

**MINUTES OF THE ALTOONA, WI
REGULAR PLAN COMMISSION MEETING
May 7, 2018**

(I) Call Meeting to Order.

The meeting was called to order by Mayor Brendan Pratt at 6:00 p.m. held in the Council Chambers at Altoona City Hall.

(II) Roll call.

Members present: Brendan Pratt, Andrew Schlafer, Dean Roth, Bill Hoepner,
 Andraya Albrecht, Barbara OasHolmes, and Matt Biren

Also Present: City Planner Joshua Clements
 City Clerk Cindy Bauer

(III) Citizen Participation Period.

Motion by Biren/Roth to close Citizen Participation Period. **Motion carried.**

(IV) Approval of minutes.

Motion by Oas-Holmes/Roth to approve the minutes of the April 9, 2018 Plan Commission meeting. Biren Abstained. **Motion carried.**

(V) Unfinished Business

City Planner Clements commented that staff has been dedicating time to investigating housing policy and knowledge resources in recognition of challenges in housing supply and affordability, per Mayor Pratt's direction. Clements has been working with the Mayor to form a task force on housing options in Altoona to meet 4-6 times per year to collectively understand the market and respond effectively. Clements highlighted that housing has been an urgent issue in certain regions around the Country, but due to national and international labor and finance dynamics, the Chippewa Valley has been increasingly experiencing these challenges as well.

Plan Commission Member Schlafer inquired as to who would be on the committee and would it include Chippewa Valley Area representatives.

Mayor Pratt mentioned some of the potential committee members that would be asked to serve on the committee.

(VI) (1) Discuss/consider recommendation to City Council regarding a Certified Survey Map (CSM) to subdivide parcel #201-2052-10-000 at 1427 Daniels. (Public Hearing at the May 10, 2018 Council Meeting).

City Planner Clements referred to the certified survey map for parcel #201-2052-10-000. Clements said the petitioner, Mr. Aaron Barber, seeks to subdivide a single parcel at the southwest corner of Daniels Avenue and 1st Street West into two parcels. The current parcel is 16,390 sf², 66' x 247' and features an existing single-family house. The proposal would subdivide the parcel into one 6,001 sf² lot with the existing house, and a second 10,389 sf² lot to allow for construction of an additional residential dwelling. The minimum lot size required in the R1 Zoning District is 6,000 sf². Clements noted that the utilities are available to service to proposed lot to be created, and access will be provided off the existing roadway (1st Street W). This proposal meets all requirements in Title 18 "Subdivision and Land Divisions" and Title 19 "Zoning".

Arlene Freseth, 1419 Daniels Avenue is a neighbor directly next to the house. Her concern was extra traffic that this lot will create and the loss of trees on the property. Freseth had concerns that the new house would be stacked side by side.

City Planner Clements commented on the Land Owners Bill of Rights law and stated there was no justification to deny the CSM. The CSM meets all criteria in City ordinance.

Motion by Roth/Oas-Holmes to recommend to Council approval of the proposed Certified Survey Map for parcel #201-2052-10-000. Biren against. **Motion carried.**

(VI)(2) Discuss/consider recommendation to City Council regarding repeal and replace Chapter 19.52 “Parking and Loading Spaces” to update automobile parking requirements, bicycle parking requirements, and process for review of required parking (Public Hearing at the May 10, 2018 Council Meeting).

City Planner Clements referred to the proposed ordinance to repeal & replace Chapter 19.52 “Parking and Loading Spaces”. Clements provided a staff statement of the parking ordinance. Clements commented that this item follows ordinance revision discussion from the past year, and specifically discussion at the April 9, 2018 Plan Commission meeting.

This ordinance seeks to accomplish the following:

- Contemporary automobile parking quantities (update minimum, institute maximums)
- Create bicycle parking quantity and design standards
- Provide process for consideration of parking below minimum or above maximum standards
- Maintains requirements regarding paving of parking and driving areas
- Residential driveway design (moved from Chapter 10.21)
- Commercial parking dimensions

What this Ordinance *does not* accomplish:

- Parking area design or landscaping. Language will be proposed for Chapter 19.54 Site Plan at a later time.

Plan Commission Member Schlafer had issues with the minimum spaces for bicycles being greater than need be. Schlafer suggested bicycle parking shall be provided at not less than one space per ten automobile spaces minimum. Clements suggested striking the bicycle minimum column and suggested bicycle parking shall be provided at not less than one space per ten automobile spaces minimum and a minimum number of 4 bicycle spaces for nonresidential uses. Clements added that an ordinance would be drafted amending Chapter 19.54 Site Plan to define parking area design and landscaping standards to be considered at a future meeting.

Motion by Biren/Roth to recommend to Council to repeal and replace Chapter 19.52 “Parking and Loading Spaces” with the above noted revision. **Motion carried.**

(VII) Miscellaneous Business and Communications.

Staff suggested meeting again June 4 instead of the regular scheduled meeting of June 11.

(VIII) Adjournment.

Motion by Roth/Biren to adjourn at 7:18 p.m. **Motion carried.**

Minutes transcribed by Cindy Bauer, Altoona City Clerk