

**MINUTES OF THE ALTOONA, WI
REGULAR PLAN COMMISSION MEETING
April 21, 2020**

(I) Call Meeting to Order.

The meeting was called to order by Mayor Brendan Pratt at 5:00 p.m. held on zoom Teleconference/video conference due to Coronavirus COVID-19.

(II) Roll call.

Members present: Brendan Pratt, Andrew Schlafer, Matthew Biren,
 Andraya Albrecht, Dean Roth, Bill Hoepner and Barbara Oas-Holmes.

Also Present: City Planner Joshua Clements
 Management Analyst Roy Atkinson
 City Clerk Cindy Bauer
 Craig Wurzer, Developer for Prairie View Ridge
 Mark Erickson, Engineer for Prairie View Ridge

(III) Citizen Participation Period.

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

(IV) Approval of minutes.

Motion by Biren/Hoepner to approve the minutes of the March 10, 2020 Regular Plan Commission meeting. Oas-Holmes abstained. **Motion carried.**

(V) Old Business – none.

(VI) New Business

(1) Discuss/consider recommendation to Council regarding Final Plat for Prairie View Ridge as submitted by CE Lighthouse Properties LLC

City Planner Clements explained that the surveyor had technical difficulties with the rendering of the Plat, and the document was not complete and whole by the time of Summary preparation. Plan Commission Members were provided copies of the Final Plat earlier today. The Final Plat represents the drawing of the land division instrument to arrange parcels and dedicate public right-of-way associated with “Prairie View Ridge” located east of the Windsor Forest neighborhood. The proposed Plat is consistent with the conceptual arrangement included with the Rezoning for the affected parcels as approved by the Council on December 19th, 2019.

City Planner Clements noted that the City Council, by recommendation of the Plan Commission, has final authority regarding name assignment of the proposed public streets. Since the Preliminary Plat, “Harley Street” has been changed to “Hong Street”, at recommendation of the Developer in recognition of previous residents of the City of note. Commencement of development activities requires acceptance of the proposed Parkland Dedication, approval of a Development Agreement, and Site Plan (for commercial and multi-family uses).

Motion by Biren/Roth to recommend approval of the Final Plat for Prairie View Ridge subject to confirmation of the street naming from the Hong Family. **Motion carried.**

(VI)(2) Discuss/consider recommendation to Council regarding proposed parkland dedication for Prairie View Ridge.

City Planner Clements referred to the Altoona Municipal Code Title 18, Subdivisions, Chapter 18.08 Park and Public Land Dedications. Clements explained that Chapter 18.08 of the City’s

Subdivision Title illustrates requirements relating to parkland dedication associated with creation of new subdivisions within the City of Altoona. The purpose (rationale nexus) is that parkland is a public good, and shall be provided for new residents in a similar fashion as roadways or utilities. That Chapter provides a dedication standard of five percent of the land area be reserved for parkland. There is a formula defined by ordinance for determining a fee in lieu of parkland dedication.

City Planner Clements noted that based upon the development area of 37.27 acres, the land dedication requirement is 1.86 acres. The proposed Parkland Dedication requirement per Chapter 18.08 of Altoona Municipal Code is proposed to be met through a combination of land dedication, recreation improvements, and fee in lieu of dedication. The Developer proposes to meet City parkland dedication requirements through dedication of 1.02 acres for parkland, as further described and illustrated, construction of a public paved recreation trail, and \$2,266.30 fee-in-lieu of dedication, calculated utilizing the sale price of the land and the formula provided by Ordinance.

Plan Commission Member Roth recommended showing some verbiage on the Plat specifying how the land is to be used for parkland dedication.

Engineer Mark Erickson was present to answer any questions members had regarding the Prairie View Ridge Plat.

Motion by Roth/Oas-Holmes to recommend approval of the parkland dedication for Prairie View Ridge subject to the Parks Board review/approval. **Motion carried.**

(VI)(3) Discuss/Consider recommendation to Council regarding proposed parkland dedication for Finland Flats.

