

**MINUTES OF THE ALTOONA, WI
SPECIAL PLAN COMMISSION MEETING
April 25, 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: Mayor Brendan Pratt, Ben Trachsel, Andraya Albrecht, Dean Roth, Matt Biren, and Sue Rowe.

Also Present: Planning Director Taylor Greenwell
City Clerk Cindy Bauer

Absent: Bill Hoepner.

(III) Citizen Participation Period.

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

(IV) Unfinished Business - none

Mayor Pratt recused himself from Agenda Item 1. Acting Chairperson Matt Biren took over the meeting.

(V) New Business

(1) Discuss / consider a recommendation of approval to the City Council for a Certified Survey Map at 257 Bartlett Avenue, Altoona, WI (parcel #1820122709244309007). (Public hearing at the April 27, 2023 City Council Meeting).

Planning Director Taylor Greenwell explained that the petitioner Jeffrey Stockburger is applying for approval of a Certified Survey Map (CSM) to combine two (2) lots into one (1) out of an existing subdivision Bartlett Crossing. The consolidation is for the purpose of building a 12-unit multifamily building rather than two smaller buildings as originally proposed in the original lot layout. No external boundaries are being changed with the proposal, the two lots are merely being consolidated exempting the proposal from needing to go through a replat.

Mark Erickson, Engineer was present to answer questions Plan Commission Members had regarding the CSM.

Motion by Rowe/Trachsel to recommend to Council approval of the CSM at 257 Bartlett Avenue. **Motion carried.**

Mayor Pratt returned to the Meeting at 5:38 p.m.

(V)(2) Discuss / consider a recommendation of approval to the City Council for a final plat at 491 Bartlett Avenue (Bartlett Townhomes).

Planning Director Greenwell explained that the application package includes a description of the intended use and layout of this 5.56-acre property. The preliminary plat for this development was approved by the City Council on 1/12/2023. The park's dedication for this proposed development was recommended for approval by the Altoona Parks Board on

2/27/2023. As a result of the above previous entitlement procedures, the applicant is petitioning for a recommendation of approval from the Plan Commission and approval from the City Council of the Final Plat. The property is zoned R-3, which permits multi-family buildings of all forms.

Planning Director Greenwell noted that the final plat creates 9 individual lots and 2 outlots. The preliminary plat had 9 lots (not 10 as shown in the preliminary plat) and 2 outlots. This is the only difference between the preliminary and final plat. 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. Fire code accessibility requirements are met with a hammerhead layout. The 2022 Comprehensive Plan lists this area as a mid-scale neighborhood on the future land use map. The proposal is generally consistent with this future land use category.

Motion by Biren/Rowe to recommend approval to the City Council for a final plat at 491 Bartlett Avenue. **Motion carried.**

(VII) Miscellaneous Business and Communications.

None.

(VIII) Adjournment.

Motion by Rowe/Roth to adjourn at 5:44 p.m. **Motion carried.**

Minutes transcribed by Cindy Bauer, Altoona City Clerk