

**MINUTES OF THE ALTOONA, WI
REGULAR PLAN COMMISSION MEETING
May 11, 2021**

(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, Dean Roth and Andraya Albrecht. Bill Hoepner arrived at 5:33 p.m.

Also Present: City Planner Joshua Clements
Management Analyst Roy Atkinson
City Clerk Cindy Bauer
Craig Wurzer, Developer for rezoning in the Prairie View Ridge subdivision.
Curt Tambornino, Applicant to rezone property on North Mayer Road.
Mark Erickson, Everyday Surveying, representing Prairie View Ridge subdivision.
Mark Vollendorf, Applicant for CSM on Lake Road
Mitch Johnson, CUP Applicant for Glades Drive.

(III) Citizen Participation Period.

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

(IV) Approval of minutes.

Motion by Roth/Oas-Holmes to approve the minutes of the April 6, 2021 Regular Plan Commission meeting and April 19, 2021 Joint Meeting of the Plan Commission and Parks & Rec Committee. **Motion carried.**

(V) Old Business - none

(VI) New Business

(1) - Discuss/consider recommendation to Council regarding rezoning parcels 201103703230 and 201103703220 in the Prairie View Ridge subdivision from R-1 One Family Dwelling District to TH (Twin Home District) submitted by Wurzer Builders; and parcel 201103304000 owned by the City from R1 to TH (Twin Home District) and C (Commercial District) recommended by the Planning Department (Public Hearing at May 13, 2021 City Council).

City Planner Clements referred to the following:

- Staff Report 21-05A
- Prairie View Ridge II Rezone Application
- Prairie View Ridge II Public Notice & Mailing Labels

City Planner Clements explained that Craig Wurzer has submitted an application to rezone two outlets totaling 3.92 acres in the Prairie View Ridge Subdivision (4.52 acres with right-of-way) from R1 One Family Dwelling District to TH Twin Home District. The original

Preliminary Plat for the subdivision illustrated 16 lots. The rezoning would enable Platting the property with 28 lots (14 Twin Homes). Enjoined and concurrent with this rezone appeal is a city-initiated motion consistent with § 19.68.020 to rezone a City-owned parcel adjacent to the Prairie View Ridge Subdivision. The City owned property is 0.92 acres and will be bisected by Baumbach Way. The City has an agreement with Wurzer to sell the portion south of Baumbach Way to Mr. Wurzer to incorporate into the development, and this area is proposed to be rezoned from R1 to TH (Twin Home District). The portion north of Baumbach Way is proposed to be rezoned C (Commercial District).

City Planner Clements said the appeal for rezoning is concurrent with the proposed new plat for the subject properties, and incorporating the City owned property.

Plan Commission Member Hoepner stated that he is opposed to the Twin Home Rezoning. Hoepner felt there should be more single-family homes.

Developer Craig Wurzer was available to answer any questions Plan Commission Members had regarding the rezoning and stated his reasons why the rezoning is requested.

Mark Erickson, Everyday Surveying commented on the 30-foot buffer along single-family homes and twin homes.

Motion by Roth/Biren to recommend to Council approval of the rezoning as described in the Agenda. Hoepner against. **Motion carried.**

(VI)(2) Public Hearing at 5:30pm or as soon thereafter as possible regarding a Preliminary Plat for Prairie View Ridge II, parcels 201103703220 and 201103304000 owned by Wurzer Builders and parcel 201103304000 owned by the City of Altoona.

Mayor Pratt opened the public hearing at 6:27 p.m.

City Planner referred to the following:

- Staff Report 21-05A (enclosed with ITEM 1)
- Prairie View Ridge II Preliminary Plat
- Preliminary Plat (approved), Prairie View Ridge
- Prairie View Ridge II Preliminary Plat Application
- Environmental Assessment Checklist
- Community Impact Statement & Use Statement
- Prairie View Ridge Soils Report
- Declaration of Covenants and Restrictions (Draft)

City Planner Clements explained that Craig Wurzer has submitted an application for a Preliminary Plat for 4.52 acres in the Prairie View Ridge subdivision and the adjoining .92-acre adjoining property presently owned by the City. This application is concurrent with the appeal for rezoning discussed earlier on this agenda.

