




AGENDA FOR REGULAR COUNCIL MEETING ON **THURSDAY**, FEBRUARY 23, 2012  
**6:00 P.M.** ALTOONA CITY COUNCIL CHAMBERS

- I. Call Meeting to Order.
- II. Pledge of Allegiance.
- III. Roll Call for Council Persons.  
Roll Call for Department Heads.
- IV. Citizens Participation Period. (No more than twenty minutes unless extended by two-thirds vote.)
- V. Discuss/consider approval of minutes of the February 9, 2012 Regular Council Meeting and the minutes of the February 13, 2012 Special Council Meeting.
- VI. REPORTS
  - A. City Officers/Department Heads
  - B. City Committees
- VII. UNFINISHED BUSINESS
- VIII. NEW BUSINESS
  1. Public Hearing at 6:00 p.m. (Or as soon thereafter as is possible) regarding a Certified Survey Map to divide lots within the Country Club Estates Addition as submitted by Robb Majeski of Cottagewood Group. (Discussed at the February 13, 2012 Plan Commission Meeting).
  2. Discuss/consider approval of CSM as submitted by Robb Majeski of Cottagewood Group.
  3. Discuss/consider approval of General Implementation Plan for C & M Properties and Construction. (Public Hearing before the Plan Commission on February 13, 2012.)
  4. Public Hearing at 6:10 p.m. (Or as soon thereafter as is possible) regarding an Amendment to Title 19 – Zoning as described below:
    - Repeal and Replace Section 19.54.060 (Site Plan) Review Criteria.
    - Repeal and Replace Chapter 19.58 Commercial and Industrial On-Premise Signs. (Discussed at the February 13, 2012 Plan Commission Meeting).
  5. Discuss/consider Ordinance 2A-12, repealing and replacing Section 19.54.060 of the Altoona Municipal Code “Site Plans – Review Criteria”.
  6. Discuss/consider Ordinance 2B-12 repealing and replacing Section 19.58 of the Altoona Municipal Code “Commercial and Industrial On-Premise Signs”.
  7. Discuss/consider establishing permanent part-time Parks and Recreation Supervisor position. (Discussed at the February 9, 2012 Personnel Committee Meeting).
  8. Discuss/consider ordinance 2C-12 amending Title 17 “Mobile Homes and Mobile Home Parks” to add Section 17.04.075 definition of Occupied space” and to amend Section 17.08.010 to include occupied space as described in Chapter 17.04 “Definitions”.

9. Discuss/consider approval of annual application for mobile home park license submitted by LaSalle Properties Management LLC for Hillcrest Mobile Home Park for 2011 and 2012.
10. Discuss/consider convening in closed session pursuant to Wis. Stats 19.85 (1)(e) deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.
  - A. River Prairie.
11. Motion to reconvene to Open Session for the purpose of discussion and possible consideration on the matter entertained in Closed Session.
  - A. River Prairie

IX. MISCELLANEOUS BUSINESS AND COMMUNICATIONS:

X. ADJOURNMENT.

  
Cindy Bauer  
City Clerk

**Requests from persons with disabilities who need assistance to participate in this meeting or hearing should be made to the City Clerk's Office at 715-839-6092 with as much advance notice as possible.**



## MEMORANDUM

TO: Altoona City Council  
FROM: Michael Golat, City Administrator  
DATE: February 15, 2012  
SUBJECT: Summary of February 23, 2012 Council Meeting Items

Provided below for your consideration is a summary of the February 23, 2012 Council Meeting agenda items.

**ITEM 1 - Public Hearing at 6:00 p.m. (Or as soon thereafter as is possible) regarding a Certified Survey Map to divide lots within the Country Club Estates Addition as submitted by Robb Majeski of Cottagewood Group. (Discussed at the February 13, 2012 Plan Commission Meeting).**

Robb Majeski of Cottagewood Group is proposing a certified survey of land located within the Country Club Estates Addition accessed from Fairway Drive and located west of the Highway 53 Bypass. This is one step in the process of proposed development of land that was rezoned to River Prairie Mixed Use by the Common Council on December 8, 2011. The Certified Survey will provide for clear definition of street dedications. The numerous parcels within the Country Club Estates Addition that are owned by Cottagewood Group will be aggregated into major areas with boundaries that can serve for staged development. These lands are intended for the construction of townhomes as discussed at the Public Hearing for the recent rezoning. As a follow-up to the proposed Certified Survey, the lands are to be subsequently re-platted for individual home sites.

