building square footage or against percent of building coverage.
  - c. Walkways, enclosed, covered or uncovered and spans connecting building over public or private streets or parking lots.
  - d. Signs subject to Section 13-6-21 and Subsection O below.
  - e. Central Utility Plants and electrical generators subject to screening requirements in this Section and noise mitigation in accordance with City Ordinances and State requirements.
  - f. Public transportation facilities.
  - g. Bicycle and pedestrian improvements, including bicycle racks.
  - h. Parks and playgrounds.
  - i. Warehousing and interior storage of equipment, supplies.
- (2) Interior as an accessory use to the primary use.
  - a. Daycare (child and adult).
  - b. Supporting retail and services uses up to X (X) percent of the building's gross floor space including pharmacies, coffee shops, deli's, flower shops, bookstores, gift shops, cafeterias, banking or automated banking machines, and laundry and/or dry cleaning services.
  - c. Outpatient services such as chiropractic, massage, acupuncture, counseling and other similar services.
  - d. Community rooms.
  - e. Wellness, fitness or exercise facilities.
  - f. Educational facilities, such as conference rooms, classrooms, laboratories or libraries.
  - g. Chapels.

**(j) Conditional Uses.**

All conditional uses shall be reviewed pursuant to Section 13-5.

- (1) Skilled nursing or rehabilitation facilities;
- (2) In-patient mental health facilities;
- (3) Chemical dependency treatment facilities;
- (4) Nursing homes or long-term care facilities;
- (5) Lodging facilities for patients and families.

**(k) Compatible Uses.**

Other uses as deemed compatible and appropriate by Land Use and Development Director and Plan Commission. Where a question arises as to the compatibility of a use, the Land Use and Development Director or their designee may determine if the proposed is similar to a permitted use, and if so may approve the proposed use. If the proposed use is similar to a conditional use, the Land Use and Development Director or their designee shall refer the issue to the Plan Commission. The Plan Commission shall make a final determination as to whether a proposed use is to be allowed; is compatible as a permitted or conditional use; is compatible as an accessory use; or is a use that is not compatible with the District.

**(l) Height, Setback, and Area Requirements.**

- (1) Minimum Lot Area: Five (5) acres.
- (2) Minimum Lot Width: Two hundred (200) feet.
- (3) Minimum Street Yard Setback: Twenty (20) feet.
- (4) Minimum Side Yard Setback: Twenty (20) feet.
- (5) Minimum Rear Yard Setback: Twenty (20) feet.
- (6) Minimum Interior (building-to-building) Setback: Twenty (20) feet.
- (7) Maximum Height: One hundred (100) feet.  
Buildings in excess of height limitation may be allowed, provided that setback requirements from shared parcel boundaries shall be increased by at least one (1) foot for each additional five (5) feet of building height above the maximum building height allowed by this Section, with recommended vegetated or non-vegetated screening. Maximum height limit is subject to compliance with the La Crosse Regional Airport Overlay Zoning District (Chapter 3 – Part 9).

**(m) Architectural Review.**

Architectural review shall be in conformance with the requirements of this chapter and the following standards, and will follow site plan review procedures in Section 13-8, Part 2, Article B:

- (1) The intent of the architectural review is to ensure that architectural features and building designs contribute to a cohesive image and identity for the MCD.
- (2) Exterior materials, colors, accents, styles and rooflines shall be compatible with the purpose and intent of this district.
- (3) All exterior building and accent materials shall be of a color(s) compatible with other buildings within the district and have comparable color intensity/value. Acceptable colors consist of neutral earth tone colors such as brown, gray, tan, umber, mahogany, terra cotta, forest green, burgundy or dark blue. Glass, brick or decorative stone or high quality architectural concrete panels for exterior building materials shall be required.
- (4) To prevent long, monotonous, uninterrupted walls; recesses, projections, columns, offsets, or change in building wall plan or material and/or color shall be required, at a minimum, every seventy-five (75) feet of wall length. Projections, recesses and

decorative columns shall be a minimum of one (1) foot wide and (1) foot deep.