The Preliminary Plat for Prairie View Ridge was approved on January 23rd, 2020 and the Final Plat on April 21, 2020. Outlot 3 and Outlot 4 of the Plat for Prairie View Ridge is zoned R1 and shown on the Preliminary Plat as 16 lots, ranging between 0.24 and 0.27 acres (10,320 – 11,542 ft). The proposed Plat for Prairie View Ridge II would accomplish a change from 16 parcels to 28 parcels, enabling a change from 16 single family detached dwellings to 14 twin homes (28 dwellings). Each twin home parcel ranges from 6,000 to 7,765 sf. The adjacent City-owned parcel of 0.92 acres was acquired by the City to facilitate the Prairie View Ridge subdivision for continuity in the public road and utilities. The portion south of Baumbach Way is to be sold to the developer per existing agreement, and incorporated into the lots.

Motion by Sexton/Hoepner to close the public hearing at 6:29 p.m. **Motion carried.**

(VI)(3) Discuss/consider recommendation to Council regarding a preliminary plat for Prairie View Ridge II.

Motion by Roth/Biren to recommend approval of the preliminary plat for Prairie View Ridge II with the amendment to add language on the plat to ensure that there be a no cut zone on the western 32 feet on the property southerly of the future Baumbach Way that was previously owned by the Mayer family. Hoepner against. **Motion carried.**

(VI)(4) Public Hearing at 5:35 p.m. or as soon thereafter as possible regarding an appeal for a Conditional Use Permit for to allow a twin home dwelling in the R-2 Zoning District for parcel 201224003000, located at 1331-1327 Glades Drive.

Mayor Pratt opened the public hearing at 6:32 p.m.

City Planner Clements referred to the following:

- Staff Report 21-05B
- Appeal for Conditional Use Permit
- Public Notice and Mailing Labels

City Planner Clements explained that 1327 and 1331 is an existing duplex in the Knollwood Subdivision, in the R2 zone district. The property is approximately 11,616 ft², 88 feet of frontage and 132 feet of lot depth. The structure was constructed in approximately 1984. Existing uses of properties to the west, north and east are duplexes.

City Planner Clements noted that this case is subject to a concurrent appeal to the Zoning Board of Appeals to permit a non-conforming lot width for a Twin Home in the C Commercial District. That body met at 4:00 p.m. on May 11th prior to the Plan Commission meeting to consider the appeal. The appeal concerns proposed a reduction in the required frontage from 50 feet per lot to 44 feet. The existing structure meets all setback requirements, including 8-foot side setbacks (5 required). City Planner Clements noted that the Zoning Board of Appeals met and recommended approval to permit a non-conforming lot width for a Twin Home in the C Commercial District, specifically reducing the required frontage from 50 feet per lot to 44 feet.

Rich and Diana Thelen, 1331 Glades Drive asked if there was an advantage to the conditional use permit. City Planner Clements responded to Thelen's question.

Motion by Sexton/Roth to close the public hearing at 6:43 p.m. **Motion carried.**

(VI)(5) Discuss/consider an appeal for a Conditional Use Permit for 1331-1327 Glades Drive.

City Planner Clements said Staff recommends approval of the Conditional Use Permit with the following conditions (2):

1. Prior to consideration of a Certified Survey Map to divide the parcel, the owner shall arrange for the City Building Inspector, or provide a signed affidavit from a third-party inspector, to confirm all building code requirements for the proposed Twin Home are met. The owner shall complete any and all findings of the Inspector pertinent to the proposed change.
2. The Certified Survey Map to accomplish the subdivision of the property shall include the maintenance agreement (19.32.020 I. 7.) and include a covenant consistent with 19.32.020 I. 10.

Motion by Roth/Hoepner to approve the Conditional Use Permit with Staff recommended conditions. **Motion carried.**

(VI)(6) Discuss/consider recommendation to Council regarding rezoning parcel 201116101020 located at 1435 North Mayer Road from C (Commercial District) to I (Industrial District) submitted by Tambornino, LLC (Public Hearing at May 13, 2021 City Council).

City Planner Clements referred to the following:

- Staff Report 21-05C
- Appeal for Rezoning (2021-0410)
- CSM 2751
- Public Notice and Mailing Labels

City Planner Clements explained that the 13.28-acre property is located on North Mayer Road and adjacent to Highway 12. The property is currently zoned C Commercial District and features an existing single-family dwelling. The property also contains a stormwater pond that serves multiple properties and is reserved via easement. The owner seeks to rezone the property to I Industrial District to facilitate development of an industrial facility. The proposed zoning classification is consistent with adjacent property.

