

**MINUTES OF THE ALTOONA, WI
REGULAR PLAN COMMISSION MEETING
May 13, 2019**

(I) Call Meeting to Order.

The meeting was called to order by Mayor Brendan Pratt at 5:35 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, Matthew Biren and Barb Oas-Holmes.

Also Present: City Administrator Mike Golat
 City Planner Joshua Clements
 City Clerk Cindy Bauer
 Sean Bohan

(III) Citizen Participation Period.

Tate Roselius, 1119 Windsor Forest Drive, spoke on behalf of the continuation of Third Street into the Windsor Forest Subdivision. Roselius was not in support of the continuation of road and stated his reasons why. In summary he would like a walking path in place of a road from St. Andrews Drive to Windsor Forest Drive.

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

(IV) Approval of minutes.

Motion by Biren/Oas-Holmes to approve the minutes of the April 8, 2019 Regular Plan Commission meeting and the April 29, 2019 Special Plan Commission Meeting. **Motion carried.**

(V) Unfinished Business.

(1) Discuss/consider recommendation to City Council regarding a Certified Survey Map (CSM) to create a new lot from parcel #201-1007-06-000, located at the intersection of Gloede Avenue and San Juan Road, as submitted by the City of Altoona. (Public Hearing was held at the 2019 April 16 Council Meeting).

City Planner Joshua Clements noted that the Plan Commission considered the enclosed Certified Survey Map at the April 4 meeting and referred discussion to the Parks Board for their recommendation. The City Council held a duly noticed public hearing at the April 16th meeting as the public notice has been distributed. The Parks Board met on April 22 and recommended that the Plan Commission recommend disapproval of the CSM. The deliberation of the Board was provided in the enclosed Staff Correspondence as well as the draft Parks Board meeting minutes.

City Planner Clements recapped that the proposed CSM creates a developable parcel accessed from the corner of Gloede Avenue and San Juan Road from parcel 201-1007-06-000. The parent parcel is 16.390 acres and is part of the larger Centennial Park. This area is currently utilized for recreational trail access into the Park. The proposed CSM includes an easement route to maintain access through this parcel, and there are alternative routes nearby. The CSM is initiated by the City of Altoona to create a developable parcel. The parcel is 0.77 acres and includes a 12-foot trail and utility easement along western property line. The existing trail access through the site is intended to be re-routed through that area, and is of sufficient width should the City require utility access into the park in the future.

Mayor Pratt and Member Roth suggested developing a trail head and possibly having a parking lot with some park amenities.

Motion by Hoepner/Biren to not recommend to Council approval of the proposed Certified Survey Map. Roth abstained. **Motion carried.**

(VI) New Business

(1) Discuss/consider recommendation to Council regarding the Final Implementation Plan for the residential portions of Hillcrest Greens II in the Hillcrest Greens II Planned Community Development.

City Planner Clements explained that the General Implementation Plan (GIP) for Hillcrest Greens II was approved with conditions by the City Council on April 16, 2019. The GIP addresses the general uses and spatial arrangement of the infrastructure and properties through a collection of narrative, maps and similar materials. The approval of that GIP included approval conditions which, along with the proposed documents and Altoona Municipal Code, provide for the regulatory approval standards and requirements for subsequent Final Implementation Plans.

The proposed Final Implementation Plan (FIP) describes the implementation of the infrastructure of the Hillcrest Greens II GIP as well as the 120 residential lots. The FIP does not include the 4.29 acre or 1.34 acre commercial / multi-family lots identified in the GIP. The entire GIP is 49.0 acres including the commercial lots, public right-of-way, and storm water facilities. The 120 residential lots comprise 29.64 acres (10,759 sf² / 0.247 acres average).

Construction is planned to commence in summer 2019 with the first lift of asphalt on the internal roads complete by the end of the year (2019). Construction of the 3rd Street East and Highway 12 intersection will be completed in spring/summer 2020. Initial home foundations will begin in 2019 with first homes completed in 2020. The developer anticipates a five-year completion horizon for areas covered by the FIP (2024).

The construction of public infrastructure, including the portion of 3rd Street East that is the City's responsibility, will be memorialized through Development Agreement.

City Planner Clements referred to Altoona Municipal Code 19.64.190 "Final Implementation Plan – Approval".

The following people spoke:

Jesse VenRooy, 1120 Windsor Forest Drive, was in opposition of the road extension to Windsor Forest Drive.

Linda Feirn, 1208 Windsor Forest Drive, questioned the exact setback and green space and the exact design of the road. Feirn also questioned the distance of the buffer between the commercial property and residential property.

