

**Plan Commission Sub Committee**

**of the City of Onalaska**

Tuesday, March 15, 2016

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, March 15, 2016. It was noted that the meeting had been announced and  
3 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: Interim Land Use and Development Director Katie Aspenson

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.

14

15 On voice vote, motion carried.

16

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

18

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

20

21 **Sarah Smith, Harrison French & Associates**

22 **1705 South Walton Boulevard, Suite 3**

23 **Bentonville, Arkansas**

24

25 “We are on the agenda as [Item] No. 6, and we are requesting to amend the PCID to change the  
26 exterior colors and update the signage on the Wal-Mart store.”

27

28 Ald. Bialecki called three times for anyone else wishing to provide public input and closed that  
29 portion of the meeting. Ald. Bialecki said Item 6 would be addressed first.

30

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

32

33 **Item 6 – Review and Consideration of a substantial modification to the WAL-MART**  
34 **Planned Commercial Industrial District (PCID) at 3107 Market Place, submitted by Sarah**  
35 **Smith of Harrison French & Associates, 1705 South Walton Boulevard, Suite 3,**  
36 **Bentonville, AR 72712, on behalf of Wal-Mart Stores, Inc., 2001 Southeast 10<sup>th</sup> Street,**  
37 **Bentonville, AR 72712 (Tax Parcel #18-3635-8)**

38

39 1. PCID Amendment Fee of \$700.00 (PAID).

40

41 2. Abide by all conditions of original PCID Plan approved in March 1997, PCID

42 Amendments approved in June 1999, April 2001, March 2003, October 2014, and Site

Reviewed 3/17/16 by Katie Aspenson

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43 Plan approved in April 2003.

44

45 3. Owner/developer shall submit detailed building elevations for the first tenant to occupy  
46 the Marketplace Development. The City will evaluate the architecture for its  
47 compatibility with the surrounding character and development. Upon approval, the  
48 owner/developer shall submit, for review and approval by the City, detailed architectural  
49 design guidelines for the remained of the Marketplace Development which will provide  
50 for a unified and architecturally compatible project.

51

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

55

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

60

61 6. Any omissions of any conditions not listed in committee minutes shall not release the  
62 property owner/developer from abiding by the City's Unified Development Code  
63 requirements.

64

65 Katie said the applicant wishes to amend the PCID development and alter the exterior building  
66 façade from the current color pallet to a blue-and-gray scheme, and also to increase the overall  
67 exterior wall signage to 792.9 square feet (an increase of 42.52 square feet). Katie said  
68 architectural standards has been a crucial issue for the Marketplace Development dating back to  
69 1996, noting that the Plan Commission, Common Council and City of Onalaska staff had made  
70 great efforts to ensure that architectural standards – including color, columns, screening/blending  
71 of rooftop units, building materials, and other details were in place and would remain in effect  
72 for the life of the development. Katie noted that architecture and color pallets were heavily  
73 debated topics beginning in 1997 and running through the most recent PCID amendment in  
74 March 2003, where the applicant had to abide by the original conditions of the original PCID  
75 plan – specifically, No. 14, which reads as follows: *“Owner/developer shall submit detailed  
76 building elevations for the first tenant [Home Depot] to occupy the Marketplace Development.  
77 The City will evaluate the architecture for its compatibility with the surrounding character and  
78 development. Upon approval, the owner/developer shall submit, for review and approval by the  
79 City, detailed architectural design guidelines for the remainder of the Marketplace Development  
80 which will provide for a unified and architecturally compatible project.”*

81

82 Katie said that city staff, the Plan Commission and the Common Council had reviewed and  
83 approved a site plan for Wal-Mart, noting that the color scheme must be approved by city staff  
84 and have the use of organic colors and architectural details to blend in with Home Depot and

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85 Aldi, both of which already were in place. Katie noted that committee members' packets include  
86 the proposed color scheme, which includes a variety of grays and blue. Katie said city staff does  
87 not support the proposed color scheme because it is contrary to the original PCID conditions in  
88 the sense that the overall Marketplace Development is intended to have a consistent, cohesive  
89 design. Also, the standards set forth with the original development (Home Depot) were to set the  
90 stage for all future development. However, Katie said city staff does support the proposed  
91 signage as total signage for each elevation (front and right) does not exceed a total of 500 square  
92 feet.

93  
94 Motion by Ald. Bialecki, second by Skip, to forward to the March 22 Plan Commission meeting  
95 for public hearing review and consideration of a substantial modification to the WAL-MART  
96 Planned Commercial Industrial District (PCID) at 3107 Market Place, submitted by Sarah Smith  
97 of Harrison French & Associates, 1705 South Walton Boulevard, Suite 3, Bentonville, AR  
98 72712, on behalf of Wal-Mart Stores, Inc., 2001 Southeast 10<sup>th</sup> Street, Bentonville, AR 72712.

