

Plan Commission Sub Committee

of the City of Onalaska

Tuesday, September 15, 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, September 15, 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, Ald. Jim Bialecki, City
6 Engineer Jarrod Holter

7

8 Also Present: Land Use and Development Director Brea Grace, Ald. Bob Muth, Ald. Jim Binash

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 **Shari Collas, Clearwater Farm Representative**

22

23 **216 Oak Forest Drive**

24

25 **Onalaska**

26

27 “We are in need of hopefully getting use of some of the city’s land as a grazing area for our
28 animals. The land just adjacent to our garden has basically become an overgrown field with
29 thistles and such. Our animals could sure use some more grazing area, so I believe you have the
30 whole proposal. I took it to the Park Board and got through that, and now it’s come to this
31 committee. Basically, from what I’ve been told the land use has to be changed. Right now it’s
32 just a wasted marshy area, and it promotes a lot of weeds in the area. There are a lot of ticks.
33 We’ve had coyotes living in that field that killed our turkeys. It just would be so beneficial to the
34 Clearwater Farm animals if we could fence that area, use it for our animals to graze and care for
35 that property so it would [be] as beautiful as Clearwater does.”

36

37 Skip asked if some of the animals at Clearwater are goats.

38

39 Shari said yes, adding that there also are sheep and horses at Clearwater. Shari said, “I think
40 we’ve proven over 15 years we really take good care of the property. We really clean up after
41 the animals, so we’ll continue to do that if we can get use of this land. It would add almost
42 double what we have for grazing right now. It will be a couple acres.”

43

44 Skip said he is happy to learn there are goats at Clearwater as neither cows nor horses would

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43 consume the weeds that are present.

44

45 Shari noted that Clearwater had extended its fencing because it owned more property and said
46 the goats had consumed several thistles. Shari noted that allowing Clearwater's animals to graze
47 on the city's land will benefit Onalaska fiscally as this area will not need to be mowed.

48

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

51

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

53

54 **Item 4 – Consideration of an application for a Conditional Use Permit (CUP) filed by Kelly**
55 **Schmitz, Wienmann Properties, LLC, 2310 Mill Street, New London, WI 54961 on behalf**
56 **of US Cellular and JLP Associates II of Eden Prairie, c/o Dewey Johnson, 6500 City West**
57 **Parkway, Eden Prairie, MN 55344-7701 to allow the replacement of 3 antenna, the addition**
58 **of 3 remote radio units and other equipment, a Class 2 Collocation, on the existing cell**
59 **tower at 9348 State Road 16, Onalaska, WI 54650 (Tax Parcel #18-4013-0)**

60

61 1. Conditional Use Permit of \$100.00 (*PAID*)

62

63 2. Applicant to provide Federal Communication Commission (FCC) license numbers and
64 registration numbers if applicable.

65

66 3. Applicant to provide the City with proof of liability coverage, a minimum of \$2,000,000,
67 which shall contain or be endorsed to contain those provisions required by the City
68 standard general contract insurance specifications for general liability and umbrella
69 liability as specifically outlined in Exhibit A hereto and as may be amended to be in
70 effect until removal of the structure.

71

72 4. Removal. It shall be the owner of the telecommunication tower's responsibility to
73 remove the telecommunications tower and facilities once it is no longer in use and is not
74 a functional part of providing telecommunications service. Site shall be restored to its
75 original condition or a condition approved by the Land Use and Development Director.
76 Restoration shall include removal of any subsurface structure(s) or foundation(s),
77 including concrete used to support the telecommunications tower down to 5 feet below
78 the surface. After a telecommunications tower is no longer in operation, the provider
79 shall have 180 days to effect removal and restoration unless weather prohibits such
80 efforts and an extension is granted by the Land Use and Development Director.
81 Applicant shall record a document with the La Crosse County Register of Deeds showing
82 the existence of any subsurface structure remaining below grade. Such recording shall
83 accurately set forth the location and describe the remaining structure.