Tate Roselius, 1119 Windsor Forest Drive, spoke of the safety concerns and was in opposition of the extension of road.

Adam Gibbs, 1003 Windsor Forest Drive had questions regarding the proposed pedestrian crossing on Third Street and Hwy 12. Gibbs also asked if the speed limit could be reduced from 55 to 45 on Hwy 12 by Third Street.

Plan Commission Member Roth commented that a pedestrian path might be more harmonious than a road from St. Andrews Drive to Windsor Forest Drive.

The Planning Department recommends that the Plan Commission recommend the City Council **approve** the Final Implementation Plan for Hillcrest Greens II, infrastructure, utilities and residential portions defined therein, with the following conditions of approval:

- (1) The restrictive covenants shall memorialize the GIP approval condition 3.
- (2) Sidewalk shall be provided in accordance with GIP approval condition 5.
- (3) The multi-use trail between Lot 168 & Lot 169 shall be of consistent arrangement with respect to boulevard width as the trail facilities elsewhere in the development. Back-of-curb trail shall not be approved or accepted. The roadway alignment shall be modified to conform or approximate

the typical road section provided. The final design shall be reviewed and approved with the final Civil Plan permit.

- (4) Construction access for Lots 120-219 and adjoining infrastructure shall be 3rd Street East, to the maximum extent feasible.
- (5) The petitioner shall agree to construct the portion of Third Street East south of the intercept with St. Andrews Drive, and all associated public improvements, on behalf of the City of Altoona subject to a development agreement addressing the final design and cost.
- (6) The petitioner shall provide a revised storm water model for the existing pond in Outlot 5 of Phase I as part of the storm water permit, and coordinate with the HOA regarding any proposed modifications.

Motion by Biren/Oas-Holmes to recommend to Council approval of the proposed Final Implementation Plan for the infrastructure and residential areas of Hillcrest Greens II with staff recommended conditions. Roth and Hoepner against. **Motion carried.**

(VI)(2) Public Hearing at 5:30 pm or as soon thereafter is possible regarding a Preliminary Plat for Hillcrest Greens II Planned Community Development.

Mayor Pratt opened the public hearing at 6:45 p.m.

City Planner Clements explained that the Preliminary Plat represents the preliminary draft of the Plat land division instrument to arrange parcels and dedicate public right-of-way associated with Hillcrest Greens Phase II. The Preliminary Plat is generally consistent with the Hillcrest Greens II GIP and is consistent with the proposed FIP discussed earlier this meeting. The setback lines shown on the preliminary plat will not be on the final plat, and therefore will not “control”. The setbacks are described in the proposed Final Implementation Plan and are shown on the preliminary plat to illustrate developer intent regarding building placement. Clements noted that Lot 105 will be modified to ensure the existing multi-use trail utilized to access Fairway Park is entirely within City of Altoona property.

Motion by Schlafer/Biren to close the public hearing at 6:46 p.m. **Motion carried.**

(VI)(3) Discuss/consider recommendation to Council regarding the Preliminary Plat for Hillcrest Greens II Planned Community Development.

Motion by Schlafer/Albrecht to recommend to Council approval of the proposed Preliminary Plat for Hillcrest Greens II Planned Community Development. **Motion carried.**

(VI)(4) Discuss/consider recommendation to Council regarding a Certified Survey Map (CSM) for property owned by the City of Altoona bounded by N. Willson Drive, N. 10th Street and US Highway 53. (Public Hearing is scheduled at the 2019 May 23rd Council Meeting).

City Planner Josh Clements has been working for about 30 months to acquire this property from the WI DOT. Earlier this year the DOT accepted the City’s counter-offer and the City took ownership via quick claim deed. The property is approximately bound by North Willson Drive, 10th Street West, Highway 53 and the railroad. The total area is approximately 4.96 acres. The proposed CSM creates Lot 1, approximately 1.62 acres, which is intended to be marketed for development. Outlot 2 is an existing storm water pond that receives water from 10th Street West and Fairway Drive. The remaining property is to be dedicated as right-of-way, as the roadways are already in place and the DOT prohibits development between Fairway Drive and Highway 53 per the sales agreement.

Motion by Hoepner/Roth to recommend to Council approval of the proposed Certified Survey Map. **Motion carried.**

(VII) Miscellaneous Business and Communications.

Plan Commission Members would like an update on the status of Arnies Service Station regarding paving of the lot.

(VIII) Adjournment.

Motion by Hoepner/Oas-Holmes to adjourn at 6:50 p.m. **Motion carried.**

Minutes transcribed by Cindy Bauer, Altoona City Clerk