

**Plan Commission Sub Committee**

**of the City of Onalaska**

Tuesday, December 8, 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, December 8, 2015. It was noted that the meeting had been announced  
3 and a notice posted at City Hall.

4  
5 Roll call was taken, with the following members present: 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 Aspenson

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 three times for anyone wishing to provide public input and closed that  
21 portion of the meeting.

22  
23 **Consideration and possible action on the following items:**

24  
25 **Item 4 – Review and consideration of the City of Onalaska 2015 Comprehensive Plan**

26  
27 Katie said the public hearing to consider the adoption of the 10-year update to the  
28 Comprehensive Plan will be held at the December 15 Plan Commission meeting. Among the  
29 purposes of the proposed update is guiding and accomplishing a coordinated, adjusted and  
30 harmonious development of the community in order to promote public health, safety and general  
31 welfare of the community.

32  
33 Motion by Ald. Bialecki, second by Skip, to refer the proposed City of Onalaska 2015  
34 Comprehensive Plan to the December 15 Plan Commission meeting for a 7 p.m. public hearing.

35  
36 On voice vote, motion carried.

37  
38 **Item 5 – Review and consideration of a Conditional Use Permit request to allow proposed**  
39 **expansions to the Luther High School facility and property at 1501 Wilson Street,**  
40 **Onalaska, WI 54650 in a Public & Semi-Public (P-1) Zoning District, submitted by Keith**  
41 **Heinze on behalf of Luther High School Association, 1501 Wilson Street, Onalaska, WI**  
42 **54650 (Tax Parcel #18-1015-0)**

Reviewed 12/11/15 by Brea Grace

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- 43
- 44 1. Conditional Use Permit Application Fee of \$150.00 (PAID).
- 45
- 46 2. Exterior storage is prohibited.
- 47
- 48 3. Conditional Use Permit approval does not guarantee approval of the site plan as laid out
- 49 in the attached conceptual plans.
- 50
- 51 4. Site plan approval required including specifics on landscaping, parking, lighting, etc. All
- 52 future improvements to this parcel will be subject to additional City permits (i.e., building
- 53 permits, zoning approvals) and additional City fees (i.e., parks fee, green fee).
- 54 Owner/developer must have all conditions satisfied and improvements installed per
- 55 approved plans prior to issuance of occupancy permit.
- 56
- 57 5. Building to comply with minimum forty (40) foot setback.
- 58
- 59 6. Owner/developer shall pay all fees and have all plans reviewed and approved by the City
- 60 prior to obtaining a building permit. Owner/developer must have all conditions satisfied
- 61 and improvements installed per approved plans prior to issuance of occupancy permits.
- 62
- 63 7. All conditions run with the land and are binding upon the original developer and all heirs,
- 64 successors and assigns. The sale or transfer of all or any portion of the property does not
- 65 relieve the original developer from payment of any fees imposed or from meeting any
- 66 other conditions.
- 67
- 68 8. Any omissions of any conditions not listed in minutes shall not release the property
- 69 owner/developer from abiding by the City's Unified Development Code requirements.
- 70

71 Katie said the Comprehensive Plan identifies this area as "Institutional," and it is a district that is

72 intended to accommodate civic, institutional and related uses such as schools and churches.

73 Katie said the applicant intends to construct the following improvements to the Luther High

74 School facility and property:

75

- 76
- An approximately 13,000 square-foot chapel auditorium
  - An approximately 26,000 square-foot, two-story classroom addition
  - Removal of west wing classrooms and new entrance
  - Remodeling existing locker rooms
  - Relocation of existing football practice field, and the shot put and discus areas
  - Addition of four tennis courts
  - Pavement of northeast parking lot and reconfiguration of parking lot east of building
  - Additional parking along Wilson Street
- 83

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- 84       • Addition of a three-car detached garage

85

86 Katie noted there will be a public hearing on this item at the December 15 Plan Commission  
87 meeting and said there are eight conditions of approval.

88

89 Jarrod referred to Condition No. 4 and said he wants to add “water main and fire hydrant  
90 placement” after “landscaping, parking, lighting.”

91

92 Motion by Ald. Bialecki, second by Jarrod, to add “water main and fire hydrant placement” to  
93 the sentence “Site plan approval required, including landscaping, parking, lighting” under  
94 Condition No. 4.

95

96 On voice vote, motion carried.

97

98 Skip said he believes that athletic equipment being utilized during a particular season should not  
99 be considered outside storage.

