

**MINUTES OF THE ALTOONA, WI
REGULAR PLAN COMMISSION MEETING
September 10, 2019**

(I) Call Meeting to Order.

The meeting was called to order by Mayor Brendan Pratt at 5:30 p.m. held in the Council Chambers at Altoona City Hall.

(II) Roll call.

Members present: Brendan Pratt, Andrew Schlafer, Barb Oas-Holmes,
 Matthew Biren, Bill Hoepner and Andraya Albrecht.

Also Present: City Planner Joshua Clements
 City Clerk Cindy Bauer

Absent; Member Dean Roth

(III) Citizen Participation Period.

Motion by Hoepner/Oas-Holmes to close Citizen Participation Period. **Motion carried.**

(IV) Approval of minutes.

Motion by Oas-Holmes/Hoepner to approve the minutes of the August 13, 2019 Regular Plan Commission meeting. **Motion carried.**

(V) Old Business – none.

(VI) New Business

(1) Discuss/consider recommendation to Council regarding a Certified Survey Map (CSM) to subdivide parcel #201239102010 in River Prairie into two parcels.

City Planner Josh Clements explained that the proposed CSM subdivides Lot 10 of River Prairie, located between Cowboy Jacks and the Prairie Event Center into two parcels, 0.30 acre Lot 1 and 0.49 acre Lot 2. Lot 1 is the existing parking lot that is to remain in ownership by the City of Altoona. Lot 2 is to be created to facilitate sale and development consistent with the approved Specific Implementation Plan for the “Wine Bar”.

Motion by Hoepner/Biren to recommend to City Council approval of the CSM. **Motion carried.**

(VI)(2) Discuss/consider Site Plan for Spooner Avenue Apartments in the C District as submitted by Lee Haremza.

City Planner Clements referred to the Staff Report for the Spooner Avenue Apartments and the proposed Site Plan. Clements explained that the proposed Site Plan for Spooner Avenue Apartments in the C Commercial zoning district includes nine dwelling units and one 1,000 sf² commercial suite, and associated vehicle parking, stormwater, and landscaping. Clements recalled that a Conditional Use Permit was issued on July 9, 2019 for a mixed-use commercial and residential building (approved without conditions). The parcel is currently entirely paved and has not been actively used in many years. The property is located at the corner of Spooner Avenue and Orchard Lane, with proposed vehicle access from Orchard Lane.

Lee Haremza, Developer, was present to answer any question Plan Commission Members had regarding the site plan. Haremza indicated that there will be one-bedroom units/one bath on the lower level and 3-bedroom units/2 baths upstairs except for the end units which will be a 2 bedroom. Total units are: 4 units of 3 bedrooms, 4 units of 1 bedroom and 1 unit of 2 bedrooms.

Staff Recommended Approval Conditions:

1. Add public sidewalk along the east frontage to City standards (may replace proposed private walkway).
2. Add native canopy boulevard trees (3) along the east frontage at 25 – 30 foot average spacing. Minimum species diversity: To prevent uniform insect or disease susceptibility and eventual uniform senescence on a development site or in the adjacent area, the maximum percentage of any one tree species on the site shall be 33% (not including screening trees). All species shall be native or native hybrid as recommended by the WI Department of Natural Resources. Maple species are discouraged as a predominate selection due to relative abundance in the region.

City Planner Clements indicated that Staff provided six recommended elements (voluntary, see Staff Report) of the development not directly relating to existing provisions of Altoona Municipal Code, concerning garage bicycle parking, electrical service in vehicle parking areas sufficient for future charging of electric vehicles, additional landscaping, building performance construction standards, and solar-ready construction measures.

Motion by Biren/Hoepner to approve the Site Plan for Spooner Avenue Apartments, with staff recommended conditions (2). **Motion carried.**

(VI)(3) 2019 Community Planning Month (no action).

City Planner Clements explained that October of each year is designated as Community Planning Month. This year's theme is *Planning for Infrastructure that benefits all*. Infrastructure is defined broadly, extending to different types of projects ranging from roadways to transportation systems to parks and broadband networks. Housing is another critical component of a community's infrastructure. Well-planned infrastructure projects strengthen communities, boost the economy, expand opportunity, and promote equitable development. Ensuring that all residents in a community have safe and affordable housing options advances economic and social equity goals. Ensuring that all residents in a community have safe and affordable housing options advances economic and social equity goals.

Planners work with professionals from different fields such as public health and safety, finance, recreation and engineering and consider what is best for the entire community to make communities safer, stronger, healthier, and more resilient. Community Planning Month events will be included in the 2019 Wisconsin Chapter Conference, and additional outreach programming is currently being discussed at the regional level.

No action.

(VI)(4) Upcoming Plan Commission Dates

City Planner Clements explained that the Chair, Mayor Pratt, has requested discussion regarding scheduling future meetings of the Plan Commission on Tuesdays, due to regular conflicts on Mondays. Staff does not anticipate conflict with known City meetings. Staff recommends scheduling the October meeting of the Plan Commission on **Tuesday, October 8th** (if Tuesdays are selected, otherwise October 7). This is to refer any action to the October 10th City Council meeting, rather than October 24, which may allow two valuable weeks for potential projects to proceed prior to winter conditions.

Motion by Hoepner/Biren to approve scheduling future Plan Commission dates on the second Tuesday of each month at 5:30 p.m., unless otherwise determined by the Chair and confirmed by the City Clerk. **Motion carried.**

City Planner Clements commented on the **American Planning Association – Wisconsin Chapter** Annual Conference on **October 2-4**, held at the Halls of the Lismore & Pablo Center, Eau Claire. Clements mentioned that monies are budgeted for Plan Commission members to attend. The Planning Department will cover registration for Plan Commissioners (\$100).

(VII) Miscellaneous Business and Communications.

None.

(VIII) Adjournment.

Motion by Biren/Oas-Holmes to adjourn at 5:51 p.m. **Motion carried.**

Minutes transcribed by Cindy Bauer, Altoona City Clerk