Curt Tambornino was present to answer any questions Plan Commission Members had regarding the rezoning of the aforementioned property.

Motion by Hoepner/Sexton to recommend to Council approval of the rezoning of 1435 North Mayer Road. **Motion carried.**

(VI)(7) Discuss/Consider approval of a Site Plan for Prairie View Ridge Lot #2.

City Planner Clements referred to the following:

- Staff Report 21-05D
- Proposed Site Plan for Prairie View Ridge Lot 2

City Planner Clements explained that the proposed Site Plan for Lot 2 of Prairie View Ridge illustrates a 12-dwelling building with approx. 9,468 SF footprint. The property is 1.13-acres (47,124 SF) and is zoned R3 Multiple Family Dwelling District. The property is part of the Prairie View Ridge neighborhood, with a general conceptual arrangement of buildings provided by the developer. Each dwelling unit is two bedrooms ranging from 1,150 – 1,192 SF, each with one-car attached garage, as well as sufficient space to park a vehicle in front of each garage.

City Planner Clements noted that Staff recommends approval of the Site Plan for Prairie View Ridge Lot #2 with the following modifications (3):

1. Add bicycle parking fixtures (minimum of four spaces, two “U” racks) consistent of § 19.52.030 (D).
2. Add additional native canopy tree plantings, approximately as illustrated (37).
3. Site Landscape - Tree selection shall be native or hybrid native canopy tree species as defined by the Wisconsin Department of Natural Resources. No single species shall be greater than 33% of the specimens on the site. Trees shall be a minimum of diameter of 2 ½ inch caliper at planting.

Motion by Biren/Sexton to approve the Site Plan with staff recommended modifications. **Motion carried.**

(VI)(8) Discuss/Consider approval of a Site Plan for Prairie View Ridge Lot #3.

City Planner Clements referred to the following:

- Staff Report 21-05E
- Proposed Site Plan for Prairie View Ridge Lot 3

City Planner Clements explained that the proposed Site Plan for Lot 3 of Prairie View Ridge illustrates a 12-dwelling building with approx. 9,468 SF footprint. The property is 1.13-acres (49,172 SF) and is zoned R3 Multiple Family Dwelling District. The property is part of the Prairie View Ridge neighborhood, with a general conceptual arrangement of buildings provided by the developer. Each dwelling unit is two bedrooms ranging from 1,150 – 1,192 SF, each with one-car attached garage, as well as sufficient space to park a vehicle in front of each garage.

City Planner Clements noted that Staff recommends approval of the Site Plan for Prairie View Ridge Lot #3 with the following modifications (3):

1. Add bicycle parking fixtures (minimum of four spaces, two “U” racks) consistent of § 19.52.030 (D).
2. Add additional native canopy tree plantings, approximately as illustrated (46).
3. Site Landscape - Tree selection shall be native or hybrid native canopy tree species as defined by the Wisconsin Department of Natural Resources. No single species shall be greater than 33% of the specimens on the site. Trees shall be a minimum of diameter of 2 ½ inch caliper at planting.

Motion by Hoepner/Biren to approve the Site Plan with staff recommended modifications. **Motion carried.**

(VI)(9) Discuss/Consider approval of a Site Plan for Prairie View Ridge Lot #16.

City Planner Clements referred to the following:

- Staff Report 21-05F
- Proposed Site Plan for Prairie View Ridge Lot 16

City Planner Clements explained that the proposed Site Plan for Lot 16 of Prairie View Ridge illustrates a 12-dwelling building with approx. 9,468 SF footprint. The property is 0.83-acres (36,255 SF) and is zoned R3 Multiple Family Dwelling District. The property is part of the Prairie View Ridge neighborhood, with a general conceptual arrangement of buildings provided by the developer. Each dwelling unit is two bedrooms ranging from 1,150 – 1,192 SF, each with one-car attached garage, as well as sufficient space to park a vehicle in front of each garage.

City Planner Clements noted that Staff recommends approval of the Site Plan for Prairie View Ridge Lot #16 with the following modifications (3):

1. Add bicycle parking fixtures (minimum of four spaces, two “U” racks) consistent of § 19.52.030 (D).
2. There shall be ten-foot minimum landscape buffer between vehicle use areas and the multi-use trail.
3. Site Landscape - Tree selection shall be native or hybrid native canopy tree species as defined by the Wisconsin Department of Natural Resources. No single species shall be greater than 33% of the specimens on the site. Trees shall be a minimum of diameter of 2 ½ inch caliper at planting.

