



OFFICE OF
CITY ENGINEER
 CITY HALL
 400 LA CROSSE ST
 LA CROSSE WI 54601-3396
 (608) 789-7505

Willow Heights - Final Plat

(PRELIMINARY AND FINAL) PLAT SUBMITTAL CHECK LIST

To be completed before filing with the City Clerk

(Note: More than one checklist item may be on a sheet of paper)

1. N/A Preliminary Plat (Face Plat)
2. N/A Survey Plat (Existing Conditions)
3. N/A Site Plan (Tree, Lighting, Parks)
4. N/A Grading Plan (Proposed Grades)
5. N/A Erosion Control Plan
 - a. Silt fence
 - b. Mats
 - c. Tracking Pads
 - d. 30 % Slopes (If Necessary)
 - e. Rip-Rap
 - f. Grades (Proposed/Existing)
6. N/A Hydrology (Pre/Post), Soils, and Calculations book
 - a. Storm water Narrative
7. N/A Utility Plan
 - a. Sanitary
 - b. Water
 - c. Storm
8. N/A Plan and Profile
 - a. Street
 - b. Utility
9. N/A Structure Details
 - a. Erosion Protection
 - b. Street
 - c. Utilities (If Necessary)
10. N/A Covenants and Restrictions

*Scott D
 Eng. Dept.*

To be completed by City Clerk at time of filing:

11. ✓ Twelve (12) sets; five (5) of those full sets (i.e. site plan, grading plan, erosion control, etc.)
12. NA (outlot park) Public Site Fee (Due at Final Plat Submittal - \$100/lot in lieu of public lands dedication)
(Applies to all residential projects, including condos; does not apply to commercial plats or commercial condos.)
13. ✓ Reviewing Fees
 Preliminary \$250.00
Final \$150.00 *(If filing prelim and final simultaneously, \$400.00 is due at filing.)*
 Reapplication \$50.00

BEFORE FILING WITH THE CITY, you must have both Town and County approvals. The Plan Commission may not consider any subdivision or land division which did not have prior approval by the approving authorities for both the Town(s) and La Crosse County.

Town Board Approved: 7/27/15 Date La Crosse County Approved: 9/28/15 Date

DAVY ENGINEERING CO.

115 6th Street S.
La Crosse, WI 54601
(608) 782-3130
FAX (608) 784-6611



October 1, 2015

City of La Crosse
400 La Crosse Street
La Crosse, WI 54601

Attn: Teri Lehrke, City Clerk

Re: Willow Heights Final Plat

Ladies/Gentlemen:

This letter serves as a letter of application for the submittal of the Final Plat of Willow Heights. Willow Heights is a proposed 24 lot, single family, residential subdivision located on part of the former Irish Hills Golf Course on Knobloch Road in the Town of Shelby.

The Preliminary Plat was approved by the Common Council of the City of La Crosse on June 11, 2015 upon the condition that the Final Plat included a turnaround point for emergency vehicles at Lot 6. To accommodate for the turnaround point a 15 foot emergency turnaround easement has been added to the easterly side of Lot 6 adjacent to the westerly right-of-way of Willow Trail.

The Final Plat was approved by the Town Board of the Town of Shelby on July 27, 2015 and by the La Crosse County Planning, Resources and Development Committee on September 28, 2015.

Twelve copies of the Final Plat and five copies of the Emergency Vehicle Turnaround Plan on Lot 6 are enclosed for your review. Also enclosed are the official meeting minutes from the July 27, 2015 Town Board Meeting and the unofficial meeting minutes from the September 28, 2015 Planning, Resources and Development Committee Meeting documenting previous approvals of the Final Plat.

Sincerely,

DAVY ENGINEERING CO.
CONSULTING ENGINEERS

A handwritten signature in black ink, appearing to read "Andy M. Luttchens", written over a horizontal line.

Andy M. Luttchens, L.S.

AML/ jar
9937-002.140
Enc.

cc: Andy Temte

PLANNING, RESOURCES AND DEVELOPMENT COMMITTEE

Monday, September 28th, 2015

Administrative Center – Room 3220

4:30 p.m. – 5:28 p.m.

MEMBERS PRESENT: Tina Hundt-Wehrs, Dave Holtze, Pat Scheller, Dan Hesse, Hubert Hoffman, Matt Nikolay, Mike Giese, Bob Sandman

MEMBERS EXCUSED:

MEMBERS ABSENT:

STAFF & GUESTS: Nate Sampson, Bryan Meyer, Mary Meehan-Strub, Steve O'Malley, Gregg Stangl, Dave Lange, Steve O'Malley, Kurt Rasmussen, John Krage, Shane Begley (Verizon Wireless), Andy Lutchens, Daniel Cook, Joe Hengel, Angel Much (Recorder)

APPROVAL OF MINUTES FROM AUG. 31st, 2015 MEETING

MOTION by Holtze/Hoffman to approve the Aug. 31st, 2015 minutes.

