

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

Tuesday, January 14, 2020

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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, January 14, 2020. It was noted that the meeting had been announced
3 and a notice posted at City Hall.

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5 Roll call was taken, with the following members present: Ald. Tom Smith, Skip Temte,
6 Assistant City Engineer Kevin Schubert (for City Engineer Jarrod Holter)

7
8 Also Present: City Administrator Eric Rindfleisch, Planning Manager Katie Aspenson, Planning
9 Technician Zach Peterson, Ald. Diane Wulf

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11 Excused Absence: City Engineer Jarrod Holter

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

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

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18 On voice vote, motion carried.

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

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22 Ald. T. Smith called for anyone wishing to provide public input.

23
24 **Skip Temte**
25 **1051 Wilson Street**
26 **Onalaska**

27
28 “About five to 10 years ago, we had an item to look at the feasibility of making Onalaska a Wi-
29 Fi city. At that time it was discussed and decided that it was infeasible, both from an engineering
30 and a fiscal standpoint. I think that the time has gone by, and maybe in the next few months or
31 so I would suggest that we have this revisited and see where we stand on making Onalaska a Wi-
32 Fi city. Thank you.”

33
34 Ald. T. Smith called three times for anyone else wishing to provide public input and closed that
35 portion of the meeting.

36
37 **Consideration and possible action on the following items:**

38
39 **Item 4 – Review and Consideration of a request to extend the Final Plat submittal**
40 **requirement for one year, as requested by Kevin Fry, on behalf of Elmwood Partners, 1859**
41 **Sand Lake Road, Onalaska, for the 4th Addition to the Country Club Estates Plat (Tax**
42 **Parcels: #18-3566-100 & 18-4479-0)**

Reviewed 1/16/2020 by Zach Peterson

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44 Katie noted that in 2012 the Common Council had approved the Preliminary Plat for the 4th
45 Addition to the Country Club Estates Plat, a rezoning to Single Family Residential (R-1), and
46 annexation into the City of Onalaska. Katie said the owner of Elmwood Partners has been
47 requesting one-year extensions for the Final Plat Submittal since 2015. The owner is requesting
48 another one-year extension to allow the 4th Addition to the Country Club Estate Plat to be
49 submitted later than the 36-month filing requirement after the approval of the Preliminary Plat.
50 Katie said city staff has been working through the Unified Development Code rewrite the last 1½
51 years, and she noted there are changes within the UDC rewrite that might have impacted this
52 potential development.

53
54 Motion by Skip, second by Kevin, to forward to the Plan Commission recommending approval
55 of a request to extend the Final Plat submittal requirement for one year, as requested by Kevin
56 Fry, on behalf of Elmwood Partners, 1859 Sand Lake Road, Onalaska, for the 4th Addition to the
57 Country Club Estates Plat (Tax Parcels: #18-3566-100 & 18-4479-0).

58
59 Skip said he believes there should be an evaluation to have things changed when this item goes
60 before the Plan Commission on January 28, noting this is the sixth extension over six years.
61 Skip said he thinks there could have been changes where the original plot should be revisited,
62 adding, “I think that at the full meeting the Planning Department should provide that information
63 to the commission whether this is valid or if they should be required to redo it.”

64
65 Ald. T. Smith asked Katie why the extension is for one year.

66
67 Katie said the one-year extension is per city ordinance.

68
69 On voice vote, motion carried.

70
71 **Item 5 – Review and Consideration of a proposed Site Plan Amendment for 1785 East**
72 **Main Street, Onalaska, WI 54650 (Tax Parcel: #18-725-1)**

73
74 Katie said subcommittee members’ packets include a copy of the original list of Conditions of
75 Approval tied to Site Plan Permit No. 060901, as well as the new format for how the city
76 currently organizes Site Plan Permits. Katie said the difference between the two is as follows:

- 77
78
 - Condition No. 13, which states “Owner shall maintain road to tower,” is being proposed
79 to be removed.

80
81 Katie said the deletion has been discussed with city staff, which supports this recommendation.

82
83 Motion by Skip, second by Kevin, to forward to the Plan Commission recommending approval
84 of a proposed Site Plan Amendment for 1785 East Main Street, Onalaska, WI 54650 (Tax Parcel:

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85 #18-725-1).

86

87 Skip complimented the Planning Department staff for its work pertaining to this item and said he
88 believes the subcommittee should strongly recommend approval to the full Plan Commission.

89

90 On voice vote, motion carried.

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92 **Item 6 – Review and recommendation to adopt the Unified Development Code and Zoning**
93 **Map: <https://tinyurl.com/OnalaskaUDC>**

94

95 Katie noted Zach and other city staff members have answered several questions from citizens
96 pertaining to the rewritten UDC and the Zoning Map. Katie said staff is continuing to meet with
97 property owners as they come to City Hall and told subcommittee members she believes the
98 Zoning Map had been finalized earlier Tuesday. Katie said she hopes the updated Zoning Map
99 will be posted on the city’s website within a day, and that she also hopes to obtain a
100 recommendation of approval by the Plan Commission to the Common Council for adoption at
101 the February 11 Council meeting.

102

103 Motion by Skip, second by Kevin, to forward for a public hearing at the January 28 Plan
104 Commission meeting review and recommendation to adopt the Unified Development Code and
105 Zoning Map: <https://tinyurl.com/OnalaskaUDC>.

106

107 On voice vote, motion carried.

108

109 **Adjournment**

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111 Motion by Kevin, second by Skip, to adjourn at 4:40 p.m.

112

113 On voice vote, motion carried.

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115

116 Recorded by:

117

118 Kirk Bey