

TOWN OF SHELBY

County of La Crosse

State of Wisconsin



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APPROVED

Planning Commission Draft Minutes

Date: Tuesday, April 16, 2024

Time: 4:00 p.m.

Location: Town Hall, 2800 Ward Ave, La Crosse, WI 54601

Town Officials Present: Chairperson Elliott Bujan, Commissioners Al Schulz, Karen Kouba, Brian Benson, Town Supervisor Marlene Heal, Clerk Fortune Berg and Administrator Christina Peterson.

Not Present: Commissioner Mike Kendhammer.

Attendance List: Fred Hilby from La Crosse Engineering (Stone Haus) and Bernie Lenz from CBS Squared.

1. The Planning Commission Meeting called to order by Bujan at 4:02 p.m.
2. Approve Minutes from 4/1/2024. Motion by Kouba to approve minutes from 4/1/2024, second by Heal. Motion carried unanimously.
3. Public Comment. None.
4. Stone Haus Addition – Preliminary Plat. Peterson introduced Fred Hilby and Bernie Lenz. Peterson reviewed the Town Subdivision ordinance and the review process. Peterson stated La Crosse County will be reviewing this on June 2, 2024. Peterson reiterated the previously reviewed 6 lots of this addition. Peterson explained that La Crosse County wanted to review a full plat, but the developer's plan is still to develop in phases. Lenz asked if this is an official submittal, Hilby confirmed and added that La Crosse County needs the Town to review first. Hilby explained he is seeking feedback on Green Street being extended to the addition and going through a Shelby park. Hilby noted the history of discussion for usage of the park to add a second entrance into the addition. Berg noted the minutes from 4/18/2023 "The board will discuss land dedication further when final plans are received. Motion by Padesky to recommend blacktop on the cul-de-sac and to collect the \$250 fee per lot, second by Heal. Motion carried unanimously." Lenz asked if WisDOT determines the location for entrance onto 14/61, Hilby confirmed. Discussion on road specifications. Lenz briefly reviewed the process for vacating a park, noting the public hearing process, the overall complexities of the process and recommended an attorney should be involved with that process. Hilby noted alternative entrances to the addition if vacating the park is not an option. Peterson noted the developer's agreement can include attorney fees for vacating the park. Hilby reiterated he is asking the Planning Commission and Town Board to give input on moving forward with vacating the park.
Motion by Kouba to recommend the Town Board approve the concept of vacating the park, to allow the developer to move forward with legal process for park vacation, and to come back to the town with information on what is required, second by Heal. Motion carried unanimously.
Peterson noted the need for drainage easements, stormwater calculations, drainage reports, typical ditch sections, and further review by WisDOT. Hilby stated the Town must request review by WisDOT. Peterson asked about soil testing, or reports that confirm there will not be any issues with septic systems. Hilby confirmed the first 6 lots had the soil tested. Hilby stated developer may have soil testing information. Lenz asked about subbase for the road, Hilby will submit more information on typical section design and standards. Hilby confirmed the road width of 22 feet of pavement and 2-foot shoulders. Peterson advised Hilby confer with La Crosse County, Shelby can approve a minimum of 60 feet per Town ordinance. Lenz wants to see phase one sheet. Schulz asked about water flow and potential water issues, Peterson answered the submittal is incomplete at this time,

stormwater and drainage report is needed. Discussion on what items need to be submitted for review to complete this submittal. La Crosse County requires ditches and culverts be sized for 25-year storms; Lenz recommends exceeding that to allow for management of larger storm events.

Motion by Bujan to acknowledge the plat is incomplete and recommend that the following items be submitted: typical section design and standards, a drainage report, a stormwater calculation, further review from WisDOT, road design and standards, and the phase one plan sheet, second by Schulz. Motion carried unanimously.

5. Administrator Report.
 - a. Peterson informed the Planning Commission of the denial of the Irish Court at La Crosse County, no final decision letter received.
 - b. Annual Town Meeting at 6:00 p.m. Peterson can forward reports via email.
 - c. Review of Stone Haus Addition is the only anticipated agenda item for May.
6. Commissioner Reports. None.
7. Adjournment. Motion by Bujan, second by Kouba to adjourn at 4:55 p.m. Motion carried unanimously.

Next regular meeting will take place Tuesday, May 21st, 2024 @ 4:00 p.m.

Respectfully Submitted, Fortune M. Berg, Clerk