

**MINUTES OF THE ALTOONA, WI
REGULAR PLAN COMMISSION MEETING
October 12, 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,
 Andraya Albrecht and Bill Hoepner.

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

(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 September 14, 2021 Regular Plan Commission meeting. Hoepner abstained. **Motion carried.**

(V) Old Business - none

(VI) New Business

(1) – Public Hearing at 5:30 pm or as soon thereafter as is possible regarding a proposed condominium plat or Lot 3, Block 4 of the Knollwood Subdivision, parcel 201224003000, 1327 & 1331 Glades Drive.

Mayor Pratt opened the public hearing at 5:32 p.m.

City Planner Clements referred to the following materials:

- Proposed Condominium Plat, 1327 & 1331 Glades Drive
- Declaration of Covenants, Conditions, Easements and Restrictions for Glades Drive Condominium

Clements explained that the proposed Condominium Plat for Lot 3, Block 4 of the Knollwood Subdivision splits the 132' x 88' lot (11,616 SF) into two lots along the existing shared wall between the existing dwellings. The lots created meet the minimum lot area and frontage requirements per R2 One- and Two- Family Dwelling District standards.

City Planner Clements noted that the Plan Commission granted a Conditional Use for this property on May 11, 2021 to allow a Twin Home use in the R2 District.

Motion by Hoepner/Biren to close the public hearing at 5:38 p.m. **Motion carried.**

(VI)(2)Discuss/consider recommendation to Council regarding a proposed Condominium Plat for Lot 3, Block 4 of the Knollwood Subdivision, parcel 201224003000, 1327 & 1331 Glades Drive.

Motion by Roth/Hoepner to recommend to Council approval of the Condominium Plat. **Motion carried.**

(VI)(3) Discuss/consider recommendation to Council regarding Ordinance 10A-21 amending Title 18 “Subdivisions” Section 18.11.020(a)(2), and Title 19 “Zoning”, Sections 19.12.050(E), 19.59.020(C), and 19.68.030(B) concerning placement of temporary city signs for notification of public hearings (Public hearing at the October 14th, 2021 Council meeting).

City Planner Clements explained that the proposed Ordinance adds language to procedural elements of the subdivision and zoning titles where a public hearing is otherwise required that a temporary sign may be placed at the subject property providing notice of the hearing.

City Planner Clements noted that there was discussion and comment during consideration of proposed projects in 2020 and early 2021 where members of the public expressed interest in more and different forms of notice when a matter subject to a hearing is scheduled. This proposal adds a new notification technique used in some other jurisdictions to physically place a sign at the subject property. This language would be added as a single entry where procedures for public hearings would be described. However, without a common reference, the modification adds the sign language in multiple places.

City Planner Clements said there are other procedural considerations regarding what matters are public hearings required, the scope of public notifications, and other public information and engagement options. These will be discussed at a later date. This proposed ordinance is a narrow purpose regarding signs as it is a relatively straightforward modification.

Motion by Biren/Hoepner to recommend to Council approval of Ordinance 10A-21.
Motion carried.

(VII) MISCELLANEOUS BUSINESS AND COMMUNICATIONS
ITEM 1 - Staff Updates

A. Comprehensive Plan Process

City Planner Clements noted that Vandewalle & Associates held a Scenario Planning Workshop on September 28th for the general public and on September 29th for Plan Commission and Councilpersons. Between 50 and 60 people attended the public workshop. Summaries of the contributions will be posted on the project website once they are available. Vandewalle & Associates is working with city staff to finalize a follow-up survey instrument for people who were unable to attend the workshop or have additional contributions.

The next step in the expected project timeline is for Vandewalle to create an initial, internal draft of the plan document and maps for revision by staff. Presentation of a first draft for Plan Commission is anticipated in December. During this period, the initial concept for the East Neighborhood Plan will also be developed.

B. APA Policy & Advocacy Conference Recap

City Planner Clements reported that each year in the Fall, APA hosts the Policy & Advocacy Conference in Washington DC, which combines two days of professional development on a variety of topics with a focus on effective communication and advocacy on issues related to community planning. The conference also incorporates training for and meeting with Federal elected officials and their congressional office staff to discuss pertinent policy issues and connect these national legislative efforts to local impact. Due to Covid-19, the 2020 conference was held virtually on September 29 and 30. Most of the topics focused on zoning

reform and housing, connected to the federal legislation currently under debate. Additionally, City Planner Clements led the Wisconsin delegation in virtual meetings with staff from the congressional offices of Sen. Baldwin, Sen. Johnson and Rep. Kind on Sept 29.

C. Community Planning Month

City Planner Clements noted that Mayor Pratt issued a proclamation on September 23rd recognizing October as Community Planning Month. A copy of the 2021 proclamation is enclosed in your packet.

D. Downtown Framework Plan

City Planner Clements reported that City staff prepared a proposal for the UW Madison Landscape Architecture Capstone Project (<https://dpla.wisc.edu/academics/undergraduate-programs/contour/>). The focus is creating a "Downtown Framework Plan". The proposal was selected by a 5th year student who will engage with the city to create a *Downtown Framework Plan* for the area around City Hall and the Spooner Avenue corridor. The process is expected to include a public engagement process in the late fall and winter. The two-semester project will be completed in May. Staff will continue to update Commissioners as to this project, including contribution exercises.

(VIII) Adjournment.

Motion by Hoepner/Sexton to adjourn at 5:51 p.m. **Motion carried.**

Minutes transcribed by Cindy Bauer, Altoona City Clerk