

CITY OF ONALASKA MEETING NOTICE

COMMITTEE/BOARD: Long Range Planning Committee

DATE OF MEETING: July 15, 2015 (Wednesday)

PLACE OF MEETING: City Hall – 415 Main Street (Rm 112)

TIME OF MEETING: 5:30 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. Discussion regarding La Crosse County land use trends.
5. Review and discussion of the following document for the 2015 Comprehensive Plan Update:
 - A) Chapter 9: Land Use –Future Land Use Map & Land Use Categories
 - B) Chapter 10: Implementation (new version).
6. Pay Estimate: Short Elliot Hendrickson Inc.

Adjournment

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	
Ald. Jim Binash	
Ald. Jim Olson	
Ald. Jim Bialecki	
Ald. Bob Muth	
Ald. Harvey Bertrand	
Ald. Barry Blomquist	
City Attorney	Dept Heads
La Crosse Tribune	Charter Com.
Onalaska Holmen Courier Life	Fox News
WIZM WKTY WLXR WKBH	
WLSU WKBT WXOW	

*Committee Members

* Gary Lass
* Kristen Odegaard – Vice Chair
* Dana Frederickson
* Debbie Clarkin – Chair
* Ken Schmocker
* Jim Warren
* Jennifer Brown
Brea Grace
Katie Meyer
Onalaska Public Library

Date Notices Mailed and Posted: 07/09/15

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.



CITY OF ONALASKA

STAFF REPORT

Long Range Planning Committee – July 15, 2015

Agenda Item:

5A

Agenda Item: Review of Chapter 9: Land Use.

Background: Below are the following proposed “future land use categories” for final review.

Environmentally Sensitive Residential District

The Environmentally Sensitive Residential District is intended for lower density single family development on compact lots with common open space that allows for the protection of environmentally sensitive areas, including farmland, blufflands, wetlands, forested lands, and water resources, among others.

Mixed Density Residential District

The Mixed Density Residential District is intended to for residential units. The City generally encourages Traditional Neighborhood Development (TND) patterns, which typically includes mixed-density development located in close proximity to essential goods and services establishments. Higher density residential development may be appropriate in locations adjacent to transportation corridors, commercial areas, and schools. Institutional uses, clinics, senior housing and services, clinics, children's nurseries, group homes, bed and breakfast establishments, neighborhood commercial and services, and home-based offices are also appropriate in this district with proper zoning controls.

Mixed Use District ("Smart Growth Areas")

The Mixed Use District allows complementary land uses including housing (primarily multi-family), retail, offices, commercial services, and civic uses in an efficient, compact development. This may take place in both vertical development with mixed-use buildings (i.e. ground floor retail and upper residential) or horizontal development, with complementary uses adjacent to each other.

These districts are meant to be highly accessible by pedestrian and bicycle traffic, therefore additional site design review should ensure that these are comfortable areas for non-motorized transportation methods. Strip commercial development and typical big box developments are inappropriate in this district.

Prior to redeveloping these areas, detailed master plans or specific sub-area plans should be prepared to coordinate land uses, urban design, transportation circulation and functions, and open spaces. In general, Mixed Use areas should be developed as highly planned, compact activity centers or nodes rather than uncoordinated, poorly planned strip development.

Downtown Mixed Use District

The Downtown Mixed Use District is intended to include the City's mixed-use central business district. The intent of this district is to have pedestrian-focused development with a mix of uses, including residential, personal service, commercial, institutional and civic uses.

Multiple story, mixed use buildings that include high quality architecture, signage, lighting and streetscape amenities that are sensitive to and enhance the character of Onalaska's small central business district and the waterfront are strongly encouraged.

Commercial District

The Commercial 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.

CITY OF ONALASKA

Industrial District

The Industrial District is intended to accommodate manufacturing facilities, as well as those facilities that generate heavy truck traffic frequently, and are more likely to produce nuisance odors or sounds. It is desirable to maintain separate of this District from residential development.

Medical Facility District

The Medical Facility District is intended to accommodate large medical users that have large parking areas that should be well designed to integrate into natural landscapes. Uses in this District will have a high degree of vehicle trips, resulting in the need for careful transportation planning. These facilities should also be located along public transportation infrastructure. Ancillary and appropriate land uses for this District are other, smaller offices and retail establishments, as well as transient lodging.

