

Plan Commission Sub Committee

of the City of Onalaska

Tuesday, July 21, 2015

1

1 The Meeting of the Plan Commission Sub Committee of the City of Onalaska was called to order
2 at 4:30 p.m. on Tuesday, July 21, 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, City Engineer Jarrod
6 Holter, Ald. Jim Bialecki

7

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

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 **Mike Volden**

23 **810 Oak Timber Drive**

24 **Onalaska**

25

26 “We’re here for Item No. 5. My wife and I own The Creative Child Center at 310 Main Street,
27 and we’re looking to expand to 301 Main Street for an infant and toddler care center for 16
28 children.”

29

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

32

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

34

35 **Item 4 – Review & Consideration for a Conditional Use Permit application to allow a**
36 **Church as a Conditional Use in a Neighborhood Business (B-1) Zoning District at 420 &**
37 **426 2nd Avenue South, Onalaska, WI 54650 submitted by Travis Becknell of New Hope**
38 **Fellowship, 426 2nd Avenue South, Onalaska, WI (Parcel # 18-41-1 & 18-42-2)**

39

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

41

42 2. No outdoor storage of articles, goods, materials, finished or semi-finished products or

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Tuesday, July 21, 2015

2

- 43 like equipment shall be permitted unless such items are completely screened by city-
44 approved fencing or structural enclosures.
45
- 46 3. A list of uses with building square footage shall be provided to the Plan Commission for
47 existing and proposed uses to determine amount of required parking, in accordance to
48 minimum standards established by the Unified Development Code. A permanent parking
49 agreement shall be established for required parking spaces that cannot be located on the
50 parcels to which the CUP is being issued. Parking agreement shall be in a form approved
51 by the City Attorney and recorded with the Register of Deeds. If the use ceases in the
52 future, the Plan Commission would be required to approve a change to the permanent
53 parking agreement. Proof of such agreement, including La Crosse county recording
54 information, shall be provided to the Plan Commission prior to the Plan Commission's
55 decision on the Conditional Use Permit to indicate compliance with the Zoning
56 Ordinance.
57
- 58 4. On or before each January 31 during the term of the Conditional Use Permit, the Property
59 Owner shall pay a municipal services fee of no less than the product of (a) the portion of
60 the City's mill rate for the current year and (b) the assessed value of the Property
61 pursuant to the City's Assessor for the prior year.
62
- 63 5. Owner/developer shall pay all fees and have all plans reviewed approved by the City
64 prior to obtaining a building permit. Owner/developer must have all conditions satisfied
65 and improvements installed per approved plans prior to issuance of occupancy permits.
66
- 67 6. All conditions run with the land and are binding upon the original developer and all heirs,
68 successors and assigns. The sale or transfer of all or any portion of the property does not
69 relieve the original developer from payment of any fees imposed or from meeting any
70 other conditions.
71
- 72 7. Any omissions of any conditions not listed in committee minutes shall not release the
73 property owner/developer from abiding by the City's Unified Development Code
74 requirements.
75

76 Motion by Ald. Bialecki, second by Skip, to move forward to the July 28 Plan Commission
77 meeting review and consideration for a Conditional Use Permit application to allow a Church as
78 a Conditional Use in a Neighborhood Business (B-1) Zoning District at 420 & 426 2nd Avenue
79 South, Onalaska, WI 54650 submitted by Travis Becknell of New Hope Fellowship, 426 2nd
80 Avenue South, Onalaska, WI.
81

82 Ald. Bialecki noted there still might be items that need to be settled with New Hope Fellowship
83 and said this item likely will be referred at the July 28 Plan Commission meeting.
84

85 On voice vote, motion carried.

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Tuesday, July 21, 2015

3

86

87 **Item 5 – Review & Consideration for a Conditional Use Permit to allow the operation of a**
88 **child care center at 301 Main Street, Onalaska, WI 54650 submitted by Mike Volden of**
89 **The Creative Child, 310 Main Street, Onalaska, WI 54650 (Parcel #18-140-0)**
90

91

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

92

93 2. Site Plan Permit required for any alteration to the existing parking lot and/or building
94 footprint or accessory structure.

