

**MINUTES OF THE ALTOONA, WI  
REGULAR PLAN COMMISSION MEETING  
February 11, 2020**

**(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, Andrew Schlafer, Matthew Biren,  
Barb Oas-Holmes, Dean Roth and Bill Hoepner.

Absent:                    Andraya Albrecht

Also Present:            City Planner Joshua Clements  
City Clerk Cindy Bauer

**(III) Citizen Participation Period.**

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

**(IV) Approval of minutes.**

Motion by Biren/Oas-Holmes to approve the minutes of the January 21, 2020 Regular Plan Commission meeting. **Motion carried.**

**(V) Old Business – none.**

**(VI) New Business**

**(1) Discuss/consider recommendation to Council regarding a Final Implementation Plan for Whisper Ridge Townhomes (Bayhome component) of the Hillcrest Greens Planned Community Development.**

City Planner Clements referred to his Staff Report 20-02B. Clements explained that the proposed Final Implementation Plan (FIP) illustrates the architecture and site design elements for 15 townhouse condominium units in 4 clusters in the area identified as bayhomes in the Hillcrest Greens Planned Community Development. See the enclosed proposal and Staff Report for further information and analysis. The General Implementation Plan for Hillcrest Greens (2013) illustrates 21 bayhome units clustered along a shared private drive. The Final Implementation Plan for this area reoriented the private drive to its current orientation, with 20 units. Since that time, 5 units have been constructed. The proposed Whisper Ridge Townhomes re-arranges the remaining 15 lots into three 4-unit townhouse condominiums and one 3-unit condominium with the same general position and arrangement as the bayhome lots. Each townhome unit will have independent tax parcel with shared firewall with the adjoining unit.

Bill Albright was present to answer any questions Plan Commission Members had regarding this proposal.

City Planner Clements recommends that the Plan Commission recommend **approval** of the Final Implementation Plan for Whisper Ridge Townhomes at Hillcrest Greens as being generally consistent with the 2013 Hillcrest Greens General Implementation Plan with the following modifications (conditions) of approval:

- (1) Easement for public walkway shall be preserved, and sidewalk shall be constructed consistent with the GIP and Plat. The walkway loop shall be modified to constitute a complete contiguous loop in conjunction with this project, due to discrepancies between the GIP for Hillcrest Greens

(2013) and GIP Hillcrest Greens II (2019), wherein the loop was intended to continue to the east. New sidewalk ramps shall be added to connect to existing walkway system. Changes to the course of the walkway shall be mutually approved by the Developer and City (see illustration).

- (2) The shared access easement shall be consistent with the existing Plat (2014-0318) 20 feet to the adjoining property to the west. The easement text shall be modified to incorporate public utility access within the same.
- (3) Install signs along the private drive and circular vehicle route as “No Parking – Fire Lane” to preserve access for emergency vehicles.
- (4) Successful review of the proposal with regard to the Hillcrest Greens storm water management permit consistent with *Altoona Municipal Code* Chapter 14.
- (5) All exterior building and site lighting shall be shielded and full cut-off design.
- (6) No additional signs are indicated in the plan or approved through this permit.

Additionally, staff recommends adding a generous number of native canopy trees within the Outlot area with the intent of advancing the ecological design and open space objectives of the PCD Ordinance and Hillcrest Greens General Implementation Plan. Screening-type trees are encouraged in the north area to increase the visual and audio buffering from Highway 12.

Motion by Hoepner/Roth to recommend Council approval of the Final Implementation Plan for Whisper Ridge Townhomes with staff recommended conditions. **Motion carried.**

## **(VII) MISCELLANEOUS BUSINESS AND COMMUNICATIONS**

### **(1) Presentation on Development Trends (Discussion-No Action)**

City Planner Clements referred to his Staff Report 20-02A which briefly describes recent development trends with focus on residential uses, and corresponding changes in population and equalized property value.

Clements said the City continues to experience historic levels of residential and commercial growth and investment, a trend that is anticipated to continue for at least the current year. Permits for 182 dwelling units were issued by the City in 2019, eclipsing previous records of 158 in 2016 and 149 in 2014. Most of those structures are in the construction process and not yet occupied. Notably, over 31 percent of permitted dwelling units in the City have been initiated since 2010, and population projections have increased 16 percent during that same period (the measurement periods are not precisely consistent).

### **(VII)(2) Staff Updates (Discussion – No Action)**

**Parks Plan** – Staff is currently working on describing future trail sections as illustrated in the draft maps reviewed by the Parks Board and Plan Commission. Planner Clements begun working with Eau Claire County Land Conservation regarding strategies to preserve open space along the Eau Claire River and Otter Creek Corridors, and in improving land management sections of the plan.

**Official Map** –WCWRPC is updating and preparing what is envisioned as the final draft. Staff is working with the Town of Washington and other stakeholders to schedule an open house for late February with land owners in the corridor.

**Comprehensive Plan** – The Annual City Newsletter is currently under development, and long-range planning and comprehensive plan is among the central themes. Staff is planning a short introductory article to kick-off the process.

**Housing Task Force** – Working with Prof. Kurt Paulsen, UW-Madison, to arrange a presentation/discussion at the next task force meeting. Dates are being discussed for the week of March 16-20.

**Transit Development Plan** – At the request of Mayor Pratt, staff requested ridership information for the Altoona route, as well as route options to serve other areas of the City. City Staff has not had the opportunity to discuss with Transit Staff to prepare an update for Plan Commission and Council. Expect that presentation in March. As of the Transit Commission meeting on January 15, no updates. The consultant is compiling public input and survey data.

**Energy & Climate Resolution** – Staff has engaged initial discussions with the City of Eau Claire to learn from their Climate Action Plan process nearing completion, and in potential collaboration with Eau Claire County and area energy utilities.

**(VII)(3) Supplemental Materials (Discussion-No Action)**

City Planner Clements referenced the February 2020 issue of The Commissioner, a bi-monthly periodical prepared by the American Planning Association with the focus audience of plan commissioners.

**(VII) (4) Staff Service (Discussion-No Action)**

The American Planning Association Wisconsin Chapter is hosting a legislative advocacy day, “Planners Day on the Hill” on **February 12<sup>th</sup>** in Madison. This event provides an opportunity for professional planners to receive brief training and information on issues currently or potentially discussed by the Legislature, and to provide insight on these proposals in relation to professional planning best practices.

Over the past three years, City Planner Clements has served on a 15-member APA Education Committee to provide policy governance and service contributions to inform and guide nation-wide professional development efforts and educational programs. That appointment completed on January 1.

APA President Kurt Christiansen has appointed Clements to the Legislative and Policy Advisory Group to advise the APA Board on legislative efforts and programs.

**(VIII) Adjournment.**

Motion by Roth/Oas-Holmes to adjourn at 6:23 p.m. **Motion carried.**

Minutes transcribed by Cindy Bauer, Altoona City Clerk