

**Plan Commission Sub Committee**

**of the City of Onalaska**

Tuesday, May 19, 2015

1

1 The Meeting of the Plan Commission Sub Committee of the City of Onalaska was called to order  
2 at 4:32 p.m. on Tuesday, May 19, 2015. It was noted that the meeting had been announced and a  
3 notice posted at City Hall.

4

5 Roll call was taken, with the following members present: Skip Temte, Ald. Jim Bialecki, City  
6 Engineer Jarrod Holter

7

8 Also Present: Land Use and Development Director Brea Grace, Planner/Zoning Inspector Katie  
9 Meyer, Ald. Bob Muth

10

11 **Item 2 – Approval of minutes from previous meeting**

12

13 Motion by Skip, second by Jarrod, to approve the minutes from the previous meeting as printed  
14 and on file in the City Clerk’s Office.

15

16 On voice vote, motion carried.

17

18 **Item 3 – Public Input (limited to 3 minutes per individual)**

19

20 Ald. Bialecki called for anyone wishing to provide public input.

21

22 Brea read the following letter into the record: *“Dear commissioners, my name is Adrian Hagen,  
23 and I live at 2161 Sand Lake Road, Onalaska, with my wife, Doris. We border the Nelson  
24 property to the west, having shared this boundary for 40 years. We are out of town currently  
25 and unable to attend the Plan Commission meetings, hence this letter. We have several  
26 reservations regard this proposal as follows:*

27

- 28 • **Safety:** *To have this density of housing with a projected car count of 166, which will  
29 likely be low for 150 bedrooms, all entering onto Sand Lake Road at one point is  
30 hazardous. Said point is also within about 700 feet of the County Trunk Highway ‘S’ and  
31 Sand Lake junction, which carries a heavy traffic load of its own. There will undoubtedly  
32 be a need for school bus pickup with no apparent provision for doing so off the highway.  
33 How do fire trucks operate under these conditions? With an impending huge Mayo  
34 Healthcare development within one mile south, it will create a further increase in traffic  
35 from the north by employees, medical users and supply delivery. At the very least,  
36 special turn lanes will be needed for the PUD area.*
- 37 • **Precipitation runoff:** *With 50 percent of this area shedding water from roofs and  
38 parking areas, there will need to be sufficient storage areas. My concern is that runoff  
39 from my property, in a large storm event, now flows into the lowest area, which happens  
40 to be on the Nelson property. This is the natural flow pattern and has been since before I  
41 acquired my property. This will need to be accommodated in the design of the stormwater  
42 detention areas.*

**Plan Commission Sub Committee**

**of the City of Onalaska**

Tuesday, May 19, 2015

2

- 43 • **Screening:** *We would like to see the solid fence shown on the PUD Development Plan*  
44 *received by the city on May 5, 2015 be erected along and behind the townhouses. Since*  
45 *large amounts of fill will be needed there to meet floodplain requirements, the fence*  
46 *location is critical. It should be at the same elevation level as the townhouses themselves*  
47 *in order to be effective. The fence is needed for privacy of the occupants as well as*  
48 *screening these units from neighboring property.*
- 49 • **Zoning:** *Is it the best decision to permit such high-density rental housing adjacent to*  
50 *what are primarily single-family ownerships? What effects will it have on property*  
51 *values and valuations?*

52

53 *These comments are based on the PUD plan received by the city on May 5, 2015. Thank you.*  
54 *Sincerely, Adrian Hagen.”*

55

56 Ald. Bialecki called three times for anyone else wishing to provide public input and closed that  
57 portion of the meeting.

58

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

60

61 **Item 4 – Review and Consideration of a rezoning request filed by Marianne Buchanan on**  
62 **behalf of Wesley and Florence Spors Irrevocable Trust, W2815 Shorewood Court, West**  
63 **Salem, WI 54669, from Interim Single Family Residential District (R-1) to Light Industrial**  
64 **District (M-1) for development of property located at N4502 French Road and 200 French**  
65 **Road (Tax Parcels #18-4453-0 & 9-451-0)**

66

67 1. Rezoning fee of \$150.00 (PAID).

68

69 2. Rezoning for Tax Parcel #9-451-0 contingent upon completion of annexation.

70

71 3. Owner/developer shall pay all fees and have all plans reviewed and approved by the City  
72 prior to obtaining a building permit. Owner/developer must have all conditions satisfied  
73 and improvements installed per approved plans prior to issuance of occupancy permits.

74

75 4. Any future improvements to these parcels will be subject to additional City permits (i.e.,  
76 site plan approvals, building permits, zoning approvals).

77

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

82

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

**Plan Commission Sub Committee**

**of the City of Onalaska**

Tuesday, May 19, 2015

3

85

86 Brea noted Tax Parcel No. 9-451-0 currently is in the annexation process and said the city has  
87 received a letter from the DOA that states it agrees the annexation is in the public interest. Brea  
88 said she believes it simply is a matter of finalizing the annexation. Brea said the prospective  
89 property owners have an offer to purchase and are asking that the property be zoned Light  
90 Industrial, with the intent of constructing a financial institution on the property currently located  
91 in the township. The rezoning request would extend the Light Industrial zoning district from  
92 across French Road over to this property to facilitate redevelopment. Brea said city staff is  
93 agreeable to the proposed rezoning request with the six conditions listed in committee members'  
94 packets. Brea said the most critical condition is that the annexation must be completed before  
95 the property is rezoned.