Institutional District

This district is intended to accommodate civic, institutional, and related uses including schools, churches, libraries, governmental buildings, utilities, and public parks. It is important for public and institutional developments within this district to set a high standard for architecture and site design for the community, which has been accomplished with City Hall and the library.

Parks and Open Space District

This district is intended to include environmentally sensitive areas such as wetlands, steep slopes and floodplains, publicly owned recreation facilities and other permanently protected open spaces.

Environmental Corridor

These areas are generally undevelopable due to slopes being greater than 30%.



CITY OF ONALASKA

STAFF REPORT

Long Range Planning Committee – July 15, 2015

Agenda Item: Review of Chapter 10: Implementation (new version).

Background: Enclosed is the updated version of Chapter 10: Implementation. Please review the proposed document for comments and edits for discussion purposes.

10.0 Implementation

10.1 Action Plan

10.2 Plan Integration and Consistency

10.3 Plan Monitoring and Evaluation

10.4 Plan Amendments and Updates

Wis. Stats. 66.1001(2)(i)
(i) Implementation element. A compilation of programs and specific actions to be completed in a stated sequence, including proposed changes to any applicable zoning ordinances, official maps, or subdivision ordinances, to implement the objectives, policies, plans and programs contained in pars. (a) to (h). The element shall describe how each of the elements of the Comprehensive Plan will be integrated and made consistent with the other elements of the Comprehensive Plan, and shall include a mechanism to measure the local governmental unit's progress toward achieving all aspects of the Comprehensive Plan. The element shall include a process for updating the Comprehensive Plan. A Comprehensive Plan under this subsection shall be updated no less than once every 10 years.

Completing the plan document is only one step in the planning process. Getting complete commitment in implementing the plan involves getting all departments and key individuals involved in order to have a unified stance in matters pertaining to the plan.

This element serves as a “priority” list for implementing and realizing the Plan. It prescribes those actions necessary to realize the visions, goals, and objectives highlighted in previous chapters of the Plan. The Plan addresses many important components critical to sustaining a healthy community while preserving the community character and resources residents enjoy. As change is inevitable, the Plan may need to be amended to appropriately reflect land use changes.

If there is a question regarding a decision that is not clearly conveyed in the details of this Comprehensive Plan, then the decision should be based on community desires identified during the Placemaking workshop results presented in the Issues and Opportunities Element of the Plan, as well as the results from the community-wide survey conducted in 2014. All nine elements included in this Plan work to achieve the desired future for the City of Onalaska.

10.1 Action Plan

The City of Onalaska Comprehensive Plan is intended to help guide decisions within the City. The Plan is an expression of the City of Onalaska’s preferences and provides a series of policies for assisting the community in attaining its goals, and objectives. The Plan is not an attempt to predict the future, but rather an attempt to document the City’s values and philosophies that citizens of Onalaska share. The Plan guides a variety of community issues including housing, transportation, utilities and community facilities, economic development, intergovernmental cooperation, and land use.

The City of Onalaska Long Range Planning Committee, Planning Commission, Board of Public Works, Common Council, and citizens in reviewing all proposals pertaining to development in the City should utilize the Comprehensive Plan. Development proposals should be examined to determine whether they are consistent with City preferences as expressed in the Plan. As part of the review, a thorough review of the Plan is necessary with particular attention given to the goals and objectives. Where the impact of a proposed development is minimal, the evaluation may simply be a determination of whether or not the Plan provides relevant direction and whether the requested action is in conformance with the Plan. Development proposals with significant potential impacts will require a more detailed analysis in order to determine consistency.



10.2 Plan Integration and Consistency

Within this implementation element, it is required to “describe how each of the elements of the Comprehensive Plan will be integrated and made consistent with the other elements of the Comprehensive Plan.” As a result of the Comprehensive Plan being developed in a coordinated and simultaneous effort, the planning process has ensured that the development and review of each element is consistent with the others; and based on that analysis, there are no known inconsistencies between the planning elements. In the future, as plan amendments occur, it is important that the City of Onalaska Long Range Planning Committee, Planning Commission, and Common Council both conduct consistency reviews. Those reviews will ensure the document continues to represent an integrated approach to planning.