100

101 Ald. Bialecki asked if Skip’s suggestion should be included in the development agreement.

102

103 Brea said she does not believe there is a need for a development agreement for this project. Brea  
104 said the fact it has been included in the meeting minutes will clarify the Plan Commission’s  
105 intent.

106

107 Motion by Ald. Bialecki, second by Skip, to forward to the December 15 Plan Commission  
108 meeting for a public hearing, and with the eight conditions as amended, review and consideration  
109 of a Conditional Use Permit request to allow proposed expansions to the Luther High School  
110 facility and property at 1501 Wilson Street, Onalaska, WI 54650 in a Public & Semi-Public (P-1)  
111 Zoning District, submitted by Keith Heinze on behalf of Luther High School Association, 1501  
112 Wilson Street, Onalaska, WI 54650.

113

114 On voice vote, motion carried.

115

116 **Item 6 – Review and consideration of the City of Onalaska 2015 Comprehensive Plan**

117

118 Katie said this item covers Resolution No. 47-2015 and the action the Plan Commission may  
119 choose to take at its December 15 meeting.

120

121 **Item 7 – Review and consideration of a request by Ralph Kloiber of HOM Furniture to**  
122 **host two (2) thirty (30) day tent sale events in 2016 at 9519 State Road 16, Onalaska, WI**  
123 **54650 (Tax Parcel #18-3625-4)**

124

125 Brea this is a request by HOM Furniture to hold two outdoor sales events, both of which will run  
Reviewed 12/11/15 by Brea Grace

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126 up to 30 days. The City of Onalaska allows outdoor sales and displays as a permitted accessory  
127 use in certain zoning districts subject to the following conditions (Section 13-6-14):

- 128
- 129 1. Outdoor display and sales must be shown on the site plan for the property and are subject  
130 to the approval of the City.
  - 131 2. Outdoor display and sales are limited to thirty (30) days per calendar year unless  
132 approved by the City Plan Commission.
  - 133 3. Outdoor display and sales shall be limited to the goods sold at the principal use present  
134 on the site except for temporary sales events authorized by the City Plan Commission.
  - 135 4. Outdoor display and sales areas shall not include portable toilets and more than two (2)  
136 temporary signs advertising the sale.

137

138 Brea said staff is recommending approval conditioned upon HOM Furniture obtaining a Tent  
139 Permit from the City of Onalaska Inspections Department for each event.

140

141 Motion by Ald. Bialecki, second by Skip, to approve a request by Ralph Kloiber of HOM  
142 Furniture to host two (2) thirty (30) day tent sale events in 2016 at 9519 State Road 16,  
143 Onalaska, WI 54650, conditioned upon the applicant obtaining a Tent Permit from the City of  
144 Onalaska Inspections Department.

145

146 Brea noted that a Tent Permit does include review by the Fire Department.

147

148 On voice vote, motion carried.

149

150 **Item 8 – Review and consideration of a substantial alteration determination for the Nathan**  
151 **Hill Estates Subdivision Planned Unit Development (PUD) for 402-412, 422-432, and 442-**  
152 **452 Coronado Circle (Lots 1, 2 & 3 of Certified Survey Map 1661047), submitted by Brian**  
153 **Miller of Nathan Estates LLC, 1820 Tahoe Place, Onalaska, WI 54650 (Tax #18-5955-6 &**  
154 **18-5955-7 & 18-5955-8)**

- 155
- 156 1. Applicant shall abide by all requirements and conditions of previous Drainage and  
157 Stormwater Plan approvals and with previous subdivision, plat and PUD approvals for  
158 Nathan Hill Estates.
  - 159
  - 160 2. Rear yards to maintain a 10-foot buffer along rear property line for drainage purposes.
  - 161
  - 162 3. The addition of decks will restrict future accessory structures.
  - 163
  - 164 4. Homeowner’s Association or Condominium Association will be established to address  
165 maintenance of Coronado Circle, the building, including all common areas and green  
166 spaces, stormwater management/easement areas, as well as any ownership or use  
167 restrictions. All Homeowner’s Association or Condominium Association documents

Reviewed 12/11/15 by Brea Grace

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168 shall be recorded with the La Crosse County Register of Deeds prior to any land  
169 transfers. The Land Use & Development Director shall be provided with a copy of all  
170 Homeowner's Association or Condominium Association documents intended for  
171 recording. Following records of such documents, the recorded copies should be placed  
172 on file with the City of Onalaska Planning Department. No amendment to the  
173 Homeowner's Association or Condominium Association document shall occur without a  
174 delivery of the amendment to the Land Use and Development Director.