84

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- 85 5. Performance Bond. The owner of the telecommunication tower shall provide to the City
86 of Onalaska, prior to the issuance of the Building Permit, a performance bond in an
87 amount based on a written estimate of a qualified remover of said types of structures or
88 Twenty Thousand Dollars (\$20,000) whichever is less, to guarantee that the antennas,
89 equipment, etc. will be removed when no longer in operation. The City of Onalaska will
90 be named as an obligee in the bond and must approve the bonding company. The City
91 may require an increase in the bond amount after five (5) year intervals to reflect
92 increases in the Consumer Price Index. The owner of the telecommunication tower shall
93 supply any increased bond within a reasonable time, not exceeding sixty (60) days from
94 the City's request. A letter of credit may be substituted in the amount set forth above.
95 Performance bond or letter of credit is be in effect until removal of the antennas,
96 equipment, etc.
97
- 98 6. Abandonment. Any antenna, mobile service facility or mobile services support structure
99 that is not operated for a continuous period of twelve (12) months shall be considered
100 abandoned. Upon request by the owner of the antenna, mobile service facility or mobile
101 services support structure, the Land Use and Development Director may authorize one
102 extension to the time limit to abandon for an additional six (6) month period. Such
103 extension shall be based on City finding that the owner or permit holder is actively
104 seeking tenants for the site. After the expiration of the time periods established above,
105 the following shall apply:
106
- 107 a. The owner of such antenna, mobile service facility or mobile services support
108 structure shall remove said antenna, mobile service facility or mobile services support
109 structure, including all supporting equipment, building(s) and foundation(s) to the
110 depth as otherwise herein required within ninety (90) days of receipt of notice from
111 the Land Use and Development Director notifying the owner of such abandonment.
112 If removal to the satisfaction of the Land Use and Development Director does not
113 occur within said ninety (90) days, the Land Use and Development Director may
114 order removal utilizing the established bond as provided above and salvage said
115 antenna, mobile service facility or mobile services support structure, including all
116 supporting equipment, building(s), and foundation(s). If there are two or more users
117 of a single mobile services support structure, this provision shall not become effective
118 until all operations of the mobile service support structure cease. If a bond has not
119 been previously established or is not current, the City may perform the work and bill
120 or assess the owner or permit holder of the mobile services support structure for the
121 work performed in addition to an administrative fee.
- 122 b. The owner of the telecommunication tower or the current owner or operator shall
123 notify the Land Use and Development Director within 45 days of the date when the
124 mobile services facility is no longer in operation.
125
- 126 7. Site Plan Permit Approval needed prior to issuance of building permit and any

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- 127 construction activities.
128
129 8. Building Permit(s) and Electrical Permit(s) required prior to any construction activities.
130
131 9. Mobile services facilities, support structures and antennas shall be designed and
132 constructed in accordance with the State of Wisconsin Uniform Building Code, National
133 Electric Code, Uniform Plumbing Code, Uniform Mechanical Code, and Uniform Fire
134 Code, City of Onalaska Building Code, Electronic Industries Association (EIA),
135 American National Steel Institute Standards (ANSI), and American National Standards
136 Institute (ANSI) in effect at their time of manufacture. Mobile service facilities and
137 support structures shall not interfere with or obstruct existing or proposed public safety,
138 fire protection or Supervisory Controlled Automatic Data Acquisition (SCADA)
139 operation telecommunication facilities. Any actual interference and/or obstruction shall
140 be corrected by the applicant at no cost to the City.
141
142 10. Fire Prevention. All mobile services facilities shall be designed and operated in
143 accordance with all applicable codes regarding fire protection.
144
145 11. Telecommunication tower and facilities shall be designed to reduce negative impacts on
146 the surrounding environment by implementing the following measures:
147
148 a. Equipment Compounds shall be designed to blend with existing architecture in the
149 area or shall be screened from sight by mature landscaping and shall be located or
150 designed to minimize their visibility.
151
152 12. Outdoor lighting shall be adequately downcast, shielded and hooded so that no excessive
153 glare or illumination is cast upon the adjoining properties.
154
155 13. Exterior storage of materials is prohibited.
156
157 14. Telecommunications tower owners shall provide the Land Use and Development Director
158 a Telecommunications Facility Information Report within 45 days of Plan Commission
159 approval, which provides the City with accurate and current information concerning the
160 telecommunications facility owners and providers. The Report shall include the tower
161 owner name(s), address(es), phone number(s), contact person(s).
162
163 15. All conditions run with the land and are binding upon the original developer and all heirs,
164 successors and assigns. The sale or transfer of all or any portion of the property does not
165 relieve the original developer from payment of any fees imposed or from meeting any
166 other conditions.
167
168 16. Any omissions of any conditions not listed in minutes shall not release the property

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169 owner/developer from abiding by the City's Unified Development Code requirements.

