



May 5, 2010

TO MEMBERS OF THE PLAN COMMISSION:

There will be a Regular Plan Commission Meeting on **Monday, May 10, 2010 at 6:00 p.m.** held in the Council Chambers at Altoona City Hall.

Agenda:

1. Call Meeting to Order.
2. Roll Call.
3. Citizen Participation Period.
4. Discuss/consider approval of April 12, 2010 Regular Plan Commission Meeting minutes.
5. Public Hearing at 6:00 p.m. or as soon thereafter as is practical on the request of Randy Mundt to amend his Conditional Use (Mortuary) to allow a 40' x 50' storage building per Section 19.40.020 J. of the Altoona Municipal Code Book located at 535 S. Hillcrest Parkway (Parcel #201-1033-06).
6. Discuss/consider approval of Conditional Use submitted by Randy Mundt as described in Item 5.
7. Public Hearing at 6:10 p.m. or as soon thereafter as is practical on the request of Rolly Knusalla to amend his Conditional Use Permit to allow a 22' x 12' addition to Rolly's Tavern per Section 19.40.020 A of the Altoona Municipal Code Book located at 2239 Spooner Avenue (Parcel #201-2064-03).
8. Discuss/consider approval of Conditional Use Permit as submitted by Rolly Knusalla.
9. Discuss/consider site plan approval as submitted by Rolly Knusalla.
10. Discuss/consider recommendation to Council approval of Ordinance 5A-10 amending Section 19.56.070 B. related to the height of fences allowed in the City of Altoona. (Public Hearing at the May 13, 2010 Council Meeting).
11. Discuss/consider recommendation to Council approval of Ordinance 5B-10 amending Section 19.58.095 C. Special District Sign Regulations for Municipally-owned Property. (Public Hearing at the May 13, 2010 Council Meeting)
12. Discuss/consider site plan approval for an addition to the auto repair building located at 804 Bartlett Avenue as submitted by John Moldenhauer.

13. Miscellaneous Business and Communications.
 - A. Country Club Park vacation.

14. Adjournment.



Cindy Bauer
City Clerk

Note: If you are unable to attend, please contact 839-6092.

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 839-6092 with as much advance notice as possible.

NOTE: It is possible that members of other governmental bodies of the municipality may be present at the above scheduled meeting to gather information about a subject over which they have decision-making responsibility. No action will be taken by any governmental body at the above-stated meeting other than the governmental body specifically referred to above in this notice.



MEMORANDUM

TO: Plan Commission Members

FROM: Mike Golat, City Administrator

DATE: May 5, 2010

SUBJECT: Summary of May 10, 2010 Plan Commission Meeting Items

Provided below for your consideration is a summary of the May 10, 2010 Plan Commission Meeting agenda items.

ITEM 5 - Public Hearing at 6:00 p.m. or as soon thereafter as is practical on the request of Randy Mundt to amend his Conditional Use (Mortuary) to allow a 40' x 50' storage building per Section 19.40.020 J. of the Altoona Municipal Code Book located at 535 S. Hillcrest Parkway (Parcel #201-1033-06).

The item for your consideration is a request for construction of a 2000 sq. ft. storage building as an accessory structure to the mortuary operated by Mr. Randy Mundt at 535 South Hillcrest Parkway. The original site plan was approved by the Plan Commission on May 21, 2001.

The proposal would not affect the main use with respect to parking requirements. The storage building will include some provision for autos. The existing assembly hall, exclusive of an area for a speaker and for display, is 1560 square feet. Wisconsin's adopted Commercial Building Code requires that the number of occupants of a place for assembly be determined by allowing seven square feet per person when seats are set up for each occasion rather than fastened in place. Using this standard and the City of Altoona Municipal Code requirement for one parking space per three seats, the result is a net total parking requirement of seventy four (74) spaces. Fifty spaces are painted on the lot. In addition, a double-width drive aisle is provided for the front canopy, another is located at the rear of the building, and a single wide aisle runs the full length of the building on the east side. These areas can accommodate the additional 24 cars. There have been occasions when those attending have had to make use of parking on neighborhood streets.

The storage building would be located in the southwest area of the lot in the rear yard. A detention pond is located at the southeast corner. The proposal would be subject to the review of the City Engineer for conformance with storm water management requirements.

Eleven trees have been planted on the lot and are thriving. The trees are in the side yards, none are in front. With regard to the natural or pre-existing trees that are providing some screening for the residential uses to the south, it is unclear whether any are on the subject property. Additional landscaping is proposed.

Suggested motion: I move to close the public hearing.

ITEM 6 - Discuss/consider approval of Conditional Use submitted by Randy Mundt as described in Item 5.

See item 5 above for a summary of this proposal.