175  
176 5. Submittal of a Preliminary/Final and Condominium Plat for review and approval by the  
177 Plan Commission and Common Council.

178  
179 6. Creation and recording of a legal document(s) to define ownership of Coronado Circle as  
180 well as the legal description of Coronado Circle as a private street.

181  
182 7. The final lift of asphalt is required for the private street known as Coronado Circle. The  
183 City will require financial security be provided to the City Engineer by January 31<sup>st</sup>, 2016  
184 in an amount equivalent to an updated (and City Engineer approved) quote of the work to  
185 be completed. The type of security that would be necessary is: a cashier's check, a  
186 prepaid agreement, a bond, or letter of credit from which the City would need to be  
187 specifically named as the party that could draw from it if the work is not completed. The  
188 final lift shall be installed to the satisfaction of the City Engineer prior to June 1<sup>st</sup>, 2016 or  
189 prior to the occupancy of any of the units (temporary or final occupancy) under construct  
190 on the final 6-unit building (422-424-426-428-430-432 Coronado Circle), whichever is  
191 sooner. If the work isn't completed by such time, the City would have the work  
192 completed using the funding from the security.

193  
194 8. Owner/developer shall pay all fees and have all plans reviewed and approved by the City  
195 prior to obtaining a building permit. Owner/developer must have all conditions satisfied  
196 and improvements installed per approved plans prior to issuance of occupancy permits.

197  
198 9. All conditions run with the land and are binding upon the original developer and all heirs,  
199 successors and assigns. The sale or transfer of all or any portion of the property does not  
200 relieve the original developer from payment of any fees imposed or from meeting any  
201 other conditions.

202  
203 10. Any omissions of any conditions not listed in minutes shall not release the property  
204 owner/developer from abiding by the City's Unified Development Code requirements.

205  
206 Brea said the last time the Plan Commission saw this PUD for Coronado Circle was January  
207 2014. This was when Brian Miller purchased these properties and planned to construct three six-  
208 unit structures. Brea said this proposal is to split each of the units and sell them as separate lots.  
209 The units have been constructed to condominium standards. Brea said the number of parcels

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210 would increase from three to 18, and the applicants would be putting an association in place. It  
211 would be similar to a condominium development, where a plat would be required. Brea said the  
212 applicant wishes to establish a homeowners association for bank financing purposes. Brea said  
213 the Plan Commission must determine if this is a substantial or a non-substantial change. If it is  
214 determined to be non-substantial, the Plan Commission either may approve or deny the request.  
215 However, the Plan Commission must hold a public hearing at its January 26 meeting if it is  
216 determined that this is a substantial change. Brea said if the request is approved, staff has  
217 included 10 conditions of approval.

218

219 **Christopher Meyer, Dream Builders of Wisconsin**

220 **No address given**

221

222 Christopher identified himself as the builder at Nathan Hill Estates and said, “The biggest reason  
223 we want to go forward in the direction that we are is because as everyone here may or may not  
224 know, in this specific neighborhood the density of rental properties has had some objection by  
225 the existing homeowners. What we are trying to do is set a path for the possibility of future  
226 homeownership of these 18 units, plus the additional units on the inside of Coronado Circle,  
227 although today we don’t have that as part of our application. The first step of encouraging  
228 homeownership is to set up either a condo association or a homeowners association. The condo  
229 association would be very simple to do. The homeowners association would also be very simple  
230 to do. The biggest difference between the two in concept would be, as a condominium  
231 association a perspective purchaser could only get a three-year or a five-year extended mortgage,  
232 with an ARM [Adjustable Rate Mortgage] at the end, until there’s 80 percent of the units sold.  
233 As a homeowners association – which is the trend within the State of Wisconsin – when I called  
234 in and talked to the state [I discovered] a person can purchase a home and get immediately, if  
235 they qualify, a 30-year fixed mortgage or whatever they would like to establish. But they  
236 wouldn’t be required or subjected to the 80-percent previous sales requirement. That’s one of  
237 the big reasons why we’re moving forward in this direction.

238

239 As far as the final lift for the blacktop, one thing that we would request is a five-month extension  
240 to the deadline that is being proposed. [We would like it extended] to November 1, 2016, with  
241 the reason being is by November 2016 we will have the inner part of Coronado Circle, the  
242 majority of work completed. The basements will be in. The heavy lifting will be done. The  
243 trusses will be on the buildings. And thus, the wear-and-tear on the road itself will be quite  
244 substantially lessened, if you will, and the need for maintenance will be pushed further into the  
245 future.”