To ensure consistency across jurisdictional boundaries, the City of Onalaska encourages early dialogue between all adjoining and overlapping jurisdictions (Towns of Onalaska and Medary, Villages of Holmen and West Salem, City of La Crosse and La Crosse County) as they develop or revise their Comprehensive Plans and ordinances. Where inconsistencies are identified and a resolution cannot be reached, future actions can be developed to bring the parties together to address their concerns.

10.3 Plan Monitoring and Evaluation

As part of the Comprehensive Planning process, a number of goals, objectives, and policy items were developed that, when implemented, are intended to build stronger relationships and give direction to the Common Council, as well as other City Committees and residents. The goals are the “purpose or end” that provides direction for the City and other governmental organizations, such as La Crosse County. Objectives are statements that are measurable benchmarks the community works to achieve, and the policies are more specific statements that set preferred courses of action to carry out the objectives in the future. While many of the objectives and actions can be accomplished in the short term, several others will be continuous or ongoing and do not have a specific implementation target date. A Comprehensive Plan must be updated at least once every ten (10) years. However, in order to ensure that the City’s plan is an effective management tool, the City of Onalaska Long Range Planning Committee will review the plan’s goals and objectives annually to track those activities that have been completed to realize its accomplishments, and identify areas where additional resources or actions are needed. Part of this effort, will also include addressing conflicts which may arise between the elements of the Plan.

As a means of measuring progress towards achieving the goals of the Comprehensive Plan, action steps for some of the goals have been developed that propose a timeline that may be followed to implement the goals.



GOAL

Encourage the development of a variety of housing types, styles and price ranges in the City, paying close attention to the needs of residents that work in the City, special needs populations, and elderly populations.

Housing

Strategy

- Identify areas throughout the City appropriate for infill residential development (refer to Future Land Use Plan)
- Meet to discuss specific housing needs of those populations specifically identified (i.e. housing located on transit route; close to medical facilities; etc.)
- Coordinate with Developer’s on strategies to make these developments more attractive.

Implementation Lead(s)

- Onalaska Long Range Planning Committee

Key Partners

- Planning Commission
- Common Council
- City residents and landowners
- Regional housing agencies (e.g. CouleeCap, La Crosse County Housing Authority, etc.)

Potential Funding Sources

- City of Onalaska (meeting time)
- Local, regional and state housing-related non-project groups.
- WDOA – Small Cities Housing Program



Coordinate with area agencies on identifying key features of diverse neighborhoods

Coordinate with developers on how best to incorporate these cost-effectively into developments

Modify ordinances/regulations to allow for or encourage these developments if necessary. Coordinate with ancillary development need providers to ensure efficient access to critical services.



ACTION STEPS



GOAL

The City will continue to improve alternative transportation methods, including having connected pedestrian and bicycle trails, and effective public transit.



Transportation

Strategy

- Continue to follow Complete Streets policies and existing development regulations that include appropriate non-motorized transportation infrastructure.
- Work with MTU to consider developing alternative delivery of services to improve timing and location of transit routes.

Implementation Lead(s)

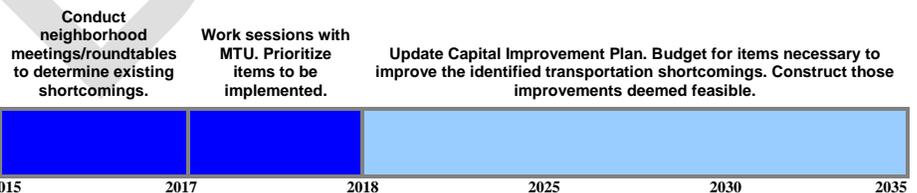
- Onalaska Long Range Planning Committee
- Common Council
- Onalaska Department of Public Works

Key Partners

- City residents, business owners, transit users
- MTU
- Neighboring communities with connecting linkages
- Wisconsin Department of Transportation
- La Crosse Area Planning Committee

Potential Funding Sources

- City of Onalaska
- MTU
- Wisconsin Department of Transportation – Transportation Alternatives Program (TAP)
- Wisconsin Department of Natural Resources – Knowles-Nelson Stewardship Program



ACTION STEPS



Utilities and Community Facilities

Strategy

- Inventory and identify City services that may become deficient in the next 20 years.
- Identify alternatives to address identified deficiencies. Evaluate alternatives based on cost, service life, and increased capacity, among other items.
- Select preferred alternative(s) for each identified deficiency. Begin budgeting for improvements through the utilization of a Capital Improvements Plan (CIP).
- Onalaska Long Range Planning Committee and Planning Commission
- Common Council
- Onalaska Department of Public Works