99  
100 Jarrod asked if the color of the tent area over the garden center will be changed.

101  
102 Sarah said no.

103  
104 Jarrod asked if the color of the canopies over the doors would be changed.

105  
106 Sarah said the canopies to which Jarrod had referred will not be changing color.

107  
108 On voice vote, motion carried.

109  
110 Ald. Bialecki said Item 5 would be addressed next.

111  
112 **Item 5 – Review and Consideration of a rezoning request filed by Weiser Brothers G.C.**  
113 **Inc., 200 Twilite Street, La Crescent, MN 55947 on behalf of Oak Forest Dental, 1062 Oak**  
114 **Forest Drive, Onalaska, WI 54650, from Single Family and/or Duplex Residential (R-2) to**  
115 **Neighborhood Business (B-1) for the purpose of constructing a dental office at 1217 Quincy**  
116 **Street, Onalaska, WI 54650 (Tax Parcel #18-675-4)**

- 117  
118 1. Rezoning Fee of \$300.00 (PAID).  
119  
120 2. Any future improvements to this parcel will be subject to additional City permits (i.e.,  
121 site plan, building permits).  
122  
123 3. Owner/developer shall pay all fees and have all plans reviewed and approved by the City  
124 prior to obtaining a building permit. Owner/developer must have all conditions satisfied  
125 and improvements installed per approved plans prior to issuance of occupancy permits.

126  
Reviewed 3/17/16 by Katie Aspenson

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127 4. All conditions run with the land and are binding upon the original developer and all heirs,  
128 successors and assigns. The sale or transfer of any or all portion of the property does not  
129 relieve the original developer from payment of any fees imposed or from meeting any  
130 other conditions.

131  
132 5. Any omissions of any conditions not listed in committee minutes shall not release the  
133 property owner/developer from abiding by the City’s Unified Development Code  
134 requirements.

135  
136 Katie noted the applicant owns the property under review, which is currently zoned R-2, and said  
137 the purpose is to construct a dental office and rezone the property Neighborhood Business. Katie  
138 said the Comprehensive Plan allows housing, retail, office and service in an efficient, compact  
139 and relatively dense development pattern. Katie said staff will be adding a sixth condition of  
140 approval, being a Green Fee of \$638.47 an acre. This fee must be paid to the city prior to a  
141 building permit being obtained. The total amount will be \$162.81 for .255 acres.

142  
143 Jarrod said the Green Fee would be for where the residential house is located and not for the  
144 entire parcel. Jarrod referred to the stormwater retention area located where the proposed  
145 building sits and noted that the Main Street stormlift station has been rebuilt and now has more  
146 capacity. Jarrod said stormwater standards would need to be met, but he added that “we’re in a  
147 better position” compared to when the site was first developed.

148  
149 **Jerry Schomberg of Vantage Architects**  
150 **750 3<sup>rd</sup> Street North, Suite F**  
151 **La Crosse**

152  
153 Jerry noted that Dr. David Huggett recently purchased the parcel located at 1217 Quincy Street  
154 and said Dr. Huggett’s intent, provided that the rezoning is approved, is to purchase the parcel  
155 located at 702 Sand Lake Road, join the two parcels and create a development that would face  
156 Sand Lake Road.

157  
158 Motion by Ald. Bialecki, second by Skip, to forward to the March 22 Plan Commission meeting  
159 for public hearing review and consideration of a rezoning request filed by Weiser Brothers G.C.  
160 Inc., 200 Twilite Street, La Crescent, MN 55947 on behalf of Oak Forest Dental, 1062 Oak  
161 Forest Drive, Onalaska, WI 54650, from Single Family and/or Duplex Residential (R-2) to  
162 Neighborhood Business (B-1) for the purpose of constructing a dental office at 1217 Quincy  
163 Street, Onalaska, WI 54650.

164  
165 On voice vote, motion carried.

