

**Plan Commission  
of the City of Onalaska**

Tuesday, September 25, 2018

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, September 25, 2018. 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, Craig Breitsprecher, Steven Nott

7

8 Also Present: City Administrator Eric Rindfleisch, Deputy City Clerk JoAnn Marcon,  
9 Planner/Zoning Inspector Katie Aspenson

10

11 Excused Absences: Ald. Jim Binash, Skip Temte

12

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

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15 Motion by Craig, second by Steven, 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 – Review and Consideration of a Certified Survey Map (CSM) submitted by David**  
28 **and Patti Olson, 1155 Green Coulee Lane, Onalaska, WI 54650, to subdivide 1155 Green**  
29 **Coulee Lane, Onalaska (total 5.010 acres) into two (2) lots (Tax Parcel #18-5214-3)**

30

31 1. CSM Fee of \$75.00 + \$10.00 per lot x 2 lots = \$95.00 due before final approval CSM by  
32 the City (PAID).

33

34 2. Park Fee of \$922.21 per residential unit. Park Fee to be paid prior to issuance of a  
35 building permit (for vacant parcel).

36

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

38

39 4. New lot pins required. Intermediate lot stakes required for all lots over 150’ in depth.

40

41 5. CSM shall note all easements (i.e., power line easement).

42

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- 43           6. Future water and sanitary sewer laterals to be installed for Lot 2 at the cost of the  
44           property owner at time of development.  
45  
46           7. Any future improvements to these parcels will be subject to additional City permits (i.e.,  
47           site plan approvals, building permits, zoning approvals) and additional City fees (i.e.,  
48           parks fees, green fee).  
49  
50           8. All conditions run with the land and are binding upon the original developer and all heirs,  
51           successors and assigns. The sale or transfer of all or any portion of the property does not  
52           relieve the original developer from payment of any fees imposed or from meeting any  
53           other conditions.  
54  
55           9. Any omissions of any conditions not listed shall not release the property owner/developer  
56           from abiding by the City's Unified Development Code requirements.  
57

58           Katie said the existing zoning on this property is Single Family Residential, and also that the  
59           zoning within 250 feet of the proposed site includes single family residential and a multifamily  
60           development. The Comprehensive Plan's Future Land Use Plan designates this area as "Mixed  
61           Density Residential." This district is intended for residential units. Katie said the applicant is  
62           requesting approval to subdivide the parcel into two lots, noting an existing single-family  
63           residence is located on Lot 1. Katie said the applicant is seeking approval of the CSM, adding  
64           city staff recommends approval with the nine stated conditions.  
65

66           Motion by Craig, second by Steven, to approve with the nine stated conditions a Certified Survey  
67           Map (CSM) submitted by David and Patti Olson, 1155 Green Coulee Lane, Onalaska, WI 54650,  
68           to subdivide 1155 Green Coulee Lane, Onalaska (total 5.010 acres) into two (2) lots (Tax Parcel  
69           #18-5214-3).  
70

71           Paul asked if the Olsons own unplatted lands adjacent to the parcel they wish to subdivide.  
72

73           Jarrod told Paul there are unplatted lands located to the south and to the west of the parcel.  
74           Jarrod said the lands located to the north are owned by a neighbor, and the lands located to the  
75           south are the Savannah Village Condominium Complex.  
76

77           Paul said he is referring to land located directly west of the parcel – land that is "behind it and  
78           landlocked." Paul referred to a copy of the CSM included in commission members' packets and  
79           noted the map states "Unplatted Lands by Owner." Paul also referred to an online map he had  
80           examined and said the "odd-shaped, unplatted parcel that extends west and then north behind the  
81           northerly neighbor is also owned by the Olsons."  
82

83           Jarrod told Paul he is correct and said he believes the Olsons own 11 or 12 acres in that area.  
84

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85 Jarrod was told the Olsons own 13 acres in that area.

86

87 Paul asked if the parcel to which he had referred is not located in the City of Onalaska.

88

89 Jarrod said the parcel is not located in the City of Onalaska.

90

91 Paul referred to the Plan Commission Subcommittee meeting minutes from September 11 and  
92 said it is his understanding the purpose of subdividing the lot is so the Olsons may sell Lot 2 to a  
93 neighbor who resides to the north.

94

95 Jarrod said the Olsons told staff that is their intention.

96

97 Paul asked, "Is that definite? Or is that just a 'maybe'?"

98

99 An unidentified audience member's answer to Paul's question was inaudible on the recording.

100

101 Paul asked if there is a reason why the neighbor's property was not included in the CSM "so that  
102 the boundary would just be moved to create two lots rather than creating three."

