

TOWN OF SHELBY

County of La Crosse

State of Wisconsin



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APPROVED

Planning Commission Draft Minutes

Date: Tuesday, October 17, 2023

Time: 4:00 p.m.

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

Town Officials Present: Commissioners Elliott Bujan, Mike Kendhammer, Karen Kouba, Rebecca Flege, Supervisor Marlene Heal, Administrator/Treasurer Christina Peterson, Deputy Treasurer Melissa Erdman, and Clerk Fortune Berg.

Not Present: Al Schulz and Brian Benson.

Attendance List: N/A

1. Planning Commission Meeting called to order by Bujan at 4:00 p.m.
2. Approve Minutes from 8/15/2023. Kouba noticed typos Skyline Drive and no adjournment time is noted. Motion by Kouba to approve minutes from 8/15/2023 with suggested change and addition, second by Kendhammer. Motion carried unanimously.
3. Citizen's Concerns. Peterson reviewed several questions and concerns that have come up recently. The Town received a request for driveway outlets onto Breidel Coulee Road and an inquiry to see if lots are buildable. Heal asked about the house being built on Highway 14/61. Berg noted no building permit was received at this time; the work being done is related to the driveway. Peterson reviewed a concern about an occupancy permit on Willow Way E, Peterson or Berg will follow up with the building inspector. Bujan mentioned a concern relayed to him about the lot on Irish Court that is cutting down a lot of trees, Peterson noted she received a similar complaint followed up with La Crosse County and discovered the property owner did not need a permit from La Crosse County to clear trees. Heal commented she noticed a large amount of standing water on that lot after the recent rains.
4. Future Land Use Plan Review and Discussion. Berg read an email from La Crosse County Zoning. Discussion on plan update process, language in the plan and land use districts. Discussion on plan updates at the Town level versus the County level. Peterson noted the Town and County maps should be compared to ensure they are accurate. Peterson noted zoning ordinances are also being reviewed, such as short-term rentals. La Crosse County is rewriting the ordinance to meet state codes. Peterson noted the requirements to get a permit from La Crosse County.
5. Procedure for Future Land Use Map Changes Discussion. Discussion on special review and change of Future Land Use Map if a request is received. Discussion on only reviewing requests for changes if the plan is already being reviewed or updated. Staff can see what La Crosse County procedure looks like and what charges are associated with requests received.
6. Administrator Report. Peterson introduced the Deputy Treasurer, Melissa Erdman. Erdman introduced herself and highlighted her background working for La Crosse County and the Town of Onalaska, specifically her experience drafting the comprehensive plan for Town of Onalaska.
7. Commissioner Reports. None.
8. Adjournment. Motion by Heal, second by Kouba to adjourn at 4:34 p.m. Motion carried unanimously.

Next regular meeting will take place Tuesday, November 21, 2023 @ 4:00 p.m.

Respectfully Submitted, Fortune M. Berg, Clerk