Key Partners

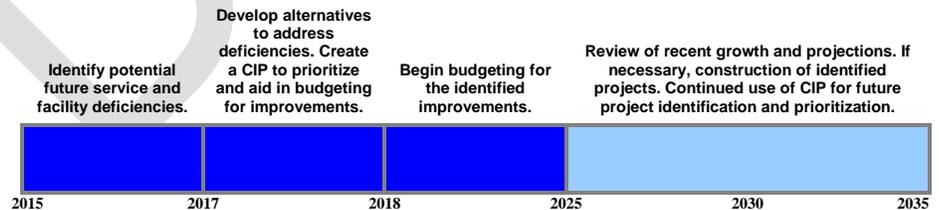
- City residents, businesses and landowners
- Wisconsin Department of Transportation
- Wisconsin Department of Natural Resources
- La Crosse County

Potential Funding Sources

- City of Onalaska
- Wisconsin DOT – Transportation Alternatives Program (TAP)
- WDNR – Safe Drinking Water and Clean Water Fund Loan Programs
- Community Development Block Grant – Public Facilities

GOAL

The City will strive to make upgrades to and/or replace infrastructure systems when needed to maintain proper service levels.



ACTION STEPS



Utilities and Community Facilities

Strategy

- Identify desired areas of utility and facility services based on future growth anticipation (refer to Future Land Use map)
- Determine costs of servicing these areas.
- Determine impacts of extending services to these areas.

Implementation Lead(s)

- Onalaska Long Planning Committee and Planning Commission
- Common Council
- Onalaska Department of Public Works

Key Partners

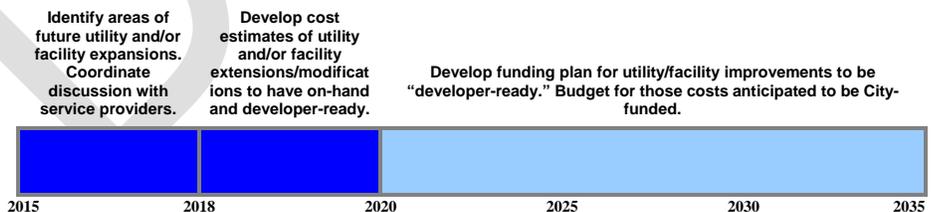
- City residents, businesses and landowners
- Possible Developers
- Private Utility Services Providers

Potential Funding Sources

- City of Onalaska
- Developers (via Developer Agreements)
- Private Utility Services Providers
- WDNR – Safe Drinking Water and Clean Water Fund Loan Programs
- Community Development Block Grant – Public Facilities

GOAL

The City will encourage environmentally friendly development with well-planned community utility and facility improvements, including cellular tower siting.



ACTION STEPS



Utilities and Community Facilities

Strategy

- Work with School Districts to determine service constraints with respect to population and geography.
- Share future development projections and learn of future School District facility needs.
- Determine if there are particular items the City can work on improving to better assist the School Districts, recognizing that the quality education offered has been identified as a key asset to the City.
- Meet regularly (annually?) to exchange updated information.

Implementation Lead(s)

- Onalaska Long Range Planning Committee Commission and Planning Commission
- Common Council

Key Partners

- Onalaska School District
- Holmen School District
- Private Schools

Potential Funding Sources

- City of Onalaska (meeting time and/or related improvements)
- Schools

GOAL

The City will encourage collaboration with the Onalaska and Holmen School District's, as well as private educators on future development needs and impacts.



Conduct roundtables with Schools regarding future plans/needs

Identify/Prioritize those areas or improvements the City may be able to participate in.

Meet annually to continue exchanging updated information. Make further improvements as needed and able.



ACTION STEPS



Utilities and Community Facilities

Strategy

- Conduct a space needs study for the Fire Department
- Conduct a Response Time Study for the Fire Department
- Identify deficiencies in space or response time
- Identify alternative to address any existing Fire Department deficiencies. Evaluate alternatives and select the alternative(s) that best suit the needs of the City and its residents.

GOAL

Maintain or Improve the City's ISO Rating (currently 3).