166  
167 **Item 4 – Review and Consideration of a rezoning request filed by the City of Onalaska for**  
168 **City-owned parcels along Irvin Street, 1<sup>st</sup> Avenue, and 2<sup>nd</sup> Avenue South (State Road 35)**

Reviewed 3/17/16 by Katie Aspenson

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169 **from miscellaneous zoning districts including R-1, B-1, M-3, and undefined to Public and**  
170 **Semi-Public (P-1) for the purpose of public recreation and open space uses to construct the**  
171 **Great River Landing (Tax Parcels #18-1-0, 18-9-100, 18-6-0, 18-15-0, 18-20-1, 18-19-0, 18-**  
172 **16-0, 18-18-0, 18-2-2)**

- 173
- 174 1. Any future improvements to this parcel will be subject to additional City permits.
  - 175
  - 176 2. Owner shall have all plans reviewed and approved by the City prior to obtaining a
  - 177 building permit. Owner must have all conditions satisfied and improvements installed
  - 178 per approved plans prior to issuance of an occupancy permit.
  - 179
  - 180 3. All conditions run with the land and are binding upon the original developer and all heirs,
  - 181 successors and assigns. The sale or transfer of any or all portion of the property does not
  - 182 relieve the original developer from payment of any fees imposed or from meeting any
  - 183 other conditions.
  - 184
  - 185 4. Any omissions of any conditions not listed in committee minutes shall not release the
  - 186 property owner/developer from abiding by the City's Unified Development Code
  - 187 requirements.
  - 188

189 Katie said there are several parcels under review for a rezoning due to past uses on the parcels.  
190 The land in question is owned by both the City of Onalaska and the Wisconsin Department of  
191 Natural Resources. Katie said the intent is to rezone all of the land to P-1, with the intention of  
192 facilitating the construction of the Great River Landing.

193

194 Jarrod said some of the property owners to the north asked if their property was being rezoned  
195 and noted this is not the case.

196

197 Motion by Ald. Bialecki, second by Skip, to forward to the March 22 Plan Commission meeting  
198 for public hearing review and consideration of a rezoning request filed by the City of Onalaska  
199 for City-owned parcels along Irvin Street, 1<sup>st</sup> Avenue, and 2<sup>nd</sup> Avenue South (State Road 35)  
200 from miscellaneous zoning districts including R-1, B-1, M-3, and undefined to Public and Semi-  
201 Public (P-1) for the purpose of public recreation and open space uses to construct the Great River  
202 Landing.

203

204 On voice vote, motion carried.

205

206 **Item 7 – Review and Consideration of a rezoning request filed by Mike Gavin, 2902**  
207 **Wildrose Lane, Onalaska, WI 54650 on behalf of Jeannette Moe, W8206 Main Street,**  
208 **Holmen, WI 54636 from Single Family and/or Duplex Residential (R-2) to Transitional**  
209 **Commercial (TC) for the purpose of constructing a dental office (Tax Parcels #18-782-2 &**  
210 **18-728-0)**

Reviewed 3/17/16 by Katie Aspenson

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- 211  
212 1. Rezoning Fee of \$300.00 (PAID).  
213  
214 2. Any future improvements to this parcel will be subject to additional City permits (i.e.,  
215 site plan, building permits).  
216  
217 3. Owner/developer shall pay all fees and have all plans reviewed and approved by the City  
218 prior to obtaining a building permit. Owner/developer must have all conditions satisfied  
219 and improvements installed per approved plans prior to issuance of occupancy permits.  
220  
221 4. All conditions run with the land and are binding upon the original developer and all heirs,  
222 successors and assigns. The sale or transfer of any or all portion of the property does not  
223 relieve the original developer from payment of any fees imposed or from meeting any  
224 other conditions.  
225  
226 5. Any omissions of any conditions not listed in committee minutes shall not release the  
227 property owner/developer from abiding by the City's Unified Development Code  
228 requirements.  
229

230 Katie noted that a dental office would not be constructed, but rather a professional office. Katie  
231 said the owner-to-be has an offer contingent, and Mike Gavin owns the abutting property, which  
232 is zoned TC. Katie said a conceptual plan is before the subcommittee this evening, and also that  
233 a CUP request to have multiple structures on a single property will be coming forward at the  
234 April 19 Plan Commission Subcommittee and April 26 Plan Commission meetings. Katie said a  
235 sixth condition incorporating a Green Fee of \$638.47 would be added. The total cost would be  
236 \$395.81 for .62 acres.  
237

238 Motion by Ald. Bialecki, second by Skip, to forward to the March 22 Plan Commission meeting  
239 for public hearing review and consideration of a rezoning request filed by Mike Gavin, 2902  
240 Wildrose Lane, Onalaska, WI 54650 on behalf of Jeannette Moe, W8206 Main Street, Holmen,  
241 WI 54636 from Single Family and/or Duplex Residential (R-2) to Transitional Commercial (TC)  
242 for the purpose of constructing a professional office.  
243

244 On voice vote, motion carried.  
245

246 **Item 8 – Review and Consideration of a Discontinuance/Vacation of Main Street west of 2<sup>nd</sup>**  
247 **Avenue South/State Road 35 and the Court Street south alley between Main Street and**  
248 **Irvin Street**  
249

- 250 1. All conditions run with the land and are binding upon the original developer and all heirs,  
251 successors and assigns. The sale or transfer of any or all portion of the property does not  
252 relieve the original developer from payment of any fees imposed or from meeting any

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7

253 other conditions.