95

96 3. All signs require permits.

97

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

101

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

106

107 6. Any omissions of any conditions not listed in Plan Commission Sub-Committee Minutes
108 shall not release the property owner/developer from abiding by the City’s Unified
109 Development Code requirements.

110

111 Katie said Mike Volden of The Creative Child wishes to operate a child-care center that would
112 serve up to 16 children younger than 2 years of age. The business currently employs between 16
113 and 17 individuals, both full- and part-time. With the additional building, there would be 19 to
114 20 employees. Two teachers would be added. The business operates from 6:30 a.m. through
115 5:30 p.m. Monday through Friday. Katie said a separate license for additional infant care will
116 need to be obtained from the Wisconsin Department of Children and Families. Katie noted that
117 commercial daycare facilities are allowed with a Conditional Use Permit and said staff would
118 perform the review based on compatibility, consistency with the Comprehensive Plan,
119 importance of services to the community, neighborhood protections, and conformance with other
120 requirements of city/state ordinances/statutes. Katie said if the requested CUP is approved by
121 the Plan Commission Sub-Committee, staff recommends the six attached conditions of approval
122 for the public hearing that would be held at the July 28 Plan Commission meeting.

123

124 Motion by Ald. Bialecki, second by Skip, to move forward for a public hearing at the July 28
125 Plan Commission meeting review and consideration for a Conditional Use Permit to allow the
126 operation of a child care center at 301 Main Street, Onalaska, WI 54650 submitted by Mike
127 Volden of The Creative Child, 310 Main Street, Onalaska, WI 54650.

128

129 On voice vote, motion carried.

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Tuesday, July 21, 2015

4

130

131 **Item 6 – Review & Consideration of a Discontinuance/Vacation of the Kurt Place Right-of-**
132 **Way**

133

- 134 1. The 10' easement utility easement around Kurt Place to be dissolved and a new
135 permanent utility easement (i.e., for water, storm sewer, sanitary sewer) to be created
136 over existing utilities and recorded with the Register of Deeds.
137
- 138 2. All conditions run with the land and are binding upon the original developer and all heirs,
139 successors and assigns. The sale or transfer of all or any portion of the property does not
140 relieve the original developer from payment of any fees imposed or from meeting any
141 other conditions.
142
- 143 3. Any omissions of any conditions not listed in Plan Commission Sub-Committee Minutes
144 shall not release the property owner/developer from abiding by the City's Unified
145 Development Code requirements.
146

147

148 Brea noted she had distributed a street discontinuance exhibit map that clearly shows Kurt Place
149 and also includes a legal description of Kurt Place. Brea said, "With the proposed development
150 that is putting together plans for Lot 1 in Nathan Hills Estates off Highway 16 and Emerald
151 Drive East, the current property owner and the two future property owners of Lot 1 and Lots 2
152 and 3 are requesting that Kurt Place be discontinued. From the staff's perspective, it appears to
153 be in the public interest as discontinuance of this right-of-way would create more developable
154 land. We would still maintain easements for utilities. ... This item is before the Plan
155 Commission as statutorily and in city ordinances the Plan Commission has review of street
156 discontinuances. We also have been following our publication notification requirements where
157 we are notifying the parties of interest and the owners of the property. We also are holding a
158 public hearing at the September 8 Common Council meeting, so any interested party is welcome
159 to attend and provide the city with their comments. What is being asked of the Plan Commission
160 is to provide a recommendation to the Common Council about the discontinuance."

161

162 Ald. Bialecki asked Brea to clarify the date of the public hearing.

163

164 Brea said she believes it will be held at the Tuesday, September 8 Common Council meeting.

165

166 Motion by Ald. Bialecki, second by Skip, to move forward to the July 28 Plan Commission
167 meeting review and consideration of a Discontinuance/Vacation of the Kurt Place Right-of-Way.

168

169 Skip questioned why Kurt Place exists and stated he believes it was illogical to have Kurt Place
170 as part of the three lots that are present. Skip asked if the initial plan was to divide both Lot 1
171 and Lot 2 into smaller lots for future residential areas.

