

**MINUTES OF THE ALTOONA, WI
REGULAR PLAN COMMISSION MEETING
October 8, 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, Dean Roth,
Bill Hoepner. Matthew Biren arrived at 5:33 p.m.

Also Present: City Planner Joshua Clements
City Clerk Cindy Bauer

Absent: Barb Oas-Holmes
Andraya Albrecht

(III) Citizen Participation Period.

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

(IV) Approval of minutes.

Motion by Hoepner/Schlafer to approve the minutes of the September 10, 2019 Regular Plan Commission meeting. Roth abstained. **Motion carried.**

(V) Old Business – none.

(VI) New Business

(1) Public Hearing at 5:30pm or as soon thereafter as is possible regarding an appeal for a Conditional Use Permit and Site Plan in the I Industrial District for parcel 201105707000 located at 1051 Harlem Street as submitted by Dell Construction Company Inc. The request is to allow a pole building as regulated by Section 19.24.090 of Altoona Municipal Code.

Mayor Pratt opened the public hearing at 5:33 p.m.

City Planner Clements explained that the petitioner is seeking a Conditional Use Permit to replace an existing storage / warehouse building with a pole building in the Industrial District. Per Altoona Municipal Code Section 19.24.090, pole buildings require a conditional use. The existing 2,400 ft² (40'x60') Quonset structure was damaged by heavy snow loads this past winter. The proposed replacement building is 44'78' ft² (44'x78') and would utilize and enlarge the existing concrete slab. The building to be replaced is an accessory building on the site, with the primary building (approx. 2,700 ft²) and areas immediately adjacent to remain unchanged. All adjacent properties are zoned Industrial and constructed of steel and concrete block. As further shown and described in the site plan submittal and staff report, the proposed building is interior to the block.

Motion by Biren/Hoepner to close the public hearing at 5:35 p.m. **Motion carried.**

(VI)(2) Discuss/consider appeal for Conditional Use Permit and Site Plan for parcel 201105707000.

Motion by Roth/Hoepner to approve the Conditional Use Permit and Site Plan for parcel 201105707000. **Motion carried.**

(VI)(3) Public Hearing at 5:35 pm or as soon thereafter as is possible regarding an appeal for an amendment to a Conditional Use Permit and Site Plan in the C Commercial District for parcel 201235003000 located at 1519 Mayer Road as submitted by Ed Bohn. The request is to allow expansion of an existing pet boarding business as regulated by Section 19.40.020 of Altoona Municipal Code.

Mayor Pratt opened the public hearing at 5:37 p.m.

City Planner Clements explained that the petitioner, Ed Bohn, proposes to expand an existing pet boarding use in the C Commercial District for which a conditional use permit was issued in 2008 prior to annexation into the City of Altoona. The proposed amendment would allow expansion of the kennel facility from 40 animals to accommodate up to 60 animals. There are no existing conditional use provisions applied that place conditions upon the operation of the pet boarding use. No complaints are known to have been registered against the property. The existing portion of the building dedicated to the pet boarding business is approximately 1,764 sf². The proposed expansion is 2,100 sf² and a 90'x50' fenced outdoor dog run.

Motion by Hoepner/Roth to close the public hearing at 5:40 p.m. **Motion carried.**

(VI)(4) Discuss/consider appeal for a Conditional Use Permit and Site Plan for parcel 201235003000.

Staff proposes approval of the Appeal for a Conditional Use without conditions. An amended storm water permit shall be required prior to approval of any construction permits.

Motion by Biren/Hoepner to approve the Conditional Use Permit and Site Plan for parcel 201235003000. **Motion carried.**

(VI)(5) Discuss/consider recommendation to Council to rezone parcel 201104606000 from C Commercial District to R-3 Multiple Family Dwelling District, located on the corner of 3rd Street East and N. Hillcrest Parkway as requested by Lee Haremza. (Public Hearing at the 2019 October 10 Council Meeting)

City Planner Clements explained that the petitioner seeks to rezone a parcel located at the corner of North Hillcrest Parkway and 3rd Street East currently zoned as C Commercial to R-3 Multiple Family Dwelling District to allow for construction of one or more multi-family dwelling structures. The concept provided illustrates two structures totaling between 24 – 32 units. The property is vacant, and has some development constraints related to topography, drainage, and presumed fill of unknown condition on the site.

The property immediately west is zoned C Commercial and is a mixed-use property with a single-family dwelling as well as a pet boarding business (separate structures). Properties to the north are zoned R-1 and is a single-family dwelling on a large lot (1.35 acres). Properties to the east are R-3 (8-unit multi-family) and C (Citizens State Bank).

If approved, the petitioner must acquire Site Plan approval, storm water, and related permits. Staff has not provided feedback regarding site arrangement or other related elements based upon the provided concept, except to remind the applicant of storm water concerns in the general area. In the application, the petitioner plans to proceed through entitlements to begin construction in Spring 2020.