254

255 2. Any omissions of any conditions not listed in committee minutes shall not release the  
256 property owner/developer from abiding by the City's Unified Development Code  
257 requirements.

258

259 Katie said that at its March 8 meeting the Common Council had approved a preliminary  
260 resolution to vacate and discontinue Main Street west of 2<sup>nd</sup> Avenue/State Road 35 and the Court  
261 Street south alley between Main Street and Irvin Street. The purpose of this is in the public  
262 interest as it will enable the City of Onalaska and abutting property owners to better utilize the  
263 vacated land as part of the Great River Landing. The abutting property owners are the City of  
264 Onalaska, Burlington Northern Railroad Company, and the Wisconsin Department of Natural  
265 Resources.

266

267 Motion by Ald. Bialecki, second by Skip, to approve with the two attached conditions a  
268 Discontinuance/Vacation of Main Street west of 2<sup>nd</sup> Avenue South/State Road 35 and the Court  
269 Street south alley between Main Street and Irvin Street.

270

271 On voice vote, motion carried.

272

273 Skip referred to the map included in committee members' packets and asked what specifically is  
274 being transferred between parties.

275

276 Jarrod said the [upcoming] Plan Commission packet will include a Certified Survey Map  
277 showing land transfers. Jarrod also said the new trailhead building will be encroaching on what  
278 currently is Wisconsin DNR-owned land and noted that both the city and the DNR will have  
279 equal square footage when the transfer has been completed.

280

281 **Item 9 – Review and Consideration of a Certified Survey Map (CSM) submitted by Calvin**  
282 **King, 1010 Valley Vue Drive, Onalaska, for a 2-lot land division (.61 acres) at 1010 Green**  
283 **Coulee Road, Onalaska (Tax Parcel #18-5217-0)**

284

285 1. CSM Fee of \$75.00 + \$10.00 per lot x 2 lots = \$95.00 (PAID).

286

287 2. Park Fee of \$922.21 per residential unit. Park Fee to be paid prior to issuance of a  
288 building permit.

289

290 3. Recorded copy of Final CSM to be submitted to City Engineering Department.

291

292 4. New lot pins required. Intermediate lot stakes required for all lots over 150' in depth.

293

294 5. CSM shall note all easements.

Reviewed 3/17/16 by Katie Aspenson

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6. Any future improvements to these parcels will be subject to additional City permits (i.e., building permits, zoning approvals).
  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 any or all portion of the property does not relieve the original developer from payment of any fees imposed or from meeting any other conditions.
  8. Any omissions of any conditions not listed shall not release the property owner/developer from abiding by the City's Unified Development Code requirements.

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Katie said the proposal is to divide a single parcel into two lots and construct a single-family dwelling on the current vacant portion of the parcel (Lot 3). There is an existing single-family residence on Lot 2. Katie said the proposed lot meets single-family residential property development regulations as specified in the Unified Development Code. Katie said she has modified Condition No. 2 to state that the Park Fee of \$922.21 is for the new lot. There also is a new Condition No. 6 that states the applicant must provide ownership documentation for Parcel #18-5218-0 prior to Common Council review and consideration of the CSM. Katie said the applicant is aware of this and is attempting to obtain the proper documentation.

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Motion by Ald. Bialecki, second by Skip, to approve with nine conditions a Certified Survey Map (CSM) submitted by Calvin King, 1010 Valley Vue Drive, Onalaska, for a 2-lot land division (.61 acres) at 1010 Green Coulee Road, Onalaska.

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On voice vote, motion carried.

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**Item 10 – Review and Consideration of a substantial modification to the Greens Coulee Community Park Planned Unit Development (PUD) to allow grazing in Zone 2 (adjacent to Clearwater Farms), submitted by Shari Collas, on behalf of Clearwater Farm Foundation, Inc. 760 Green Coulee Road, Onalaska, WI (Tax Parcel #18-675-131)**

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1. Applicant to enter into a Grazing Land Lease Agreement with the City of Onalaska.
  2. Applicant shall abide by all requirements and conditions of the previously approved Greens Coulee Community Park Planned Unit Development, and with previous City approvals.
  3. All conditions run with the land and are binding upon the original developer and all heirs, successors and assigns. The sale or transfer of any or all portion of the property does not relieve the original developer from payment of any fees imposed or from meeting any other conditions.