96

97 Motion by Ald. Bialecki, second by Skip, to forward to the Plan Commission for a public  
98 hearing on May 26 a rezoning request filed by Marianne Buchanan on behalf of Wesley and  
99 Florence Spors Irrevocable Trust, W2815 Shorewood Court, West Salem, WI 54669, from  
100 Interim Single Family Residential District (R-1) to Light Industrial District (M-1) for  
101 development of property located at N4502 French Road and 200 French Road.

102

103 On voice vote, motion carried.

104

105 **Item 5 – Review and Consideration of an Ordinance to Amend the Unified Development**  
106 **Code, Section 13-6-6 regarding Telecommunication Structures and Towers**

107

108 Brea said a public hearing is scheduled at the May 26 Plan Commission meeting for an ordinance  
109 amendment pertaining to telecommunication structures and towers. Brea noted the draft  
110 ordinance has been included in committee members' packets and said it would replace the  
111 current ordinance pertaining to cell phone towers as well as other towers, including radio  
112 broadcasting towers. Brea referred to Section 13-6-6, which is the section of the Unified  
113 Development Code pertaining to accessory structures. Brea also referred to a section (Section  
114 13-5-14) in the Conditional Use Permit section that also must be altered. This alteration would  
115 remove a setback from a tower to residential districts.

116

117 Ald. Bialecki said Brea has altered the ordinance so that it still meets the city's expectations, but  
118 also is in the spirit of the State of Wisconsin's law.

119

120 Motion by Ald. Bialecki, second by Skip, to forward to the Plan Commission for a public  
121 hearing on May 26 review and consideration of an Ordinance to Amend the Unified  
122 Development Code, Section 13-6-6 regarding Telecommunication Structures and Towers.

123

124 On voice vote, motion carried.

125

126

**Plan Commission Sub Committee**

**of the City of Onalaska**

Tuesday, May 19, 2015

4

127 **Item 6 – Review and Consideration of a rezoning request filed by Keith Heinze on behalf of**  
128 **Luther High School, 1501 Wilson Street, Onalaska, WI 54650, from Single Family and/or**  
129 **Duplex Residential District (R-2) to Public and Semi-Public District (P-1) for the purpose**  
130 **of merging three (3) parcels into one (1) parcel for property located at 1501 Wilson Street**  
131 **(Tax Parcels #18-1023-1 & 18-1037-0)**

- 132
- 133 1. Rezoning fee of \$150.00 (PAID).
  - 134
  - 135 2. Exterior storage is prohibited.
  - 136
  - 137 3. Any future improvements to these parcels will be subject to additional City permits (i.e.,
  - 138 site plan approvals, building permits, zoning approvals).
  - 139
  - 140 4. Owner/developer shall pay all fees and have all plans reviewed and approved by the City
  - 141 prior to obtaining a building permit. Owner/developer must have all conditions satisfied
  - 142 and improvements installed per approved plans prior to issuance of occupancy permits.
  - 143
  - 144 5. All conditions run with the land and are binding upon the original developer and all heirs,
  - 145 successors and assigns. The sale or transfer of all or any portion of the property does not
  - 146 relieve the original developer from payment of any fees imposed or from meeting any
  - 147 other conditions.
  - 148
  - 149 6. Any omissions of any conditions not listed in committee minutes shall not release the
  - 150 property owner/developer from abiding by the City’s Unified Development Code
  - 151 requirements.
  - 152

153 Brea noted a public hearing is scheduled for the May 26 Plan Commission meeting and said the  
154 intent of the rezoning action is to perform “housecleaning” on the property from a zoning  
155 perspective. Onalaska Luther’s properties currently are divided into three parcels and are zoned  
156 two different zoning districts. Brea said Onalaska Luther has been doing long-range facilities  
157 planning and also is exploring creating new athletic fields on the north side of the property. Brea  
158 said if there are three different parcels there are different setbacks from each of the parcels. Brea  
159 said it will be possible to merge the three parcels into one parcel if the zoning is one contiguous  
160 zoning district. Brea also noted that Onalaska Luther will have more flexibility as it pursues  
161 future development. The rezoning would be from the R-2 District to the Public Institutional  
162 District. Brea said staff is agreeable to the proposed rezoning with the six conditions listed in  
163 committee members’ packets.

164

165 Motion by Ald. Bialecki, second by Skip, to forward to the Plan Commission for a public  
166 hearing on May 26 a rezoning request filed by Keith Heinze on behalf of Luther High School,  
167 1501 Wilson Street, Onalaska, WI 54650, from Single Family and/or Duplex Residential District  
168 (R-2) to Public and Semi-Public District (P-1) for the purpose of merging three (3) parcels into

**Plan Commission Sub Committee**

**of the City of Onalaska**

Tuesday, May 19, 2015

5

169 one (1) parcel for property located at 1501 Wilson Street.