- (5) To prevent long monotonous, uninterrupted pitched roof planes; dormers, gables or roof offsets shall be required, at a minimum, every seventy-five (75) feet of pitched roof length.

**(n) Site Design Elements.**

Landscaping, lighting, signage and other site design elements shall be in conformance with the requirements of this chapter and shall contribute to a cohesive image and identity for the MCD. Internal and external sidewalk and/or trail connections shall be provided for safe and convenient pedestrian movements. Provision for existing or future transit service shall be provided where appropriate.

- (1) Screening and Fencing. The City shall require screening via berms and landscaping for any side yard or rear yard immediately adjacent to a residential district. A landscaped buffer zone of not less than twenty (20) feet wide and five (5) feet in height at the time of installation shall be established and maintained, consisting of evergreens, shrubs, or other screening vegetation. Other non-vegetated screening may also be required. Non-vegetative screening to comply with standards set forth in 13-6-10
- (2) Environmental Design. Development within the MCD shall be designed to preserve existing vegetation and topography where practical and shall be consistent with the goals and objectives of the Onalaska Comprehensive Plan and La Crosse County Sanitary Sewer Agreement
- (3) Parking. Off-street parking for separate uses may be provided collectively if the total number of spaces is not less than the sum of the separate requirements for each such use unless a reduction in required parking is allowed through the campus master plan process. See Section 13-7-10.
- (4) Streets, Utilities and Drainage. All publicly dedicated streets, utilities and storm-water facilities shall be designed in accordance with City Ordinances, Policies and Standards. The City may consider flexible standards during site plan review for streets if the developer has demonstrated that the proposed design and layout warrants varying standards and the design meets the provisions of this Ordinance.
- (5) Open Space. Overall site to provide a minimum of 10% open space which may include courtyards, grassed areas, pedestrian ways, accessible stormwater ponds, etc.
- (6) Landscaping. Standards. Refer to Section 6-4-8(9) and Section 13-7-10(e). Recommended additional landscaping along pedestrian ways.
- (7) Accessory buildings. No accessory buildings shall exceed the height, floor space or footprint of a principal building or exceed forty (40) feet in height.
- (8) Outdoor display or storage. No outdoor display, sales or storage shall be allowed per Section 13-6-14.
- (9) Refuse and recycling. All waste material, refuse, garbage or recycling shall be kept indoors or subject to Sec. 13-6-15.

- (10) Other Requirements. The Plan Commission and Common Council may apply additional requirements as necessary to implement the purpose of this district and the Comprehensive Plan.

**(o) On-Premise Medical Campus Complex Signage.**

In addition to the general City sign provisions (Section 13-6-21), developments within the MCD may install the following signs with dimensions, locations, and amounts as set forth in this section. Signs should be an accent to the architecture with the overall effect being low-key and proportional to the building. As part of the Campus Master Plan, a conceptual signage plan noting locations for all proposed signage (which may include temporary signage), to be provided during staff review.

**(1) Freestanding Signs.**

A MCD may erect freestanding signs with no more than two (2) faces in conformance with an approved Campus Master Plan.

a. Signs fronting public streets. In no event shall any sign face exceed three hundred (300) square feet for signage frontage a public street. Freestanding signs shall not exceed forty-five (45) in height above the centerline of the grade of the street from which access to the premises is obtained, and setback a minimum of five (5) feet from parcel boundaries. All signs to follow traffic visibility standards in Chapter 7: Mobility Standards.

b. Internal Traffic Control Signs. In addition to other signage permitted within an MCD, traffic control signs are permitted on the parcel(s) containing the campus. Such signs may be erected along public and private roadways to direct vehicles or pedestrians to utilize certain and follow certain streets, paths or access ways within the campus and such signs may not be erected in the public right-of-way. Traffic control signs shall prominently display directions to the emergency room and like services, if any. Traffic control signs shall be freestanding monument-style signs with a maximum height of ten (10) feet and a maximum area of one hundred and fifty (150) square feet per sign face. Final traffic control sign locations shall be determined during site plan review.

