

**MINUTES OF THE ALTOONA, WI
REGULAR PLAN COMMISSION MEETING
November 9, 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 Biren/Hoepner to close Citizen Participation Period. **Motion carried.**

(IV) Approval of minutes.

Motion by Biren/Roth to approve the minutes of the October 12, 2021 Regular Plan Commission meeting. **Motion carried.**

(V) Old Business - none

(VI) New Business

(1) – Public Hearing at 5:30 p.m. or as soon thereafter as possible regarding an appeal for a Conditional Use permit at 2196 Moonlight Bay Drive, parcel 201211608000, to allow an accessory building larger than 1,000 square feet in the R1 Zoning District as submitted by Nicholas Slipka.

Mayor Pratt opened the public hearing at 5:31 p.m.
City Planner Clements referred to the following:

- Staff Report 21-11A
- CUP Application, 2196 Moonlight Bay Drive

City Planner Clements explained that the property owner seeks to construct a 1,080 SF accessory building (garage). Accessory structures larger than 1,000 ft² require a conditional use permit in the R1 District. The proposed structure meets all other building placement requirements.

Motion by Roth/Hoepner to close the public hearing at 5:45 p.m. **Motion carried.**

(VI)(2) Discuss/consider appeal for a conditional use permit at 2196 Moonlight Bay Drive.

City Planner Clements noted that staff recommends approval without conditions.

Motion by Roth/Sexton to approve the Conditional Use Permit for 2196 Moonlight Bay Drive as submitted. **Motion carried.**

(VI)(3) Discuss/consider recommendation to Council regarding appeal for rezoning for parcel 024119603000 annexed to the City of Altoona on October 14, 2021 from R1 One Family Dwelling District (temporary assignment) to R3 Multiple Family Dwelling District (Public Hearing at November 11 Council Meeting).

City Planner Clements referred to the following:

- Staff Report 21-11B
- Ordinance 11A-21

City Planner Clements explained that Parcel 024119603000 (former assignment, new number TBA), 491 Bartlett Avenue, 5.27 acres, was annexed into the City of Altoona from the Town of Washington on October 14, 2021 following a Unanimous Petition by the owner, Richard Golde. Per Altoona City Code 19.24.030, R1 zone district is applied to the territory “until other districts and regulations are recommended by the Plan Commission and adopted by the City Council, said adoption to be effected within one hundred twenty days of the date of annexation”.

City staff have engaged the owner in preliminary discussion regarding land use and plat. Staff recommends that the Plan Commission advance a recommendation of R3 Multiple Family Dwelling District to the City Council.

Richard Golde, owner of proposed property, was present to explain his intentions of the development.

Kim and Don Bauer, 503 Bartlett Avenue, Altoona, nearby owners to the proposed development expressed concerns regarding this development. Kim and Don Bauer stated that are not in favor of this development due to traffic issues and excess apartments, multi-family dwellings.

Mayor Pratt reminded Plan Commission Members that the item on the agenda is to reclassify the temporary zoning from R1 to R3. Mr. Golde will need to submit to the Plan Commission a site plan and other items for staff and Plan Commission review before the development could occur.

Motion by Biren/Albrecht to recommend to Council approval of rezoning parcel 024119603000. **Motion carried.**

(VI)(4) Discuss/consider recommendation to Council concerning a proposed amendment to the Specific Implementation Plan for The Fairway, 2620 Fairway Drive, concerning proposed building signs.

City Planner Clements referred to the following:

- Staff Report 21-11C
- Proposed Sign Plan, The Fairway
- River Prairie Design Guidelines & Standards, Business Sign Standards

Clements explained that The Fairway is a mixed-use 53-dwelling structure with on-site office currently in construction at 2620 Fairway Drive, a 1.62-acre property at the intersection of Fairway Drive, North Willson, and North 10th Street.

Clements noted that the SIP for The Fairway was approved by the City Council on March 12, 2020. The proposed amendment to the SIP entails adding six illuminated building wall signs,

on four frontages. The River Prairie Design Guidelines only permit signage on two frontages unless approved [IX 5 D]. One of the proposed signs (east) is larger than permitted.

Staff Recommendation: Approve the proposed SIP amendment, conditional upon:

1. The proposed sign on the east frontage may not exceed 100 SF, and
2. The signs shall include accessible controls to modify the lighting levels if undue negative impacts to nearby residential properties is documented.

Joel House, representing The Fairway, was present to explain the proposed building sign design and appearance.

Motion by Sexton/Hoepner to recommend to Council approval of the amendment to the Specific Implementation Plan for The Fairway concerning building signs, provided the sign on the east frontage may not exceed 100 square feet and sign illumination controls be included.

Motion carried.

(VII) Miscellaneous Business and Communications.

City Planner Clements updated the Plan Commission Members regarding recent nuisance complaints. Clements also mentioned that Plan Commission and Council Members are invited to attend an upcoming workshop regarding Reactivating Downtown Altoona facilitated by a UW-Madison Student to be held on November 13, 2021 at 10 a.m. at Altoona City Hall. This is a community meeting and the intent of this meeting is to discuss the goals of the capstone project, focusing on what the community envisions for Altoona's downtown corridor.

(VIII) Adjournment.

Motion by Roth/Hoepner to adjourn at 6:20 p.m. **Motion carried.**

Minutes transcribed by Cindy Bauer, Altoona City Clerk