

**MINUTES OF THE ALTOONA, WI  
REGULAR PLAN COMMISSION MEETING  
November 12, 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, Matthew Biren,  
                                  Bill Hoepner, Andraya Albrecht, Barb Oas-Holmes.  
                                  Dean Roth arrived at 5:48 p.m.

Also Present:            City Planner Joshua Clements  
                                  City Clerk Cindy Bauer

**(III) Citizen Participation Period.**

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

**(IV) Approval of minutes.**

Motion by Biren/Hoepner to approve the minutes of the October 8, 2019 Regular Plan Commission meeting. Oas-Holmes abstained. **Motion carried.**

**(V) Old Business – none.**

**(VI) New Business**

**(1) Discuss/consider recommendation to City Council regarding Ordinance 11A-19, an ordinance amending Title 19 “Zoning” specifically Section 19.28.060 and Section 19.32.060 to amend maximum lot coverage allowed in R-1 and R-2 zone district (Public Hearing at November 14 City Council).**

Mayor Pratt recused himself from this agenda item. Council President Andrew Schlafer proceeded with the meeting.

City Planner Clements explained that as owners and builders have proceeded to utilize the reduced setback requirements on residential lots, particularly those in the older parts of the City, additional barriers have been identified that constrain otherwise desirable investment. Multiple projects have been delayed, modified, or otherwise frustrated by lot coverage requirements. These standards were likely instituted to ensure open space, but also to spread out buildings and effectively create maximum development area for each parcel. Although this standard has been in place since at least 1970, many older properties exceed this standard. The principal contemporary concern is overall stormwater management. There are no Site Plan or storm water review requirements on one- and two-family dwellings (although there are area stormwater requirements for new subdivisions). Utilizing maximum lot coverage has some effect on ensuring there is some assumed capacity on each site for storm water; although this is often not the case. While there are maximum lot coverage standards at present, these do not directly address or limit other improvements on the property, such as driveways, parking pads, patios, and pools.

The proposed ordinance would have two outcomes:

- (1) Create a second tier of lot coverage requirements for “improved surfaces”. Presently, there is a maximum lot coverage standard, and a maximum driveway width area within the required setback. However, any other area of the residential lot may be paved without site considerations

- for storm water. The proposed standard, 40%, is consistent with the City of Eau Claire.
- (2) Creates an “alternative compliance” route to exceed the otherwise maximum allowed lot coverage into a second threshold, provided on-site storm water measures are taken.
  - (3) No change in current standard for maximum lot coverage of buildings, unless the alternative compliance is achieved.

Plan Commission Member Roth arrived at 5:48 p.m.

Motion by Hoepner/Roth to recommend to City Council approval of Ordinance 11A-19 as amended under Section 19.28.060 C. and Section 19.32.060 C to those applied to lots for prior to January 1, 2020. **Motion carried.**

Mayor Pratt returned to the meeting at 6:06 p.m.

**(VI)(2) Discuss/consider recommendation to City Council regarding a Certified Survey Map (CSM) within the City of Altoona’s Extraterritorial Jurisdiction to subdivide parcels #024 1201 05 000 and #024 1202 01 000 at 2922 Mayer Road. (The Public Hearing is scheduled at the Nov. 21, 2019 Council Meeting).**

City Planner Clements explained that this CSM appeared before the Plan Commission on July 16, 2018 and was subsequently approved by the City Council on July 26, 2018. The CSM was not recorded within 90 days of approval, therefore requiring reconsideration by the Plan Commission and Council (AMC §18.12.055).

The petitioner holds ownership interest in two tax parcels, #024-1201-05-000 (19.110 acres) and #024-1202-01-000 (33.038 acres) in the Town of Washington, fronting Mayer Road, adjacent to the City municipal boundary. This proposed Certified Survey Map would create a single surveyed parcel of 8.90 acre from parts of the two parent tax parcels, the new parcel to be not adjacent to the City municipal boundary. The underlying purpose is to enable preparation of a family trust to include the undeveloped farmland, separating the existing farm house and related structures.