Z Aye, 0 No, Motion carried.

PUBLIC COMMENT

Bryan Meyer introduced a new staff member, John Krage, who was hired for the assistant County Surveyor position. Meyer gave a little background information followed by a brief comment from Krage.

SUPERVISOR CONFERENCE REPORTS

Committee members that went to the WCA conference commented on the breakout sessions they attended, including those related to zoning. Discussion followed. Sampson provided comments about the decrease in local discretion as well as answering questions from the committee.

Meehan-Strub also briefly commented on the WCA conference and the updates that related to filling the vacant Ag positions in the surrounding Counties.

CONSENT AGENDA (INFORMATIONAL) –

a. Board of Adjustment minutes of July 13th, 2015

b. Historic Sites Preservation Commission minutes of September 4th, 2015

MOTION by Holtze/Scheller to accept/receive the two (2) items from the consent agenda.

Z Aye, 0 No, Motion carried.

UW-EXTENSION WRITTEN REPORTS & UPDATES – MARY MEEHAN-STRUB

Meehan-Strub referred to the quarterly report that was included with the committee packet before giving a brief overview of it including a project Karl Green has been working on.

Meehan-Strub updated the committee on the status of the vacant Ag agent position the UW-Extension office has been trying to fill. Questions from the committee were answered by Meehan-Strub. O'Malley commented on the process (with the State) and the Planning, Resources, and Development (PRD) committee's involvement.

COMMITTEE DISCUSSION & RECOMMENDATION ON CUP NO. 959; SHANE BEGLEY & VERIZON WIRELESS OBO D&G SERVAISE REVOCABLE TRUST, TOWN OF SHELBY

This item was deferred from the Aug. 31st Public Hearing. Sampson gave a brief explanation of the agenda item and advised staff had recommended approval with 16 conditions; which were slightly amended since the public hearing had been held. Mr. Begley was present for questions.

Questions from the committee were answered by Sampson. Lange referred to a memo that was handed out to the committee prior to the meeting which outlined recent changes to State Statutes and eliminated much of the local control in relation to telecommunication towers.

Questions from the committee were answered by Begley. Discussion regarding co-location with a water tower ensued. Questions from the committee were answered by Sampson. Discussion continued regarding the (16) conditions and the appropriate action(s) the committee could take.

Sampson agreed to amend the conditions as requested by the committee and are as follows;

Conditional Use Permit No. 959 is subject to the following seventeen (17) conditions:

1. Shane Begley for SBA and Verizon Wireless, and acting o/b/o D&G Servais Joint Revocable Trust is granted a Conditional Use Permit for one 199-ft self supported mobile service support structure with related equipment sheds and associated hardware;
2. The tower will be designed to handle at least two (2) additional carriers for future co-locations for wireless phone, data and internet service;
3. Construction is allowed from 6:00 a.m. to 6:00 p.m., Monday through Saturday;
4. The applicant or applicant's agent shall complete a Telecommunications Facility Information Report as required under s.28.07 of the La Crosse County Code of Ordinances and within 45 days of County Board approval of this permit;
5. A copy of an FAA report indicating findings that no hazards exist shall be submitted to La Crosse County Zoning Department prior to this conditional use permit becoming valid. No Zoning/Occupancy Permit authorizing construction of a support structure shall be issued until after this report is filed;
6. A security fence seven (7) feet in height with barbed wire shall be constructed as depicted in the construction plans submitted. Existing vegetation may be used for landscaping and screening;
7. The owner of the mobile service support structure shall completely remove the structure, including subsurface structures, and restore the site to its pre-construction state when the structure is no longer in use;
8. No hazardous materials shall be stored except things normally found at such facilities such as batteries or propane;
9. This permit is transferable;
10. The access easement shall be of dimensions specified in the application and construction plans, and shall be kept clean and open in the event of an emergency;
11. No advertising allowed on the support structure;
12. A sign shall be attached to the fence with contact information including phone numbers in case of an emergency;
13. Any applicable erosion control and stormwater permits are required before a Zoning/Occupancy Permit may be issued for the structure;
14. Findings of compliance with Section 106 of the National Historic Preservation Act shall be submitted to the La Crosse County Zoning Department and is required prior to issuance of a Zoning/Occupancy Permit authorizing construction;
15. Proof of liability coverage shall be provided prior to issuance of a Zoning/Occupancy Permit as required under s.28.05(9)g of the La Crosse County Code of Ordinances;
16. A bond, irrevocable letter of credit, or other suitable financial guarantee shall be filed with the La Crosse County Zoning, Planning & Land Information Department in the amount of \$20,000 to assure financial resources are available in the event of abandonment. A lapse in coverage by the instrument chosen will result in rehearing for possible revocation of this permit and citations issued to the support structure owner. This guarantee shall be filed prior to issuance of a Zoning/Occupancy Permit; and
17. Abandonment is considered discontinuance of use for 24 consecutive months or longer.