Implementation Lead(s)

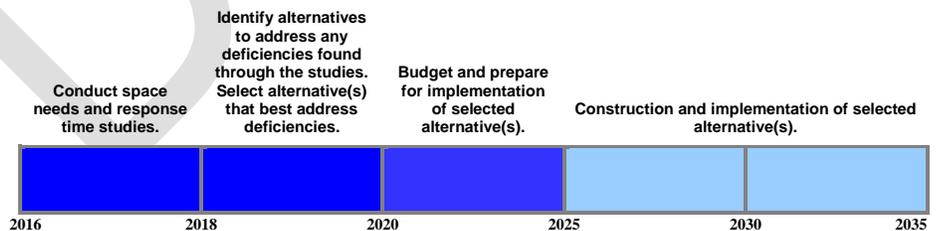
- Onalaska Long Range Planning Committee Commission and Planning Commission
- Common Council
- Onalaska Fire Department

Key Partners

- City residents, business owners and landowners

Potential Funding Sources

- City of Onalaska (meeting time and/or related improvements)
- FEMA (Assistance to Firefighter Grants (AFG))



ACTION STEPS



Agricultural, Natural and Cultural Resources

Strategy

- Continue to evaluate and zone identified environmentally sensitive areas for preservation.
- Review and modify existing codes/ordinances as needed to ensure environmentally sensitive areas are protected, including their depiction on proposed development plans and proposals.
- Evaluate feasibility of continued purchase or conservation easements.

GOAL

Encourage environmentally sensitive land use patterns that preserve bluffs, scenic views, waterfront, wetlands, woodlands and wildlife habitat.



Implementation Lead(s)

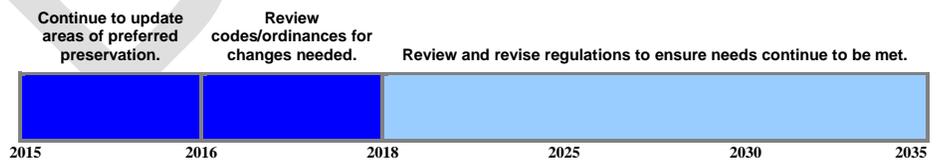
- Onalaska Long Range Planning Committee and Planning Commission
- Planning and Development staff

Key Partners

- Mississippi Valley Conservancy
- Private Developers
- Common Council
- Wisconsin Department of Natural Resources
- US Fish and Wildlife Service

Potential Funding Sources

- City of Onalaska (staff time)
- Mississippi Valley Conservancy
- Wisconsin Department of Natural Resources
- US Fish and Wildlife Service



ACTION STEPS



GOAL

The City will strive to develop an economic development strategy and master plan to help guide development and public investment to appropriate locations.

Economic Development

Strategy

- Identify and charge a working group to complete an economic development strategy and master plan.
- Identify and evaluate techniques to aid in local economic development marketing efforts.

Implementation Lead(s)

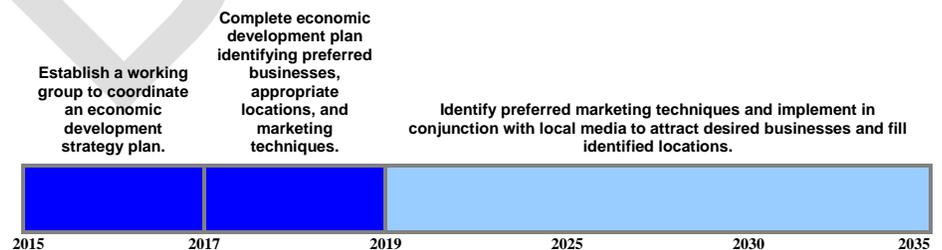
- Onalaska Long Range Planning Committee and Plan Commission
- Onalaska Community Development Authority
- Common Council

Key Partners

- City businesses and Onalaska Area Business Alliance
- Onalaska Finance Committee
- Private developers
- La Crosse Area Development Corporation
- Local media sources

Potential Funding Sources

- City of Onalaska
- La Crosse Area Development Corporation
- Wisconsin Economic Development Corporation



ACTION STEPS



GOAL

The City will strive to update or create a new Downtown Redevelopment Plan.



Economic Development

Strategy

- Identify and charge a working group to complete a Downtown Redevelopment Plan.
- Identify study area and a defined “Downtown.”
- Identify strategies to encourage redevelopment and reinvestment in the downtown area that builds off of the Great River Landing Plan and further improves the WIS 35 corridor area.
- Identify and evaluate techniques to aid in local economic development marketing efforts.