(2) Wall Signs. Each building or structure within the MCD may have one (1) wall sign per permitted or approved use, with one (1) sign face for each side of the building that faces a public or private street or parking lot. Each façade may not have wall signs that exceed five hundred (500) square feet in sum and otherwise be consistent with Section 13-6-21 (a)(1).

(3) Building or Structure Addressing. For emergency and fire protection services, each building or structure within the MCD that is open to the public shall prominently display an address street number sign visible from the internal circulation system. Each address sign must be visible from the nearest public or private street and may not exceed fifty (50) square feet. A conceptual addressing plan shall be provided with the Campus Master Plan.

**(p) Severability.**

In the event that a court of competent jurisdiction adjudges any part of this chapter to be invalid, such judgement shall not affect any other provision of this Chapter not specifically included within the judgement.

**(q) Effective Date.**

This ordinance shall become effective upon its passage and publication according to law.

SECTION II. This Ordinance shall take effect and be in force from and after its passage and prior to publication although it will be published in due course.

Dated this \_\_\_\_ day of \_\_\_\_\_, 2017.

CITY OF ONALASKA

By: \_\_\_\_\_  
Joe Chilsen, Mayor

By: \_\_\_\_\_  
Caroline Burmaster, Clerk

PASSED:  
APPROVED:  
PUBLISHED:





# *CITY OF ONALASKA*

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## *STAFF REPORT*

Plan Commission – September 27, 2016

Agenda Item:

# 8

Agenda Item: Review & Discussion of a general boundary agreement between the City of Onalaska and the Town of Medary.

Background:

A draft general boundary agreement has been developed between the City of Onalaska and the Town of Medary.

The Plan Commission of the City of Onalaska and the Plan Commission of the Town of Medary will hold a joint public hearing on the proposed general boundary agreement on Thursday, November 17, 2016 at 6:00PM at Eagle Bluff Elementary School in the music room to gather public testimony.

Action Requested:

Review and discussion by the Plan Commission. Comments to be provided directly to staff or offered for discussion at the October 25<sup>th</sup>, 2016 Plan Commission meeting.

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**City of Onalaska and  
Town of Medary  
Boundary Agreement  
Under Section 66.0301, Wisconsin Statutes**

**Draft September 21, 2016**

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**SECTION 1—INTRODUCTION**

The City of Onalaska, a Wisconsin municipal corporation with offices at 415 Main Street, Onalaska, Wisconsin 54650 (hereafter referred to as “City”), the Town of Medary, a Wisconsin municipality with offices at N3393 Smith Valley Road, La Crosse, Wisconsin 54601 (hereafter referred to as “Town”) (jointly referred to as “Parties”) enter into this Intergovernmental Boundary Agreement (hereafter referred to as “Agreement”), under the authority granted by Wis. Stat. § 66.0301.

**WHEREAS**, Wis. Stat. § 66.0301 authorizes municipalities to jointly exercise powers and enter into intergovernmental agreements;

**WHEREAS**, the Parties desire to enter into a formal agreement to define the following matters:

**1.1** Specified policies for relations between the Parties including:

- (a) Establishing a policy of strong communication practices among the Parties;
- (b) Mutual respect for elected officials and staff of each jurisdiction;
- (c) Consistent and equitable treatment of all issues raised among the Parties; and
- (d) Continued improvement to relations and current cooperation efforts among the Parties;

**1.2** Prepare and negotiate cooperative future municipal boundaries, including areas of the Town that would and would not be subject to annexation by the City during the term of this Agreement.

