

**MINUTES OF THE ALTOONA, WI  
SPECIAL PLAN COMMISSION MEETING  
March 23, 2021**

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

The meeting was called to order by Mayor Brendan Pratt at 6:00 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  
Attorney Ben Ludeman  
City Clerk Cindy Bauer

**(III) Citizen Participation Period.**

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

**(IV) Unfinished Business - none**

**(V) New Business**

**(1) Public Hearing at 6:00 p.m. or as soon thereafter as possible regarding a Preliminary Plat for River Prairie Townhomes.**

Mayor Pratt opened the public hearing at 6:03 p.m.

City Planner Clements referred to the following:

- Preliminary Plat, River Prairie Townhomes
- Declaration of Restrictive Covenants, HOA Incorporation & Bylaws (Draft)
- Preliminary Plat Application
- Community Impact Statement
- Title 18 Environmental Checklist
- 2020-1021 Memo to the City of Altoona RE Plat Review and Approval (Behling)

City Planner Clements explained that the Specific Implementation Plan (SIP) for the River Prairie Townhome Condominiums was approved on August 27th. The platting action is a completely separate and distinct process than the evaluation of the land use or characteristics of the use of the property. Those elements were approved and entitled with the Specific Implementation Plan. Final storm water permit will be reviewed and approved by the City of Altoona and Wisconsin Department of Natural Resources.

City Planner Clements noted that the Preliminary Plat was previously approved by the Plan Commission on February 23rd and by the City Council on February 25th. The platting process was re-started as the February action did not meet the 30-day waiting period in Altoona Municipal Code. Restarting the platting process does not affect the approved use or related permits.

As described in the October 21, 2020 Memo by Attorney Behling, the standards of approval for a Plat are the technical drafting requirements of plats. Staff has determined that the Preliminary Plat as presented meets the technical requirements and is consistent with the amended SIP.

Attorney Ben Ludeman commented on issues raised regarding the train tracks being so close to the development.

The following people spoke regarding the Lake Road Project:

Ann Thornburg, 909 N. Moonlight Drive, Altoona.  
Paul Johnson, 1604 Lake Road, Altoona.  
Jeff Goettl, 2120 Moonlight Bay Drive, Altoona.  
Scott Carlson, 2220 Lake Road, Altoona.  
Yuri Ripeckyj, 1304 Lake Road, Altoona.  
Kristy Goettl, 2120 Moonlight Bay Drive, Altoona.  
Emily Blaskey, 2004 E. Willson Drive, Altoona.  
Amanda Jagla, 199 Park Road, Altoona.  
Diana Paroubek 2411 Lake Court, Altoona.  
Beverly Olson, 703 N. Moonlight Bay Drive, Altoona.  
Jeremy Nimz, 199 Park Road, Altoona.  
Heather Pauls, 1628 Lake Road, Altoona.  
Mary Proznik, Developer for the River Prairie Townhomes.

Motion by Sexton/Oas-Holmes to close the public hearing at 6:58 p.m. **Motion carried.**

**(V)(2) Discuss/Consider recommendation to Council regarding Preliminary Plat for River Prairie Townhome Condominium.**

Jason Griepentrog gave some brief comments regarding the River Prairie Townhome Condominiums.

Plan Commission Member Roth referred to various codes in the Altoona Municipal Code regarding the Preliminary Plat and zoning process and submittals or lack thereof. Discussion followed.

Motion by Sexton/Oas-Holmes to not recommend approval of the Preliminary Plat based on the lack of submittal information of the Preliminary Plat. **Motion carried.**

**(V)(3) Discuss/consider Plan Commission Resolution 3A-21 Bicycle and Pedestrian Plan Preparation**

City Planner Clements referred to proposed PC Resolution 3A-21. Clements explained that the West Central Wisconsin Regional Planning Commission (RPC) has offered to partner with the City to create a Bicycle and Pedestrian Plan. Commission-related costs for the project are covered by the Metropolitan Planning Organization, a constituent component of the RPC. The Resolution formalizes the direction of the Plan Commission to staff to undertake the planning process, including creation of a temporary Ad-hoc Advisory Committee as a public engagement and contribution method.