170

171 Brea said this proposal is for a modification of an existing stealth cell phone tower previously
172 approved by the city and located in the former Ciatti's and current Ground Round parking lot. A
173 modification such as this one did not previously come before the Plan Commission before the
174 city altered its ordinance. However, due to changes in both State of Wisconsin Statutes and City
175 of Onalaska Ordinances, any modifications to a cell phone tower require a Conditional Use
176 Permit. Brea noted the city has 45 days to review and respond to this proposal and said the
177 response is due Wednesday, September 30. Brea said the public has been notified and noted that
178 the map included in committee members' packets is incorrect as the correct address is State
179 Trunk Highway 16 and not 580 Lester Avenue. Brea noted that overall height of the tower will
180 not change. Instead, three new dual band panel antennas will be added and three LTE antennas
181 will be removed. Two of the dual band panel antennas will be placed on mast pipe external to
182 the existing telecommunication tower/light pole. Hybrid cable will be installed from the parking
183 lot area, and it will be run from an equipment facility to the telecommunication tower/light pole.
184 There also will be three remote radio units and a surge protection device attached to the external
185 top portion of the tower. Brea noted committee members' packets include maps that indicate
186 where the changes will be located. Brea said staff recommends approval of the changes and
187 noted she had distributed the 16 conditions of approval to committee members this evening.
188 Brea noted that Amanda Jackson of O'Flaherty Heim Egan & Birnbaum had reviewed the
189 conditions and said she will continue to work with both Amanda and Kelly Schmitz of
190 Wienmann Properties.

191

192 Ald. Bialecki asked that the Fire Department be allowed to review the site plan.

193

194 Skip asked if there already is an "erector set" tower on the site.

195

196 Brea said it is a light post that includes antennas.

197

198 Skip asked if the light pole will remain.

199

200 Brea said this is in addition to what is already present, reiterating that three LTE antennas will be
201 removed and replaced with three panel antennas. Brea said, "The majority of what's up there is
202 going to stay, except the antennas that they're changing out because of changing technologies."

203

204 Skip asked if a second, shorter tower will be erected.

205

206 Brea noted these will be modifications to the existing tower.

207

208 Skip noted the photographs show a pole tower and said it seems that it is currently not a pole
209 tower.

210

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211 Brea noted that the tower is located in the former Ciatti's parking lot.

212

213 Jarrod told Skip the one to which he was referring is located on Lester Avenue.

214

215 Skip asked if the tower will be utilized exclusively by US Cellular.

216

217 Brea said she believes so.

218

219 Motion by Ald. Bialecki, second by Skip, to move to a 7 p.m. public hearing at the September 22
220 Plan Commission meeting consideration of an application for a Conditional Use Permit (CUP)
221 filed by Kelly Schmitz, Wienmann Properties, LLC, 2310 Mill Street, New London, WI 54961
222 on behalf of US Cellular and JLP Associates II of Eden Prairie, c/o Dewey Johnson, 6500 City
223 West Parkway, Eden Prairie, MN 55344-7701 to allow the replacement of 3 antenna, the
224 addition of 3 remote radio units and other equipment, a Class 2 Collocation, on the existing cell
225 tower at 9348 State Road 16, Onalaska, WI 54650.

226

227 On voice vote, motion carried.

228

229 **Item 5 – Consideration of an application for a Conditional Use Permit (CUP) filed by Todd**
230 **Wiedenhaft, Lost Island Wine, LLC, 570 Theater Rd., Ste. 100, Onalaska, WI 54650 to**
231 **allow the manufacturing and bottling of alcoholic beverages (beer and wine) at 570 Theater**
232 **Road, Suite 100, Onalaska, WI 54650 (Tax Parcel #18-4017-5)**

233

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

235

236 2. Site Plan Permit Approval required for any exterior improvements. Building Permits
237 required for any structural modifications, electrical, plumbing or HVAC modifications.

238

239 3. No outdoor storage.

240

241 4. Applicant agrees to install odor mitigation measures as dictated by negative impacts to
242 adjacent land uses as required by the Land Use & Development Director or Plan
243 Commission.