171

**Plan Commission Sub Committee
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Tuesday, July 21, 2015

5

172 Jarrod noted that Lot 1 was, and still is, a commercial lot and said the goal was to keep access
173 options open. Jarrod said he believes the developer at the time wanted to ensure there was street
174 access. Jarrod said, “With the uses that they’re looking at currently, they just need driveways
175 coming off the streets because they want to utilize the land, which I think in the end will be a
176 better fit for the city. It will be more land that we can put on the tax roll. It will be less
177 maintenance for the city.”

178

179 Skip asked what steps can be taken in the future to ensure better planning.

180

181 Brea said it would be helpful to have more details provided at the platting process.

182

183 Skip said he is attempting to avoid future challenges similar to the ones the city has faced with
184 Nathan Hills.

185

186 Jarrod said, “When a developer comes in without a specific use that’s going to purchase the land
187 at that time, if they’re speculating on lots it’s hard for the developer at times. They want to leave
188 their options open. At different times the city will require things and/or they want to keep big
189 lots so they can subdivide them later. [There was an economic downturn] five years ago, and the
190 market changed. It’s hard having that crystal ball at times trying to make sure we try to keep as
191 many options open [as possible], but yet also try to meet the needs that we have for the city.”

192

193 On voice vote, motion carried.

194

195 **Item 7 – Review & Consideration of a Cooperative Plan between the City of Onalaska and**
196 **the Village of Holmen**

197

198 Brea noted that on June 24 the City of Onalaska and the Village of Holmen Plan Commissions
199 held a public hearing on the Draft Cooperative Plan that is included in committee members’
200 packets. Testimony was taken from the public, and there also was a 20-day public comment
201 period for written comments. Brea noted that she had received one written comment from
202 George Tabbert, who stated he does not believe that Brice Prairie should be partitioned and the
203 entire area should be part of the City of Onalaska. Brea said George had suggested that the
204 railroad corridor area behind the former Oak Grove Elementary School should be utilized as an
205 environmental buffer between the City of Onalaska and the Village of Holmen. This
206 environmental buffer would provide open space. Brea said that George’s comments will be kept
207 on file along with the transcript of the Joint Plan Commission meeting. Brea said the Draft
208 Cooperative Plan will go before the Plan Commission, which will give a recommendation to the
209 Common Council. Brea noted that on June 30 the Village of Holmen Plan Commission had
210 unanimously recommended that the Village Board adopt the Cooperative Plan.

211

212 Motion by Ald. Bialecki, second by Skip, to approve a Cooperative Plan between the City of
213 Onalaska and the Village of Holmen.

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6

214

215 Ald. Bialecki noted he has examined the document and said George Tabbert's concerns are
216 appropriate. However, Ald. Bialecki said the Cooperative Plan is the outcome of the negotiation
217 process between the City of Onalaska and the Village of Holmen.

218

219 Skip noted that the cooperative part stops at the border of the Town of Hamilton with the Town
220 of Onalaska and asked why the agreements were not extended further into the Town of
221 Hamilton.

222

223 Ald. Bialecki said he believes the intent was strictly with the Town of Onalaska. Ald. Bialecki
224 said he believes the City of Onalaska will approach both the Town of Hamilton and the Town of
225 Medary the next time the city addresses a project of this magnitude.

226

227 On voice vote, motion carried.

228

229 **Item 8 – Review and discussion of 2015 Comprehensive Plan Update, Chapter 9 – Land**
230 **Use**

231

232 Katie noted a copy of Chapter 9 has been included in committee members' packets, and also
233 noted that the Plan Commission has reviewed seven previous chapters. Katie noted that the
234 Comprehensive Plan Update still has one more chapter (Implementation) and welcomed
235 feedback from the Plan Commission Sub-Committee.

236

237 There was no feedback.

238

239 Motion by Ald. Bialecki, second by Skip, to approve and forward to the Plan Commission the
240 2015 Comprehensive Plan Update, Chapter 9 – Land Use.

241

242 On voice vote, motion carried.

243

244 **Adjournment**

245

246 Motion by Ald. Bialecki, second by Skip, to adjourn at 4:45 p.m.

247

248 On voice vote, motion carried.

249

250

251 Recorded by:

252

253 Kirk Bey