

**MINUTES OF THE ALTOONA, WI  
REGULAR PLAN COMMISSION MEETING  
May 12, 2020**

**(I) Call Meeting to Order.**

The meeting was called to order by Mayor Brendan Pratt at 5:30 p.m. held on zoom Teleconference/video conference due to Coronavirus COVID-19.

**(II) Roll call.**

Members present:       Brendan Pratt, Tim Sexton, Matthew Biren, Andraya Albrecht,  
Bill Hoepner and Barbara Oas-Holmes.  
Dean Roth arrived at 5:31 p.m.

Also Present:           City Planner Joshua Clements  
Management Analyst Roy Atkinson  
City Clerk Cindy Bauer  
Lee Haremza, applicant

**(III) Citizen Participation Period.**

Motion by Sexton/Oas-Holmes to close Citizen Participation Period. **Motion carried.**

**(IV) Approval of minutes.**

Motion by Hoepner/Oas-Holmes to approve the minutes of the April 21, 2020 Regular Plan Commission meeting. Sexton abstained. **Motion carried.**

**(V) Old Business – none.**

**(VI) New Business**

**(1) Discuss/consider approval of a Site Plan for 1100 North Hillcrest Parkway as submitted by Lee Haremza.**

City Planner Clements referred to the enclosed documents:

- Staff Report 20-05A
- Proposed Site Plan, 1100 North Hillcrest Parkway
- Proposed Architecture, 1100 North Hillcrest Parkway

Clements explained that the enclosed Site Plan for 1100 North Hillcrest Parkway illustrates two multi-dwelling buildings totaling 22 units at the northwest corner of North Hillcrest Parkway and 3<sup>rd</sup> Street East. The property is 1.8 acres and is zoned R3 Multiple Family Dwelling District. The property was rezoned from C Commercial District in October 2019. The site features 22 garage (one attached to each unit) and 29 surface automobile parking spaces. Clements summarized the Staff Report 20-05A for analysis. The Staff Report includes identification of six voluntary recommendations that are not directly tied to existing municipal codes but reflect general policy positions.

Lee Haremza, applicant, was present to answer any questions Plan Commission Members had regarding the site plan. Haremza said he has been in contact with the property owners to the north of the proposed site plan to see if the property owner had any issues or concerns; there were no concerns with the neighbor.

Staff recommends Approval of the Site Plan with the following modifications (2):

1. Developer collaboration and coordination regarding bike/ped crossing, curb and pavement replacement, as described in Staff Report 20-0A.
2. Improve screening along west property area.

Motion by Roth/Hoepner to approve the Site Plan for 1100 North Hillcrest Parkway with staff recommended modifications. **Motion carried.**

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

### **(1) Parks Plan Update (Discussion – No Action)**

City Planner Clements referred to the enclosed documents:

- *Open Space and Trails Map* (v9.0 2020-0508)
- *Place Plan* Chapter 5: Open Space Inventory (v2.0 2020-0508)

Clements recalled that the Plan Commission received and briefly discussed Chapter 2 and the “Open Space & Trail Map” of the *Place Plan* on November 12, 2019. The Plan has been a regular staff update item on Plan Commission agendas since fall 2019.

Staff is pressing to arrive at a complete draft by the end of May. As a large policy document, staff proposes to review in parts with both the Plan Commission and Parks Board, with an overlapping public review and comment period.

Clements provided the *Open Space and Trails Map*. This is the principle visual illustration in the *Place Plan* to both illustrate the general geography of existing public features, but also to identify future public properties, trails, and similar improvements. The Plan Commission reviewed an earlier version of this map in November 2019, and the Parks Board reviewed that same version in a similar timeframe. There have been a few minor but meaningful updates, particularly in the area identified as the south neighborhood in the vicinity of “SE Park”. Derivative and more detailed components have been and will be developed from this “master map” for use throughout the Plan.

Chapter 5: Open Space Inventory is enclosed for review. This Chapter briefly profiles each existing City Park and open space area, as well as future areas envisioned in the Plan. This is a near-complete draft of this Chapter, barring significant addition or omission. The envisioned additions or projects in each park will undergo further staff review prior to presentation for adoption. Staff will also complete additional editorial review, add pictures, and aerial illustrations of the parks.