246

247 Ald. Bialecki said he is of the opinion that this is a substantial alteration and needs to go before  
248 the Plan Commission. Ald. Bialecki asked how long Brian Miller has owned the land.

249

250 Christopher said Brian has owned the land since approximately early January 2014.

251

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252 Brea said Brian has owned the land either since the fall of 2013 or early 2014.

253

254 Ald. Bialecki said that at one time the area had been designated for single-family home  
255 construction. However, these plans were altered due to the 2008-09 recession and ensuing  
256 sluggish economy. Ald. Bialecki said he believes housing trends are changing in that potential  
257 homebuyers cannot afford the cost of some of the average homes being proposed. Ald. Bialecki  
258 agreed that in 2014 Nathan Hill residents had reservations about rental property being  
259 constructed and he strongly suggested reaching out to them. Ald. Bialecki also said the request  
260 regarding the five-month extension for the final lift to the blacktop must be resolved before a  
261 final proposal is brought forward.

262

263 Brea noted she has been working on the conditions with City Attorney Sean O’Flaherty and said  
264 the city will not dictate whether a condominium association or a homeowners association should  
265 be established. Brea asked that the city be given a copy of the articles of association.

266

267 Skip agreed with Ald. Bialecki in that he also believes this is a substantial change.

268

269 Christopher noted that there will not be a change in density and said the proposed changes are  
270 going in the direction of what the neighborhood homeowners want. Christopher said this is why  
271 he believes this is a non-substantial change.

272

273 Ald. Bialecki told Christopher that while he thinks this is “admirable,” he also is of the opinion  
274 that this is a substantial change. Ald. Bialecki suggested that if Nathan Hill residents attend the  
275 January 26 public hearing and speak in favor of the PUD it will benefit the Plan Commission’s  
276 decision-making process.

277

278 Motion by Ald. Bialecki, second by Skip, to identify as a substantial change the Nathan Hill  
279 Estates Subdivision Planned Unit Development (PUD) for 402-412, 422-432, and 442-452  
280 Coronado Circle (Lots 1, 2 & 3 of Certified Survey Map 1661047), submitted by Brian Miller of  
281 Nathan Estates LLC, 1820 Tahoe Place, Onalaska, WI 54650.

282

283 On voice vote, motion carried.

284

285 **Item 9 – Discussion and consideration of an amendment to the Unified Development Code**  
286 **(UDC) regarding the Mobile Home District (Title 13, Chapter 2, Section 8)**

287

288 Katie said both Sean and staff have been reviewing the Mobile Home District within the Zoning  
289 Code. The changes have been summarized in the staff report, and they include the following:

290

- 291 • Removal of references to the Mobile Home Park License and fees and insert language  
292 into Section 7-17-2 of the Onalaska Code of Ordinances, as well as the city’s fee  
293 schedule

Reviewed 12/11/15 by Brea Grace

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- 294 • Modification of zoning district name to Residential – Manufactured and Mobile Home
- 295 District (R-MMH District)
- 296 • Updated definitions
- 297 • Minimum acreage increased to 15 acres for a mobile home community and minimum
- 298 space dimensions for individual manufactured and/or mobile home defined
- 299 • In lieu of a Mobile Home Developer’s Permit, the city will require a Site Plan Permit for
- 300 any new or expansion to a mobile home community, with approvals required by the Plan
- 301 Commission and Common Council
- 302 • Updated references to State Uniform Dwelling Code and Electrical Code
- 303 • Removal of duplicative regulations as needed
- 304

305 Katie said staff will be able to schedule a public hearing on the changes for the January 26 Plan  
306 Commission meeting.

307  
308 Motion by Ald. Bialecki, second by Skip, to forward to a public hearing at the January 26 Plan  
309 Commission meeting discussion and consideration of an amendment to the Unified Development  
310 Code (UDC) regarding the Mobile Home District (Title 13, Chapter 2, Section 8).

311  
312 On voice vote, motion carried.

313  
314 **Item 10 – Consideration and approval of 2016 Plan Sub-Committee and Plan Commission**  
315 **Meeting Schedule**

316  
317 Katie said City Clerk Cari Burmaster has reviewed the proposed meeting schedule.

318  
319 Motion by Ald. Bialecki, second by Skip, to approve 2016 Plan Sub-Committee and Plan  
320 Commission Meeting Schedule.

321  
322 On voice vote, motion carried.

323  
324 **Adjournment**

325  
326 Motion by Skip, second by Ald. Bialecki, to adjourn at 4:57 p.m.

327  
328 On voice vote, motion carried.

329  
330  
331 Recorded by:

332  
333 Kirk Bey