**1.3** Develop, subject to fiscal and operational resources, plans and strategies to:

- (a) Explore new shared service opportunities between the Parties;
- (b) Develop a public participation strategy for intergovernmental projects;
- (c) Coordinate on plans for corridors and roads that connect the Parties;
- (d) Continue to work with other adjacent municipalities and La Crosse County on land development policies; and

**WHEREAS**, the Parties have published a Class 1 notice of intent to develop this Agreement and held a public hearing as required by State Statutes, which notice is attached hereto as Exhibit 1;

**WHEREAS**, the Parties share common borders as shown the map attached hereto and incorporated herein as Exhibit 2; and,

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**WHEREAS**, it is the intention of the Parties that this Agreement be a binding and enforceable contract as provided for in Wis. Stat. § 66.0301.

**WITNESSETH:**

The Parties enter into this Agreement under the authority of Wis. Stat. § 66.0301 as set forth below:

**SECTION 2—PARTICIPATING MUNICIPALITIES**

This Agreement applies to the City of Onalaska and Town of Medary, La Crosse County, Wisconsin.

**SECTION 3—MUNICIPAL CONTACTS**

Any notice, or other communication, required to be given to any Party shall be given to the following persons to and on behalf of such Party:

City of Onalaska Engineer  
Attn: Mr. Jarrod Holter  
415 Main Street  
Onalaska, Wisconsin 54650  
608-781-9597  
[jholter@cityofonalaska.com](mailto:jholter@cityofonalaska.com)

Town of Medary Board Chairman  
Attn: Ms. Linda Seidel  
N3389 Smith Valley Road  
La Crosse, WI 54601  
608-781-2275  
[townofmedary@charter.net](mailto:townofmedary@charter.net)

The persons holding the positions set forth above may change from time to time. Upon a change of the position holder, this section shall be deemed amended to substitute the new position holder as the party to whose attention correspondence should be sent.

**SECTION 4—TIER 1 -RULES FOR ANNEXATION OF LAND IN THE TOWN OF MEDARY AND THE PROVISION OF MUNICIPAL SERVICES TO SUCH LANDS**

During the Term of this Agreement:

**4.1** The City shall waive the annexation application fee and arrange for payment of the Department of Administration fees from City funds as well as offer other various incentives (“Incentives”) which may include waiving park fees, deferred special assessments and

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other costs for the residents in Tier 1 as shown on Exhibit 3, Tiers 1-3 Map and Exhibit 4, Tier 1 Map, attached hereto.

**4.2** Upon annexation of properties within Tier 1, the City agrees to pay the Town the Act 317 fees.

**4.3** The City agrees to annex and maintain those portions of Pralle Road, Germaine Court and Esther Drive currently within Town limits, as adjacent properties are annexed into the City. The City shall budget for rebuilding these streets and any special assessments created to offset the costs of reconstructing these streets shall be payable over a 20-year time period. The City and Town shall work together when annexing streets so as not to create islands.

**4.4** At the City's discretion, the Incentives shall be offered for eighteen months after the date of this Agreement and may be offered at the time any property in Tier 1 is sold.

**4.5** Upon annexation into the City of Onalaska, the City shall provide municipal services to such property.

#### **SECTION 5—TIER 2 -RULES FOR ANNEXATION OF LAND IN THE TOWN OF MEDARY AND THE PROVISION OF MUNICIPAL SERVICES TO SUCH LANDS**

During the Term of this Agreement:

**5.1** Properties in Tier 2 are as shown on Exhibit 3, Tiers 1-3 Map and Exhibit 5, Tier 2 map attached hereto.

**5.2** Properties in Tier 2 may be annexed to the City of Onalaska by majority annexation. If any annexation occurs in Tier 2A contiguous to Parcel #9-376-0 (a 6.74 acre parcel of vacant land) then Parcel #9-376-0 shall be annexed so as to not leave an island of Town property in the future.

