

**MINUTES OF THE ALTOONA, WI
REGULAR PLAN COMMISSION MEETING
May 10, 2010**

(1) Call Meeting to Order.

The meeting was called to order by Chairman Bill Spangler at 6:00 p.m. held in the Council Chambers at Altoona City Hall.

(2) Roll call.

Members present: Bill Spangler, Ray Henning, Dale Stuber, Larry Sturz,
George Samardich, Judy Adams, and Andy Schlafer

Also Present: Mike Golat, City Administrator
Eric Velin, Building Inspector
Dave Walter, City Engineer
Mark Streit, Stokes & Mundt CUP
Rolly Knusalla, Rolly's Coach Club CUP
John Moldenhauer, Site plan for Northside Service

(3) Citizen Participation Period.

Motion by Schlafer/Stuber to close Citizen Participation Period. **Motion carried.**

(4) Consider approval of Minutes.

Motion by Stuber/Adams to approve the minutes of the April 12, 2010 Regular Plan Commission Meeting. Sturz and Henning abstained. **Motion carried.**

(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).

Mayor Spangler opened the public hearing at 6:05 p.m.

City Administrator Golat explained that this request is 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. Golat said 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. Golat said 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.

Mark Streit representing Stokes and Mundt was present to explain his intention. Streit mentioned that they do have in their budget the additional allowance for landscaping to the rear of the new proposed building.

City Administrator Golat said they will plant a couple of trees to provide some screening in the back between the residential properties and commercial property. The trees will act as a buffer between properties. Any additional lighting would be full cut off lighting on the building.

Maria Sergiacomi, 1104 Skyview Drive, owns property (townhouses) directly behind the funeral home. She commented that their windows will be facing the building. She thought there should be a type of buffer zone between her residential property and the commercial property. The trees won't be enough of a buffer; there should be more landscaping done behind the proposed building.

Motion by Henning/Samardich to close the public hearing at 6:25 p.m. **Motion carried.**

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

City Administrator Golat said 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 subject to the review of the City Engineer for conformance with storm water management requirements.
3. Additional landscaping is to be provided as proposed and approved by city staff.
4. All outdoor lighting associated with the property shall be of full cut-off design.

Motion by Samardich/Henning to approve the Conditional Use as submitted by Randy Mundt subject to the conditions outlined above. **Motion carried.**

(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).

Mayor Spangler opened the public hearing at 6:27 p.m.

City Administrator Golat explained that this 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.

Golat said 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. Golat further explained that 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, Knusalla 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. Golat said 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. Golat said that 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.

Rolly Knusalla was present to discuss his intentions. Rolly explained that the intent of the addition is just for the patrons to smoke in that building. There will not be any music out in the addition.

Motion by Schlafer/Sturz to close Public Hearing at 6:40 p.m. **Motion carried.**

(8) Discuss/consider approval of Conditional Use Permit as submitted by Rolly Knusalla.

City Administrator Golat said 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. Addition to be located in the back of the existing building as proposed.
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. No additional tree 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.

Motion by Henning/Samardich 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. **Motion carried.**

(9) Discuss/consider site plan approval as submitted by Rolly Knusalla.

City Administrator Golat explained that the Site Plan showing the addition to the “Rolly’s Coach Club” operated at 2239 Spooner Avenue should be subject to the same conditions as approved in item 8.

Motion by Spangler/Schlafer to approve the Site Plan showing the addition to “Rolly’s Coach Club” operated at 2239 Spooner Avenue subject to the conditions described in Item 8. **Motion carried.**

(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).

City Administrator Golat explained 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. The proposed ordinance states that fences may be constructed to a height of no more than six feet. Staff suggests adding the following sentences: "except that fences up to eight feet may be constructed parallel to decks elevated two or more feet above ground level. Provided further, such eight-foot section of fence may only be extended five feet beyond an imaginary line extended from any straight side of a square or rectangular deck to the fence line. For irregularly shaped decks the limits of the eight-foot fence shall be determined by the zoning administrator or his designee".

Frank Brose, 311 Brookshire Court, was present to ask for an 8 foot fence. He said if approved he would put in an eight foot fence on the side lots and a 6 foot fence in the front (facing the street).

Motion by Samardich/Spangler to recommend to Council approval of Ordinance 5A-10 amending Section 19.56.070 B. Fences. **Motion carried.**

(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)

City Administrator Golat explained 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. Golat explained that 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.

Motion by Spangler/Henning to recommend to Council approval of Ordinance 5B-10 amending Section 19.58.095 C. Special District sign Regulations for Municipally-owned Property. **Motion carried.**

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

City Administrator Golat explained that this 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. Golat said 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 subject to fire code and that it be properly screened.
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.

Motion by Spangler/Schlafer to approve the Site Plan for the addition to the Northside Service building located at 804 Bartlett Avenue subject to the conditions described above. **Motion carried.**

(13) Miscellaneous Business and Communications.

A. Country Club park vacation.

City Administrator Golat commented on the vacation of land platted as public park in the Country Club Estates Addition. No action taken, information purposes only.

(14) Adjournment.

Motion by Schlafer/Henning to adjourn at 7:16 p.m. **Motion carried.**

Minutes transcribed by

Cindy Bauer
Altoona City Clerk