City Planner Clements commented on two letters he received from surrounding property owners. The first property owner to the north of the proposed property had concerns with any potential water run off onto her property. The second property owner to the west had concerns with a residential housing facility being proposed for the lot. The owner to the west has a pet boarding business and is currently licenses for 50 dogs at this property. The owner is concerned with getting noise complaints about his dogs.

Lee Haremza, developer, was present to explain his intentions about the proposed rezoning. If the rezoning is approved, Mr. Haremza will come back to the Plan Commission at a future meeting for site plan approval.

Motion by Biren/Pratt to recommend to Council approval to rezone parcel #201104606000 from C to R-3. Roth, Hoepner, Schlafer against. **Motion failed 2-3. (2 absent)**

(VI)(6) Discuss/consider arrangement of land use and infrastructure for the potential development of property located between the Windsor Forest neighborhood and Mayer Road.

City Planner Clements explained that the property held by Finland Holdings Group, LLC (Jerome Lanners, Partner) is approximately 54.3 acres and located east of the Windsor Forest neighborhood and west of Mayer Road, adjacent to Highway 12. C&E Wurzer has provided a proposed development concept (attached) depicting arrangement of land uses and infrastructure. Prior to advancing in the land design process and submitting applications for rezoning, the owner and developer seek approval of the development concept based upon the proposed land use and infrastructure arrangement.

City Planner Clements noted that approval of the development concept regarding land use and infrastructure at this juncture does not constitute an approval of rezoning, or that details regarding the uses and infrastructure may change as land design proceeds. Development or zoning is not changed or entitled. Approval would signal general acceptance of the development concept as proposed so that the developer has confidence to proceed. Action is not binding as no permits are thereby issued or resources committed.

Mark Erickson, Everyday Surveying, was present to further explain a proposed concept of development.

Craig Wurzer, Developer, described the proposed single-family housing price range. Wurzer referred to the Comprehensive Plan and further described the variety of housing being proposed, that being R-1, Twin Homes, R-3 Multi Family Housing and Commercial.

Jerome Lanner, land owner of the proposed development concept commented on the proposed roads within the development.

Consensus of the Plan Commission Members was favorable for the development concept of the land use and for the developer to proceed with forthcoming rezoning applications and uses.

(VI)(7) Update regarding Housing Task Force

City Planner Clements explained that the Housing Task Force held two Section Group meetings on October 2: Development Regulations group and Finance group. The Development Regulation group discussed how to engage with elected and appointed officials, key stakeholders, and the public to evaluate support for regulatory and policy changes recommended by the Task Force to improve housing supply, affordability and accessibility. The group decided to meet again in about a month to discuss which policies or regulations to approach first. Altoona presented on recent changes to setbacks, parking, and accessory dwelling unit standards. Eau Claire reported that they are working on updating their multi-family development design standards. The Finance group reported that improving developer awareness of and lender familiarity with funding opportunities through WHEDA may improve development activity. The role for various public participation in financing affordable housing projects was discussed.

(VI)(8) 2019 Community Planning Month (no action).

City Planner Clements explained that the Plan Commission discussed the 2019 Community Planning Month Proclamation which was read by Mayor Pratt at the September 12th Council meeting.

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.

Engagement Activities:

- River Prairie Trail Ribbon Cutting (Proposed)

No Action.

(VI)(9) Development Update (No Action)

City Planner Clements referred to his memo regarding “Coordination in City Growth & Population Impacts” (2019-0926). Clements said City staff generated the attached Memo to the Altoona School District to provide information regarding anticipated development for the purposes of student enrollment planning. Staff anticipates generating a similar report bi-annually for the School District for coordination purposes. As briefly described in the Memo, staff is proposing to work with the District to develop closer coordination and alignment around community development activities for mutual benefit. The form of this collaboration is to-be-determined, although more intentional integration into the Comprehensive Planning process is expected.

No Action.

(VI)(10) – Supplemental Materials (Discussion-No Action)

City Planner reported that the Wisconsin Realtors Association released a report in September entitled “Falling Behind: Addressing Wisconsin’s workforce housing shortage to strengthen families, communities and our economy”. The report was completed by UW-Madison Urban Planning Professor Kurt Paulsen that shows “a severe workforce housing shortage and highlights the need for bold bipartisan action now to address this growing concern”. His findings are consistent with those from the Chippewa Valley Housing Task Force.

The report highlights three main causes of the workforce housing shortage:

- Not building enough homes to keep up with population and income growth.
- Construction costs outpacing inflation and incomes.
- Outdated land use regulations that significantly drive up the cost of housing

The report can be accessed online: www.wra.org/fallingbehind.

(VII) Miscellaneous Business and Communications.

None.

(VIII) Adjournment.

Motion by Hoepner/Roth to adjourn at 6:55 p.m. **Motion carried.**

Minutes transcribed by Cindy Bauer, Altoona City Clerk