

**MINUTES OF THE ALTOONA, WI
REGULAR PLAN COMMISSION MEETING
January 10, 2023**

(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, Matt Biren, Bill Hoepner
Dean Roth, Ben Trachsel and Sue Rowe.

Also Present: City Planner Taylor Greenwell
City Clerk Cindy Bauer

Absent: Plan Commission Member Andraya Albrecht.

(III) Citizen Participation Period.

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

(IV) Approval of minutes.

Motion by Biren/Hoepner to approve the minutes of the December 13, 2022, Regular Plan Commission meeting. **Motion carried.**

(V) Old Business - none

(VI) New Business

(1) Public Hearing at 5:35 PM or as soon thereafter as is possible regarding a 10 Lot Preliminary Plat for Bartlett Townhomes.

Mayor Pratt opened the public hearing at 5:35 p.m.

Planning Director Taylor Greenwell explained that Richard Golde is petitioning for a recommendation of approval from the Plan Commission and approval from the City Council of 5.56-acre Preliminary Plat. The property is zoned R-3, which permits multi-family buildings of all forms. The proposal creates 10 individual lots and 2 outlots. The applicant has no intention of developing the resulting lots, rather they would sell the lot down the road to be developed by others into 4-unit buildings. There is no proposed developer or buildings at this time. Individual site plan applications by each future owner would be required for development of the resulting lots. The applicant will be responsible for installation of the right of way and subdivision infrastructure, however.

The proposed road alignment connects to Bartlett Avenue with a proposed roadway down the center of the proposed subdivision; the road will be named Richards Drive The road will dead end to the south as the property to the south is in the Town of Washington. Upon annexation of this area and / or development, this would become a thru-street.

Planning Director noted that there might be some small changes to the Plat; taking out a lot and replacing it with storm water, therefore making it nine lots instead of the ten originally planned. In addition, adding a total of three outlots instead of two outlots as originally planned.

Matt Appel, Design Concepts, Developer for the project, was present to answer any questions Plan Commission Members had regarding the Preliminary Plat.

Motion by Hoepner/Trachsel to close the public hearing at 5:40 p.m. **Motion carried.**

(VI)(2) Discuss/consider recommendation to Council approval for a 10 Lot Preliminary Plat for Bartlett Townhomes. (Will be discussed at the Jan 12, 2023 Council Meeting).

Motion by Biren/Roth to recommend to Council approval of the Preliminary Plat for Bartlett Townhomes as conditioned in the staff report. **Motion carried.**

Mayor Brendan Pratt recused himself from agenda items 3 and 4. Matt Biren was the chairperson in Pratt's absence.

(VI)(3) Discuss/consider recommendation to Council approval for a Final Plat for Phase I of Bartlett Crossing. (Will be discussed at the Jan 12, 2023 Council Meeting).

Planning Director Greenwell explained that the applicant is requesting Plan Commission review and recommend approval of the final plat and accompanying Development Agreement. The proposal creates two development areas, 5.49 acres for Twin Homes (TH zone) and 12.76 acres for multi-dwelling structures (R3 zone). The proposed development intensity is well below the maximum density permitted in each zone district.

Planning Director Greenwell said the proposed project consists of two phases, with the western multifamily segment being phase I and the eastern segment being phase II. The current final plat is only for Phase I with a follow up final plat to be recorded that includes phase II. The final plat is consistent with the preliminary plat on each phase.

Planning Director Greenwell noted that the preliminary plat for this proposal was approved by the City Council on July 14, 2022. The remaining steps for the proposal following preliminary plat approval was review and recommendation of the parkland dedication by the Parks Board, a rezone to Twin Home and R3, and final plat and accompanying Development Agreement approval. The Parks Board reviewed and recommended approval of the parkland dedication on September 22, 2022 and the rezone completed on July 14, 2022.

Lori Schmidt, 400 Sunday Drive had questions regarding if there will be a fence or buffer zone. Schmidt commented that there will be no privacy at her house at 319 Bartlett Ave. Schmidt also questioned what they will be doing with the rest of the trees that were cut down. Schmitt owns land to the west of the proposed development.

Mark Erickson, Everyday Surveying addressed some of the comments from the public.

Motion by Hoepner/Roth to recommend to Council approval of the final plat for Phase I of Bartlett Crossing. **Motion carried.**

(VI)(4) Discuss/consider approval of a site plan application for a 12 unit building for Lot 7 of Bartlett Crossing.

Planning Director Greenwell explained that Craig Wurzer with CDPG Developers LLC is requesting approval for construction of a foundation for a 12-unit multifamily building at 257 Bartlett Avenue. This would be located on Lot 7 of the Bartlett Crossing subdivision. The applicant is requesting approval conditioned upon the City Council approving the final plat on the next City Council meeting (January 12, 2023). If approval of the final plat is not granted by City Council, then an approval of this site plan would be null and would need to be brought back

at a later date following final plat approval. Approval of a site plan application for a foundation for a 12 unit building at this location was approved by the Plan Commission on November 15, 2022.

Motion by Rowe/Hoepner to approve the site plan for a 12-unit building for Lot 7 of Bartlett Crossing as conditioned in the staff report contingent upon approval of the final plat by the Common Council on January 12, 2023. **Motion carried.**

Mayor Pratt returned to the meeting.

(VI(5) Discuss/consider recommendation to Council approval for an ETJ Agreement and Certified Survey Map (CSM) for 985 Pheasant Rd, Fall Creek, WI. (Public Hearing for the ETJ CSM at the January 12, 2023 Council Meeting).

Planning Director Greenwell explained that Dakota Thompson is appealing the City Council for approval of a two lot CSM. The CSM consolidates two lots into one, and re-divides the parcel into two lots to enable construction of a home on what would become Lot 2. Lot 1 would be 12.43 acres; Lot 2 would be 2.69 acres. This proposal is in Altoona's extraterritorial jurisdiction (ETJ), which requires any lot under 10 acres to be approved through an accompanying ETJ agreement. Approval of the ETJ agreement is discretionary. This proposal is supported by staff.

Motion by Hoepner/Trachsel to recommend to Council approval of the ETJ Agreement and Certified Survey Map for 985 Pheasant Rd. **Motion carried.**

(VII) Miscellaneous Business and Communications.

Clerk Bauer noted the possibility of changing the Feb 14 Plan Commission Meeting to Feb 7 to coincide with the Council meeting scheduled for that same week being February 9. Bauer will confirm with Plan Commission Members.

(VIII) Adjournment.

Motion by Roth/Rowe to adjourn at 6:37 p.m. **Motion carried.**

Minutes transcribed by Cindy Bauer, Altoona City Clerk