MOTION by Giese/Scheller to approve Conditional Use Permit No. 959 with a seventeenth condition that defines 24 months to be considered as abandonment and also directing staff to communicate to the petitioner and the Town of Shelby our wish to facilitate co-location with the Public Work's utility water tower.

Z Aye, 0 No, Motion carried.

APPROVE THE FINAL PLAT OF WILLOW HEIGHTS IN THE TOWN OF SHELBY – BRYAN MEYER, GREGG STANGL, KURT RASMUSSEN & ANDY LUTTCHENS

Meyer referred to the overhead which showed the 6-step process for Plat approval in La Crosse County. Meyer indicated the Town of Shelby approved the Final Plat as well as the State of WI giving their approval. Questions from the committee were answered by Meyer.

Stangl commented on the approval of the Final Plat which would include some conditions outlined by staff that were provided to the committee in a handout. Rasmussen then went over the conditions followed by a recommendation for approval. Questions from the committee were answered by Stangl and Mr. Temte.

MOTION by Holtze/Nikolay to approve the Final Plat of Willow Heights in the Town of Shelby (including the conditions as outlined by staff).

7 Aye, 0 No, Motion carried.

LOT DEPTH VARIANCE REQUEST ON PROPOSED LOTS IN THE TOWN OF MEDARY – BRYAN MEYER & FRED HILBY

Meyer gave some background information regarding Maple Ridge and the request being made. Due to the terrain, (*referred to photographs shown on the overhead*) the contractor was requesting a variance. Meyer advised that in this particular situation, it did make sense to approve the request for a lot depth variance. An email from Ron Chamberlain (County Highway Commissioner) was read into the record.

Questions from the committee were answered by Meyer. Joe Hengel (developer) commented on the reason for his request (and specifically the concern about well & septic setbacks).

MOTION by Holtze/Scheller to approve the lot depth variance request on proposed lots in the Town of Medary.

7 Aye, 0 No, Motion carried.

APPROVAL OF FARMLAND PRESERVATION PROGRAM CERTIFICATES OF COMPLIANCE – GREGG STANGL

Stangl advised he had passed out a map which depicted the Farmland Preservation Program (FPP) participants. Stangl referred to the second page of the handout which listed the (110) property owners and the acreage for the first round of approvals. Stangl clarified that those listed in the handout were *not* necessarily collecting the tax credit; they were sent a letter of compliance.

Questions from the committee were answered by Stangl.

MOTION by Sandman/Nikolay to approve the Farmland Preservation Program Certificates of Compliance.

8 Aye, 0 No, Motion carried.

PRELIMINARY 2016 BUDGET DISCUSSION – STEVE O'MALLEY

O'Malley advised the budget work had been completed and would be available next week. O'Malley stated there were minor changes and a few fees which made little impact to the "bottom line". O'Malley then gave a brief overview of the departments that report to the (PRD) committee explaining there were little to no change(s) to the Land Conservation and Zoning Depts., as well as to WNAP. O'Malley commented about Land Records not receiving as much revenue and there being no way to fund the ongoing demand for it.

More information will be available at the Oct. 26th meeting (and full County Board). Questions from the committee were answered by O'Malley.

FUTURE AGENDA ITEMS

- Support of Resolution in Opposition of Shoreland Act... – Nate Sampson
- 2015 Departmental Budgets

RECESS

MOTION by Holtze/Giese to recess at 5:28 p.m.

7 Aye, 0 No, Motion carried.

Disclaimer: The above minutes may be approved, amended or corrected at the next committee meeting. Angel Much, Recorder.

TOWN OF SHELBY BOARD MEETING MINUTES

DATE: July 27th, 2015

LOCATION: Shelby Town Hall

TIME: 4:30 PM

TOWN OFFICIALS PRESENT: Chairperson Tim Candahl, Supervisor Tim Ehler, Supervisor Joyce Wichelt, Administrator Jeff Brudos, Clerk Michelle Kind