244

245 5. Compliance with City Ordinance 9-2 including but not limited to obtaining a Discharge
246 Permit.

247

248 6. Removal of spent grain and other byproducts from the premise in a timely manner as
249 determined by the Land Use & Development Director.

250

251 7. CUP to be re-reviewed by the Plan Commission prior to onsite business expansions (i.e.,
252 packaging operations) and at the time of any significant expansions in quantities brewed

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253 (either as a singular expansion or a cumulative effect).
254

- 255 8. Owner/developer shall pay all fees and have all plans reviewed and approved by the City
256 prior to obtaining a building permit. Owner/developer must have all conditions satisfied
257 and improvements installed per approved plans prior to issuance of occupancy permits.
258
- 259 9. All conditions run with the land and are binding upon the original developer and all heirs,
260 successors and assigns. The sale or transfer of all or any portion of the property does not
261 relieve the original developer from payment of any fees imposed or from meeting any
262 other conditions.
263
- 264 10. Any omissions of any conditions not listed in the minutes shall not release the property
265 owner/developer from abiding by the City's Unified Development Code requirements.
266

267 Brea said Lost Island Wine is looking into expanding its facility to include brewing beer. This
268 would include creating half-barrels at a time. The property is zoned Light Industrial, and the
269 manufacturing and bottling of alcoholic beverages within the Light Industrial Zoning District
270 requires a CUP. Brea noted that staff has sent letter to adjacent property owners and said a
271 public hearing will be held at the September 22 Plan Commission meeting. Todd Wiedenhaft
272 has detailed the proposal in a letter included with the application, and he also has attempted to
273 address the review standards the city utilizes for CUPs. Brea said staff is recommending
274 approval with 10 conditions of approval, including limiting outdoor storage and installing odor
275 mitigation measures. Brea said Todd understands he must obtain the applicable liquor licensing
276 permits from the City Clerk's Office.
277

278 Motion by Ald. Bialecki, second by Skip, to move forward to a public hearing at the September
279 22 Plan Commission meeting consideration of an application for a Conditional Use Permit
280 (CUP) filed by Todd Wiedenhaft, Lost Island Wine, LLC, 570 Theater Rd., Ste. 100, Onalaska,
281 WI 54650 to allow the manufacturing and bottling of alcoholic beverages (beer and wine) at 570
282 Theater Road, Suite 100, Onalaska, WI 54650.
283

284 On voice vote, motion carried.
285

286 Ald. Bialecki said Item 7 would be addressed next.
287

288 **Item 7 – Consideration of a substantial modification determination to the Greens Coulee**
289 **Community Park Planned Unit Development (PUD) for Zone 2 adjacent to Clearwater**
290 **Farms, submitted by Shari Collas, on behalf of Clearwater Farm Foundation, Inc., 760**
291 **Green Coulee Road, Onalaska, WI (Tax Parcel #18-675-125)**
292

- 293 1. Applicant to enter into a Grazing Land Lease agreement with the City of Onalaska.
294

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- 295 2. Applicant shall abide by all requirements and conditions of the previously approved
296 Greens Coulee Community Park Planned Unit Development and with previous City
297 approvals.
298
299 3. A 10-foot buffer to be maintained along wetlands.
300
301 4. All conditions run with the land and are binding upon the original developer and all heirs,
302 successors and assigns. The sale or transfer of all or any portion of the property does not
303 relieve the original developer from payment of any fees imposed or from meeting any
304 other conditions.
305
306 5. Any omissions of any conditions not listed in the minutes shall not release the property
307 owner/developer from abiding by the City's Unified Development Code requirements.
308

309 Brea noted the PUD that was approved in 2002 laid out the use for the land in the Clearwater
310 Farm area. The 2002 PUD identified three zones. The first zone includes the current holdings of
311 Clearwater Farm Foundation (all farm buildings and farm uses). The second zone includes the
312 City of Onalaska lower parkland. The third zone includes the City of Onalaska upper parkland.
313 Brea noted Zone 2 does not outright allow livestock raising, grazing, pasturing or paddocks.
314 This proposal would allow grazing on city-owned property within Zone 2. Brea said staff
315 examined the PUD and determined that a modification to the PUD would be required before this
316 use is started. Brea said a determination must be made as to whether this is a substantial or a
317 non-substantial change.
318

