

**MINUTES OF THE ALTOONA, WI  
REGULAR PLAN COMMISSION MEETING  
November 10, 2020**

**(I) Call Meeting to Order.**

The meeting was called to order by Mayor Brendan Pratt at 5:30 p.m. held on zoom Teleconference/video conference due to Coronavirus COVID-19.

**(II) Roll call.**

Members present: Brendan Pratt, Tim Sexton, Matthew Biren,  
Barbara Oas-Holmes, Andraya Albrecht, Bill Hoepner,  
And Dean Roth.

Also Present: City Planner Joshua Clements  
Management Analyst Roy Atkinson  
City Clerk Cindy Bauer

**(III) Citizen Participation Period.**

Paul Johnson, 1604 Lake Road, Altoona, commented that he has had conversations with the Developer Jason Gripentrog. Johnson would like to formally request that there be discussions between the Developer, City representatives and the Coalition Group in the neighborhood for a final plan.

Paul Johnson also wanted to follow up on the No Wake Ordinance that was recently approved by Council. Staff will check with Police Chief Bakken to see if there are any final review of the ordinance.

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

**(IV) Approval of minutes.**

Motion by Biren/Sexton to approve the minutes of the October 13, 2020 Regular Plan Commission meeting. Roth and Hoepner abstained. **Motion carried.**

Motion by Biren/Hoepner to approve the October 27, 2020 Special Plan Commission Meeting. **Motion carried.**

**(V) Old Business.**

**(1) Ordinance 11A-20 Fences and Walls**

City Planner Clements explained that the City Council voted unanimously to disapprove Ordinance 11A-20 at the November 5th meeting, upon a 6-1 recommendation to disapprove by the Plan Commission. The Council action directed staff to generate ordinance language that would create a conditional use process to account for particular conditions of some properties that may necessitate alternative fence placement that maintains the stated public interest and objectives in regulating the placement of fences. Staff recommends discussion regarding possible changes to the existing standards. City Planner Clements mentioned that Staff will generate a new ordinance following the direction for Plan Commission review at a future meeting.

Plan Commission Member Biren commented that there would be certain circumstances to allow a fence; landscaping is the preferable options, but there could be certain circumstances. Staff will bring back some other applicable examples from other municipalities at a future meeting.

**(VI) New Business**

**(1) Public Hearing at 5:30pm, or as soon thereafter as possible, regarding an appeal for a Conditional Use Permit to allow a church in the C Commercial District at 2204 N. Hillcrest Parkway Suite 1, as submitted by Matthew & Holly Labbe c/o Movement Church.**

Mayor Pratt opened the Public Hearing at 5:55 p.m.

City Planner Clements referred to the following:

- Appeal for a Conditional Use, Movement Church (2020-1027)
- Staff Report 20-11A
- Public Notice, CUP (2020-1028)
- Mailing Labels, CUP (2020-1028)

Clements explained that the petitioner proposes to utilize a 2,000 ft<sup>2</sup> suite in an existing four-unit commercial multi-tenant building located at 2204 N. Hillcrest Parkway for a *church* in the C Commercial District. No modifications to the existing property are proposed. The controlling procedure and standards are C Commercial District, Conditional Uses § 19.40.020 A.14. and Conditional Uses § 19.59. City Planner Clements noted there was a tenant that occupies Suites 2 & 3 who wrote a note in support of the conditional use permit.

Motion by Sexton/Hoepner to close the public hearing at 6:04 p.m. **Motion carried.**

**(VI)(2) Discuss/consider approval of a Conditional Use Permit to allow a church in the C Commercial District, 2204 N. Hillcrest Parkway Suite 1.**

City Planner Clements said Staff recommends approval of the appeal for conditional use without conditions. Clements noted that Internal renovations may require building permit(s) and inspections. Gathering capacity is subject to building and fire code standards. These elements are not considered as part of this zoning application review.

Motion by Sexton/Oas-Holmes to approve the Conditional Use Permit to allow a church in the C Commercial District. **Motion carried.**

**(VI)(3) Discuss/consider recommendation to Council regarding the Final Plat for River Prairie Townhome Condominiums.**

City Planner Clements explained that the Specific Implementation Plan for the River Prairie Townhome Condominiums was approved by the Council on August 27th. The Preliminary Plat was approved by the City Council on November 5th. Clements said this is a procedural step to confirm the final plat is consistent with the preliminary plat. This process is more applicable to large subdivisions and other land divisions where multiple agencies review (DOT, County, etc.) but the City's existing procedure does not distinguish. Staff confirms the Final Plat is consistent with the approved documents.

