

**MINUTES OF THE ALTOONA, WI
REGULAR PLAN COMMISSION MEETING
January 11, 2022**

(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,
Ben Trachsel, Bill Hoepner, and Andraya Albrecht.

Also Present: City Planner Joshua Clements
Assistant City Administrator Roy Atkinson
City Clerk Cindy Bauer
David Walter, City Engineer/Director of Public Works

(III) Citizen Participation Period.

Ross Warner, speaking on behalf of his mother Kathryn Borchers-Warner, 1503 Knollwood Trail, Altoona had questions regarding the Conditional Use permit to place a cellular telecommunications device on the City of Altoona Water Tower.

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

(IV) Approval of minutes.

Motion by Sexton/Hoepner to approve the minutes of the December 14, 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 Conditional Use Permit and Site Plan to place a cellular telecommunications device on the City of Altoona Water Tower, 1501 Knollwood Trail, Parcel 201101405000, in the P zone district as regulated by Section 19.48.020 (C) of the Altoona Municipal Code. Dish Wireless, Applicant.

Mayor Pratt opened the public hearing at 5:33 p.m.

City Planner Josh Clements referred to the following:

- Staff Report
- Appeal for a Conditional Use, Dish Wireless (2021-1221)
- Site Plan

City Planner Clements explained that Dish Wireless proposes to install cellular telecommunications devices on the City of Altoona water tower located at 1501 Knollwood Trail. In order to accomplish the installation, an additional utility pedestal and equipment box is proposed to be placed south of the tower. The utility pedestal is proposed to be placed within a 15' x 10' leased area with a fence and gate system and connect to the tower via an underground conduit.

Three antennas would be added to the tower, facing north, southwest, and south. An existing antenna device is located on the east face of the tower. The existing mounting lattice structure at the crown of the tower would be utilized and reinforced for the installation. City Planner Clements noted

that Dish Wireless would enter into a lease agreement with the City of Altoona to permit the installation, to be considered by the City Council at a future Council Meeting to be determined.

CE/DPW David Walter was present to explain the devices and equipment whether being the City or Dish Wireless. Walter noted that Public Works Department does not have any objections at this time.

Ross Warner, speaking on behalf of his mother Kathryn Ross-Warner, 1503 Knollwood Trail recalled when the previous telecommunicators was on the tower and had some concerns.

Motion by Biren/Hoepner to close the public hearing at 5:56 p.m. **Motion carried.**

(VI)(2) Discuss/consider appeal for a Conditional Use Permit and Site Plan to place a cellular telecommunications device on the City of Altoona Water Tower, 1501 Knollwood Trail, Parcel 201101405000, in the P zone district.

City Planner Clements commented that Staff recommends approval of the Conditional Use Permit and Site Plan without conditions but to approve subject to approval of a lease agreement by the City Council.

Brian Kabat, applicant of Dish Wireless, was present to explain his intentions. Kabat said he was willing to have vinyl fencing instead of the chain link.

Discussion followed. Plan Commission Members suggested the following possible conditions:

1. Install a screening fence such as vinyl or similar around the equipment cabinet that is maintained in a workman like manner.
2. Direct any fan exhaust devices on ground-based equipment away from adjoining properties.
3. Property corners shall be clearly staked prior to undertaking any installation activities.
4. Sound levels resulting from the equipment shall be monitored to be maintained within a reasonably acceptable range.
5. Landscape screening of evergreen shrubs shall be installed and maintained around the perimeter of the fence.

Motion by Hoepner/Sexton to approve the Conditional Use Permit and Site Plan subject to approval of a lease agreement by the City Council and the added conditions as discussed above. **Motion carried.**

(VII) Miscellaneous Business and Communications.

(1) Presentation of 2021 Annual Development Report.

City Planner Clements explained that Altoona continues to experience historic levels of residential growth and investment. A total of 227 dwelling permits were issued in 2021, down slightly from the historically high rate of 264 issued in 2020. The pace is far greater than previous highs of 182 in 2019, 158 in 2016 and 149 in 2014. Overall, the City has added approximately 38.4 percent of the total permitted dwellings in the entire City since 2001, and 31.9% since 2010. Many of the structures permitted in 2021 are in the construction process and not yet occupied. The enclosed Staff Report 22-01A briefly describes recent development trends with focus on residential uses, and corresponding changes in population and equalized property value.

(VII)(2) January Meeting Schedule

City Planner Clements noted that the following meetings have been previously provided via email:

Please reserve 5:30 pm on January 25th for a Special Meeting of the Plan Commission to review the first draft of the Comprehensive Plan. Vandewalle & Associates has delivered a rough cut to staff for initial staff review, comment and edits. These will be provided to Vandewalle & Associates to integrate to the first complete draft. These materials will be provided as far in advance of the 25th as possible for your review. Staff from Vandewalle will be present to facilitate the meeting and describe the document review, edit, presentation, and adoption process.

Please reserve Thursday, January 20th at 6:00 pm at the Fish House Recreation Center for a workshop on the East Neighborhood Concept Plan with Vandewalle & Associates. City staff and Vandewalle have meet and prepared an initial draft, and that draft has been discussed with property owners within the planning area as well as WI DOT. Vandewalle will present a revised concept at the workshop for further hands-on refinement. Additional details of the workshop will be provided in advance. The meeting is noticed as a public meeting with the City Council, and the public will be invited to attend. Property owners in the planning area will be specifically invited.

(VIII) Adjournment.

Motion by Hoepner/Roth to adjourn at 6:53 p.m. **Motion carried.**

Minutes transcribed by Cindy Bauer, Altoona City Clerk