

**Plan Commission
of the City of Onalaska**
Tuesday, August 25, 2015
1

1 The Meeting of the Plan Commission of the City of Onalaska was called to order at 7:00 p.m. on
2 Tuesday, August 25, 2015. It was noted that the meeting had been announced and a notice
3 posted at City Hall.

4
5 Roll call was taken, with the following members present: Mayor Joe Chilsen, City Engineer
6 Jarrod Holter, Jan Brock, Paul Gleason, Skip Temte, Craig Breitsprecher, Sue Peterson

7
8 Also Present: City Clerk Cari Burmaster, Land Use and Development Director Brea Grace,
9 Planner/Zoning Inspector Katie Meyer

10
11 Excused Absence: Ald. Jim Bialecki

12
13 **Item 2 – Approval of minutes from previous meeting**

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

17
18 On voice vote, motion carried.

19
20 **Item 3 – Public Input (Limited to 3 minutes per individual)**

21
22 Mayor Chilsen called three times for anyone wishing to provide public input and closed that
23 portion of the meeting.

24
25 **Consideration and possible action on the following items:**

26
27 **Item 4 – Public Hearing: Approximately 7:00 P.M. (or immediately following Public**
28 **Input) regarding consideration of a Conditional Use Permit application to allow a**
29 **commercial shrimp-raising operation in an indoor facility in a Light Industrial (M-1)**
30 **District at 570 Lester Avenue, Onalaska, WI 54650 submitted by Tim Hagen, 31437**
31 **Victory Lane, La Crescent, MN 55947 (Tax Parcel #18-4012-0)**

- 32
33 1. Conditional Use Permit Application Fee of \$150.00 (PAID).
34
35 2. Outdoor storage prohibited.
36
37 3. Removal of solid waste (i.e., spent shells and other byproducts) and refuse from the
38 premise to occur in a timely manner.
39
40 4. Parking area to be screened through the use of landscaping or fencing from adjacent
41 daycare playground.
42

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- 43 5. CUP to be re-reviewed by the Plan Commission prior to on-site business expansions and
44 at the time of any significant expansions in quantities raised (either as a singular
45 expansion or a cumulative effect).
46
- 47 6. Owner/developer shall pay all fees and have all plans reviewed (through site plan review)
48 and approved by the City prior to obtaining a building permit. Owner/developer must
49 have all conditions satisfied and improvements installed per approved plans prior to
50 issuance of occupancy permits.
51
- 52 7. All conditions run with the land and are binding upon the original developer and all heirs,
53 successors and assigns. The sale or transfer of all or any portion of the property does not
54 relieve the original developer from payment of any fees imposed or from meeting any
55 other conditions.
56
- 57 8. Any omissions of any conditions not listed in Plan Commission Sub-Committee Minutes
58 shall not release the property owner/developer from abiding by the City's Unified
59 Development Code requirements.
60

61 Katie said this is a request for a CUP application to allow a commercial shrimp-raising operation
62 in an indoor facility. The intent is to construct an approximately 6,500 square-foot structure with
63 an open area for raising shrimp, and a small storefront area for retail as well as restrooms.
64 Shrimp would be raised in up to 20 12-by-14 foot pools from a larvae stage to 30 grams, which is
65 full-grown. This would be an indoor operation with no exterior storage. The shells of the
66 shrimp either would be provided to area farmers for fertilization or transported to the La Crosse
67 County Landfill. Katie noted this is a new business to the Midwest area and said the closest
68 business is located in Westby. Shrimp are raised over a four-month period, and the water is
69 recycled in order to create a sustainable ecosystem for the shrimp to live. More shrimp are added
70 as the process continues. Shrimp are fed three times a day in an oxygen-rich environment that is
71 supported by a pump system. Air temperature is approximately 90 degrees Fahrenheit. After the
72 four-month period the shrimp are placed on ice for sale in front of the store, and there is no
73 actual processing of the shrimp. The business is proposed to have three to six employees (part-
74 time) in addition to the business owners. Katie noted the following decision criteria were
75 utilized to review the submitted conditional use:
76