319 Brea said, "It's a little bit different than the other substantial or non-substantial determinations
320 we've had before, which really are more related to building and development. The Parks and
321 Recreation Board has weighed in and has reviewed the proposal. They've had some concerns
322 about proximity to wetlands in requiring a buffer from the fencing and the grazing areas to the
323 wetlands. That has been accommodated and identified in Shari Collas' proposal. There are
324 some other concerns about liabilities, about how this is city-owned property and how, after it's
325 fenced, would no longer be accessible to the public. What the Parks and Recreation Board
326 decided is that these items could be laid out in a lease agreement between Clearwater Farm and
327 the city. What the Plan Commission is being asked to look at is, is this a substantial change or is
328 it not? Should the public be invited in to a public hearing to make this determination? Whether
329 or not the public should be invited in for a public hearing has been debated a couple of times by
330 the Parks and Recreation Board."
331

332 Brea referred to a copy of the July 27 Parks and Recreation Board meeting minutes included in
333 committee members' packets and said it seemed to be the consensus of Parks and Recreation
334 Board members to hold a public hearing. Brea said if a public hearing is held the Plan
335 Commission typically would consider a PUD change to be substantial. The applicant is then
336 charged \$700 for the public hearing for notifications to be sent to neighbors. Brea noted she has

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337 had discussions with Shari, who in turn has had discussions with the Clearwater Farm
338 Foundation, and said the foundation does not have the financial capability to pay the \$700 fee.
339 Therefore, Clearwater Farm Foundation is asking that a public hearing not be required. Brea
340 said she has spoken with City Attorney Sean O’Flaherty, who told her that the city must be
341 consistent with its application fees and recommended that the application fee not be waived.
342 Brea said it is her understanding Clearwater Farm is asking that this be considered a non-
343 substantial alteration and that the public hearing not be held.

344
345 Shari noted she has spoken to individuals in the neighborhood and said they told her they are
346 willing to attend the next meeting. Shari said, “They think it’s a fantastic idea. You can take my
347 word for what it’s worth. We’re so far from any houses. There are about five houses ... the
348 marsh is between all the properties. The Park Board basically talked about five houses that we
349 should talk to. I always bring it up to literally everyone that walks by that we’re talking about
350 doing this and we’re talking with the city, and [they respond that] that’s a fantastic idea. It’s
351 going to cost us about \$4,000 to fence that, so we’ve been fundraising. We had our big
352 fundraiser last weekend, so we’re [saving] money. Another \$700 would be difficult to come up
353 with when I kind of think it’s a no-brainer because anyone who lives out there [knows] that is a
354 very run-down mess of a field. I have sent pictures to the Park Board. I think when they saw the
355 thistles ... Every thistle plant produces 10,000 seeds and they’re blowing all over that
356 neighborhood. ... If [the goats] could eat that entire marsh, it would be fabulous. Even [Parks
357 and Recreation Director] Dan Wick said that. It’s not like we’re trying to hide from a public
358 hearing because I know we’re going to get tons of support. I know we are. But it is the \$700
359 [that is a hindrance]. We’re a lowly little nonprofit. We get funded by no one. We’re always
360 raising money. I guess if it comes down to it I’ll take it back to my board and see if they want to
361 do it. But it’s a lot of money for us. We make it on about \$20,000 a year; that’s how we support
362 the farm and pay for everything. It is [expensive] to go through this process. We think we’re
363 helping the city by taking care of this property. It’s going to be much more beautiful. I took
364 pictures of the Clearwater gardens and the fencing, and [I also took] pictures of this terrible field
365 right next to it. It’s really an eyesore. I guess that’s what I’m asking – either waive the fee or
366 consider not having a public hearing because I really think the neighbors are for it. ... I started
367 with the Park Board back in April. We’ve been discussing this with neighbors for months and
368 months.”

369
370 Ald. Bialecki said he agrees with Shari in that none of the neighbors will object to her proposal.
371 However, Ald. Bialecki also said, “The issue of a substantial change, it is. And I only base that
372 on the PUD that was approved way back when. No offense to you or your group – I fully
373 support what you’re doing – but I’m going to have to indicate that this is a substantial change
374 and it needs to be changed and will require a public hearing.”

375
376 Shari asked if Clearwater Farm will be required to pay the \$700 fee in order for this item to
377 proceed.