The property is within the City’s 1.5-mile extraterritorial jurisdiction to regulate land divisions. Altoona Municipal Code prohibits creation of parcels less than ten acres within this jurisdiction in order to further orderly and efficient City development. Chapter 18.20.040 provides a procedure for review and approval of land divisions that create smaller lots provided the land use and arrangement is consistent with adopted City Plans, and that the petitioner enter into an agreement with the City and Town to require annexation and provision of utilities when the property becomes contiguous to City limits, or prior to making any improvements to the undeveloped property that would require a building permit. More specifically, section 18.20.040 (g)(2) provides that the Council may consider permitting the creation of lots less than 10 acres in size from parcels adjacent to the City corporate boundary provided the parcel to be created is subsequently not adjacent to the boundary, and that the land division results in unimproved parcel greater than 10 acres. This proposed land division meets this standard.

City Planner Clements provided Plan Commission Members with an Extraterritorial Agreement consistent with Altoona Municipal Code that provides for future annexation and utility connections. The CSM has been successfully reviewed by Eau Claire County Planning & Development. The Agreement was previously approved by the Town of Washington Town Board on June 23rd, 2018.

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

**(VI)(3) Discuss/consider recommendation to Council regarding a Certified Survey Map (CSM) within the City of Altoona’s Extraterritorial Jurisdiction to subdivide one tax parcel #024 1082 05 020 into two parcels located at 1351 Wenzel Drive in the Town of Washington. (Public hearing is at the Nov. 14, 2019 Council Meeting).**

City Planner Clements explained that the petitioner seeks to subdivide a parcel located at 1351 Wenzel Drive in the Town of Washington into two parcels, each 1.508 acres. The property is currently improved with a single-family home. The property is located within the City of Altoona Extraterritorial Jurisdiction (ETJ). Consistent with Altoona Municipal Code, no new parcels less than ten acres in size may be created within the City's 1.5 mile ETJ, unless the petitioner and Town enter into an agreement that such parcel(s) shall be annexed into the City at such time they become contiguous with the City corporate boundary, and pay a proportionate share of future public utilities.

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

**(VI)(4) Discuss/consider draft Official Map Amendment.**

City Planner Clements explained that over the past several months City Staff has worked with WI DOT, Eau Claire County, Town of Washington, and West Central Wisconsin Regional Planning Commission (WCWPRC) to create a proposed amendment to the City's Official Map that would implement the WI DOT access and backage road system paralleling the Highway 12 corridor. The Town of Washington would approve the same document in order to ensure future land divisions and construction activities to not encroach on these future facilities. Attached is the current (2019-0905) working draft of that proposed amendment.

The City has the authority to dedicate and reserve property for future planned public facilities, including roadways, parks, and other features. This dedication prevents private development to take place within the illustrated boundaries, and at such time a land division occurs, that the land for future public use be dedicated to the City, and in some cases provide for construction of the facility. "The official map is declared to be established to conserve and promote the public health, safety, convenience or general welfare" (Wis. Stats § 62.23(6)(c)).

City Planner Clements provided Plan Commission Members with a Staff Report that provides illustrations and brief summary identifying features in the area identified as the "South Neighborhood" in the Comprehensive Plan, bounded by Highway 12, Mayer Road, Prill Road, and Otter Creek. This depicts:

1. Future roadway connections to County Highways (Mayer and Prill Road). The placement of these intersections is approximately even and regular to ensure connectivity between future development and the area thoroughfares at spacing that meets County standards. Precise locations may be determined through future development agreements.
2. Continuous north-south connection between Highway 12 and Prill Road to ensure efficient and uninterrupted travel route. According to Title 18 of Altoona Municipal Code, local roads are to be continuous and uninterrupted in a grid-like pattern. Mapping this specific roadway adds certainty and continuity.
3. Recommended dedication of sensitive landscape features and future parkland.

The purpose of this item was to discuss and provide direction to City Staff in advancing draft materials to preparation of the Official Map Amendment for future approval. Action on this item does not constitute a recommendation for amending the Official Map, but directs staff to prepare the amendment.