170

171 On voice vote, motion carried.

172

173 **Item 7 – Review and Consideration of a Planned Unit Development (PUD) application filed**

174 **by CADC Investments, LLC on behalf of Paul L. Nelson, 700 Angel Court, Holmen, WI**

175 **54636, for the purpose of developing a multifamily development on the property located at**

176 **2137 Sand Lake Road (Tax Parcel #18-4509-1)**

177

178 1. PUD Application Fee of \$700.00 (PAID).

179

180 2. Park Fee of \$922.21 (per unit) due prior to issuance of building permit.

181

182 3. Topography Map Fee of \$10.00 (per acre).

183

184 4. Payment of 1998 Special Assessments: \$8,399.52 for water and \$14,349.18 for sanitary  
185 sewer.

186

187 5. Final Implementation Plan to be submitted for review and approval prior to any  
188 development activities.

189

190 6. Owner/developer to provide a development schedule indicating construction  
191 commencement and completion, project phases, the dedication of public improvements,  
192 and administration of covenants.

193

194 7. FEMA Letter of Map Revision (LOMR) must be submitted to the City Engineer prior to  
195 any grading work.

196

197 8. Owner/developer to submit a master grading and stormwater plan to be approved by the  
198 City Engineer.

199

200 9. Owner/developer to submit a master utility plan for utility improvements for each  
201 development phase to be approved by the City Engineer.

202

203 10. Owner/developer to submit final, colored renderings of architectural elevations with  
204 details and materials to be approved by the Planning Department.

205

206 11. Owner/developer to submit a master open space with provision for maintenance to be  
207 approved by the Planning Department.

208

209 12. Owner/developer to submit a master landscaping plan to be approved by the Planning  
210 Department.

**Plan Commission Sub Committee**

**of the City of Onalaska**

Tuesday, May 19, 2015

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- 211  
212 13. Obtain a survey from a qualified archaeologist as this site is located in the Sand Lake  
213 Archaeological District. Final report to be submitted to the City prior to any earthwork.  
214  
215 14. Driveway access to Sand Lake Road to be approved by La Crosse County.  
216  
217 15. Owner/developer to install sidewalk to City standards along full length of Sand Lake  
218 Road.  
219  
220 16. Site's location in B3 Airport Overlay Zoning District requires completion of the Land  
221 Use Permit.  
222  
223 17. Any future improvements to these parcels will be subject to additional City permits (i.e.,  
224 site plan approvals, building permits, zoning approvals). Owner/developer shall pay all  
225 fees and have all plans reviewed and approved by the City prior to obtaining a building  
226 permit. Owner/developer must have all conditions satisfied and improvements installed  
227 per approved plans prior to issuance of occupancy permits.  
228  
229 18. All conditions run with the land and are binding upon the original developer and all heirs,  
230 successors and assigns. The sale or transfer of all or any portion of the property does not  
231 relieve the original developer from payment of any fees imposed or from meeting any  
232 other conditions.  
233  
234 19. Any omissions of any conditions not listed in minutes shall not release the property  
235 owner/developer from abiding by the City's Unified Development Code requirements.  
236  
237 Brea noted that committee members' packets include several preliminary maps, some of which  
238 show the first stage of a Planned Unit Development General Development Plan. Brea said the  
239 developers would be required to appear before the Plan Commission for a Final Implementation  
240 Plan approval if this initial stage is approved. A public hearing for the General Development  
241 Plan is scheduled at the May 26 Plan Commission meeting. Brea said staff had raised some  
242 questions regarding stormwater, Fire Department access, a turn radius, and a means for the Fire  
243 Department's larger vehicles to maneuver around the units. Brea referred to an 11-by-17 inch  
244 map on display for the Plan Commission Sub Committee that shows two Fire Department access  
245 lanes around the two larger structures, each of which is a 44-unit apartment complex. Brea noted  
246 that this document distributed today to committee members lists revisions to the stormwater plan  
247 and grading. Brea said staff received this document on Monday and had not yet had an  
248 opportunity to review it. Therefore, Brea said staff is recommending referring this item to the  
249 Plan Commission without a recommendation.

250  
251 Brea said, "As we're reviewing the Planned Unit Development, we recognize that one of the  
252 benefits of a Planned Unit Development is that it offers flexibility over the existing zoning codes

**Plan Commission Sub Committee  
of the City of Onalaska**

Tuesday, May 19, 2015

7

253 and the existing zoning standards. The staff report notes on the table what some of those  
254 tradeoffs are, [including] looking at some of the parking. Building height is proposed to be a  
255 little bit higher than what is typically allowed in the district. With that flexibility, I think that the  
256 city should also review it based on how this development is going to be compatible with the  
257 neighborhood and how it's going to improve the corridor. This is right on the edge of the  
258 Menards area plan the city adopted a number of years ago. We have been looking at architecture  
259 and landscaping to make sure that this development is a special place. There is a large amount of  
260 density on the piece, but we want to make sure that it's a special place that is compatible and is  
261 very attractive to its residents, both in terms of calling it 'home' and the usability of the site and  
262 that services can be provided by means of Fire Department. We're going to be looking at traffic  
263 [and asking] is there another left-turn lane that's going to have to be put in. Those are some of  
264 the things we'll still be looking at, but we do have a public hearing scheduled next week. We'll  
265 bring back some more information and more comments at that point."