- 77 • **Compatibility:** The zoning of the land within 250 feet of the proposed site is Light
78 Industrial. The uses within 500 feet along the same street of the proposed site include a
79 car wash, telecommunication (cell tower) site, retail, a multitenant commercial building,
80 U.S. Fish & Wildlife offices and other professional offices. There also is a daycare
81 located behind the facility. The proposed use would not have outdoor storage and would
82 be required to move through the site planning process to ensure compatibility with
83 neighboring commercial uses.
- 84 • **Consistency with the Comprehensive Plan:** The Comprehensive Plan identifies this

85 area as a Mixed Use District. This district is intended to allow a mixture of
86 complementary land uses including housing, retail, office, service, and civic uses in an
87 efficient, compact and relatively dense development pattern.

- 88 • **Importance of Services to the Community:** According to the Comprehensive Plan, a
89 Land Use Objective of the city states, “*promoting compatible infill development (infill*
90 *development occurs on land that is underdeveloped or vacant lots in development areas)*
91 *throughout the city ...*” The proposed site is vacant and underutilized. According to the
92 applicant, this business has the potential to bring new customers into the area as other
93 shrimp-raising facilities have customers that drive from more than a 200-mile radius.
94 The applicant also intends to offer education tours to schools, daycares and other
95 interested parties.
- 96 • **Neighborhood Protections:** The applicant will be required to move through the site
97 planning process to ensure adequate parking, landscaping, lighting and architecture in
98 addition to other factors for the business. The applicant does not intend to have outdoor
99 storage, and odor is limited.

100

101 Katie noted staff has recommended eight conditions of approval, and also noted that commission
102 members’ packets include a letter from Tim Hagen, the business owner, that provides a detailed
103 description of the proposed business.

104

105 Mayor Chilsen opened the public hearing and called for anyone wishing to speak in favor of the
106 CUP application.

107

108 **Tim Hagen**
109 **31437 Victory Lane**
110 **La Crescent, Minn.**

111

112 Tim welcomed questions from the Plan Commission.

113

114 Darcy Hanson, the business’ co-owner, noted the largest commercial shrimp-raising operation
115 she is aware of is located in Ridgeway, Iowa. Darcy said the facility in Ridgeway has drawn
116 customers from a 200-mile radius.

117

118 **Jeff Pralle**
119 **4026 Beverly Drive**
120 **Onalaska**

121

122 “I have not spoken to Tim, but my office building is right across the street. I actually did a little
123 research on this just for my own curiosity. Then my cousin on a Saturday night wedding gave
124 me full information about the shrimp business, so I was even much more in favor after speaking
125 with him. Everything that you said is exactly almost what my cousin said about how it would be
126 operated. I’ll be in favor of this once I find out when the first shrimp feed is. That’s my only

127 concern for tonight, but otherwise I welcome you into the neighborhood and I hope this plan gets
128 approved.”

129

130 Mayor Chilsen called three times for anyone else wishing to speak in favor of the CUP
131 application and closed that portion of the public hearing.

132

133 Mayor Chilsen called for anyone wishing to speak in opposition to the CUP application.

134

135 **Ted Stein, Owner of Stein Counseling**
136 **571 Braund Street**
137 **Onalaska**

138

139 “I haven’t done a lot of research, but I do have a major concern, which obviously would be the
140 smell in that location. The two parts that I did research both indicated there have been
141 complaints on previous indoor shrimp business from smell. One of them said while some are
142 few it really is conditional on how it’s set up and how it’s established. My main concern would
143 be that as long as it’s set up within whatever the parameters are that some of these other places
144 don’t have the smell, that would be my concern. But then what is the oversight and what does
145 that mean? Who monitors that and does that, because we do have a lot of professional
146 businesses in the area. There is a chiropractor, there is myself, and there is CR Solutions all
147 within that area. Literally, this would be in our backyard. I’ve been there for a number of years,
148 so I have no desire to come out and have that be a smell. That would be my main issue with that.
149 Again, it’s online that there have been a number of complaints. Again, I don’t know what is all
150 entailed in governing that aspect of it. But I definitely would not be in favor of it for sure.”

