

**MINUTES OF THE ALTOONA, WI
REGULAR PLAN COMMISSION MEETING
March 14, 2023**

(I) Call Meeting to Order.

In the absence of Mayor Brendan Pratt, the meeting was called to order by Acting Chairperson Matt Biren at 5:30 p.m. held in the Council Chambers at Altoona City Hall.

(II) Roll call.

Members present: Matt Biren, Bill Hoepner, Andraya Albrecht
Dean Roth, and Sue Rowe.

Also Present: City Planner Taylor Greenwell
City Clerk Cindy Bauer

Absent: Plan Commission Members Brendan Pratt and Ben Trachsel.

(III) Citizen Participation Period.

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

(IV) Approval of minutes.

Motion by Rowe/Hoepner to approve the minutes of the February 14, 2023, Regular Plan Commission meeting. **Motion carried.**

(V) Old Business - none

(VI) New Business

(1) Discuss / consider a recommendation of approval of a Request for Proposal for the city owned 80 acres, also named the East Neighborhood Development.

Planning Director Taylor Greenwell explained that Staff is ready to begin moving forward on implementation of the East Neighborhood Plan, the 80 acres that was recently purchased by the City of Altoona, located on the eastern edge of City off of US Highway 12. Staff has prepared a request for proposal (RFP) which is attached for your review and discussion. The RFP calls for a master developer to develop the 80 acres based on feedback from the Council in previous discussions. The Council reviewed and approved the RFP on February 23, 2023 contingent upon Plan Commission recommendation of approval.

Todd Adams, owns property located in the Town of Washington and is next to the 80 Acres the City owns. Adams had some concerns and was interested in the timelines and use of the property.

Motion by Rowe/Hoepner to recommend to Council approval of the RFP for the East Neighborhood Development. **Motion carried.**

(VI)(2) Discuss / consider a recommendation of approval of a Request for Proposal for the Altoona Zoning / Development Code rewrite.

Planning Director Taylor Greenwell explained that the City of Altoona is seeking a qualified and experienced consultant firm to rewrite its Zoning (Title 19) and Subdivision / Land Division (Title 18) ordinances. The last major update was in 1970 and the code has become

outdated. Altoona is a rapidly changing community and the version of Altoona the current code was written for in 1970 was a very different community from present-day. The new ordinance must reflect the goals and values of the City as illustrated in the 2022 Comprehensive Plan and supportive planning documents and improve the form and function of the built environment, while being understandable and enforceable. Proposals will be judged by the scope of work and criteria found within the attached RFP.

Motion by Rowe/Hoepner to recommend to Council approval of the request for proposal for the Altoona Zoning / Development Code rewrite. **Motion carried.**

(VII) Miscellaneous Business and Communications.

Planning Director Greenwell commented on two open houses being held this week regarding a Regional Housing Study, Wednesday, March 15 from 3-5 pm. at LE Phillips Memorial Public Library, Eau Claire, and Thursday, March 16 from 6-8 p.m. at the Fish House in Altoona City Park.

(VIII) Adjournment.

Motion by Hoepner/Roth to adjourn at 6:08 p.m. **Motion carried.**

Minutes transcribed by Cindy Bauer, Altoona City Clerk