266

267 Ald. Bialecki referred to the map on display for the Plan Commission Sub Committee and  
268 inquired about a second access point.

269

270 Jarrod said this is a proposed emergency access point for the Fire Department and the Police  
271 Department.

272

273 Ald. Bialecki said access and parking must be examined and also wanted to further research the  
274 intent of the Menard's Area Master Plan as it relates to this area.

275

276 Motion by Ald. Bialecki, second by Skip, to forward to the Plan Commission for a public  
277 hearing on May 26 review and consideration of a Planned Unit Development (PUD) application  
278 filed by CADC Investments, LLC on behalf of Paul L. Nelson, 700 Angel Court, Holmen, WI  
279 54636, for the purpose of developing a multifamily development on the property located at 2137  
280 Sand Lake Road.

281

282 Skip stated he believes this type of development will benefit the city, but also noted that its  
283 location is on a blind corner. Skip said he is concerned about safety because the two entrances  
284 are located on two ends of the blind corner. Skip also said he believes there is a hill present that  
285 blocks what is around the corner and reiterated he is concerned about safety.

286

287 Jarrod referred to the driveway on the western side of the property and noted it is located around  
288 the curve. Jarrod noted this is a long, flat curve and said there should be satisfactory sight  
289 distances as long as the right of way remains clear. Jarrod said the driveway located near the  
290 intersection of CTH S and CTH SN will be utilized exclusively by emergency vehicles. Jarrod  
291 noted the primary access point will be located on the western side of the property. Jarrod also  
292 suggesting asking the developer's engineer to compute a sight distance calculation based upon  
293 the topography, the curvature of the roadway and the speed.

294

295 On voice vote, motion carried.

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**Item 8 – Review and Consideration of a Planned Unit Development (PUD) application filed by Paragon Associates on behalf of I&B of Hudson, LLC, 422 Callaway Boulevard, La Crosse, WI 54603, for the purpose of subdividing Walnut Grove, Lot 2, into two (2) buildable lots on the property located at 1005 Summers Day Lane (Tax Parcel #18-6307-0)**

1. Owner/developer shall abide by all conditions of Walnut Grove PUD approvals and all plat approvals, including but not limited to:
  - A. All dwellings that are set back more than 50’ from the public right of way must have the following fire protection:
    - i. Driveway no steeper than 10% grade
    - ii. Driveway width 18’ minimum
    - iii. Driveway must be designed to accommodate fire truck loading
    - iv. Structure must be maximum 400’ laying distance to the nearest fire hydrant
  - B. Structures shall not be permitted on ridgelines where they are sky-lined per comprehensive plan recommendations.
2. A copy of the amended 20’ Stormwater Easement across Lot 2 shall be provided to the City prior to the issuance of a Building Permit.
3. Ingress/Egress and Utility Easement across Lot 3, which serves Lot 2, to be amended as needed for proposed reconfiguration of lots. A copy of the amendment easement to be provided to the City.
4. Owner/developer must notify the City prior to any utility connection to public utilities. Water and sanitary sewer for Lot 21 to be served from easement along South lot line.
5. At the beginning of the private road, Walnut Place (which provides access to Traci’s Plat), all house numbers accessed off that road shall be signed or the private road shall be named as a private street.
6. All future improvements to these parcels will be subject to additional City permits (i.e., building permits, zoning approvals) and additional City fees (i.e., parks fees, green fee). Owner/developer must have all conditions satisfied and improvements installed per approved plans prior to issuance of the occupancy permit.
7. 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

**Plan Commission Sub Committee**

**of the City of Onalaska**

Tuesday, May 19, 2015

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338 other conditions.

339

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

342

343 Brea said this is a requested alteration to the PUD. Brea explained that the process of changing  
344 PUDs is the change either is considered to be substantial or non-substantial. A non-substantial  
345 change may be brought to the Plan Commission for a final determination. If approved, the  
346 change moves on. A substantial change requires a public hearing at the Plan Commission level  
347 before moving on to the Common Council. Brea said the applicant has requested that a public  
348 hearing be scheduled, and that public hearing will be held at the May 26 Plan Commission  
349 meeting. Brea said the suggestion is that this might be a substantial change and noted that  
350 everyone residing within 250 feet of the existing subdivision has been invited to the public  
351 hearing. Brea said the proposed change is to split Lot 2 of the existing subdivision into two lots.  
352 One of the lots would access off the existing roadway (Summers Day Lane). Meanwhile, the  
353 second (newer) lot would access off the private drive that serves Lot 3. Brea noted there  
354 currently is a stormwater easement running between the two proposed lots that would be slightly  
355 altered. However, the overall density of the subdivision would increase by one dwelling unit.