Staff recommends approval of the request to modify the terms of the conditional use as follows:

1. The design of the storage building shall be as described in the materials provided by the applicant.
2. The proposal is be subject to the review of the City Engineer for conformance with storm water management requirements.
3. Additional landscaping is to be provided as proposed.
4. All outdoor lighting associated with the property shall be of full cut-off design.

Suggested motion: I move approval of the Conditional Use as submitted by Randy Mundt subject to the conditions outlined above.

ITEM 7 - Public Hearing at 6:10 p.m. or as soon thereafter as is practical on the request of Rolly Knusalla to amend his Conditional Use Permit to allow a 22' x 12' addition to Rolly's Tavern per Section 19.40.020 A of the Altoona Municipal Code Book located at 2239 Spooner Avenue (Parcel #201-2064-03).

The item for your consideration is a request for a modification to an existing conditional use "tavern" business at 2239 Spooner Avenue owned by Rolly Knusalla dba "Rolly's Coach Club". A 22 ft. x 12 ft. addition is proposed at the rear wall of the existing building as shown on the attached site plan. A review of the site plan is scheduled as item 9 on this agenda.

The owner intends to be able to accommodate patrons who smoke as new state-wide smoking regulations go into effect in July of this year. The walls of the addition are designed to have "openable" windows to satisfy this requirement. It will be the sole responsibility of the owner to determine what is required to conform to the new state law. Mr. Knusalla plans to install glass in the interior wall to facilitate enforcement of laws regulating alcohol consumption. The proposed addition would require a modification to the terms of the current liquor license and would be subject to the approval of the Altoona Common Council.

Mr. Knusalla received approval from the City of Altoona Plan Commission on April 7, 2003 for the 40 ft. x 16 ft. addition at the rear of the building as shown on the site plan. Further, by Plan Commission action on June 7, 2004, he received approval to pave the entire lot area and boulevard except for a narrow strip adjacent to the residential property at the south edge of the lot. The boulevard was to be provided with a decorative surface. This was not done. Mr. Knusalla has indicated that the non-conforming "off-premise" leased pole sign in the west yard of the property will be removed by September 30, 2010.

The off-street parking standard of Altoona Municipal Code Section 19.52.020 E. requires that one parking space be provided for each three seats in a tavern. The subject business currently has sixty five (65) seats. Ten additional seats are proposed. Given that the lot is almost entirely paved, the existing parking is more than adequate. Fifty spaces are painted on the lot. The proposed addition would affect from two to six of these spaces.

Suggested motion: I move to close Public Hearing.

ITEM 8 - Discuss/consider approval of Conditional Use Permit as submitted by Rolly Knusalla.

See item 7 above for a summary of this proposal.

Staff recommends approval of the request to modify the terms of the conditional use as follows:

1. The Plan Commission should give due consideration to the location of the proposed addition for the reason that residences are located on the adjacent properties to the south and the windows of the proposed addition will have to be open when patrons are using the space. Staff members have talked with the owner about the possibility of locating the addition at the front of the building toward Spooner Avenue.
2. The Plan Commission should give due consideration to the lack of landscaping for the proposed addition. A minimum of three trees are required for all *new* projects by City of Altoona Municipal Code Section 19.54.060 A 4. c. This ordinance was no doubt *not* in effect at the time of initial construction; however, this is the second proposed addition. It is therefore reasonable to conclude that the Plan Commission could, at its discretion, apply the requirement.
3. The design, installation and operation of the "openable" ventilation spaces and the interior visibility shall be subject to the review and approval of the Public Safety Director.
4. The addition will require State of Wisconsin Department of Commerce Division of Safety and Buildings plan review, or plan review by the City of Altoona as agent for the state. Registration of the project with the State of Wisconsin Department of Commerce Division of Safety and Buildings may be utilized in lieu of submittal for plan review.
5. The non-conforming "off-premise" leased pole sign in the west yard of the property must be removed by September 30, 2010.
6. All outdoor lighting associated with the property shall be of full cut-off design.
7. It will be the sole responsibility of the owner to determine what is required to conform to the new state prohibition regarding smoking.

Suggested motion: I move to approve the request to modify the Conditional Use Permit as it applies to Rolly's Coach Club operated at 2239 Spooner Avenue subject to the conditions described above.

ITEM 9 - Discuss/consider site plan approval as submitted by Rolly Knusalla.

See item 7 above for a summary of this proposal.

