

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

Tuesday, February 17, 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, February 17, 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: Planner/Zoning Inspector Katie Meyer

9
10 **Item 2 – Approval of minutes from previous meeting**

11
12 Motion by Skip, second by Jarrod, to approve the minutes from the previous meeting as printed
13 and on file in the City Clerk’s Office.

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15 On voice vote, motion carried.

16
17 **Item 3 – Public Input (limited to 3 minutes per individual)**

18
19 Ald. Bialecki called three times for anyone wishing to provide public input and closed that
20 portion of the meeting.

21
22 **Consideration and possible action on the following items:**

23
24 **Item 4 – Consideration of a rezoning request filed by Traditional Trades, 1853 Sand Lake**
25 **Road, Onalaska, WI 54650, to rezone the properties at 1735 Pine Ridge Drive, 1150 Oak**
26 **Timber Drive, and 1140 Oak Timber Drive, Onalaska, WI 54650 from Single Family**
27 **Residential (R-1) District to Single Family and/or Duplex Residential (R-2) (Tax Parcels**
28 **#18-6282-0, 18-6273-0, 18-6272-0)**

- 29
30 1. Rezoning Fee of \$150.00 (PAID).
31
32 2. Obtain a Certified Survey Map to amend boundaries of Tax Parcels 18-6273-0 and 18-
33 6272-0 to reflect rezoning request.
34
35 3. Park Fee of \$922.21 per residential unit prior to issuance of building permit.
36
37 4. All associated setbacks for a twindo dwelling to be followed according to Section 13-2-6
38 of the Zoning Ordinance.
39
40 5. Owner/developer shall pay all fees and have all plans reviewed and approved by the City
41 prior to obtaining a building permit. Owner/developer must have all conditions satisfied
42 and improvements installed per approved plans prior to issuance of occupancy permits.

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- 43
- 44 6. All conditions run with the land and are binding upon the original developer and all heirs,
- 45 successors and assigns. The sale or transfer of all or any portion of the property does not
- 46 relieve the original developer from payment of any fees imposed or from meeting any
- 47 other condition.
- 48
- 49 7. Any omissions of any conditions not listed in minutes shall not release the property
- 50 owner/developer from abiding by the City's Unified Development Code requirements.
- 51

52 Katie said the applicant is proposing to rezone Tax Parcels 18-6282-0 and 18-6273 from Single

53 Family Residential (R-1) to Single Family and/or Duplex Residential (R-2) District. The

54 applicant also is proposing to rezone the eastern 16.5 feet of Tax Parcel 18-6272-0 to R-2

55 District as the applicant wishes to construct twindos. Katie noted that nearby properties include

56 single-family residential homes, twindos and two triplexes that are immediately east of these

57 developments. Katie noted a public hearing will be held at the February 24 Plan Commission

58 meeting.

59

60 Motion by Ald. Bialecki, second by Skip, to move to the February 24 Plan Commission meeting

61 for a public hearing, consideration of a rezoning request filed by Traditional Trades, 1853 Sand

62 Lake Road, Onalaska, WI 54650, to rezone the properties at 1735 Pine Ridge Drive, 1150 Oak

63 Timber Drive, and 1140 Oak Timber Drive, Onalaska, WI 54650 from Single Family Residential

64 (R-1) District to Single Family and/or Duplex Residential (R-2).

65

66 On voice vote, motion carried.

67

68 **Item 5 – Consideration of a request to extend the Final Plat submittal requirement for one**

69 **year, as requested by Dr. Leo Bronston, on behalf of French Valley, LLC, 1202 County**

70 **Road PH, Suite 100, Onalaska for the French Valley Neighborhood Plat (Tax Parcels #18-**

71 **4480-0, 18-4481-0, 18-4482-1, 18-4485-0)**

72

- 73 a. Amendment of the March 2008 Development Agreement between French Valley, LLC
- 74 and the City of Onalaska prior to the commencement of any construction activities,
- 75 including public improvements. Developer is advised to schedule adequate time for the
- 76 amended Development Agreement to be reviewed and approved by the City's Plan
- 77 Commission and Common Council.
- 78
- 79 b. All permits must be current prior to the start of any construction activities (i.e., sanitary
- 80 sewer and water approvals from WDNR). All plans and specifications must be
- 81 resubmitted to the City for review & approval (i.e., stormwater plan).
- 82

83 Motion by Ald. Bialecki, second by Skip, to approve, with two conditions of approval, a request

84 to extend the Final Plat submittal requirement for one year, as requested by Dr. Leo Bronston, on

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85 behalf of French Valley, LLC, 1202 County Road PH, Suite 100, Onalaska for the French Valley
86 Neighborhood Plat.

87

88 On voice vote, motion carried.

89

90 **Item 6 – Discussion and consideration of an amendment to the Unified Development Code**
91 **(UDC) regarding Telecommunication Structure and Towers**

92

93 Katie noted the 2013 State of Wisconsin biennial budget bill included several changes regarding
94 state statutes limiting preexisting control that local communities had over telecommunication
95 towers, including cellular and broadcast. Katie referred to a list included in committee members'
96 packets that states what municipalities cannot do and noted a few, including, but not limited to:
97 limiting cell phone towers to certain zoning districts, requiring a minimum setback to a
98 residential district, requiring a monopole design, and requiring stealth towers/stealth
99 applications. However, Katie also noted that the city may charge a higher fee and also require a
100 bond. Katie referred to a copy of a new ordinance included in committee members' packets and
101 said the city's attorneys are working with Land Use and Development Director Brea Grace on
102 examining the state statute. Katie said the city must amend its ordinance to reflect what the State
103 of Wisconsin's new rules are. Katie said staff will move forward with a formal public hearing to
104 amend the ordinance if so directed by the Plan Commission at its February 24 meeting.

105

106 Ald. Bialecki asked that City Attorney Sean O'Flaherty state his opinion regarding the city
107 charging a higher fee and requiring a bond. Ald. Bialecki also inquired about the city's present
108 fee.

109

110 Jarrod said this sum is between \$50 to \$150.

111

112 Motion by Ald. Bialecki, second by Skip, to forward to the Plan Commission for its February 24
113 meeting discussion and consideration of an amendment to the Unified Development Code (UDC)
114 regarding Telecommunication Structure and Towers.

115

116 On voice vote, motion carried.

117

118 **Item 7 – Review and Discussion on Plan Commission Handbook**

119

120 Katie said a new Plan Commission Handbook had been brought forward by the Center for Land
121 Use Education and noted that committee members' packets include a link to the website where
122 they may download it at no cost. The handbook discusses the roles and responsibilities of a Plan
123 Commission. The handbook also discusses the importance of comprehensive plans and small
124 area plans, as well as different ways to engage the public and implement a plan through
125 ordinance amendments. Katie described the handbook as "an educational tool" for plan
126 commissioners.

Reviewed 2/20/15

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127

128 **Adjournment**

129

130 Motion by Ald. Bialecki, second by Skip, to adjourn at 4:42 p.m.

131

132 On voice vote, motion carried.

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134

135 Recorded By:

136

137 Kirk Bey