151

152 Mayor Chilsen called three times for anyone else wishing to speak in opposition to the CUP
153 application and closed the public hearing.

154

155 Craig asked Tim and Darcy to address Ted’s concerns regarding odors.

156

157 Tim noted he and Darcy had visited two different operations and admitted that at first they
158 believed there might be an odor associated with raising shrimp. However, Tim said that between
159 the extreme heat and the shrimp themselves “they keep things pretty clean.” Tim said the only
160 instance where odor is a problem is due to the shells as shrimp grow out of them.

161

162 Darcy said the odor originates from the shrimp shedding their shells. Darcy said there are no
163 issues with odor if the shells are scooped out and disposed of properly and quickly. Darcy noted
164 there is an inspection prior to installation and said there is no reason to allow the shells to sit.
165 Darcy said the shells are scooped out as if someone was cleaning a swimming pool.

166

167 Tim said he and Darcy have discovered that area farmers are becoming anxious to acquire the
168 shells as they are beneficial to fertilization. Tim said “there is an actual want” for the shells.

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169

170 Darcy noted there is a website (shrimpnews.com) that targets shrimp growers and said research
171 has shown that shells contain Chiton, which lowers blood cholesterol. Darcy said it is possible
172 that there will be a market for the shells in the future.

173

174 Craig asked if the shells will be disposed of rapidly.

175

176 Darcy said yes, noting that the shells will not be kept on the exterior of the building at all and
177 will only be kept internally for a very brief period of time. Darcy said the shells will be scooped
178 out at most a 5-gallon bucket at a time and stated she and Tim would like to dispose of them at
179 that rate.

180

181 Jan noted the interior air temperature must be kept at 90 degrees Fahrenheit and asked if the odor
182 is vented through that.

183

184 Darcy said the interior becomes very humid and noted nothing is vented out. Darcy said is very
185 desirable to have high humidity and darkness and noted there are no windows. There are walk-in
186 doors for safety purposes.

187

188 Craig said it is his understanding that the facility contains a significant amount of concrete
189 structure.

190

191 Darcy said the floor is concrete, while the pools are comparable to swimming pools.

192

193 Brea said staff had inquired about the odor and noted Condition No. 3 states solid waste such as
194 spent shells and other byproducts, as well as refuse, must be removed in a timely manner. Brea
195 said she as the Zoning Administrator must determine what a timely manner is. Brea noted the
196 CUP may return before the Plan Commission if there are complaints. The complaints would be
197 heard at a public hearing, and the CUP can be revoked in a worst-case scenario if the problem is
198 not corrected. Brea said staff believes the odor issue should be satisfied as long as solid waste
199 and refuse are removed in a timely manner.

200

201 Motion by Craig, second by Paul, to approve with the eight listed conditions a Conditional Use
202 Permit application to allow a commercial shrimp-raising operation in an indoor facility in a Light
203 Industrial (M-1) District at 570 Lester Avenue, Onalaska, WI 54650 submitted by Tim Hagen,
204 31437 Victory Lane, La Crescent, MN 55947.

205

206 On voice vote, motion carried.

207

208 **Item 5 – Consideration of a Certified Survey Map (CSM) submitted by Andy Lutichens of**
209 **Davy Engineering on behalf of Valley View Business Park, LLP, PO Box 325, Onalaska,**
210 **WI 54650 for the purpose of realigning Lots 1, 2 and Outlot 1 in the Nathan Hills Estate**

Subdivision (Tax Parcels # 18-5941-0 and 18-5942-0)