Implementation Lead(s)

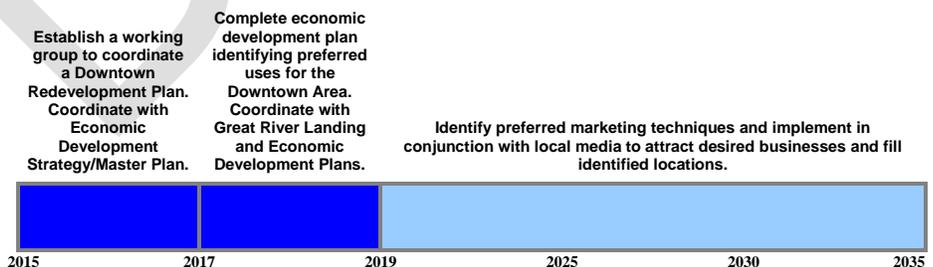
- Onalaska Long Range Planning Committee and Plan Commission
- Onalaska Community Development Authority
- Common Council

Key Partners

- City businesses and Onalaska Area Business Alliance
- Onalaska Finance Committee
- Waterfront Committee
- Private developers
- La Crosse Area Development Corporation
- Local media sources

Potential Funding Sources

- City of Onalaska
- La Crosse Area Development Corporation
- Wisconsin Economic Development Corporation



ACTION STEPS



GOAL

The City will continue to seek and/or update cooperative boundary agreements with neighboring communities.

Intergovernmental Cooperation

Strategy

- Identified preferred areas of future growth for the City of Onalaska (refer to Future Land Use Map).
- Identify areas of preferred growth for neighboring communities with their future land use maps.
- Initiate or continue discussions regarding possibilities of developing agreements for future boundaries.

Implementation Lead(s)

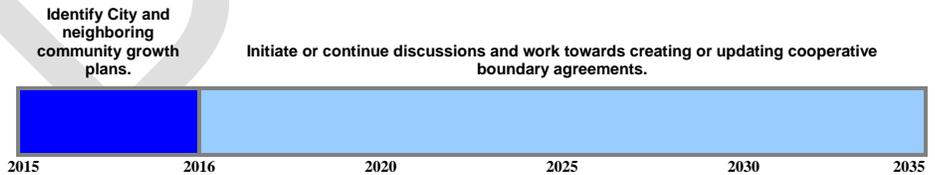
- Onalaska Long Range Planning Committee and Planning Commission
- Common Council
- Planning and Development and Public Works staff

Key Partners

- City Attorney
- City of La Crosse, Villages of Holmen and West Salem, Towns of Onalaska, Medary and Campbell.

Potential Funding Sources

- City of Onalaska



ACTION STEPS



GOAL

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Intergovernmental Cooperation

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Implementation Lead(s)

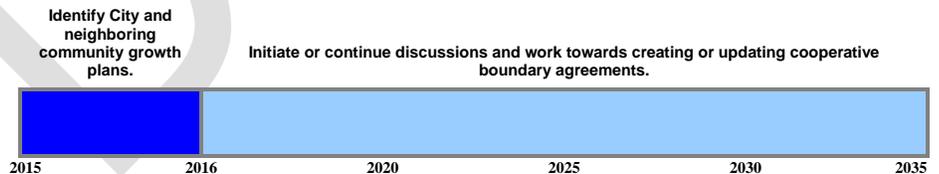
- Onalaska Long Range Planning Committee and Planning Commission
- Common Council
- Planning and Development and Public Works staff

Key Partners

- City Attorney
- City of La Crosse, Villages of Holmen and West Salem, Towns of Onalaska, Medary and Campbell.

Potential Funding Sources

- City of Onalaska



ACTION STEPS



GOAL

The City will work to improve key corridors and major entranceways to the community to provide for better community identity/image and improved accessibility.



Land Use

Strategy

- Determine key corridors to prioritize for improvements.
- Work to identify improvements needed, including visual characteristics and identity, accessibility, and welcoming image of Onalaska.
- Prioritize, budget, and implement identified improvements.
- Continue to update Capital Improvements Plan with new corridor improvements as projects are completed.