TOWN OFFICIALS EXCUSED: none

ATTENDANCE LIST: see attached

1. Call to order at 4:30pm by Candahl.
2. Motion by Ehler/Wichelt to approve the minutes of July 13th, 2015 with corrections. Motion carried.
3. Motion by Wichelt/Ehler to approve the payment of bills as presented in the amount of \$87,859.36 and to have the Fire Chief do a final inspection of the new Fire truck before the payment attached is made. Motion carried.
4. Citizens Comments: Lynnetta Kopp noted mileage reimbursement to Board members, within La Crosse County for the Town Board should be in the monthly per diem to be fiscally responsible and resemble neighboring communities. She stated Town Board had not been given a copy of audit and management letter from Tostrud and Temp Auditor and that these are normally given together. Response is that the Board has met with the Auditors during a previous Town Board meeting and been given copies of the audit. The management letter has also been received and given to the Board. Bill Knobloch commented that he is in support of the possible water system. It is important to consider the system with the possible developments, however not to create a hardship for anyone but to get it as cheap as possible for everyone, just for the fire protection alone. He has spent a lot of money on his own water system and does not know when it may need to be serviced again.
5. No zoning applications.
6. Motion by Wichelt/Ehler to appoint Dr. Steven Brubaker to the Park Committee with his acceptance to the position. Motion Carried.
7. Discussion held on Final Plat of Willow Heights. Planning approved the final plat 7/16/15. Brudos gave copies of the developer's agreement to review as a part of the acceptance of the final plat. Any comments the Board would like to make, please get to Brudos by Friday this week so we can forward to Legal. The Parks are listed, no street lights to be installed, and fire truck turn around accessible. Willows commented they would be in favor of a water system if the timing is applicable. Motion by Ehler/Wichelt to accept the final plat pending the developer's agreement approval by the Board and Developer. Motion Carried.

8. Discussion held with Bill Heinz, a Benefits Consultant regarding the Health Care plan options for Town employees. See attached spreadsheet. The current State Plan compared to an ACA plan that includes Health Tradition and Gunderson. Currently, the State plan is better and costs less than other plans investigated. With the ACA plans, they are age based so there is a graduated cost based on how old the employee is. Brudos noted the State Plan is going to a higher deductible and might be also reducing benefits. There are also differences in the prescription coverage's. Options to discuss will be if the Board wants to offer an HSA or HRA, percentage of cost share between employees and Town, and the time frame will be tight to decide when the prices come out in September. Item to be put back on the agenda for a working meeting in September to discuss options and costs. Brudos and Heinz to gather pricing once it comes out and to report that to the Board.
9. Discussion held on options for a Town contribution for the Water on the Ridge project. Notification will be sent and a meeting will be held Wed. August 12th at the Town Hall with the Sanitary District and Town Board with residents of the Boulder Ridge area and Mark Place to Three Town Road. No major cost impact to add those areas. Grants are not likely as the water quality problems are outside of the area currently being reviewed. Interest rates and longer loan term were discussed. Ehler to call Professor Keely Reese from the University to see if students would like to work on a Grant writing project. If the Town put in money towards the project the money would go to help all the residents pay for the project.
10. Motion by Ehler/Wichelt to approve the addition to the employee handbook regarding Mileage and other Travel. See attached. Motion carried.
11. Discussion held on Town Budget review of Jan-June.
Sanitation is high, we need to make an adjustment for Hilltopper refuse.
Wichelt requested the Town Chair, and Supervisors each be separated so you can see them individually.
Culverts and ditches are up due to doing Hagen Road drainage project.
Street lights 5342.50 are waiting for Norsemen Drive light and cost info from Excel.
New slide due to vandal damage so account #5522.44 is up.
La Crosse County landfill is only paid once per year so that is complete.
12. Candahl made comment that the previous Town Board approved the per diem raise. This Town Board capped it. The mileage reimbursement that was previously approved for the Town Board is now also capped. Members of this Board also did not go to Washington DC for a trip. This Board is responsible and comments otherwise were an unfavorable comment.
13. Administrator/Treasurer – see attached.
The Park Committee will look into the items and questions for the parks.
The Boundary agreement meeting is tomorrow so a handout was given out and discussed.
The Board reviewed the items to bring to the City and Candahl and Brudos to attend.
Wichelt cannot attend but suggested to ask the Planning Chairmen, Keith Butler or Mary Faherty.
A Cell phone tower on private property was reported to the Town from the Federal Communications Commission for a site near Knobloch Road, see attached.
The Assessor has now visited all the homes that needed to be reviewed prior to BOR.

14. Clerk reported Tom Sleik our Board of Review alternate completed his training and submitted his affidavit. Anyone else wishing to review the CD or take the BOR exam can see me for the packet. Candahl expressed interest. Everyone should review the Findings of Fact prior to the BOR.
15. Candahl reported he met with the Mormon Coulee Lions and they would like to review contributing 50/50 with the new shelter expenses for Mormon Coulee. Volunteers and costs are still to be finalized. We could ask for volunteers on the website or newsletter.
16. Ehler reported that he met with Keith Martin of the 5 Pines property for development discussion.

Motion by Wichelt/Ehler to adjourn at aprox. 6:25pm

Next meeting to be held is Monday, August 10th, 2015.

Respectfully submitted,
Michelle Kind, Clerk WCMC