- 211 1. CSM Fee of \$40.00 + \$10.00 per lot x 2 lots = \$60.00 due before final approval of CSM
212 by the City.
- 213 2. Vacation/discontinuance of the Kurt Place right-of-way.
- 214
- 215 3. Recorded copy of Final CSM to be submitted to the City Engineering Department.
- 216
- 217
- 218 4. Owner shall abide by all requirements and conditions of the approval of the Nathan Hills
219 Estates Planned Unit Development.
- 220
- 221
- 222 5. New lot pins required. Intermediate lot stakes required for all lots over 150' in depth.
- 223
- 224
- 225 6. The 10' easement utility easement around Kurt Place to be dissolved and a new
226 permanent utility easement (i.e., for water, storm sewer, sanitary sewer) to be created
227 over existing utilities and recorded with the Register of Deeds. A copy of the recorded
228 document to be provided to the City prior to the issuance of a Building Permit.
- 229
- 230 7. Any future improvements to these parcels will be subject to additional City permits (i.e.,
231 site plan approvals, building permits, zoning approvals) and additional City fees (i.e.,
232 parks fees, green fee).
- 233
- 234 8. All conditions run with the land and are binding upon the original developer and all heirs,
235 successors and assigns. The sale or transfer of all or any portion of the property does not
236 relieve the original developer from payment of any fees imposed or from meeting any
237 other conditions.
- 238
- 239 9. Any omissions of any conditions not listed shall not release the property owner/developer
240 from abiding by the City's Unified Development Code requirements.
- 241

242 Brea said the CSM will help facilitate the Festival Foods Support Center development, which is
243 proposed for Lot 1. Brea said it is intended that access be right off Emerald Drive East and noted
244 the Common Council will hold a public hearing regarding the vacation of Kurt Place at its
245 September 8 meeting. With the discontinuance of Kurt Place, city ordinances state the property
246 is split down the middle and goes to adjacent property owners. Brea noted that the property
247 owner and the potential purchasers of these lots have discussed moving the northern lot line for
248 Lot 1 slightly north. This is the function of the CSM. The CSM also is changing the shape of
249 Outlot 1 to accommodate some changes to the stormwater pond. Brea said staff recommends
250 approval of the CSM with the nine conditions listed in commission members' packets. Brea
251 noted that staff will work with Davy Engineering to clarify the intents of the new easements.
252 Brea noted the CSM contains a release of existing easements. This would create new easements

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253 realigning the 20-foot public access easement as well as the water, sewer and storm sewer
254 easement that runs between Lot 1 and Lot 2, and also the public easement that runs on the west
255 side of Emerald Drive East. Brea noted she had expressed concerns at the August 18 Plan
256 Commission Sub Committee meeting regarding the fact Lot 1 contains a 20-foot parcel of land
257 located in the Town of Medary. This parcel, along with the existing Lot 1 of Nathan Hill
258 Estates, is part of the new proposed Lot 1. Brea noted that the City of Onalaska, La Crosse
259 County and Davy Engineering had discussed this topic. Brea noted La Crosse County has
260 allowed this in other situations, including in the Nathan Hill area. Brea said the two parcels may
261 be described as Lot 1 of the new CSM, and then La Crosse County creates two new parcels – one
262 in the City of Onalaska, and one in the Town of Medary. Brea said, “As long as there is
263 precedent for that, [and] the county is agreeable with proceeding in that direction.”
264

265 Brea noted both parcels are owned by Valley View Business Park and said Lot 1 of the new
266 CSM would be sold to Festival Foods once the CSM is approved. Brea said the concerns she
267 raised at the Plan Commission Sub Committee meeting have been satisfied.
268

269 Jarrod described the CSM as “complicated” as there are several lines, graphs and dimensions
270 present. Jarrod said the vacation of Kurt Place necessitates an easement being given to the city,
271 and this easement is cross-hatched in the maps given to the Plan Commission. Jarrod said there
272 will be water and sanitary sewer within an easement controlled and maintained by the city.
273 Jarrod noted there also is a storm sewer that drains the existing Nathan Hill Estates subdivision
274 (Emerald Drive East, Crestwood Lane). Jarrod referred to the CSM and noted there is an area
275 that was dedicated as part of the Nathan Hill Estates subdivision. Jarrod said the Engineering
276 Department looked into the dedication of an outlot (Outlot 1) for stormwater purposes. The
277 stormwater easement area would be vacated and the city would assume control of Outlot 1.
278 Jarrod said Lot 1, Lot 2 and Lot 3 will share a private stormwater area that will partially have the
279 public access easement around it. Stormwater from the three lots will filter into a private lot
280 stormwater area. Once it is filtered and meets Wisconsin Department of Natural Resources
281 mandates it will overflow and go into the city’s outlot and to an unnamed creek in the area.
282 Jarrod said the city has been working with the developer on a possible partnership in the outlot
283 area to further treat the city’s stormwater that was coming off the developed area in the Nathan
284 Hill Estates subdivision. This was installed before the mandated DNR rules for the suspended
285 solid removal.
286