Implementation Lead(s)

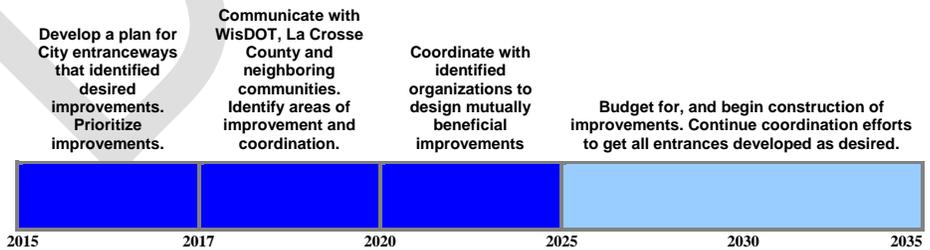
- Onalaska Long Range Planning Committee and Planning Commission
- Common Council

Key Partners

- Onalaska Public Works
- La Crosse County and neighboring communities (shared entrances)
- Wisconsin Department of Transportation
- Discover Onalaska
- La Crosse Area Planning Committee

Potential Funding Sources

- City of Onalaska (staff/meeting time)
- Neighboring communities
- Wisconsin Department of Transportation



ACTION STEPS



GOAL

The City will seek to continue attracting high quality development within the niche medical market.

Land Use

Strategy

- Identify strengths and weaknesses of Onalaska for existing medical facilities located in the City.
- Determine what, if any, changes can be made to improve marketability of Onalaska to these businesses.
- Review alternatives to amend ordinances if necessary.

Implementation Lead(s)

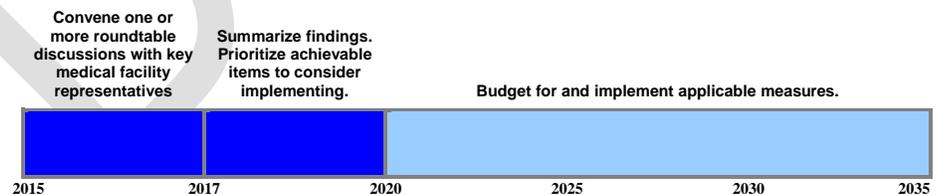
- Onalaska Long Range Planning Committee and Planning Commission

Key Partners

- Medical businesses
- Common Council
- Onalaska Area Business Alliance (OABA)
- Economic Development groups
- Technology Committee

Potential Funding Sources

- City of Onalaska (staff/meeting time)



ACTION STEPS



10.4 Plan Amendments and Updates

Evaluating the Comprehensive Plan is an ongoing process and will, at some time, lead to the realization that the Plan requires updating and amendments. The time that elapses between the completion of the Plan and the need to amend the Plan will depend greatly on evolving issues, trends, and land use conditions. Periodic updates will allow for updates to statistical data, and to ensure the Plan's goals, objectives, and actions reflect the current conditions, needs, and concerns. The Comprehensive Planning legislation requires plan updates at least every 10 years. The City of Onalaska Long Range Planning Committee will remain flexible in determining when and how often the Plan should be updated. Generally, a Comprehensive Plan update should not be expected more often than once every five (5) years. A tremendous amount of change can occur in a community over just a couple of years and the City will be prepared to address changing conditions with timely plan updates. Amendments to the plan will follow the requirements of State law and will be evaluated for consistency with the existing plan, including all elements.

To ensure residents are involved in plan amendments, the following process and protocol should be followed to allow public involvement and comment. The City of Onalaska Long Range Planning Committee and Planning Commission shall undertake a review of the Plan and shall consider the necessary amendment(s) to the Plan resulting from property owner requests and changes to social and economic conditions. Upon the Long Range Planning Committee and Planning Commission review, recommended changes to the Plan shall be forwarded to the Common Council. The City of Onalaska Planning Commission shall call a public hearing to afford property owners time to review and comment on recommended Plan changes. A public hearing shall be advertised in accordance with the City's public meeting notice procedures. Based on public input, Long Range Planning Committee and Planning Commission recommendations, and other facts, the Common Council will then formally act on the recommended amendment(s).



Long Range Planning Commission

Monthly Pay Estimates

July 15th, 2015

	Contractor	Original Contract Amount	Change Orders	Paid to Date	Due this Estimate
1.	Short Elliot Hendrickson, Inc. (SEH) Comprehensive Plan Update	\$39,500.00	-	\$37,019.97	
	Invoice No. 298710				\$1,092.27
				Total	\$1,092.27