Staff recommends approval of the Site Plan showing the addition to the "Rolly's Coach Club" operated at 2239 Spooner Avenue subject to the following conditions:

1. The Plan Commission should give due consideration to the location of the proposed addition for the reason that residences are located on the adjacent properties to the south and the windows of the proposed addition will have to be open when patrons are using the space. Staff members

- have talked with the owner about the possibility of locating the addition at the front of the building toward Spooner Avenue.
2. The Plan Commission should give due consideration to the lack of landscaping for the proposed addition. A minimum of three trees are required for all *new* projects by City of Altoona Municipal Code Section 19.54.060 A 4. c. This ordinance was no doubt *not* in effect at the time of initial construction; however, this is the second proposed addition. It is therefore reasonable to conclude that the Plan Commission could, at its discretion, apply the requirement.
 3. If allowed by state law, screens shall be required on all openings in the exterior walls to prevent items from being easily passed through.
 4. The addition will require State of Wisconsin Department of Commerce Division of Safety and Buildings plan review, or plan review by the City of Altoona as agent for the state. Registration of the project with the State of Wisconsin Department of Commerce Division of Safety and Buildings may be utilized in lieu of submittal for plan review.
 5. The non-conforming "off-premise" leased pole sign in the west yard of the property must be removed by September 30, 2010.
 6. All outdoor lighting associated with the property shall be of full cut-off design.
 7. It will be the sole responsibility of the owner to determine what is required to conform to the new state prohibition regarding smoking.

Suggested motion: I move to approve the Site Plan showing the addition to the "Rolly's Coach Club" operated at 2239 Spooner Avenue subject to the conditions described above.

ITEM 10 - Discuss/consider recommendation to Council approval of Ordinance 5A-10 amending Section 19.56.070 B. related to the height of fences allowed in the City of Altoona. (Public Hearing at the May 13, 2010 Council Meeting).

Attached for your review is Ordinance 5A-10 amending Section 19.56.070 B. related to the height of fences allowed in the City of Altoona. The amendment to the code allows an increase in the maximum fence height from six to eight feet where the fence is parallel to elevated decks. This amendment was initiated by a citizen request. The citizen didn't feel a six-foot fence afforded them and their neighbor with decks enough privacy.

Suggested motion: I recommend to Council approval of Ordinance 5A-10 amending Section 19.56.070 B. Fences.

ITEM 11 - Discuss/consider recommendation to Council approval of Ordinance 5B-10 amending Section 19.58.095 C. Special District Sign Regulations for Municipally-owned Property. (Public Hearing at the May 13, 2010 Council Meeting)

Attached for your review is Ordinance 5B-10 amending Section 19.58.095 C. of Altoona Municipal Code related to special district sign regulations for municipally-owned property. The amendment provides that fees for signs on municipally-owned property in the Public and Conservancy District may be waived in consideration of a donation to the City or other non-profit organization in an amount meeting or exceeding the normal fee established by Council.

This amendment was requested by Altoona Youth Softball and Baseball because a sponsor donated money to the Association, but required them to hang two advertising banners in consideration of the donation.

Suggested motion: I recommend to Council approval of Ordinance 5B-10 amending Section 19.58.095 C. Special District sign Regulations for Municipally-owned Property.

ITEM 12 - Discuss/consider site plan approval for an addition to the auto repair building located at 804 Bartlett Avenue as submitted by John Moldenhauer.

The item for your consideration is a request to allow the construction of a 30 ft. x 45 ft. addition to the building at 804 Bartlett Avenue. The business owner, John Moldenhauer, operates "Northside Motors" auto repair at this location immediately east of the City of Altoona public works garage. This is a permitted use within the Industrial District. The addition would extend to the north at the back of the building and would match the existing profile at the east wall and at the roof line. The building has a metal roof and siding and the addition would have a similar finish.

The total number of off-street parking spaces required for the existing building and the proposed addition is 26. Twenty five spaces are painted on the existing paved lot. Another seven spaces near the back of the lot along the east side are available but not marked out. Three vehicles are at times offered for sale at the southeast corner of the lot fronting on Bartlett Avenue. The proposal will not change the available parking.

Eight trees have been planted on the lot, four in front and four in back. They are well established and thriving. Shrubs are planted at the two front corners of the building.

Inoperative vehicles are located in the back of the lot on the east side if it is required to keep them outside overnight. These are not screened from the adjacent business property to the east.

Staff recommends approval of the Site Plan for the addition to the Northside Service building subject to the following conditions:

1. The Plan Commission should give due consideration to the location of the dumpster and shed.
2. The proposal would be subject to the review of the City Engineer for conformance with storm water management requirements.
3. The addition will require State of Wisconsin Department of Commerce Division of Safety and Buildings plan review.
4. All outdoor lighting associated with the property shall be of full cut-off design.
5. The applicant will be required to submit storm water plans consistent with Altoona Municipal Code provisions and receive approval of all submittals by the City Engineer.

Suggested motion: I move to approve the Site Plan for the addition to the Northside Service building located at 804 Bartlett Avenue subject to the conditions described above.

ITEM 13 – Miscellaneous Business and Communications.

A. Country Club Park vacation.