Reviewed 3/17/16 by Katie Aspenson

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

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5. A minimum three (3) foot setback to be maintained from the paved path on the west and southeast sides of the fenced-in grazing area.

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Katie said the application is a request to modify two of the conditions of approval of the Clearwater Farm Planned Unit Development that allows grazing within Zone 2, which was approved by the Common Council on November 10, 2015. The request is to delete Condition No. 3 ("A 10-foot buffer to be maintained along wetlands") and reduce the buffer setback in Condition No. 6 ("A 10-foot setback to be maintained from the paved path on the west and southeast sides of the fenced-in grazing area") to a minimum of 3 feet from the paved path on the west and southeast sides of the fenced-in grazing area. Katie referred to the copy of the conditions of approval included in committee members' packets and noted they include the reduction of the setback as well as the deletion of Condition No. 3. Katie said staff supports the request.

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Motion by Ald. Bialecki, second by Skip, to approve a substantial modification to the Greens Coulee Community Park Planned Unit Development (PUD) to allow grazing in Zone 2 (adjacent to Clearwater Farms), submitted by Shari Collas, on behalf of Clearwater Farm Foundation, Inc. 760 Green Coulee Road, Onalaska, WI.

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Skip asked if the city is prepared to maintain the 3-foot setback.

Ald. Bialecki said he believes Parks and Recreation Director Dan Wick understands that the city must maintain this area.

On voice vote, motion carried.

**Item 11 – Discussion and consideration of an amendment to the Unified Development Code (UDC) regarding fences**

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Katie said UDC Section 13-6-10 for Fences specifies a number of regulations pertaining to fences in residential and nonresidential zoning districts. Katie noted that the document included in committee members' packets includes proposed language to update the entire fence section and provide clear regulations on fence heights and setbacks in all zoning districts in addition to removing redundant language. If the Plan Commission approves of the proposed ordinance language, a public hearing could be scheduled at the April 26 Plan Commission meeting.

Motion by Ald. Bialecki, second by Skip, to approve an amendment to the Unified Development Code (UDC) regarding fences.

Reviewed 3/17/16 by Katie Aspenson

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380 Skip said it appears to him that “government control” is being reduced and expressed his  
381 approval of the amendment.

382

383 On voice vote, motion carried.

384

385 **Item 12 – Discussion and consideration regarding the Onalaska Payment in Lieu of Taxes**  
386 **Policy as adopted by the Common Council on February 9, 2016**

387

388 Katie noted that the Common Council had adopted the PILOT policy at its February 9 meeting.  
389 The purpose of such agreements is to assist the city’s burden of providing city services which  
390 benefit tax-exempt organizations such as street lighting, street cleaning and maintenance, police  
391 and fire protection, and snow removal. According to Heather Wolf, the City of Onalaska’s  
392 Assessor, the Wisconsin State Legislature granted municipalities the power to establish payments  
393 in lieu of taxes with tax-exempt entities. However, the legislature left the responsibility for  
394 establishing the PILOT process and formula to municipalities. Katie noted she has spoken with  
395 representatives from other municipalities about how they handle PILOT programs and said she  
396 will discuss this in greater detail at the March 22 Plan Commission meeting.

397

398 Motion by Ald. Bialecki, second by Skip, to recommend that the Plan Commission discuss and  
399 approve the Onalaska Payment in Lieu of Taxes Policy as adopted by the Common Council on  
400 February 9, 2016.

401

402 Skip said he does not believe that the City of Onalaska should follow the Wisconsin State  
403 Legislature “on sneaking this through. I think that before you go through with this the tax-  
404 exempt organizations should be well aware that this is coming out so they can spread it to their  
405 constituents. If their constituents don’t like this, they can come to the city and object to it before  
406 it is passed.”

407

408 Katie noted that this is not a new addition for PILOT language and said the City of Onalaska  
409 recently adopted its own policy. Katie promised to find out prior to the Plan Commission  
410 meeting when the state statute passed the PILOT laws.

411

412 Skip said he is interested in what the City of Onalaska is doing for its residents.

413

414 Ald. Bialecki noted that the state statute was included in the 2010 State of Wisconsin budget.

415

416 On voice vote, motion carried.

417

418 **Adjournment**

419

420 Motion by Ald. Bialecki, second by Skip, to adjourn at 4:58 p.m.

Reviewed 3/17/16 by Katie Aspenson

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of the City of Onalaska**

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421

422 On voice vote, motion carried.

423

424

425 Recorded by:

426

427 Kirk Bey