Decision Points Today:

1. Location of transportation improvements.
2. Extent of parkland.

Next Steps:

1. Final comment(s) by partners (DOT, County, Town) and property owners.
2. Integrate City Staff illustration & WCWRPC Map into a proposed Official Map Amendment. Incorporate proposed development by Finland Holdings / C&E Wurzer.
3. Referral by the City Council regarding the completed amendment to the Plan Commission for recommendation (Dec/Jan).
4. Discuss/consider recommendation by the Plan Commission (Dec/Jan)
5. Discuss/consider approval by the City Council following a public hearing.

In order for amendments to the Official Map to become effective, Wis. Stats § 62.23(6)(c) requires that the City Council refer action to the Plan Commission for recommendation, and then a public hearing be held before Council, with class 2 legal notice, and Council must approve the amendment.

No action.

**(VI)(5) Discussion regarding Parks Plan.**

City Planner Clements explained that staff began working on the Parks Plan in mid-2016. Planning has proceeded in spurts as time has allowed, efforts regularly being allocated to other more urgent or timely projects. Fortunately, the document has been in a state of draft completion such that initially proposed Capital Improvement Projects have been completed, funded for 2019, or implemented through adjacent private development projects. Clements said that as development review and budget preparation activities have slowed slightly in recent weeks, staff is refocusing on advancing the Plan for completion and consideration for adoption over the next two months. Staff envisions the following tentative timeline:

- November 18 Parks Board Discussion
- November 25 Complete and cohesive draft.
- November 25 Post online and invitation for public comment distributed (30-day period)
- December 2 – 20 Public open houses scheduled.
- December 10 Plan Commission Discussion
- December 12 Presentation to City Council
- December 16 Parks Board Review (tent.)
- January 13 Parks Board Review/Approve (tent.)
- January 14 Plan Commission Review/Approve
- January 23 City Council Review/Approve

City Planner Clements referred to the Open Space & Trail Map (v8) noting that the map has continued to be revised as trail projects are completed and additional areas are investigated. Most of the illustration is as has been reviewed previously by the Parks Board & Plan Commission over the past year. Clements also referred to “Chapter 2: Introduction” to the Plan, which has also been reviewed previously and is the most complete portion of the document at this time. This chapter provides an overview of the vision, philosophy and approach to the plan, context, and process. There are a few editorial improvements that have been made, and there is potential to further improve brevity, completeness, images & graphics, and formatting. There are a handful of placeholders that need to be completed.

No action taken.

**(VI)(6) Discuss/consider direction to Staff regarding Climate, Carbon & Energy Resolution.**

City Planner Clements referred to Resolution 10A-08 (25x25 Goals) and the City of Eau Claire Resolution 2018-96. Clements explained that Cities, Counties and other entities across the Country and world are recognizing their roles in mitigating the effects of climate change and urgency to increase resiliency to new and anticipated challenges. The first generation of these planning efforts took place between approximately 1990 – 2005. Those activities now taking place are in the third or fourth major phase or form of energy & climate planning. An example includes the ongoing Eau Claire Renewable Energy Action Plan ([link](#)) scheduled for completion in early 2020, and which City Planner Clements is actively contributing to. Several communities and institutions in our area have adopted goals and are working toward solutions, including:

- City of Eau Claire
- Eau Claire County
- Eau Claire Area School District
- UW-Eau Claire

City Planner Clements noted that the City of Altoona adopted resolution 10A-08 (2008) establishing goals and conducted an energy assessment activity and plan in partnership with the City of Eau Claire and Eau Claire County. Support for that planning effort was provided by the Wisconsin Office of Energy Independence and UW-Extension.

During the “Chippewa Valley Partnership: 25x25 Plan for Energy Independence” completed in January 2011, the City:

- Collected and assembled energy consumption information
- Evaluated specific projects for energy savings, including cost estimates and payback
- Evaluated specific projects for renewable energy, including cost estimates and payback.

Since that time, the City has completed some related measures, such as investing \$299,000 in the Eau Claire Energy Cooperative Solar Farm, and update lighting in facilities. However, also since that time the City has expanded significantly, bringing the entire River Prairie area online, including new River Prairie Center, street and park lights, water pump stations, and other utilities. Also since that time, the installed cost of solar has declined significantly since 2010.

