

**Plan Commission Sub Committee**

**of the City of Onalaska**

Tuesday, September 11, 2018

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 11, 2018. 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: Ald. Jim Binash, Skip Temte, City  
6 Engineer Jarrod Holter

7  
8 Also Present: City Administrator Eric Rindfleisch, Planner/Zoning Inspector Katie Aspenson  
9

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

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

14  
15 On voice vote, motion carried.

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

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

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

23  
24 **Item 4 – Review and Consideration of a Certified Survey Map (CSM) submitted by David**  
25 **and Patti Olson, 1155 Green Coulee Lane, Onalaska, WI 54650, to subdivide 1155 Green**  
26 **Coulee Lane, Onalaska (total 5.010 acres) into two (2) lots (Tax Parcel #18-5214-3)**

- 27  
28 1. CSM Fee of \$75.00 + \$10.00 per lot x 2 lots = \$95.00 due before final approval CSM by  
29 the City (PAID).  
30  
31 2. Park Fee of \$922.21 per residential unit. Park Fee to be paid prior to issuance of a  
32 building permit (for vacant parcel).  
33  
34 3. Recorded copy of Final CSM to be submitted to City Engineering Department.  
35  
36 4. New lot pins required. Intermediate lot stakes required for all lots over 150’ in depth.  
37  
38 5. CSM shall note all easements (i.e., power line easement).  
39  
40 6. Future water and sanitary sewer laterals to be installed for Lot 2 at the cost of the  
41 property owner at time of development.  
42

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

55           Katie said the Comprehensive Plan's Future Land Use Plan designates this area as "Mixed  
56           Density Residential." This district is intended for residential units. Katie said the applicant is  
57           requesting approval to divide a single parcel into two lots, noting an existing single-family  
58           residence is located on Lot 1. Katie said the applicant is seeking approval of the CSM, adding  
59           city staff recommends approval with the nine stated conditions.  
60

61           Motion by Ald. Binash, second by Skip, to approve with the nine stated conditions a Certified  
62           Survey Map (CSM) submitted by David and Patti Olson, 1155 Green Coulee Lane, Onalaska,  
63           WI 54650, to subdivide 1155 Green Coulee Lane, Onalaska (total 5.010 acres) into two (2) lots  
64           (Tax Parcel #18-5214-3).  
65

66           Jarrod noted Savannah Village, which he described as being just off the CSM, has a private drive  
67           that comes in. Jarrod also noted City of Onalaska water and sewer are located beneath the street  
68           that goes "just to Green Coulee Lane." Jarrod said the city's water and sewer utilities end at that  
69           location. Jarrod told subcommittee members that when the city annexed the original home  
70           David and Patti Olson constructed, water and sewer laterals were extended in the Green Coulee  
71           Lane right of way and up to their house. There is no sanitary sewer or watermain in Green  
72           Coulee Lane, and the street is currently still in the Town of Onalaska, which maintains the street.  
73           Jarrod said, "As part of this development, the Olsons and their seller do not have any imminent  
74           plans for development of the lot, so they have requested that the sewer and water laterals not be  
75           extended at this time as part of the development. That's typically what we would see with a  
76           Certified Survey Map or a plat. That is brought out in [Condition] No. 6, where it says, '*Future*  
77           *water and sanitary sewer laterals to be installed for Lot 2 at the cost of the property owner at the*  
78           *time of development.*' So at the time the lot owner would want to develop that parcel, they would  
79           have to extend the water and sewer from the existing utilities to get up to that lot. If not at that  
80           time, depending on what happens with annexations and development in this area, at some point I  
81           would think the city would be extending city water and sewer up Green Coulee Lane. But that's  
82           not in the foreseeable future that we see at this time. I wanted to point out that's a unique  
83           condition that's on this Certified Survey Map."  
84

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85 Ald. Binash asked if that at this time the Plan Commission Subcommittee is accepting the fact  
86 this is a CSM of this particular area to subdivide it into two lots, with plans for one of the lots to  
87 be developed in the near future.

88

89 Jarrod told Ald. Binash the Olsons are residing in the house located on Lot 1, and they are  
90 subdividing Lot 2. Jarrod also told Ald. Binash there are no plans at this time to develop Lot 2  
91 and said the Olsons will be selling Lot 2 to their northerly neighbor. Jarrod said, "Typically, in  
92 our Zoning Code it calls out that all improvements must be made before the time that we'll sign  
93 off on the plat. That means that this parcel would have water and sewer service."

94

95 Ald. Binash asked if Lot 2 is located next to the City of Onalaska.

96

97 Jarrod said all of the lot currently is located in the City of Onalaska and explained the Olsons are  
98 subdividing their 5-acre City of Onalaska lot, which will now be Lot 1 and Lot 2. Both are  
99 located in the City of Onalaska.

100

101 Ald. Binash asked if the lot is located on the northern end of Green Coulee.

102

103 Jarrod said yes and told Ald. Binash, "It's just after where the road splits. ... Green Coulee  
104 continues to the right, and Green Coulee Lane goes to the left."

105

106 On voice vote, motion carried.

107

108 **Item 5 – Consideration of potential annexation requests**

109

110 Katie said there are a couple potential annexations that might come forward. However, Katie  
111 also said they have not come forward at this time and this item is a "placeholder." Katie said it is  
112 possible an annexation application might come before the Plan Commission on September 25.

113

114 **Adjournment**

115

116 Motion by Skip, second by Ald. Binash, to adjourn at 4:37 p.m.

117

118 On voice vote, motion carried.

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120

121 Recorded by:

122

123 Kirk Bey