

**MINUTES OF THE ALTOONA, WI  
REGULAR PLAN COMMISSION MEETING  
September 14, 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, Dean Roth,  
and Andraya Albrecht.

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

Absent:                   Commission Member Bill Hoepner

**(III) Citizen Participation Period.**

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

**(IV) Approval of minutes.**

Motion by Biren/Sexton to approve the minutes of the August 17, 2021 Regular Plan Commission meeting. **Motion carried.**

**(V) Old Business - none**

**(VI) New Business**

**(1) - Discuss/consider recommendation to Council regarding a CSM to combine parcel 201239907000 with WI DOT Excess Right-of-Way.**

City Planner Josh Clements explained that the proposed CSM combines Lot 143 of the Plat for Hillcrest Greens II, 189,567 square feet (4.352 acres) with excess WI DOT right-of-way, approximately 11,558 square feet.

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

**(VII) MISCELLANEOUS BUSINESS AND COMMUNICATIONS**

**(1) Comprehensive Plan**

City Planner Clements explained that the Plan Commission and City Council will hold a joint meeting on **September 29th from 6pm - 8pm** in-person at the Fish House Recreation Building at Altoona City Park for a scenario planning workshop with Vandewalle & Associates. The agenda will be the workshop and no action items will be scheduled. Sandwiches will be provided.

The public scenario planning meeting will be held on September 28th, also 6pm - 8pm at the Fish House. Post cards will be distributed to all Altoona addresses and the event will be published on social media, email, and other platforms. City staff are currently working to finalize logistics for the engagement event, including targeted outreach to underrepresented and underserved populations, food, and arrangements.

City Planner Clements also indicated that Vandewalle & Associates is working with city staff to collect information regarding city and regional population and development trends, service and infrastructure cost data, and other information to construct multiple future development scenarios. The scenarios each represent a package of policy choices that are likely to result in different development outcomes.

Each scenario includes anticipated budget impacts, service costs, property valuation and characteristics, and other key indicators. Elected and appointed officials and the public can then utilize that desired future scenario to work backwards to identify the policy choices most supportive of the desired outcome(s). This technique illustrates cause-effect, and serves as a tool to analyze and tell the story regarding how the community can pursue its vision and values. These policy choices then are incorporated into the proposed Comprehensive Plan.

The public scenario planning workshop will be held a day in advance of the Council and Plan Commission workshop so that preliminary findings from the public event can be incorporated. This also allows for efficiency of travel for the consultant team.

### **(VII)(2) Community Planning Month**

City Planner Clements noted that October is recognized as Community Planning Month. Covid-19 restrictions create constraints on in-person education and engagement events, but virtual gatherings have been held and continue to be planned. Staff proposes to prepare a proclamation for the mayor to consider, similar to recent years, highlighting the importance of community planning in guiding community vitality.

City Planner Clements announced that October 6th is International Walk to School Day. City staff are currently planning events and outreach opportunities in partnership with the School District, West Central Wisconsin Regional Planning Commission and other community stakeholders. The activities will be intended to encourage safe walking and bicycling to school for both staff and students as healthy, safe, and enjoyable mobility choices.

City Planner Clements noted that the RPC is working on developing a focused Bicycle and Pedestrian Action Plan, building upon the recently adopted Place Plan. This outreach event is an opportunity to continue to develop our Safe Routes to School programs and the Bike-Ped Plan. Details will be announced as soon as the details are available.

### **(VIII) Adjournment.**

Motion by Sexton/Roth to adjourn at 5:45 p.m. **Motion carried.**

Minutes transcribed by Cindy Bauer, Altoona City Clerk