Danielle Johnson, 1604 Lake Road, Altoona had some questions at the last Plan Commission Meeting that she felt were not answered by staff. City Planner Clements responded to her questions.

Paul Johnson, 1604 Lake Road, Altoona again commented that he talked to the Developer who stated he is open and willing to discuss other options.

Motion by Sexton/Biren to recommend approval of the Final Plat for River Prairie Townhome Condominiums. Oas-Holmes and Albrecht opposed. **Motion carried.**

**(VI)(4) Comprehensive Plan (Discussion).**

City Planner Clements explained that the revised budget discussed at the November 5th Budget Committee meeting included the proposed \$100,000 for Comprehensive Planning Services. Utilizing examples of recent RFPs, as well as general feedback solicited from consulting firms earlier this year, enclosed is a first draft of a RFQ (request for qualifications) for comprehensive plan services.

Clements said the purpose of discussing the content of the RFQ with the Plan Commission is that there are many ways to frame the process, outcomes, values and desires to describe, which will influence how consultants respond to the RFQ, if they respond at all. Ensuring that the RFQ reflects the Council, PC and staff representation of the community's direction, we can guide consultants to address their fit for this mission to inform which team is ultimately selected.

*\* The draft of the RFQ was not complete at the time of Commission packet preparation. The draft will be provided as far in advance of the meeting time as possible.*

Tentative timeline:

- Nov 5 Budget Committee Meeting, preliminary legislative determination of budget request
- Nov 10 PC review of draft RFP ←
- Dec. 3 Budget Hearing and possible adoption
- Dec 3 Council meeting, possible feedback on draft RFP
- Dec 8 PC review of final RFP
- Dec 9 Distribution of RFP (tent.)

City Planner Clements reminded the Plan Commission Members that links and materials shared with the Plan Commission and Council in previous meeting packets are housed in a Google Drive folder for ease of access:

<https://drive.google.com/drive/folders/1HUiTsvGNpXdWi07MF1AsLxSKL0Dk3SZ0?usp=sharing>

## **(VII) MISCELLANEOUS BUSINESS AND COMMUNICATIONS**

### **(1) Transit Development Plan**

City Planner Clements referred to the Staff Correspondence, 2020-1029 Transit Development Plan

Clements explained that the Plan Commission adopted a motion of support for the Transit Development Plan, Route 71 recommendations as presented during the October 27th meeting. A letter from Staff to Eau Claire Transit providing formal notice of the Plan Commission's recommendation was provided to the Plan Commission Members.

The following is the anticipated consideration timeline for the plan:

November 18th, 6:00pm	Eau Claire Transit Commission, recommendation
November 23th	Eau Claire City Council, public hearing
November 24th	Eau Claire City Council, legislative session

City Planner Clements noted that if the Plan Commission Members had additional questions or comments, please contact staff. Written comments to the Transit Commission and/or Eau Claire City Council for the public hearing is welcome.

### **(VII)(2) Chippewa Valley Housing Task Force**

City Planner Clements mentioned that the next meeting of the Chippewa Valley Housing Task Force is expected to be scheduled for the first half of December and will be held via Zoom. Guest will be Kurt Paulsen, Prof. of Urban & Regional Planning at UW Madison, author of Wisconsin Realtors Association Special Report: "Falling Behind: Addressing Wisconsin's Workforce Housing Shortage to Strengthen Families, Communities and Our Economy". The report was published in September, 2019 and available [www.wra.org/PressRelease/FallingBehind/](http://www.wra.org/PressRelease/FallingBehind/). Prof. Paulsen will discuss the findings and present updated data.

**(VII)(3) Housing Program Planning**

City Planner Clements explained that during the November 5th Budget Committee Meeting, Councilpersons discussed the *TID Closure Provision for Housing* that allows a one-year extension of a tax increment district for the purpose of collecting those funds for segregated use for housing related activities. Staff has been collecting guidance and examples of these programs for the past few years to begin to understand and prepare for this consideration.

City Staff will prepare a summary of provision and examples of how it has been utilized. Given the amount of resources potentially available, staff advises that careful planning be conducted in advance of a TID closure to ensure the wise and impactful use of the funds that advance multiple city goals. The City's Comprehensive Plan will provide excellent opportunity to identify and confirm overall city vision and goals, and inform how these resources may be best spent. A focused housing study should follow. This summary will provide some initial ideas and examples of how this may be accomplished.

Plan Commission Member Sexton commented on the Altoona Cares Video Production RFQ Interviews.

**(VIII) Adjournment.**

Motion by Roth/Hoepner to adjourn at 6:38 p.m. **Motion carried.**

Minutes transcribed by Cindy Bauer, Altoona City Clerk