287 Jarrod said, “In looking at that in the last week, we’ve come to the conclusion that because of the
288 development agreements needed and the timing of the developer trying to get things done, the
289 cost of the developer is not going to go up by having the city not partner. We’re learning new
290 information on our stormwater mandates. My recommendation is to continue to receive this
291 outlot and have it secured so in the future if the city would choose to install a ponding area large
292 enough to filter out the suspended solids we would have the capability because we would have
293 the land to treat the existing area that was installed before the DNR mandates. But we wouldn’t
294 install them at this time. The water from the existing outfall would run via an open swale and go

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295 out to some stormwater systems that would go to the open ditch. We would not be installing
296 them at this time, but we would have that capability if we so choose in the future.”

297

298 Jarrod also noted that there will be no access to State Trunk Highway 16 and said staff is
299 working with developer on the highway setback.

300

301 Craig asked if all of the utilities and easements will be within the city’s boundaries.

302

303 Jarrod said nothing that is part of the CSM will be located in the Town of Medary. Jarrod noted
304 there is an existing utility easement that cuts the corner of the parcel in the southeast corner of
305 the lot. A small portion of the sanitary sewer that runs to Emerald Drive passes through the
306 Town of Medary.

307

308 Motion by Craig, second by Paul, to approve with the nine conditions listed a Certified Survey
309 Map (CSM) submitted by Andy Lutichens of Davy Engineering on behalf of Valley View
310 Business Park, LLP, PO Box 325, Onalaska, WI 54650 for the purpose of realigning Lots 1, 2
311 and Outlot 1 in the Nathan Hills Estate Subdivision.

312

313 Craig asked Jarrod if he anticipates any utilities running in the southeast corner.

314

315 Jarrod said he is not aware of anything changing as part of this plan.

316

317 Paul noted that Outlot 1 is to be dedicated to the City of Onalaska and said it appears Outlot 1
318 contains a strip (20 feet) along its south line that is located in the Town of Medary.

319

320 Jarrod told Paul he is correct.

321

322 Paul asked if the City of Onalaska may own land in the Town of Medary.

323

324 Jarrod said yes, noting he believes there are other locations where this occurs. Jarrod said he
325 believes the City of Onalaska would need to obtain approval from the Town of Medary if it
326 wanted to make any changes in that municipal jurisdiction. Jarrod said he does not envision
327 anything happening in this case as the area in question is located in the highway setback.

328

329 On voice vote, motion carried.

330

331 **Item 6 – Discussion and Consideration of Changes to Zoning Fees**

332

333 Brea said she wants to discuss with the Plan Commission possible changes to the city’s zoning
334 fees. Brea noted that commission members’ packets include a list of a number of zoning permit
335 fees or other fees charged related to zoning. The list also includes the proposed new fees the
336 Plan Commission is being asked to consider. Brea noted commission members’ packets also

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337 include information on other municipalities that were surveyed and what they are currently
338 charging for various permits.

339
340 Brea said, “In putting these together, we tried to balance what cost is reasonable [and determine]
341 a fee that would start to cover all our time. I think if we tried to cover all of our time our fees
342 would be much higher. But at least we tried to balance that with also what is a reasonable fee
343 where we’re not going to push people away from applying...There is a point you put the fee too
344 high people are just going to skirt the permit application process and just do it anyway. We
345 don’t want it to be that high, so we tried to balance it. We tried to make these fees reasonable
346 and not make a considerable jump higher.”