356

357 In response to a question by Skip, Jarrod said Walnut Place is a private roadway.

358

359 Motion by Ald. Bialecki, second by Skip, to forward to the Plan Commission for a public  
360 hearing on May 26 review and consideration of a Planned Unit Development (PUD) application  
361 filed by Paragon Associates on behalf of I&B of Hudson, LLC, 422 Callaway Boulevard, La  
362 Crosse, WI 54603, for the purpose of subdividing Walnut Grove, Lot 2, into two (2) buildable  
363 lots on the property located at 1005 Summers Day Lane.

364

365 On voice vote, motion carried.

366

367 **Item 9 – Review and Consideration of a Conditional Use Permit application filed by Steve**  
368 **Peters of Two Beagles Brewpub, 403 Cedar Bird Lane, Holmen, WI 54636, to allow the**  
369 **operation of a brewpub at 910 2<sup>nd</sup> Avenue North (Tax Parcel #18-1276-0)**

370

371 1. Conditional Use Permit Fee of \$150.00 (PAID).

372

373 2. Contingent upon Site Plan Permit Approval prior to any construction activities (including  
374 location of a cooling unit outside of the building), as well as necessary Building &  
375 Plumbing Permits.

376

377 3. No outdoor storage.

378

379 4. Applicant agrees to install odor mitigation measures as dictated by negative impacts to

**Plan Commission Sub Committee**

**of the City of Onalaska**

Tuesday, May 19, 2015

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- 380 adjacent land uses as required by the Land Use & Development Director or Plan  
381 Commission.  
382
- 383 5. Compliance with City Ordinance 9-2 including but not limited to obtaining a Discharge  
384 Permit.  
385
- 386 6. Removal of spent grain and other byproducts from the premise in a timely manner as  
387 determined by the Land Use & Development Director.  
388
- 389 7. CUP to be re-reviewed by the Plan Commission prior to onsite business expansions (i.e.,  
390 packaging operations) and at the time of any significant expansions in quantities brewed  
391 (either as a singular expansion or a cumulative effect).  
392
- 393 8. Owner/developer shall pay all fees and have all plans reviewed and approved by the City  
394 prior to obtaining a building permit. Owner/developer must have all conditions satisfied  
395 and improvements installed per approved plans prior to issuance of occupancy permits.  
396
- 397 9. All conditions run with the land and are binding upon the original developer and all heirs,  
398 successors and assigns. The sale or transfer of all or any portion of the property does not  
399 relieve the original developer from payment of any fees imposed or from meeting any  
400 other conditions.  
401
- 402 10. Any omissions of any conditions not listed in the minutes shall not release the property  
403 owner/developer from abiding by the City's Unified Development Code requirements.  
404

405 Katie noted the city had received an application for a CUP to allow Two Beagles Brewpub to  
406 operate at the former site of Seasons by the Lake. Katie said CUPs would allow this business if  
407 approved by both the Plan Commission and the Common Council. Katie referred to the  
408 Standards for Review; specifically, compatibility, consistency with the Comprehensive Plan,  
409 importance of services to the community, and neighborhood protections. Katie noted there are  
410 both commercial and residential dwellings in the area. Katie noted that the Comprehensive Plan  
411 identifies this area as "Commercial," and also that a brewpub would serve as a destination along  
412 the Great River Road. Katie noted that there have been restaurants at this location in the past and  
413 referred to a letter written by the applicant that details how his business would operate. Katie  
414 said the applicant must obtain all required city, state and federal licenses as needed. Katie noted  
415 that a public hearing is scheduled for the May 26 Plan Commission meeting, and that 10  
416 conditions of approval have been included in committee members' packets.  
417

418 Brea said that while the proposed business might create a destination along the Great River  
419 Road, staff wanted to invite the neighbors to the public hearing and allow them to comment on  
420 the CUP. Brea said staff hopes the applicant's business succeeds, but also said the conditions  
421 were structured so that if problems or negative impacts associated with future expansion arise the

**Plan Commission Sub Committee**

**of the City of Onalaska**

Tuesday, May 19, 2015

11

422 Plan Commission may review the CUP and make determinations at that time.

423

424 Ald. Bialecki said he does not believe the neighbors will take issue with what the applicant is  
425 proposing as there previously were other restaurants at this location and there were no issues  
426 with either one.

427

428 Ald. Muth, who resides near the proposed business, noted he used to reside near the former G.  
429 Heileman Brewery in the City of La Crosse and said the odor carried for several blocks. Ald.  
430 Muth expressed concern over the odor associated with having a brewery at the business.

431

432 Ald. Bialecki suggested to Brea that she talk to the applicant about how to best control offensive  
433 odors.

434

435 Motion by Ald. Bialecki, second by Skip, to forward to the Plan Commission for a public  
436 hearing on May 26 review and consideration of a Conditional Use Permit application filed by  
437 Steve Peters of Two Beagles Brewpub, 403 Cedar Bird Lane, Holmen, WI 54636, to allow the  
438 operation of a brewpub at 910 2<sup>nd</sup> Avenue North.