378

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379 Ald. Bialecki responded that that is what is stated in the city ordinance. Ald. Bialecki also
380 reiterated he believes that this is a substantial change.

381

382 Motion by Ald. Bialecki to determine that there is a substantial change to the Greens Coulee
383 Community Park Planned Unit Development (PUD) for Zone 2 adjacent to Clearwater Farms,
384 submitted by Shari Collas, on behalf of Clearwater Farm Foundation, Inc., 760 Green Coulee
385 Road, Onalaska, WI, and to move this item to a public hearing at the September 22 Plan
386 Commission meeting.

387

388 Skip noted that this item would instead need to go to a public hearing at the October 27 Plan
389 Commission meeting because it needs to be published.

390

391 Brea said she will check with the City Clerk's Office on Wednesday to see if a public hearing
392 may occur at the October 27 Plan Commission meeting. Brea said she does not want to commit
393 to that date until she speaks with City Clerk Cari Burmaster about when the publication deadline
394 will occur.

395

396 Ald. Bialecki told Shari it is unlikely that the Plan Commission will waive the \$700 fee.

397

398 Shari said she will speak with the Clearwater Farm board.

399

400 Motion by Ald. Bialecki, second by Skip, to determine that there is a substantial change to the
401 Greens Coulee Community Park Planned Unit Development (PUD) for Zone 2 adjacent to
402 Clearwater Farms, submitted by Shari Collas, on behalf of Clearwater Farm Foundation, Inc.,
403 760 Green Coulee Road, Onalaska, WI.

404

405 Skip asked Brea what staff's opinion is regarding the compatibility of this request with both the
406 existing and long-range future of the neighborhood.

407

408 Brea said staff believes it is compatible and noted this also is based on the Parks and Recreation
409 Board's discussions. Brea said, "It is a way to maintain and improve a part of the parkland, so
410 we do believe that it's compatible. It's trying to make that area better. But the Parks and
411 Recreation Board was feeling that it is a change. It's a change that they feel the public should be
412 allowed to weigh in on formally."

413

414 Ald. Bialecki said he appreciates the Parks and Recreation Board's input as this is a Plan
415 Commission matter.

416

417 Skip said he does not consider this to be a substantial change because it is compatible with what
418 was set forth when the PUD was approved.

419

420 Ald. Bialecki noted that grazing is not identified as a standard.

Reviewed 9/18/15 by Brea Grace

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421

422 Skip responded, "But you can't cover everything. So if it is compatible and wasn't spelled out
423 before, it's still compatible."

424

425 Brea said the list of uses within Zone 2 – which includes parks, playgrounds and fishing, among
426 other uses – and noted that Zone 1 clearly was identified as the agricultural zone. Zone 2 is more
427 of a public institutional zone.

428

429 Skip pointed out that there is no statement as to how the Parks Department must maintain the
430 land and said this could be construed as a method of maintaining the land through the Parks
431 Department by utilizing Clearwater Farm's animals.

432

433 Brea said that while she agrees with Skip, she also stated, "I would also take into consideration
434 the fact that the fencing is going to be a permanent-type fencing, so it's less rotational if the
435 fencing is going to be more permanent."

436

437 Skip asked if the conditions could state that the fencing must be removed if the services are
438 removed.

439

440 Brea said Skip's suggestion could be written into a lease. Brea also said, "I think the intent is to
441 expand the grazing area so that this would be more of a permanent area that would be grazed."

442

443 On voice vote, motion carried, 2-1 (Skip Temte).

444

445 **Item 6 – Consideration of an annexation application for Tax Parcel #9-110-0 (1.17 acres) at**
446 **W5955 County Road OS, applicant Spencer Hegenbarth, W5955 County Road OS,**
447 **Onalaska, WI 54650**

448

449 1. Payment of all fees including ACT 317 fees (\$722 for first installment).