Plan Commission Members recommended approval at their February 13, 2012 Meeting.

Suggested motion: I move to close the public hearing.

**ITEM 2 - Discuss/consider approval of CSM as submitted by Robb Majeski of Cottagewood Group.**

See Item 1 for explanation.

Suggested motion: I move approval of the Certified Survey Map submitted by Robb Majeski of Cottagewood Group for properties located in the Country Club Estates Addition.

**ITEM 3 - Discuss/consider approval of General Implementation Plan for C & M Properties and Construction. (Public Hearing before the Plan Commission on February 13, 2012.)**

Attached for your consideration is a staff report discussing the General Implementation Plan submitted by C & M Properties and Construction, Inc. for the Fairway Drive Townhomes project; the staff report also includes a recommendation of conditional approval. Please refer to the report for details on this agenda item.

The Public Hearing was held before the Plan Commission on February 13, 2012 and the Plan Commission voted 4-3 in favor of conditional approval as recommended by staff.

Suggested motion: I move approval of the General Implementation Plan as submitted by C & M Properties and Construction, Inc. for the Fairway Drive Townhomes project subject to conditions suggested by staff.

**ITEM 4 - Public Hearing at 6:10 p.m. (Or as soon thereafter as is possible) regarding proposed amendments to Title 19 – Zoning, as described below:**

- **Repeal and Replace Section 19.54.060 (Site Plan) Review Criteria.**
- **Repeal and Replace Chapter 19.58 Commercial and Industrial On-Premise Signs. (Discussed at the February 13, 2012 Plan Commission Meeting).**

As you recall, Nancy Skelley, of the Potting Shed, came before the Council on January 26, 2012 to ask Council to amend the City Sign Ordinance to allow location of a business sign on an adjacent property if certain criteria are met.

It has also recently come to the attention of City staff that the City's ordinance related to election campaign signs is inconsistent with State Statutes, and, therefore, is not legal. Changes to Title 19 are suggested by staff to make the City ordinance related to campaign signs consistent with State Statutes.

To address the two issues noted above, and to address inconsistencies in the code related to signs, staff is recommending changes to Section 19.54.060, Site Plan Criteria Review, to incorporate, cross-reference, and make regulations consistent with Chapter 19.58 "Signs".

Staff is also recommending that Chapter 19.58 of the Altoona Municipal Code "Commercial and Industrial On-Premises Signs" be repealed and replaced in its entirety to:

- Allow certain "off-premise" signs for businesses accessed by means of easements on adjacent properties.
- Clarify the maximum size of an individual wall sign.
- Make regulations of election campaign signs consistent with state statutes.
- Renumber the outline of Section 19.58.080 for clarity.

Plan Commission recommended approval of the suggested changes to the Zoning Code at their February 13, 2013 meeting.

Suggested motion: I move to close the public hearing.

**ITEM 5 - Discuss/consider Ordinance 2A-12, repealing and replacing Section 19.54.060 of the Altoona Municipal Code "Site Plans – Review Criteria".**

See agenda item 4 for explanation.

Suggested motion: I move approval of Ordinance 2A-12, repealing and replacing Section 19.54.060 of the Altoona Municipal Code "Site Plans-Review Criteria".

**ITEM 6 - Discuss/consider Ordinance 2B-12 repealing and replacing Section 19.58 of the Altoona Municipal Code "Commercial and Industrial On-Premise Signs".**

See agenda item 4 for explanation.

Suggested motion: I move approval of Ordinance 2B-12 repealing and replacing Section 19.58 of the Altoona Municipal Code "Commercial and Industrial On-Premise Signs".