439

440 Skip said he also is concerned about the odors associated with a brewery, noting that some  
441 citizens might find them offensive. However, Skip also said the odors can be mitigated.

442

443 On voice vote, motion carried.

444

445 **Item 10 – Review and Consideration of a substantial alteration determination for the**  
446 **Nathan Hill Estates Subdivision Planned Unit Development (PUD) for 402-412, 422-432,**  
447 **and 442-452 Coronado Circle (Lots 3 and 4 of Certified Survey Map 1601242), submitted**  
448 **by Chris Meyer of Dream Builders of Wisconsin, LLC, 1589 Medary Lane, Onalaska, WI**  
449 **54650 on behalf of Brian Miller of Nathan Estates, LLC (Tax Parcels #18-5955-4 & 18-**  
450 **5955-5)**

451

452 1. Obtain site plan approval for the proposed modifications to the principle structures.

453

454 2. Accessory structures for residential properties are allowed up a maximum of twenty (20)  
455 percent of rear yards. Proposed deck square footages (109 SF/deck) to be included as  
456 part of the allotted twenty (20) percent calculation. If proposed decks are not  
457 constructed, the full twenty (20%) area for accessory structure square footage may be  
458 utilized.

459

460 a. Building #1 (Units 402-412) has approximately 5,850 square feet in the rear yard  
461 allowing a maximum total of 1,170 square feet for accessory structures. Six (6) decks  
462 at 109 SF/deck amount to 654 square feet. Approximately 516 square feet remain for  
463 future accessory structures on this lot.

**Plan Commission Sub Committee**

**of the City of Onalaska**

Tuesday, May 19, 2015

12

- 464           b. Building #2 (Units 422-432) has approximately 7,650 square feet in the rear yard  
465           allowing a maximum total of 1,530 square feet for accessory structures. Six (6) decks  
466           at 109 SF/deck amount to 654 square feet. Approximately 876 square feet remain for  
467           future accessory structures on this lot.
- 468           c. Building #3 (Units 442-452) has approximately 10,805 square feet in the rear yard  
469           allowing a maximum total of 2,161 square feet for accessory structures. Six (6) decks  
470           at 109 SF/deck amount to 654 square feet. Approximately 1,507 square feet remain  
471           for future accessory structures on this lot.
- 472
- 473           3. Applicant shall abide by all requirements and conditions of previous Drainage and  
474           Stormwater Plan approvals and with previous subdivision and plat approvals for Nathan  
475           Hills Estates.
- 476
- 477           4. Rear yard to maintain a 10-foot buffer along rear property line for drainage purposes.
- 478
- 479           5. The addition of decks will restrict future accessory structures.
- 480
- 481           6. Owner/developer must pay all fees and have all plans reviewed and approved by the City  
482           prior to obtaining a building permit. Owner/developer must have all conditions satisfied  
483           and improvements installed per approved plans prior to issuance of the occupancy permit.
- 484
- 485           7. All conditions run with the land and are binding upon the original developer and all heirs,  
486           successors and assigns. The sale or transfer of all or any portion of the property does not  
487           relieve the original developer from payment of any fees imposed or from meeting any  
488           other conditions.
- 489
- 490           8. Any omissions of any conditions not listed in the minutes shall not release the property  
491           owner/developer from abiding by the City's Unified Development Code requirements.
- 492

493   Brea reiterated there is a process for PUD amendments and said the applicant is requesting a  
494   determination as to whether the change is substantial or non-substantial. Brea said the applicant  
495   is suggesting the change is non-substantial, and therefore a public hearing would not be required  
496   if the Plan Commission concurs. Brea noted there currently is a six-unit townhome under  
497   construction on Coronado Circle, and also noted there are two more six-unit structures scheduled  
498   to be built. The proposal is regarding attached decks to the rear of the structures instead of the  
499   approved concrete patios. Brea noted that when the PUD was approved there was a rear yard  
500   setback of 30 feet. Any attached deck must comply with the rear yard setback; however, this  
501   cannot occur at this point. Brea said the request is to amend the PUD and reduce the setback  
502   from 30 feet to 17 feet. A substantial or non-substantial determination would have to be made by  
503   the Plan Commission. A public hearing will be scheduled if it is determined this is a substantial  
504   change. The Plan Commission could render a vote to approve, approve conditionally or reject  
505   the modification if it is determined to be a non-substantial change. Brea said staff recommends

**Plan Commission Sub Committee**

**of the City of Onalaska**

Tuesday, May 19, 2015

13

506 eight conditions of approval if the modification is approved. Brea referred to Condition No. 2  
507 and said staff recommends that if the rear yard setback is waived the decks account for the 20  
508 percent maximum buildable area for accessory structures in the rear yard. Brea said this takes  
509 into account the overall green space that would be intended in the rear yard. Brea also referred  
510 to Condition Nos. 3 and 4 and stressed the importance of complying with the existing drainage  
511 and stormwater plan, as well as maintaining a 10-foot buffer for drainage purposes.