450

451 2. Payment of Deferred Special Assessments:

452

453 a. Deferred Water Special Assessment from 1991 for County Rd. OS = \$728.64

454

455 b. Deferred Sanitary Sewer Special Assessment from 1991 for County Rd. OS =
456 \$1,401.24

457

458 c. Deferred Water Special Assessment from 1983 for Pralle Road = \$1,844.89

459

460 3. Greens Coulee Sanitary Sewer Fee = \$317 per acre * 1.17 acres = \$370.89

461

462 4. Topography Map Fee - \$10 per acre * 1 acre = \$10

Reviewed 9/18/15 by Brea Grace

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- 463
464 5. Park Fee - \$922.21 per residential unit
465
466 6. Annexed land to be placed in the R-1 Single-Family Residential Zoning District.
467
468 7. Owner/developer must notify City prior to any utility connection to City-owned utilities
469 takes place.
470
471 8. Owner/developer shall pay all fees and have all plans reviewed and approved by the City
472 prior to obtaining a building permit. Owner/developer must have all conditions satisfied
473 and improvements installed per approved plans prior to issuance of occupancy permits.
474
475 9. All conditions run with the land and are binding upon the original developer and all heirs,
476 successors and assigns. The sale or transfer of all or any portion of the property does not
477 relieve the original developer from payment of any fees imposed or from meeting any
478 other conditions.
479
480 10. Any omissions of any conditions not listed in Plan Commission Minutes shall not release
481 the property owner/developer from abiding by the City's Unified Development Code
482 requirements.
483

484 Brea said the proposed annexation is for a property located in the Town of Medary. This
485 property has had a failed septic system, and the property owner is seeking annexation to have the
486 benefits of water and sewer utility service. Brea said staff has not yet heard from the Department
487 of Administration, which typically sends a formal letter declaring whether or not a request such
488 as this is in the public interest. Brea referred to the conditions of approval and noted that a
489 number of fees would need to be paid before the annexation is considered to be complete. Brea
490 said staff is recommending approval and noted that an annexation map has been included in
491 committee members' packets.
492

493 Ald. Bialecki asked if the petitioner is aware of the conditions of approval.
494

495 Brea said yes, noting that the petitioner contacted the city in June and was provided a list of fees
496 and deferred special assessments. Brea noted the petitioner made a formal annexation request in
497 August.
498

499 Ald. Bialecki asked if the petitioner is aware that all back assessments must be paid.
500

501 Brea said yes.
502

503 Motion by Ald. Bialecki, second by Skip, to approve an annexation application for Tax Parcel
504 #9-110-0 (1.17 acres) at W5955 County Road OS, applicant Spencer Hegenbarth, W5955

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505 County Road OS, Onalaska, WI 54650, with the understanding that the city first must receive a
506 letter of approval from the Department of Administration.

507
508 Skip asked if this parcel is an island in the Town of Medary that is not connected to anything.

509
510 Jarrod said the “string” runs along County Trunk Highway OS.

511
512 On voice vote, motion carried.

513
514 **Item 8 – Update on a Certified Survey Map (CSM) submitted by Andy Lutichens of Davy**
515 **Engineering on behalf of Valley View Business Park, LLP, PO Box 325, Onalaska, WI**
516 **54650 for the purpose of realigning Lots 1, 2 and Outlot 1 in the Nathan Hills Estates**
517 **Subdivision (Tax Parcels #18-5941-0 and 18-5942-0)**

518
519 Brea noted the Plan Commission both reviewed and approved a version of this CSM at its
520 August 25 meeting. Following that meeting, there was a discussion regarding setbacks from the
521 Wisconsin Department of Transportation right-of-way on STH 16. Brea said the property owner
522 has elected to shift all of the development north out of the highway setback area. The property
523 owner wishes to retain a larger area, so the property line between Lot 1 and Lot 2 has been
524 shifted approximately 16 feet. Doing so gives Lot 1 more acreage. Brea noted a second change
525 was made for the location of the stormwater pipe that runs from Emerald Drive East into the
526 stormwater pipes that run into Outlot 1. Brea said staff considers these adjustments to the CSM
527 to be minor and noted staff had consulted with legal counsel. Brea said legal counsel was of the
528 opinion that staff could make minor alterations to the CSM, but staff also was charged with
529 providing the Plan Commission with an update of how the CSM had changed.

530
531 Skip inquired about a strip of the Town of Medary located in the subdivision.

532
533 Brea said the strip of the Town of Medary is still present and that it is noted on the CSM. Brea
534 said the strip is 20 feet long and that the La Crosse County Land Description Office informed her
535 it is acceptable to include land in two different properties within one lot. Once the CSM is
536 recorded, La Crosse County will assign two different tax parcels – one for the City of Onalaska,
537 and one for the Town of Medary.

