

**MINUTES OF THE ALTOONA, WI  
REGULAR PLAN COMMISSION MEETING  
February 14, 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 Biren/Hoepner to close Citizen Participation Period. **Motion carried.**

**(IV) Approval of minutes.**

Motion by Hoepner/Roth to approve the minutes of the January 10, 2023, Regular Plan Commission meeting. **Motion carried.**

**(V) Old Business - none**

**(VI) New Business**

**(1) Discuss/consider recommendation to Council regarding approval of CSM at 1488 Front Porch Place, Altoona, WI (parcel #1820122709153109019). (Public Hearing at the February 23, 2023 Council Meeting).**

Planning Director Taylor Greenwell explained that the petitioner B&S Properties of Altoona LLC, is requesting approval of a CSM to expand their property west by approximately nine (9) feet. The property this amount is being pulled from is owned by the City of Altoona. The City agreed to the sale of this property on November 17, 2022. The intent of the applicant is to program this space for fire pits and a general seating area. No division of land is proposed as part of the CSM, the proposal is for eastern expansion only.

Motion by Rowe/Biren to recommend to the City Council approval of the application for a Certified Survey Map. **Motion carried.**

**(VI)(2) Discuss/consider recommendation to Council regarding approval of CSM at 1260 Otter Road, Altoona, WI (parcel #1820122709272109004). (Public Hearing at the February 23, 2023 Council Meeting).**

Planning Director Greenwell explained that the petitioner RDK Otter Rd LLC, represented by Pete Gartmann, would like to perform a one lot condominium plat on an existing lot at 1260 Otter Rd. The property has two existing buildings, one comprising storage units and another being for auto body. The new condo lot would have two units and each unit would have one of the preexisting buildings / businesses. No change of use or new construction would result

from the proposed condominium, instead making the existing lot into a condominium lot would more easily facilitate the sale of individual buildings. Plan Director Greenwell noted that all plats and certified survey maps require full compliance with current code. Unit 2 has a nonconforming rear yard setback. The proposed property is in the Industrial zone and the Industrial zone has a rear yard setback of 25 feet. The northwest building (Unit 2) is 4 feet from the property line and would remain so on the proposed condominium plat. As a result, the applicant applied for and received 21-foot variance to this setback requirement making the proposal compliant with current municipal code as of 1/25/2023. Plan Commission Member Roth noted that the recommendation is for a condominium plat not a CSM as reflected on the agenda).

Motion by Hoepner/Biren to recommend to the City Council approval of the application for a condominium plat at 1260 Otter Rd. **Motion carried.**

**(VII) Miscellaneous Business and Communications.**

Planning Director Greenwell commented on the National American Plan Association Conference held April 1-4, 2023.

**(VIII) Adjournment.**

Motion by Hoepner/Trachsel to adjourn at 5:50 p.m. **Motion carried.**

Minutes transcribed by Cindy Bauer, Altoona City Clerk