

**MINUTES OF THE ALTOONA, WI
REGULAR PLAN COMMISSION MEETING
June 14, 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 Biren/Hoepner to close Citizen Participation Period. **Motion carried.**

(IV) Approval of minutes.

Motion by Hoepner/Roth to approve the minutes of the May 10, 2022 Regular Plan Commission meeting. **Motion carried.**

City Clerk Bauer commented that there was a scrivener's error in the April 12, 2022 Plan Commission Meeting. The meeting was listed as being held on zoom Teleconference/video conference. The meeting was actually held **in the Council Chambers at Altoona City Hall**. The April 12, 2022 minutes were corrected to reflect the scrivener's error.

(V) Old Business - none

Mayor Pratt recused himself from agenda item #1.

(VI) New Business

(1) Discuss/consider recommendation to Council regarding Temporary Zoning Assignment for 19.637 acres located at 319 Bartlett Avenue proposed for Direct Annexation by Unanimous Approval, Michael Schmidt, Petitioner. Noted that the correct address is 257 Bartlett Avenue not 319 Bartlett Ave.

City Planner Josh Clements referred to the Appeal for Direct Annexation by Unanimous Approval – Schmidt. Clements noted that the address listed as 319 Bartlett Avenue was wrong. The correct address is 257 Bartlett Avenue. Clements explained that Mr. Michael Schmidt has submitted a petition for direct annexation by unanimous approval for 19.637 acres he owns located at 319 Bartlett Avenue in the Town of Washington. Per Altoona Municipal Code 19.24.030, the R-1, One Family Zoning District is to be the temporary assignment. Per WI Stats. § 66.0217(8)(a), the petition must be referred to the Plan Commission for its recommendation prior to acting upon an Ordinance that applies a temporary zoning district. Following the adoption of an annexation ordinance, the matter shall be referred to the Plan Commission for public hearing and zoning district designation within 120 days of the annexation.

City Planner Clements mentioned that Altoona Municipal Code is prescriptive with regard to the temporary zoning district. City staff will further examine the existing land uses and propose applicable zoning districts following action on the Annexation Ordinance. This referral must be considered by the Plan Commission within 120 days of the annexation date, and include

the standard rezoning procedure including public notice and hearing. The Annexation Ordinance is scheduled to be considered by the City Council on June 23rd.

Member Hoepner asked if nearby property owners were notified regarding the annexation and if there will be any water issues.

Mark Erickson, Developer for the site commented that the Developer, Mr. Wurzer has contacted the nearby neighbors at Kayson Place making them aware of the potential development.

Motion by Roth/Hoepner to recommend to Council approval of the R1 - One Family Dwelling District as the Temporary Zoning Assignment for property described in the Annexation Petition with the corrected address. **Motion carried.**

(VII) Miscellaneous Business and Communications.

Clements commented that the public hearing for the Comprehensive Plan will be held on Thursday, July 14, 2022 at 4 p.m. held at the Fish House.

(VIII) Adjournment.

Motion by Hoepner/Biren to adjourn at 5:47 p.m. **Motion carried.**

Minutes transcribed by Cindy Bauer, Altoona City Clerk