**5.3** The Town agrees that as the majority of the property in Tier 2 is undeveloped, the Town shall not issue any building permits for new residential units or new commercial developments or remodeling in which the setback of the residential or commercial property will be altered without the consent of the City of Onalaska, following a pre-established set of criteria as set forth on Exhibit 6.

**5.4** The Town shall not object to or interfere with annexations within Tier 2.

**5.5** Upon annexation into the City of Onalaska, the City shall provide municipal services to such property.

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**SECTION 6—TIER 3 -RULES FOR ANNEXATION OF LAND IN THE TOWN OF MEDARY AND THE PROVISION OF MUNICIPAL SERVICES TO SUCH LANDS**

During the Term of this Agreement:

**6.1** Properties in Tier 3 are as shown on Exhibit 3, Tiers 1-3 Map and Exhibit 7, Tier 3 map attached hereto.

**6.2** Properties within Tier 3 would not be subject to annexation to the City within the term of this Boundary Agreement unless 75% of the property owners within either Tier 3A or Tier 3B petition for annexation, except that unanimous annexation requests by individual property owners shall be considered on a case by case basis by mutual agreement of the City and Town.

**6.3** The Town shall work with the City and allow the City to loop the City owned water system through this area. The Town agrees not to contest any easement acquisitions by the City and to allow the water main to be installed in Town right-of-way. The City agrees to work with the Town Board and provide plans for the location within the right-of-way in the Town at least sixty days prior to any street excavation.

**6.4** The City agrees to install the proposed water main loop without special assessing any adjacent property owners.

**6.5** The Town agrees to support the City, and if needed assist the City in approaching property owners to discuss the City's needs with respect to the purchase or condemnation of any property for a water main easement within the Town needed for the installation and connection of the water loop.

**6.6** The City agrees that at the time of the installation of the water main loop referenced in Section 6 above, the City will install five (5) fire hydrants in the Meadow Wood Subdivision.

**6.7** Upon annexation into the City of Onalaska, the City shall provide municipal services to such property.

**SECTION 7—UTILITIES & FIRE SERVICE**

**7.1** The Parties agree that utility privileges will be mutually allowed between all Parties and all Parties may place utilities as provided for under Wis. Stat. § 66.0425 Privileges in Streets, except that no Party under this Agreement shall be required to file a bond under Wis. Stat. § 66.0525(2).

**7.2** All Parties waive the necessity to make a request to the other for granting of street privileges but each party shall provide written notice to the jurisdictional Party before

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actual street excavation occurs and plans and specifications for any proposed street privileges shall be submitted at least sixty (60) days in advance to the municipality who has jurisdiction of the subject street.

**7.3** No consent to any utility placement within such streets shall be unreasonably withheld.

**7.4** The City agrees to reduce the basic fire protection fee \$100/month for every \$1,250,000 in property value that is annexed from the Town to the City, review of the annexations shall occur on an annual basis in December of each year with any applicable reduction beginning in January of the following year.

## **SECTION 8—SEVERABILITY**

If any section, paragraphs, or portion of the Agreement is deemed by any court having lawful jurisdiction of the subject matter of the Agreement to be void, voidable, or invalid for any reason, this Agreement shall be otherwise valid and enforceable as if the void, voidable, or invalid section, paragraph, or portion of the Agreement had not been part of the Agreement.

## **SECTION 9—REFERENCES**

**9.1** Any references in this Agreement to any particular agency, organization or officials shall be interpreted as applying to any successor agency, organization or official or to any other agency, organization or official to which contemplated functions are transferred by statute or ordinance.

**9.2** Any references in this Agreement to any particular statute or ordinance shall be interpreted as applying to such statute or ordinance as recreated or amended.

## **SECTION 10—INTERPRETATION**

If any term, section or other portion of this Agreement is reviewed by a court or other judicial or *quasi*-judicial entity, such entity shall treat this Agreement as having been jointly drafted by both the City and Town.

