

# TOWN OF SHELBY

County of La Crosse

State of Wisconsin



2800 Ward Ave

La Crosse, WI 54601

Phone: (608)788-1032

Email: [info@townofshelby.com](mailto:info@townofshelby.com)

**APPROVED**

## Planning Commission Draft Minutes

**Date:** Tuesday, February 20, 2024

**Time:** 4:00 p.m.

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

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

**Not Present:** Commissioner Brian Benson.

**Attendance List:** Shannon Carey (W4168 County Road MM), Donna & Russ Flower (2500 Shelby Road), and Wendy Stachowitz & Dale Jacobson (W4917 Battlestone Station Road).

1. Planning Commission Meeting called to order by Bujan at 4:00 p.m.
2. Approve Minutes from 1/16/2024. Motion by Kouba to approve minutes from 1/16/2024, second by Heal. Motion carried unanimously.
3. Public Comment. None.
4. Kammel Road – Flower (11-1578-4) Certified Survey Map (CSM). Flower explained the proposed change, the single parcel was thought to be two different parcels for many years and Flower is proposing two parcels be created. Flower noted the water runoff is controlled by a rain garden on the parcel. Peterson noted CSM meets all requirements, Staff recommends approval. Peterson explained the fees. Motion by Heal to recommend approval to the Town Board and defer the decision for the fee to the Town Board, second by Kouba. Motion carried unanimously.
5. Highway 14/61 – Carey (11-94-0 and 11-109-0) Certified Survey Map (CSM). Carey explained their proposal to split from East to West instead of North to South. This land currently exists as two parcels, the new map shows three separate parcels. Intent is to build two duplexes and one single family home. Peterson noted CSM meets all requirements, but the lots are mislabeled, Carey provided correct parcel map. Peterson stated each lot has 60 ft of public road frontage and has enough space to accommodate a well and septic. Peterson noted that Staff recommends approval having seen the map with correct lot numbers. Motion by Heal to recommend approval to the Town Board and defer the decision for the fee to the Town Board, second by Schulz. Motion carried unanimously.
6. Irish Court – Jacobson (11-1031-0) Variance Request. Dale Jacobson reviewed the variance request and explained there is a 50-foot setback for this parcel due to the WisDOT right-of-way. Jacobson noted correspondence received from WisDOT. Peterson noted she recently located historic files on this parcel. Staff, Planning Commission, and Town Board will need more time to review the request. Motion by Heal to have a special meeting before the Town Board meeting on 3/5/2024 to make a recommendation on this variance request, second by Kendhammer. Motion carried unanimously.  
**(EDIT: Meeting delayed until April 1<sup>st</sup>)**
7. Administrator Report.
  - a. Peterson reported Town Board will be reviewing and adopting meeting procedure policy to decide when its appropriate to utilize Zoom. Nothing in Wisconsin Statutes gives the Town authority to host meetings via Zoom. Planning Commission will be encouraged to review and adopt a similar policy for their meetings.

- b. Peterson reported that Commissioner Flege has stepped down. Town Board appoints the Commissioners, so if any applicants are interested, they should be directed to Heal to review with the Town Board.
- 8. Commissioner Reports. None
- 9. Adjournment. Motion by Heal, second by Schulz to adjourn at 4:45 p.m. Motion carried unanimously.

Next regular meeting will take place Tuesday, March 5, 2024 @ 4:00 p.m.

Respectfully Submitted, Fortune M. Berg, Clerk