The purpose of the new Resolution would/could include:

- Serve as a public statement re-establishing the City’s leadership in this area (now “keeping up” with neighbors and peers)
- Update existing goals for municipal operations established in 2008
- Create City-wide goals
- Establish policy goals pertaining to:
  - Energy
  - Carbon
  - Other related elements
- Provide official direction to staff to pursue certain objectives
  - Energy/Carbon goals
  - Establish and update baseline data reporting
  - Integrate policies/goals in other planning efforts (Comp Plan, etc.)
- Avenue for collaboration with local citizens and businesses, and collaborating governments & institutions.

The purpose of a new Resolution is not:

- Only symbolic
- Political statement for/against other elected officials
- Allocate or redirect budget resources

Staff is not proposing to modify the draft 2020 budget to allocate new resources to this effort. The City will be undertaking a Comprehensive Plan, City facilities assessment, and water utility study, which of which will serve to advance assessment activities and provide insight into opportunities to pursue and implement energy and climate related vision and goals. This may lead into development of a Climate Action Plan in 2021/2022, depending upon scope, and availability of data and resources.

If supported by the Commission, Staff proposes to:

- Write a proposed Resolution, based on direction by the Commission;
- Bring a draft Resolution to the Plan Commission in December, for recommendation to the Council;
- Allocate existing 2019 resources to hire LTE Planning Assistant to construct the energy baseline

Motion by Biren/Hoepner to recommend to direct staff to update the goals and assemble a “climate & energy resolution” for Plan Commission discussion and recommendation to the City Council.  
**Motion carried.**

#### **(VI)(7) Update regarding Eau Claire Transit System (No Action)**

City Planner Clements referred to the “Eau Claire Transit System Planning Update”, Staff Correspondence (2019-1105). Clements explained that the City of Altoona participates in the Eau Claire Transit System. Clements provided to Plan Commission Members with a brief memo providing an update regarding important planning activities related to transit.

No Action.

#### **(VI)(8) Safe Routes to School Update (No Action)**

City Planner Clements referred to the “Safe Routes to School Planning & Programs Update” and Staff Correspondence (2019-1104)

Clements explained that the City of Altoona adopted its current Safe Routes to School Plan (SRTS) in September 2017. That plan was completed by the West Central Wisconsin Regional Planning Commission (WCWRPC) in coordination with City Staff, School District, and stakeholder contributions. Over the past year, WCWRPC has convened quarterly meetings of a regional STRS coordination group comprised of Eau Claire, Altoona, and Chippewa to improve implementation and partnerships to the benefit of all. WCWRPC has dedicated additional staff capacity to STRS programming efforts across the region and is applying for funding to support a full-time staff person for these activities. Clements referred to a Memo providing a brief update regarding SRTS efforts. Clements said the draft 2020 Altoona Capital Budget includes an item for installing new STRS and School Zone signage around each school, implement pavement markings near the High School (7<sup>th</sup> Street W), as well as update basic wayfinding and bicycle route signage in key areas of the City.

No Action.

#### **ITEM 9 – Update regarding Housing Task Force**

City Planner Clements explained that the Housing Task Force will be hosting two Sector Group meetings on November 15<sup>th</sup>:

- Housing Development Group, 9:00 a.m., SHIFT Coffee House
- Lived Experience & Service Providers, 10:30 a.m., SHIFT Coffee House

Clements said that City Staff, in collaboration with the City of Eau Claire, are currently working to schedule a visit by Kurt Paulson, UW-Madison Professor, to attend and present at the next Task Force meeting, as well as potentially a public forum directed to elected officials as well as the public. Prof. Paulson is the author of “Falling Behind: Addressing Wisconsin’s Workforce Housing Shortage to Strengthen Families, Communities and our Economy” ([link](#)) sponsored by the Realtors Association. Commissioners and Councilpersons will be provided notice when that event is scheduled.

Mayor Pratt updated the Plan Commission Members on the Solis Circle Housing Project.

**(VII) Miscellaneous Business and Communications.**

City Planner Clements commented on the upcoming December 10<sup>th</sup> Plan Commission Meeting topics of discussion.

**(VIII) Adjournment.**

Motion by Roth/Oas-Holmes to adjourn at 7:30 p.m. **Motion carried.**

Minutes transcribed by Cindy Bauer, Altoona City Clerk