Motion by Roth/Hoepner to approve the Site Plan with staff recommended modifications. **Motion carried.**

(VD)(10) Discuss/Consider approval of a Site Plan for Prairie View Ridge Lot #20.

City Planner Clements referred to the following:

- Staff Report 21-05G
- Proposed Site Plan for Prairie View Ridge Lot 20

City Planner explained that the proposed Site Plan for Lot 20 of Prairie View Ridge illustrates an 8-unit dwelling building (not a twelve unit as stated in the meeting summary) with approx. 7,506 ft² footprint. The property is 0.75-acres (32,513 ft²) and is zoned R3 Multiple Family Dwelling District. The property is part of the Prairie View Ridge neighborhood, with a general conceptual arrangement of buildings provided by the developer. There is a total of 20 bedrooms in the 8-dwelling building. The 4 main level dwellings are 2-bedroom, 2-bath, 1,170 ft². The 4 upstairs units are each 3-bedroom, two bath, 1,540 ft². All dwellings have 2-vehicle attached garages. There are limited number of vehicle parking spaces available outdoors on the site (2), as well as sufficient space to park two vehicles in front of each garage.

City Planner Clements noted that Staff recommends approval of the Site Plan for Prairie View Ridge Lot #20 with the following modifications (2):

1. Add bicycle parking fixtures (minimum of four spaces, two “U” racks) consistent of § 19.52.030 (D).
2. Site Landscape - Tree selection shall be native or hybrid native canopy tree species as defined by the Wisconsin Department of Natural Resources. No single species shall be greater than 33% of the specimens on the site. Trees shall be a minimum of diameter of 2 ½ inch caliper at planting.

Motion by Roth/Oas-Holmes to approve the Site Plan with staff recommended modifications. **Motion carried.**

(VD)(11) Discuss/Consider recommendation to Council regarding a Certified Survey Map to subdivide parcel 201229901000 located east of 1404 Lake Road into two parcels (Public Hearing scheduled for May 13 City Council).

City Planner Clements referred to the following:

See Enclosed:

- Proposed Certified Survey Map
- CSM Application - Vollendorf

City Planner Clements explained that the applicant proposes to subdivide a 2.93-acre property located east of 1410 Lake Road into two parcels, 1.47 and 1.46 acres. Each proposed parcel includes shoreline and steep slope area, and features approximately 89 feet of frontage on Lake Road. The proposed lots meet City of Altoona minimum lot requirements.

Motion by Roth/Biren to recommend to Council approval of the CSM located east of 1404 Lake Road as amended to include the updating notation at the bottom of the CSM regarding property markers. **Motion carried.**

(VII) MISCELLANEOUS BUSINESS AND COMMUNICATIONS

(1) Additional Reading and Resources

City Planner Clements referred to the following:

- “Advancing Racial Equity Through Land-Use Planning”. APA PAS Memo, May-June 2021. Paul Mogush, AICP

A. This first recommended reading is an excellent APA Planning Advisory Service Memo (enclosed in materials) written by an acquaintance of mine, Paul Mogush, who is the Long-Range Planning Manager for the City of Minneapolis. This Memo explores how land use patterns and the deployment of various tools to guide the use of land, historic to the present, impacts racial and financial equity. Mr. Mogush uses the City of Minneapolis’ well-researched comprehensive plan, which made national news in recent years, for attempting to tackle head-on issues of racial equity through land use. The article provides a great overview connecting these historic actions to current conditions, and how present land use techniques result in disparate impacts on communities of color.

B. The following article is one of many that have been published in recent months exploring the intimate connection between racial economic inequity and housing. While this particular article in Bloomberg explores Federal housing policies and programs, many local actions such as land use decisions, exclusionary zoning, and transportation funding decisions have disparate impacts on minority populations as well as people with limited economic resources.

Buying a home is the one of the primary ways that the average American accumulates wealth to pass down to their children. But it’s something White families have been able to capitalize on far more than Black families. You can’t understand the racial wealth gap in America without grappling with the historic federal housing policies that led to profound disparities in homeownership rates.

<https://www.bloomberg.com/news/articles/2021-04-01/pay-check-podcast-episode-4-how-disparities-in-homeownership-persist?>

(VIII) Adjournment.

Motion by Biren/Oas-Holmes to adjourn at 7:22 p.m. **Motion carried.**

Minutes transcribed by Cindy Bauer, Altoona City Clerk