City Planner Clements noted that the RPC completed the Safe Routes to School Plan for the City in 2017 as well as the Bicycle and Pedestrian Plan for the Metropolitan Region, 2017-2027. Staff envisions the Bicycle and Pedestrian Plan to build upon and potentially become integrated into the Place Plan. Planning activities will be arranged for maximum coordination

and co-benefit with the soon-to-launch Comprehensive Plan process. The Bike-Ped Plan process is anticipated to take approximately 6 to 8 months.

Motion by Roth/Hoepner to approve Plan Commission Resolution 3A-21. **Motion carried.**

**(V)(4) Discussion and possible action regarding the Altoona Place Plan.**

City Planner Clements referred to the following:

- Place Plan Chapter 2: Introduction (Draft)
- Place Plan Chapter 3: Vision and Goals (Draft)
- Place Plan Chapter 5: Open Space Inventory (Draft)
- Parks Survey Results (2016-1219)
- Bicycle Route Segment Map (2021-0319)

Clements explained that city staff has been working on the Place Plan since fall 2016 as an ambitious vision for public space in the city. Due to the scope and ambition of this effort, and overall responsibility of staff to carry out all community development activities of the city, the study and preparation of plan is carried on. Draft versions of the Place Plan have been utilized in annual capital improvement planning and other implementation activities since 2017.

Clements said that 90% are drafts of Chapters 2, 3, and 5. These remain under edit and review by various city departments. Certain sections are less well edited and polished than others. The Bicycle Route Segment Map is also enclosed. The Open Space System Map, which will serve as a “cleaner” version is substantially similar and is being polished. Various versions of these items have been previously presented before the Parks Board and Plan Commission over the past four years. Chapter 4: System Needs Assessment, Chapter 6: Bicycle and Pedestrian Element, and Chapter 7: Implementation are less complete. They will be provided as soon as coherent drafts are prepared. The cover and many of the appendices remain in less prepared draft condition.

City Planner Clements said that preparation of a WI DNR grant requires that the city have an adopted plan that meets the DNR standards for a comprehensive outdoor recreation plan (CORP). The Place Plan is intended to incorporate those elements. Due to the grant application being May 1, this places a time-certain direction for adoption for the Plan or sufficient components thereof. The Place Plan is expected to be revised in Q4 2021 or Q1 2022 to integrate the Bicycle and Pedestrian Plan, and to integrate content from and be consistent with the new Comprehensive Plan. This may be thought of as “Phase II”. As a partial consequence, the bicycle and pedestrian element of the Place Plan is less well developed than other components due to time constraints of the grant deadline, and opportunity to be more effectively and deeply studied with expert assistance. Clements said much of the focused public engagement, including the survey, was conducted in 2016 and 2017. There have been intermittent activities since that period, focused primarily on more specific projects such as capital improvement projects (playgrounds, trails), River Prairie, Windsor Forest Neighborhood, and future development areas east and south of the city. The results for those engagement activities remain valuable and valid. However, engagement activities of the bicycle & pedestrian plan and comprehensive plan will be utilized in the planned revision.

City Planner Clements noted that staff plans to publish the materials online and solicit public comment and feedback. Approval of the Plan is desired in April to meet the grant deadline.

Motion by Biren/Hoepner to advance the components of the Place Plan presented to the Commission for Public Comment and to schedule a public hearing for adoptive consideration. **Motion carried.**

**(VI) MISCELLANEOUS BUSINESS AND COMMUNICATIONS**

**(1) Additional Reading and Resources**

The Brookings Institution published an article in December examining the changing demographics of U.S. households. The article briefly examines these trends and connects changing household composition to the housing market, which is less flexible and slow to change. [www.brookings.edu/essay/trend-2-americas-demographics-are-transforming-but-our-housing-supply-is-not/](http://www.brookings.edu/essay/trend-2-americas-demographics-are-transforming-but-our-housing-supply-is-not/)

**(VII) Adjournment.**

Motion by Sexton/Hoepner to adjourn at 8:01 p.m. **Motion carried.**

Minutes transcribed by Cindy Bauer, Altoona City Clerk