### **(VII) ITEM 2 - Official Map Update (Discussion – No Action)**

City Planner Clements explained that final versions of land division instruments for Prairie View Ridge and Finland Flats have been completed and transmitted to WCWRPC for incorporation into the Official Map Amendment. Staff is working with the Town of Washington, WI DOT, and other WCWRPC to develop the final proposed map amendment consideration schedule, with virtual hearings.

The currently envisioned timeframe is to collaborate with the Town of Washington to schedule a series of virtual engagement opportunities with potentially affected land owners, schedule the public hearings before the Plan Commission and City Council, generate and mail informative notices to land owners in the Highway 12 corridor. Staff expects these virtual meetings to take place in late May, with consideration for adoption in June.

### **(VII) ITEM 3 – Schedule for Next Plan Commission Meeting**

City Planner Clements explained that staff proposes hosting a Plan Commission meeting on **Tuesday, May 26<sup>th</sup>** (the day following Memorial Day). No action items are likely, the agenda is proposed to include further discussion and review of Parks Plan materials and review of what should be the final draft of the proposed Official Map amendment for the Highway 12 corridor. Consensus of Committee

Members was for Clements to email to the Plan Commission Members final drafts for review versus holding another meeting in May.

**(VII) ITEM 4 – Staff Updates (Discussion – No Action)**

**Comprehensive Plan** – Staff is working with the West Central Wisconsin Regional Planning Commission to develop an initial scope of work and cost estimate. Staff will bring those to the Plan Commission and Council for approval and allocation of resources for the project.

**Housing Task Force** – Organizers are planning a virtual meeting to provide a seasonal update regarding affordable housing efforts. Continuing with previously efforts, the team is working to schedule a virtual presentation and discussion with Prof. Kurt Paulsen, UW-Madison, to take place approximately a week following the virtual update meeting to discuss latest research. Dates will be announced.

**Transit Development Plan** – The Commission has not met since February, due to limitations on meetings, and lack of actionable business. Staff will provide updates when those become available.

**Energy & Climate Resolution** – No update at this time.

**Lake Road Property** – The City released an RFP for development on Feb. 21 with responses due on April 21. The City is currently evaluating responses and may advance a recommendation to the City Council on May 14.

**(VII) ITEM 5 – Supplemental Materials (Discussion-No Action)**

City Planner Clements referred to the enclosed APA Planning Advisory Service “The Commissioner: April 2020 V.26 N.2”. Clements included in the Plan Commission packets the April 2020 issue of *The Commissioner*, a bi-monthly periodical prepared by the American Planning Association with the focus audience of plan commissioners. The short article features discussion regarding the value of historic preservation, and a reflection from distinguished planner Elizabeth Tayler, FAICP, in her service both as a municipal planner as well as appointed plan commissioner.

**(VII) ITEM 6 – Staff Professional Development (Discussion-No Action)**

City Planner Clements referred to the enclosed Conference and Education Session Report: Joshua Clements, NPC20@Home (2020-0501). Clements noted that gatherings of all sizes have been prohibited for most of the past two months. The American Planning Association National Conference was scheduled to be held in Houston, TX the week of April 20<sup>th</sup>. The APA was able to pivot and deliver an all-virtual “NPC20 @Home” conference (<https://planning.org/conference/digital/>) which sold out with 5,000 registrants. The conference was held April 29 – May 1. All sessions were recorded and are available to registrants, or for purchase. City Planner Clements attended much of the conference and has completed the enclosed report.

The APA-WI Chapter Annual Conference is scheduled for September 16-18, 2020 in Green Bay. The conference planning committee is working with APA and other state chapters to create a virtual alternative and contingency should in-person gatherings be prohibited.

**(VIII) Adjournment.**

Motion by Hoepner/Oas-Holmes to adjourn at 6:17 p.m. **Motion carried.**

Minutes transcribed by Cindy Bauer, Altoona City Clerk