347
348 Brea noted a change had been made to fees for Zoning Verification Letters since the August 18
349 Plan Commission Sub Committee meeting. The city currently does not charge for such letters,
350 but Brea said staff is recommending the city charge \$25 for residential properties and \$100 for
351 commercial properties. Brea said any changes to the Zoning Ordinance require a public hearing,
352 and it would proceed as an ordinance change. Brea suggested the Plan Commission discuss the
353 proposed fees. A public hearing would need to be scheduled if the Plan Commission decides to
354 proceed with the proposed or modified changes.

355
356 Mayor Chilsen asked if the Plan Commission would like to take this item to a public hearing.

357
358 Craig suggested that a public hearing be held and said, “My perspective is that Onalaska has
359 always been very reasonable with permit fees. I’m not interested in keeping up with some other
360 community that has just for the sake of having higher fees. But I think that legitimately there are
361 staff considerations here as far as time and what they do to oversee these projects that need to be
362 taken into consideration. It’s time for a fee change.”

363
364 Motion by Craig, second by Skip, to move to a public hearing Consideration of Changes to
365 Zoning Fees.

366
367 Skip asked Paul for his input and also asked if perhaps a fee change will hamper development in
368 the city.

369
370 Paul said, “I think it’s absolutely appropriate to cover city out-of-pocket costs from permit fees.
371 There isn’t included here a specific study of what our out-of-pocket costs typically are on these
372 things. I do not think it’s even remotely relevant, in terms of my opinion, what other cities
373 charge. And I do not think in most or all cases that it’s appropriate to charge for city staff time.
374 The city does countless things for countless people who make inquiries on countless topics that
375 take city staff time, and we don’t charge them for it. Here we’re singling out a very small
376 number of things and saying, ‘Here we’re going to charge a little bit of city staff time.’ But I
377 think as Brea mentioned, not all of it. What happens the next time when we’ve already
378 established a pattern of we’re going to charge something for city staff time, then the next step is,

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379 'We're going to actually track city staff time and we're going to charge 1½ times hourly pay for
380 every hour that an employee spends on this subject, then let's expand it to other subjects beyond
381 just these fees.' What the city does is a service to its residents and to its taxpayers. In large part,
382 the things that we're talking about here are, in most cases, going to contribute to increasing the
383 tax base for the city. And in that sense the city's investment in staff time is an investment in a
384 future income stream from the taxes on these developments. So in order for me to support any
385 increase in fees I'd have to see it related to the actual out-of-pocket costs that the city incurs. I
386 know publication cost is a big one. I have no doubt that at times the city doesn't recover the
387 publication costs. But my view is that we should look at what the actual out-of-pocket costs are
388 typically for these various fees and then go from there."
389

390 Paul cited the Zoning Verification Letter as an example, noting the proposed charge for
391 residential properties is \$25 and \$100 for commercial properties. Paul said, "I think in either
392 case it's a matter of looking at the map and writing the letter. Maybe I'm wrong. Maybe it's
393 four times as involved for a commercial property. But I don't think we should look at this as a
394 'Let's charge what we think the traffic can bear.' "

395
396 Craig complimented Paul for the points he had raised, but also said, "I'm not interested in
397 hanging a carrot out there saying that most of this will advance our economic position as a
398 community by donating these services to commercial entities. I get affected on both sides of this
399 – both as a property owner and as a business person, too. I don't want to see fees get out of
400 hand, but I know also that we are very low on the fees that we charge. I think the point that Paul
401 brings up that I can live with – and I probably fully support – is the fact that let's see what it
402 costs us to provide these services. I don't want them passed on where we can isolate specific
403 costs to the general taxpaying public. I look at fees like this as kind of a user-type fee, and I
404 think where applicable, and I think we need to do this universally. It can't be just a pick-and-
405 choose thing, either. But I think we need to apply those user fees where there are extra costs
406 involved to process these types of requests. But I think Paul is right [in that] I think we need to
407 study what is our cost to do this? And let's recoup that."
408

409 Paul asked if employee time is tracked regarding various proposals that come before the city.

410
411 Mayor Chilsen said no.

412
413 Paul asked if anyone had had a direct conversation with a representative from River Falls.

414
415 Katie said she had not included River Falls when she had computed the averages of the
416 municipalities listed in commission members' packets due to the fact River Falls' fees are
417 substantial. Katie noted she had found most of River Falls' fees online.