512

513 Ald. Bialecki asked if the petitioner has seen the conditions.

514

515 Brea said she is unsure.

516

517 Ald. Bialecki asked that the petitioner examine the conditions, and also asked if a similar action  
518 has occurred in the past.

519

520 Brea said she recalls a similar situation occurring in Barson Square and said she'd research this  
521 prior to the May 26 Plan Commission meeting.

522

523 Skip asked if this is considered to be a substantial or a non-substantial change.

524

525 Ald. Bialecki said he considers this to be a non-substantial change.

526

527 Motion by Ald. Bialecki, second by Skip, to approve a non-substantial change for the Nathan  
528 Hill Estates Subdivision Planned Unit Development (PUD) for 402-412, 422-432, and 442-452  
529 Coronado Circle (Lots 3 and 4 of Certified Survey Map 1601242), submitted by Chris Meyer of  
530 Dream Builders of Wisconsin, LLC, 1589 Medary Lane, Onalaska, WI 54650 on behalf of Brian  
531 Miller of Nathan Estates, LLC.

532

533 For clarification, Skip asked if the change is not a significant change in density, and also asked if  
534 it is not a significant change in the use of the land.

535

536 Brea told Skip he is correct.

537

538 On voice vote, motion carried.

539

540 **Item 11 – Consideration of a Certified Survey Map (CSM) submitted by John Schmitz of**  
541 **Point Surveying on behalf of Brian Miller of Nathan Estates, LLC, 121 West Franklin**  
542 **Street, Sparta, WI 54656 for the purpose of subdividing Lots 3 & 4 of Certified Survey**  
543 **Map 1601242 into three (3) buildable lots on Coronado Circle in the Nathan Hills Estates**  
544 **Planned Unit Development (Tax Parcels #18-5955-4 & 18-5955-5)**

545

546 1. CSM Fee of \$40.00 + \$10.00 per lot x 3 lots = \$70.00 due before final approval of CSM  
547 by the City.

**Plan Commission Sub Committee**

**of the City of Onalaska**

Tuesday, May 19, 2015

14

- 548  
549 2. Recorded copy of Final CSM to be submitted to City Engineering Department.  
550  
551 3. New lot pins required. Intermediate lot stakes required for all lots over 150' in depth.  
552  
553 4. Any future improvements to these parcels will be subject to additional City permits (i.e.,  
554 site plan approvals, building permits, zoning approvals) and additional City fees (i.e.,  
555 parks fee, green fee).  
556  
557 5. All conditions run with the land and are binding upon the original developer and all heirs,  
558 successors and assigns. The sale or transfer of all or any portion of the property does not  
559 relieve the original developer from payment of any fees imposed or from meeting any  
560 other conditions.  
561  
562 6. Any omissions of any conditions not listed shall not release the property owner/developer  
563 from abiding by the City's Unified Development Code requirements.  
564

565 Brea noted that Brian Miller and his partners had purchased the last remaining area around  
566 Coronado Circle in 2014. These individuals had a PUD amendment in 2014 that adjusted the  
567 number of buildings and how the density laid out on the outer circle of Coronado. Brea said the  
568 construction of three six-unit buildings was approved. Brea said the PUD amendment and site  
569 plan were both approved, and now Brian Miller and his partners are now following up with the  
570 land division. Each of the three structures would be on a separate parcel. Brea noted the  
571 property is currently in two parcels and said the proposal creates a third parcel. Brea said the  
572 internal lot lines will be adjusted so it matches up with the approved site plan and the PUD that  
573 was approved in 2014. Brea said staff recommends approval with the six conditions listed in  
574 committee members' packets.  
575

576 Motion by Ald. Bialecki, second by Skip, to approve a Certified Survey Map (CSM) submitted  
577 by John Schmitz of Point Surveying on behalf of Brian Miller of Nathan Estates, LLC, 121 West  
578 Franklin Street, Sparta, WI 54656 for the purpose of subdividing Lots 3 & 4 of Certified Survey  
579 Map 1601242 into three (3) buildable lots on Coronado Circle in the Nathan Hills Estates  
580 Planned Unit Development.  
581

582 Katie noted that the rear yard setback says 30 feet and said it will be necessary to amend this on  
583 the CSM if the non-substantial change moves forward and the setback is reduced to 17 feet.  
584

585 On voice vote, motion carried.  
586

587 **Item 12 – Consideration of a Certified Survey Map (CSM) submitted by Jeff Moorhouse of**  
588 **Paragon Associates on behalf of I&B of Hudson, LLC, 422 Callaway Boulevard, La Crosse,**  
589 **WI 54603, for the purpose of subdividing Walnut Grove Lot 2 into two (2) buildable lots on**  
590 **the property located at 1005 Summers Day Lane (Tax Parcel #18-6307-0)**