**ITEM 7 - Discuss/consider establishing permanent part-time Parks and Recreation Supervisor position. (Discussed at the February 9, 2012 Personnel Committee Meeting).**

Attached for your review and approval is a position description for a permanent part-time Parks and Recreation Supervisor position. Currently the Parks and Recreation department hires on a seasonal basis and keeps all employees below 600 hours to avoid paying retirement. However, this practice leads to inefficient operations as the Parks Director is required to hire and train new employees every year, and is constantly rearranging work to avoid exceeding 600 hours in a 12 month period.

The Parks Director requested allowing the Supervisor to go over the 600 hours, which is a decision of the Mayor and City Administrator; the request was approved. Consistent with Section 9 of the City's Personnel and Policy Manual, the Personnel Committee is responsible for determining the appropriate type of position (Full-time, Part-time, Part-time permanent, seasonal etc.)

The proposed change in classification of this position will not have an effect on the budget. The Parks and Recreation Director has completed a detailed analysis of employee hours required for each parks and recreation program along with reviewing anticipated revenue, and the position will be able to be accommodated through gaining efficiency and reorganizing programs. Please note all 2012 programs will continue as planned.

Also, please note, since the position will be limited to less than 30 hours per week, benefits will not be paid.

The Personnel Committee met and approved the position at their February 9, 2012 meeting.

Suggested motion: I move approval of the permanent part-time Parks and Recreation Supervisor position.

**ITEM 8 - Discuss/consider Ordinance 2C-12 amending Title 17 "Mobile Homes and Mobile Home Parks" to add Section 17.04.075 definition of Occupied space and to amend Section 17.08.010 to include occupied space as described in Chapter 17.04 "Definitions"**

Frank Soyka of LaSalle Properties Management is requesting the City charge annual license fees for mobile home parks based on "occupied spaces", not "spaces" as prescribed in Section 17.04 of the Altoona Municipal Code. Mr. Soyka is requesting the change because a significant percentage of the park spaces are vacant, which significantly impacts his annual revenue. Mr. Soyka also notes in the attached

letter to the City that his 2011 real estate tax bill was \$78,419 and his utility bills for the last four quarters totaled \$78,075.00.

Based on current park occupancy, the requested revision would save Mr. Soyka \$500 per year in license fees.

Suggested motion: I move approval of Ordinance 2C-12 amending Title 17 "Mobile Homes and Mobile Home Parks".

**ITEM 9 - Discuss/consider approval of annual application for mobile home park license submitted by LaSalle Properties Management LLC for Hillcrest Mobile Home Park for 2011 and 2012.**

Attached for your consideration is an application for mobile home park licenses for 2011 and 2012 submitted by LaSalle Properties Management LLC for Hillcrest Mobile Home Park. This is an annual license to operate and maintain a mobile home park in the City of Altoona in accordance with Chapter 17 of the Altoona Municipal Code. Typically license applications are sent out by staff at the beginning of each year; however, because of staffing issues, the 2011 Mobile Home Park License Application was inadvertently missed and not sent to LaSalle Properties until November of 2011 along with the 2012 Mobile Home Park License Application.

Frank Soyka, of LaSalle Properties submitted both 2011 and 2012 License application along with payment of \$600 per year for a total of \$1,200. The payment provided was based on the number of "occupied spaces" not "spaces" as defined in Section 17.04.090 of the Altoona Municipal Code. The amount paid in 2010 was \$1,100 (\$100 for each 50 spaces or fraction thereof-524 spaces).

If Item 8 is approved, staff suggests approving the licenses. However, if Item 8 is not approved, it may be well advised not to approve the licenses until full payment is received.

Suggested motion: I move approval of the mobile home park licenses submitted by LaSalle Properties Management LLC for Hillcrest Mobile Home Park.

**ITEM 10 - Discuss/consider convening in closed session pursuant to Wis. Stats 19.85 (1)(e) deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.**

**A. River Prairie.**

**ITEM 11 - Motion to reconvene to Open Session for the purpose of discussion and possible consideration on the matter entertained in Closed Session.**

**A. River Prairie**