

**MINUTES OF THE ALTOONA, WI
REGULAR PLAN COMMISSION MEETING
May 10, 2022**

(I) Call Meeting to Order.

The meeting was called to order by Mayor Brendan Pratt at 5:30 p.m. held in the Council Chambers at Altoona City Hall.

(II) Roll call.

Members present: Brendan Pratt, Tim Sexton, Matt Biren, Dean Roth, Ben Trachsel, Andraya Albrecht and Bill Hoepner.

Also Present: City Administrator Mike Golat
City Planner Joshua Clements
City Clerk Cindy Bauer

(III) Citizen Participation Period.

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

(IV) Approval of minutes.

Motion by Sexton/Hoepner to approve the minutes of the April 12, 2022 Regular Plan Commission meeting. Biren Abstained. **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 935 N Moonlight Drive, parcel 201211410000, to allow an accessory building larger than 1,000 square feet in the R1 Zoning District as submitted by Robert Hume.**

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

City Planner Joshua Clements referred to the Staff Report 22-05A and the CUP Application, 2196 Moonlight Bay Drive. Clements said the property owner seeks to construct a 1,296 SF accessory building (garage). Accessory structures larger than 1,000 SF require a conditional use permit in the R1 District. The proposed structure meets all other building placement requirements.

Motion by Sexton/Hoepner to close the public hearing at 5:33 p.m. **Motion carried.**

(VI)(2) Discuss/consider appeal for a conditional use permit at 935 N Moonlight Drive.

City Planner Clements noted that staff recommends approval without conditions.

Motion by Hoepner/Sexton to approve the Conditional Use Permit for 935 N. Moonlight Drive as submitted. **Motion carried.**

(VI)(3) Public Hearing at 5:35 p.m. or as soon thereafter as possible regarding an appeal for a Conditional Use permit at 2103 S. Hastings Way and 3503 Pleasant Street to allow an automobile rental and related services as submitted by Enterprise Rent-a-Car, % Doug Reiser, Applicant as regulated by Section 19.40.020 15 of the Altoona Municipal Code. (parcels #201216206000, 201105809000, 201105706000, 201216204000, and 201216203000).

Mayor Pratt opened the public hearing at 5:35 p.m.

City Planner Clements referred to the Staff Report 22-05B and CUP Application, 2103 S. Hastings Way and 3503 Pleasant Street. Clements explained that the applicant seeks to locate an automobile rental business, *Enterprise Rent-a-Car*, at the subject properties, including passenger cars, trucks, and box trucks up to 26 feet in length. Cleaning and display of vehicles is to be conducted on-site. The most recent use of the property is automobile sales and service, "Crazy Mike's". The properties

include two buildings, 2103 S. Hastings Way (1,900 SF) and 3503 Pleasant Street. (11,000 SF). No changes to the building or site are requested, aside from replacing an overhead door and updating signage.

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

(VI)(4) Discuss/consider appeal for a conditional use permit at 2103 S. Hastings Way and 3503 Pleasant Street.

City Planner Clements noted that staff recommends approval with the following conditions (1):

1. Vehicles may not be parked or operated on unpaved surfaces. Any expansion of pavement shall require a Site Plan and may require a stormwater permit.

Motion by Sexton/Hoepner to approve the Conditional Use Permit for 2103 S. Hastings Way and 3503 Pleasant Street with staff-recommended conditions. **Motion carried.**

(VI)(5) Discuss/consider recommendation to Council regarding the assignment of city zoning to parcels 201116102000, 201116108000, 201116107000, 20111600500, and 201116103000 annexed to the City of Altoona on March 10, 2022, located near the intersection of U.S. Highway 12 and County Highway SS (Public hearing at the May 12, 2022 Council Meeting).

City Planner Clements referred to the following:

- Staff Report 22-05C
- Ordinance 3B-22
- Future Land Use Map, 2009 Comprehensive Plan
- Draft Future Land Use Map, 2022 Comprehensive Plan

City Planner Clements explained that the City Council approved an appeal for Direct Annexation by One-Half Approval, Ordinance 3B-22, for five parcels on March 10, 2022 (DOA CASE #14476) comprising approximately 122.1 acres. Per Altoona Municipal Code § 19.24.030, the properties are assigned R1 zone district until the Plan Commission recommends and Council approves another district, to be considered within 120 days of the annexation.

The proposed zoning assignments are recommended based upon existing land uses within the territory and consistency with the Comprehensive Plan. The city-owned property is expected to be rezoned in the next 6-18 months as the city determines the implementation pathway for the East Neighborhood Concept Plan. No other changes in use are currently contemplated or known to the city.

City Planner Clements noted that the Planning Department recommends approval of the application of R1 One-Family Dwelling District zoning to parcels 201116102000, 201116108000, 201116107000, 20111600500, and I Industrial District to parcel 201116103000 consistent with the Comprehensive Plan.

Motion by Biren/Hoepner to recommend to Council the zoning assignment as recommended. **Motion carried.**

(VI)(6) Discuss/consider recommendation to Council regarding an appeal to amend the Specific Implementation Plan for Oakleaf Surgical Hospital for parking lot expansion and related site modifications.

City Planner Clements referred to the Staff Report 22-05D and Proposed SIP Amendment, Oakleaf Surgical Hospital. Clements explained that Oakleaf Surgical Hospital is an approximately 108,250 ft² medical facility located at 1000 Oakleaf Way which opened in August 2014. The facility includes seven 600-square-foot operating suites, four procedure rooms and 30 private patient suites which include 17 overnight-stay rooms and 13 inpatient rooms. The site is approximately 10.07 acres. The property is zoned River Prairie Mixed Use District and the Specific Implementation Plan (SIP) was approved by the Plan Commission on September 10, 2012 and Council on September 13.

The proposed SIP amendment expands automobile parking in two areas of the site: (1) 51 spaces in the south of the site; and (2) adding 5 spaces near the NE corner of the property. The existing site

features approximately 307 parking spaces and 8 handicap parking spaces. This expansion represents an increase of 17.8% in the number of spaces. The southerly expansion requires modification to an existing landscape area that is utilized in the stormwater management of the site.

City Planner Clements noted that staff recommends approval of the SIP amendment, with the following modifications (conditions):

(1) Any trees removed shall be replaced with native canopy species, as defined by the Wisconsin Department of Natural Resources.

~~(2) Add landscaped parking island in the proposed parking isles greater than 15 spaces [IX 6 E 5].~~
Removed this condition.

(3) Trees shall meet the minimum species and diversity selection criteria [IX 6 D].

Motion by Roth/Hoepner to recommend to Council the proposed amendment to the Specific Implementation Plan for Oakleaf Surgical Hospital with staff recommended modifications **and to remove the second condition regarding landscape parking island provision. Motion carried.**

(VII) Miscellaneous Business and Communications.

Clements commented on the Open House Comprehensive Plan on May 18, 2022 and the Joint meeting of the Council and Plan Commission on May 19, 2022.

(VIII) Adjournment.

Motion by Hoepner/Biren to adjourn at 6:02 p.m. **Motion carried.**

Minutes transcribed by Cindy Bauer, Altoona City Clerk