City Planner Clements indicated that there was a clause in the parkland dedication ordinance which essentially creates no parkland dedication for commercial property and therefore no action.

(VI)(4) Acknowledgement and Recognition of Distinguished Service on behalf of the Plan Commission for Council President Andy Schlafer.

Mayor Pratt said City Staff wishes to acknowledge and recognize Plan Commission/Council President Andy Schlafer who has served on the Plan Commission since May 14, 2007, a thirteen-year term of service. During his tenure, Councilperson Schlafer has contributed to a wide range of transformational planning efforts and development projects. These include the 2009 Comprehensive Plan, River Prairie, Fairway Drive Townhomes, Hillcrest Greens and many others. In his tenure as a City Councilperson, Councilperson Schlafer has contributed to cycles of city budget and capital improvement plans that has implemented parks, trails, and many other impactful projects and funding for dedicated staff.

(VII) MISCELLANEOUS BUSINESS AND COMMUNICATIONS

(1) Staff Updates (Discussion – No Action)

Parks Plan – Due to social distancing, staff has been working from home nearly full-time. While this has created some disruption, this arrangement has also allowed for greater focus on advancing the Parks Plan. Staff anticipates a complete draft to be prepared for discussion during the May Plan Commission meeting, and for additional public engagement mechanisms to be implemented along that same time period. A current draft (2020-0330) of the Open Space and Trails Map, a significant feature of the Plan, is enclosed.

Official Map – Updated documents have been received from WCWRPC. The City is determining process and timing to proceed in engagement with property owners given restrictions on gathering.

Comprehensive Plan – Due to social distancing, and focus on the Parks Plan, program planning on the Comp Plan has been delayed until we can determine public engagement mechanisms in the current environment and to focus staff time.

Housing Task Force – City Staff secured Prof. Kurt Paulsen, UW-Madison, for a community

program in May. However, that program is on hold due to anticipated continued restrictions on gathering. Evaluating the value of a potential virtual meeting of some kind.

Transit Development Plan – No updates at this time.

Energy & Climate – No update at this time.

Lake Road Property – The City released an RFP for development on Feb. 21 for approx. 3.9-acres located near the intersection of Lake Road and Moonlight Bay Drive, on the south side of the road. Responses are due at Noon on April 21.

Professional Development – The American Planning Association National Planning Conference was scheduled to be held in Houston on April 24 – 29. That Conference has been cancelled due to public health concerns. Staff was registered to travel and attend. The APA is offering a reframed conference NPC20 @Home as a three-day virtual learning opportunity, April 30 – May 1. Staff is planning to attend. <https://planning.org/conference/digital/>

(VII)(2) Supplemental Materials – Discussion- no action.

City Planner Joshua Clements mentioned that he was elected during the April 7, 2020 election as a Commissioner of the Eau Claire Area School District (ECASD). This is a one-year term, filling the remaining portion of a Commissioner who resigned in late 2019. Term of service begins the fourth Monday of April (27th).

Consistent with the American Institute of Certified Planners (AICP) Code of Ethics, Clements secured advisory approval from City Administrator Golat and Mayor Pratt prior to participating in the election. The school district includes very limited portions within the City of Altoona corporate boundary, specifically portions of 27 lots in the Hillcrest Greens neighborhood and those properties fronting Sawgrass Place.

(VIII)(3) Supplemental Materials (Discussion-No Action)

City Planner Clements recommended the viewing of “Economics of Development 101”, a recent production of the non-profit Strong Towns. The video provides a brief overview of the practice of spatial financial modeling to examine relationships between development types and local revenue.

(VIII) Adjournment.

Motion by Schlafer/Oas-Holmes to adjourn at 5:30 p.m. **Motion carried.**

Minutes transcribed by Cindy Bauer, Altoona City Clerk