103

104 Jarrod told Paul he does not understand his question.

105

106 Paul said, "If the only purpose is for the neighbor to acquire a part of this parcel, a CSM that  
107 included the neighbor's property could be done that would simply move the boundary between  
108 the two properties."

109

110 Jarrod said it is his understanding that the applicant wants to sell it as a buildable lot. The  
111 applicant also will charge the neighbor to the north as a buildable lot in the future. Therefore, it  
112 will be platted as a buildable lot and it is not just an exchange of extra acreage to the property.  
113 Jarrod said, "It would be a separate lot that would be buildable. That is the intention of the  
114 applicant: to sell it as such."

115

116 Paul asked, "It meets all of our standards?"

117

118 Katie said it meets all of the minimum lot standards for R-1.

119

120 Paul referred to the Plan Commission Subcommittee meeting minutes from September 11 and  
121 noted the current lot is served by sewer and water laterals that extend into the right-of-way all the  
122 way from Green Coulee Road. Paul estimated the distance as being approximately 400 to 500  
123 feet away.

124

125 Jarrod told Paul the laterals extend from the private drive located in Savannah Village plat and  
126 estimated the distance as being approximately 150 feet away. Jarrod said, "Water and sewer is in

Reviewed 9/26/18 by Jarrod Holter

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127 a city easement in the Savannah Village plat, which is a private street. Those utilities do go up to  
128 the right-of-way of Green Coulee Lane. When the Olsons originally did their annexation, they  
129 received their water and sewer via private lateral until such time that utilities would be extended  
130 down Green Coulee Lane.”

131  
132 Paul asked, “If this new lot, Lot 2, wants sewer and water service, would they then extend a  
133 separate set of laterals from the same location?”

134  
135 Jarrod said, “It would be the city’s intention that they would extend a new set of laterals. They  
136 would not be able to connect onto the laterals that are there because they weren’t sized for  
137 multiple units. They’re a standard, one-unit lateral.” Jarrod read Condition No. 6 and said,  
138 “They do not have any intention in the near future, from what the applicant has stated, of  
139 someone developing that lot. That’s the reason we added that condition. They would have to  
140 run a separate sewer and water lateral.” Jarrod also said it would be possible for someone to  
141 petition the city through its Capital Improvements Budget process to extend the sewer and water  
142 on Green Coulee Lane for 200 feet, and then assess costs of adjoining property owners.”

143  
144 Jan said it appears the new parcel (Lot 2) will take up a significant amount of street frontage, and  
145 she inquired about the street frontage on each of the lots with the new lot.

146  
147 Katie told Jan there must be a minimum of 70 feet, and she said both lots are 71.13 feet. Katie  
148 said both meet the minimum standard for lot frontage.

149  
150 On voice vote, motion carried.

151  
152 **Item 5 – Review and Consideration of Invoice No: 018-021-4: Hoisington Koegler Group,**  
153 **Inc. for UDC/Zoning Ordinance Rewrite Project**

154  
155 Katie said the invoice before the commission this evening is for professional services for the  
156 month of August. Katie said the work HKGi has completed includes compiling and reviewing  
157 background data, preparing for and attending staff meetings, preparing for and attending  
158 stakeholder meetings, preparing stakeholder meeting handouts, evaluating the current Unified  
159 Development Code, participating in a telephone call with city staff, preparing for and attending  
160 Common Council meetings, and preparing a presentation for a Long Range Planning Committee  
161 listening session. Katie said the invoice for August totals \$5,400.26.

162  
163 Motion by Paul, second by Craig, to approve Invoice No: 018-021-4: Hoisington Koegler Group,  
164 Inc. for UDC/Zoning Ordinance Rewrite Project, in the amount of \$5,400.26.

165  
166 Craig asked Katie if HKGi has begun any reorganization or a rewrite of the UDC.

167  
168 Katie told Craig a majority of the work HKGi performed in August simply was to listen and  
Reviewed 9/26/18 by Jarrod Holter

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169 obtain feedback from the sessions that were conducted. Katie said HKGi is reviewing the  
170 current code as it is today, and as HKGi does the revisions its staff will be noting inconsistencies.  
171 HKGi then will begin making recommendations for organization.

172

173 Craig asked, "That will be brought to the Plan Commission initially?"

174

175 Katie said yes and told Craig the Plan Commission will receive another update at its October 23  
176 meeting specific to the project – its current status, and what can be expected in the next couple  
177 months.

178

179 On voice vote, motion carried.

180

181 **Adjournment**

182

183 Motion by Craig, second by Steven, to adjourn at 7:13 p.m.

184

185 On voice vote, motion carried.

186

187

188 Recorded by:

189

190 Kirk Bey