538
539 **Item 9 – Discussion and consideration of Changes to Zoning Fees**

540
541 Ald. Bialecki asked if the recommended fees are consistent with similar-sized municipalities and
542 also perhaps located within the region.

543
544 Brea said staff has been working on the spreadsheet with information requested by the Plan
545 Commission at its August 25 meeting. Brea said she needs to put “finishing touches” on staff
546 time and noted that staff is assigning for each application type an average of publication costs,

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547 copying and printing costs, and also mailing costs. This will help determine the direct costs to
548 the City of Onalaska. Staff also has been identifying the average number of hours that it put into
549 each type of application. Brea said she is “90 percent finished” with the spreadsheet and
550 promised to include this information in the Plan Commission packet for the September 22
551 meeting. Brea said she also will attempt to obtain the total number of applications by type for
552 each calendar year.

553

554 Ald. Bialecki again asked if the fees are consistent with others in the area or cities of similar size.

555

556 Brea said yes, noting that the proposed changes would bring the city more into line with what
557 other municipalities charge. Brea said both staff and the City Attorney’s Office believe the City
558 of Onalaska is “well below” what similar-sized municipalities charge for zoning fees.

559

560 Motion by Ald. Bialecki, second by Skip, to approve the recommended changes to Zoning Fees.

561

562 On voice vote, motion carried.

563

564 **Item 10 – Review and discussion of 2015 Comprehensive Plan Update & Project Schedule**

565

566 Brea noted an open house for the 2015 Comprehensive Plan Update will be held from 4:30 p.m.
567 to 7:30 p.m. on Wednesday, September 30. Brea noted there is an updated document under
568 “News and Announcements” at cityofonalaska.com and said the open house is the first step in
569 gathering public input. Brea said the Long Range Planning Committee will review and consider
570 any public input received after the open house. The Long Range Planning Committee also will
571 modify the draft plan, as appropriate. Brea said if public input is minimal, the Long Range
572 Planning Committee is close to recommending a final document to the Plan Commission. The
573 Plan Commission is statutorily required to hold a public hearing before adopting the
574 Comprehensive Plan Update, and the Plan Commission then would recommend approval to the
575 Common Council. Brea said it is possible a public hearing would be appropriate for the
576 November 17 Plan Commission meeting. Brea said the next discussion point is whether the Plan
577 Commission is ready to establish a date for a public hearing. A 30-day notice is required for a
578 public hearing, and notices are sent to adjacent municipalities and school districts, all of whom
579 have been invited to attend the open house.

580

581 **Item 11 – Discussion and consideration of setting a Public Hearing with Plan Commission**
582 **for the 2015 Comprehensive Plan Update**

583

584 Skip said he believes November 17 is too early to hold a public hearing as the Plan Commission
585 would not discuss the Comprehensive Plan until its October 27 meeting and there would be a
586 rush to publish the public hearing notice. Skip said he believes it would be better to hold the
587 public hearing at the December Plan Commission meeting.

588

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15

589 Ald. Bialecki said he agrees with Skip.

590

591 Brea said there is no “hard and fast deadline” for the project.

592

593 Motion by Ald. Bialecki, second by Skip, to approve holding a public open house for the 2015
594 Comprehensive Plan Update from 4:30 p.m. to 7:30 p.m. on Wednesday, September 30.

595

596 On voice vote, motion carried.

597

598 Motion by Ald. Bialecki, second by Skip, for the Plan Commission to establish the date for a
599 public hearing on the Comprehensive Plan at its determined December Plan Commission
600 meeting.

601

602 On voice vote, motion carried.

603

604 **Item 12 – Review and discussion of 2016-2020 Capital Improvements Budget**

605

606 Jarrod said he wanted to show the CIB to the Plan Commission because some of its members
607 typically do not attend Board of Public Works meetings. Jarrod said projects will not be
608 discussed at the Plan Commission meeting unless someone has a specific question.

609

610 **Item 13 – Report from Land Use & Development Director**

611

612 a. 2015 Building Permit & Development Update

613

614 Brea said she will give a report at the Plan Commission meeting.

615

616 **Adjournment**

617

618 Motion by Ald. Bialecki, second by Skip, to adjourn at 5:20 p.m.

619

620 On voice vote, motion carried.

621

622

623 Recorded by:

624

625 Kirk Bey