418
419 Paul said he would like an official from River Falls to comment on the city's fees.

420

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421 Brea responded to Paul's comments pertaining to Zoning Verification Letters, noting that
422 commercial properties are four to six times more complicated. Brea said Zoning Verification
423 Letters for residential properties typically involve examining the map and the Zoning Code.
424 Meanwhile, staff members need to go through old building permits and PCIDs for commercial
425 properties.

426
427 Craig said he is not comfortable with voting just yet even though he favors a fee increase
428 because he believes it is due.

429
430 Skip said he believes more information is needed, but added he is unsure of how to gather it.

431
432 Mayor Chilsen said the Plan Commission may ask the Planning Department to bring forward a
433 study at the September 22 meeting. Mayor Chilsen said the study even could be brought forward
434 at the October 27 meeting as there is no sense of urgency to increase the fees.

435
436 Brea asked Cari if October 27 would be the earliest date for a public hearing if one is scheduled.

437
438 Cari said yes.

439
440 Brea said more information could be brought forward at the September 22 meeting. Brea said
441 the Plan Commission could either decide to hold a public hearing at the October 27 meeting, or
442 bring this item back at the September 22 meeting and hold a public hearing at the November 17
443 meeting.

444
445 Paul said he would be inclined to study any additional information that can be generated before
446 scheduling the public hearing. Paul said he believes a one-month delay would be insignificant as
447 the fees do not have to be activated at a specific time.

448
449 On voice vote, motion failed, 7-0.

450
451 Craig asked staff to bring the Plan Commission more of a summary as to how much time
452 employees spent in each area.

453
454 Paul asked for information regarding typical out-of-pocket costs. Paul also asked for information
455 regarding how many permits the city has each year in each category.

456
457 Brea said staff will focus on actual costs and average staff time for each.

458
459 Jan said she believes it is wise to investigate now.

460
461 Paul said, "I think you have a better case at the public hearing."
462

463 **Item 7 – Review and discussion of 2015 Comprehensive Plan Update, Chapter 10 --**
464 **Implementation**

465
466 Katie noted that the Plan Commission has seen every chapter of the 2015 Comprehensive Plan
467 Update. Katie noted that a copy of Chapter 10 has been given to commission members and said
468 updates have been made, including the addition of an implementation goal specific to the Police
469 Department. Updates also have been made to the Fire Department, and a Parks and Recreation
470 implementation goal also has been added. Katie noted that all 10 chapters are on
471 cityofonalaska.com and said a number of edits still need to occur. Katie told commission
472 members a public open house will be held from 4:30 p.m. to 7:30 p.m. on Wednesday,
473 September 30 in the Common Council Chambers. A short presentation will take place at 5:30
474 p.m.

475
476 Craig asked when the deadline for submitting feedback is.

477
478 Katie noted the Plan Commission will hold a public hearing either at its October 27 or November
479 17 meeting. However, Katie encouraged commission members to submit feedback as soon as
480 possible.

481
482 Brea said Short Elliott Hendrickson is taking all 10 chapters and putting them in their final
483 format. Brea noted there will be summary stations at the public open house that discuss key
484 points from each chapter. Public comments will be forwarded to the Long Range Planning
485 Committee, which will decide how to modify the plan based on those comments. The Long
486 Range Planning Committee will recommend forwarding the planning document to the Plan
487 Commission when its members feel comfortable with it. This recommendation will come either
488 in October or November depending on the amount of feedback received and the changes that will
489 be required. The Comprehensive Plan will be presented to the Plan Commission as an update,
490 and then the Plan Commission may schedule a public hearing for at least 30 days out. The Plan
491 Commission holds the official statutory public hearing, and it must decide how to deal with any
492 comments made at the public hearing. The Plan Commission will recommend approval to the
493 Common Council when it feels comfortable with the plan.

494
495 **Item 8 – Adjournment**

496
497 Motion by Paul, second by Craig, to adjourn at 7:49 p.m.

498
499 On voice vote, motion carried.

500
501
502 Recorded by:

503
504 Kirk Bey