## **SECTION 11—ENTIRE AGREEMENT**

The entire agreement of the Parties is contained in this Agreement and it supersedes any and all oral representations and negotiations between the municipalities.

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**SECTION 12—AUTHORIZATION**

This Agreement shall not take effect until approval by the Parties' governing bodies.

**SECTION 13—IMPLEMENTATION**

The Parties shall take such actions as may be necessary or desirable to implement and effectuate the provisions and intent of this Agreement.

**SECTION 14—AGREEMENT DURATION**

**14.1** This Agreement shall be in full force for a period of ten (10) years from the date of its execution by the Parties.

**14.2** This Agreement can be modified or terminated at any time during the Agreement period only with approval of the governing bodies of all Parties.

**14.3** This Agreement shall automatically renew for additional renewal periods of five (5) years unless one of the Parties cancels the Agreement by written notice to the other parties at least six (6) months prior to the expiration of the applicable term.

**SECTION 15— GOOD FAITH**

**15.1** The Parties hereby acknowledge that this Agreement imposes upon them a duty of good faith and fair dealing and they shall cooperate fully with each other in implementation of this Agreement.

**15.2** The Parties further agree to promptly execute such documents, grant such approvals and take other reasonable steps as may be necessary to carry out the intent of this Agreement.

**SECTION 16—BINDING EFFECT**

This Agreement shall inure to the benefit of and be binding upon the Parties hereto, as well as their respective heirs, successors and assigns.

**SECTION 17—GOVERNING LAW**

**17.1** This Agreement shall be governed by and construed according to the laws of the State of Wisconsin and, in the event of any dispute, venue shall lie in the Circuit Court for La Crosse County, State of Wisconsin.

**17.2** If any Party to this Agreement believes that the other Party is in breach of this Agreement, the aggrieved Party shall promptly serve written notice of said breach upon the other Party. Such notice shall specify the nature of the alleged breach. The Parties shall meet promptly thereafter and endeavor in good faith to resolve any dispute amicably. In such event that the initial meeting fails to resolve the dispute, the non-breaching Party shall have the right to recover damages or seek specific enforcement by applying to the La Crosse County Circuit Court.

**SECTION 18—EXHIBITS**

Exhibits 1-6 are attached hereto and made a part of this Agreement.

**SECTION 19—ADOPTION**

**IN WITNESS WHEREOF**, the City and Town certify that this Agreement, including all exhibits, has been duly approved by their respective governing bodies in accordance with State and local laws, rules and regulations, and each has caused their duly authorized officers to execute this Agreement on the dates written before their respective signatures.

The above and foregoing Agreement was duly adopted by the Common Council of the City of Onalaska at a regular meeting held on \_\_\_\_\_, 2016 and by Town of Medary Town Board at a regular meeting held on \_\_\_\_\_, 2016.

**CITY OF ONALASKA**

ATTEST:

By: \_\_\_\_\_  
Joe Chilsen, Mayor

\_\_\_\_\_

By: \_\_\_\_\_  
Caroline Burmaster, City Clerk

**TOWN OF MEDARY**

ATTEST:

By: \_\_\_\_\_  
Linda Seidel, Town Board Chair

\_\_\_\_\_

By: \_\_\_\_\_  
Susan Miller, Town Clerk



Exhibit 1

[Class 1 notice to be inserted]

Exhibit 6

Criteria for Review of New Residential/Commercial  
& Alterations/Remodel where Setbacks Change

1. All new commercial/residential properties in Tier 2 will be reviewed for the following:
  - a. Setback
  - b. Fire Access/Driveway Grades
  - c. Layout as it relates to the future provision of water/sanitary
  - d. Water Runoff and Drainage
  - e. Whether construction is within a waterway or wetland
  - f. Review of Minimum Lot Dimensions
  
2. New commercial development will be required to submit the information required in the City of Onalaska Site Plan Checklist