Reviewed 5/21/15

**Plan Commission Sub Committee**

**of the City of Onalaska**

Tuesday, May 19, 2015

15

- 591  
592 1. CSM Fee of \$40.00 + \$10.00 per lot x 2 lots = \$60.00 due before final approval of CSM  
593 by the City (PAID).  
594  
595 2. Park Fee of \$922.21per residential unit x 2 = \$1,844.42. Park fee to be paid prior to  
596 issuance of a building permit.  
597  
598 3. Recorded copy of Final CSM to be submitted to City Engineering Department.  
599  
600 4. New lot pins required. Intermediate lot stakes required for all lots over 150' in depth.  
601  
602 5. Verification of square footages of existing and new lots.  
603  
604 6. A copy of the amended 20' Stormwater Easement across Lot 2 shall be provided to the  
605 City prior to the issuance of a Building Permit.  
606  
607 7. Any future improvements to these parcels will be subject to additional City permits (i.e.,  
608 site plan approvals, building permits, zoning approvals) and additional City fees (i.e.,  
609 parks fee, green fee).  
610  
611 8. All conditions run with the land and are binding upon the original developer and all heirs,  
612 successors and assigns. The sale or transfer of all or any portion of the property does not  
613 relieve the original developer from payment of any fees imposed or from meeting any  
614 other conditions.  
615  
616 9. Any omissions of any conditions not listed shall not release the property owner/developer  
617 from abiding by the City's Unified Development Code requirements.  
618

619 Brea said the proposed CSM would occur if an amendment to the Walnut Grove PUD is  
620 approved by both the Plan Commission and the Common Council. Brea said this aligns with the  
621 request to divide Lot 2 into two single-family lots. The property split would occur near the  
622 stormwater easement, which would require a slight adjustment. Brea said if the PUD  
623 amendment is approved staff recommends approval of the conditions as well as a 10<sup>th</sup> condition  
624 stating the CSM would be contingent on the PUD amendment occurring.  
625

626 Motion by Ald. Bialecki, second by Skip, to approve with the nine conditions listed and a 10<sup>th</sup>  
627 condition stating the CSM would be contingent on the PUD amendment occurring, a Certified  
628 Survey Map (CSM) submitted by Jeff Moorhouse of Paragon Associates on behalf of I&B of  
629 Hudson, LLC, 422 Callaway Boulevard, La Crosse, WI 54603, for the purpose of subdividing  
630 Walnut Grove Lot 2 into two (2) buildable lots on the property located at 1005 Summers Day  
631 Lane.  
632

633 On voice vote, motion carried.  
634

**Plan Commission Sub Committee**

**of the City of Onalaska**

Tuesday, May 19, 2015

16

635 **Item 13 – Review of Amendment to Title 2 Chapter 4 of the City of Onalaska Code of**  
636 **Ordinances pertaining to powers of the Plan Commission (FIO)**  
637

638 Brea said this item is for information only and described it as a “housekeeping ordinance  
639 amendment.” Brea said the city has not been following the procedure laid out in the Zoning  
640 Code regarding CUPs. The Zoning Code identifies that CUPs will receive final approval by the  
641 Plan Commission, while the Common Council is the appellate body. Brea noted that in practice,  
642 the Common Council has been making final approvals and said it would be challenging for the  
643 Council to both grant final approval and also serve as an appellate body. Brea noted the changes  
644 identified in committee members’ packets both clarify and identify that the Plan Commission  
645 would have final approval authority of CUPs as well as site plans, which has been the practice  
646 and is in the Zoning Code. Brea noted the other proposed changes are regarding approval of  
647 non-substantial changes to PUDs, sign approval for roof signs, extensions for the limitations to  
648 outdoor displays and sales, approval of temporary sales events, and approval of tower lighting.  
649 Brea said these are all items that are identified in the Zoning Ordinance and that the ordinance  
650 amendment is a matter of clarifying the process and ensuring it is logical and time-efficient.  
651 Brea noted the ordinance amendment has gone before both the Administrative and Judiciary  
652 Committee and the Common Council and said she welcomes feedback from the Plan  
653 Commission.  
654

655 Skip said he believes something similar also is necessary at the Plan Commission Sub  
656 Committee level.  
657

658 **Item 14 – Review and discussion of 2015 Comprehensive Plan Update, Chapter 8 –**  
659 **Intergovernmental Cooperation**  
660

661 Katie noted the Plan Commission has examined several chapters in the 2015 Comprehensive  
662 Plan Update, and also noted that a copy of Chapter 8 – Intergovernmental Cooperation has been  
663 included in committee members’ packets. Katie referred to the table that has agreement  
664 numbers, parties and titles and said it has been reviewed by staff. This is a list of active  
665 agreements that the City of Onalaska has with other municipalities, school districts and counties.  
666 Katie said she welcomes feedback that can be included in the review of Chapter 8.  
667

668 **Adjournment**  
669

670 Motion by Skip, second by Ald. Bialecki, to adjourn at 5:14 p.m.  
671

672 On voice vote, motion carried.  
673

674  
675 Recorded By:

676  
677 Kirk Bey