

**MINUTES OF THE ALTOONA, WI
REGULAR PLAN COMMISSION MEETING
December 14, 2015**

(I) Call Meeting to Order.

The meeting was called to order by Mayor Jack Blackburn at 6:00 p.m. held in the Council Chambers at Altoona City Hall.

(II) Roll call.

Members present: Mayor Jack Blackburn, Craig Olsen, Brendan Pratt, Larry Sturz, Kimberly Devereaux, Michael Vaughan and Andrew Schlafer (arrived at 6:05 p.m.).

Also Present: City Administrator Mike Golat
Building Inspector Eric Velin
Mike and Wendy Oberg, Conditional Use Permit applicant

(III) Citizen Participation Period.

Motion by Sturz/Olsen to close Citizen Participation Period. **Motion carried.**

(IV) Approval of minutes.

Motion by Vaughan/Devereaux to approve the minutes of the November 9, 2015 Regular Plan Commission meeting. **Motion carried.**

(V) Unfinished Business – none.

(VI) New Business

(1) Public hearing at 6:00 p.m. or as soon thereafter as is possible regarding modifications to a Conditional Use as requested by Mike Oberg for property owned by the Dale C. & Delores A White Trust to allow an automobile showroom and repair, with pole style construction, and an outdoor automobile sales lot. The uses are regulated by the following Sections: Sections 19.40.020 N. and BB and Section 19.24.090 of the Altoona Municipal Code. The property is located at 2103 So. Hastings Way, Altoona. (Subject parcels: 201-2162-03-000, 201-2162-04-000, 201-2162-06-000).

City Administrator Golat explained the request for modifications to a Conditional Use as requested by Mike Oberg for property owned by the Dale C. & Delores A. White Trust to allow an automobile sales office and repair, with pole style construction, and an outdoor automobile sales lot per Sections 19.40.020 N. and BB and Section 19.24.090 of the Altoona Municipal Code. The property is located at 2103 So. Hastings Way, Altoona. Lots 5 and 6, Block 1 of Kirks Addition (parcel 201-2162-06-000) occupy the corner of the block, with frontage along South Hastings Way and Pleasant Street, to the southwest and northwest respectively. This parcel has most recently been used for automobile repair. It has long been associated with uses related to autos including sales and, possibly, a filling station. Lots 3 and 4 (parcels 201-2162-03-000, 201-2162-04-000) of Block 1 of Kirks Addition, are adjacent along South Hastings way and are currently undeveloped; however, they appear to have been developed in the past. The three parcels (four lots) are owned by the Dale C. & Delores A White Trust, and together extend approximately two hundred forty two feet (242 ft.) along South Hastings Way and two hundred feet (200 ft.) on Pleasant Street.

City Administrator Golat mentioned that Mr. Oberg would like to purchase the three parcels and combine them in order to use the property for an automobile sales lot. He plans to construct a new building for a sales office and auto repair; a 4700 Sq. Ft. building is proposed. The floor plan, along with one option for the design of the exterior, has been provided by Mr. Oberg. Golat said that under the current use, the building on Lots 5 & 6 is dated and not in good repair, and the entire outdoor area has

been paved. Lots 3 & 4 are currently about 50% paved along South Hastings way. Although Lots 3 & 4 are listed as individual parcels on the Eau Claire County tax role, the business use apparently extended onto these adjacent lots.

Evaluation of the Conditional Use

19.59.030 Authority to impose conditions. The plan commission, in order to achieve the provisions of this chapter, may attach certain conditions to the conditional use, including:

A. Limiting the manner in which the use is conducted, including restricting the time an activity may take place and restraints to minimize such environmental effects as noise, vibration, air pollution, glare and odor;

The environmental impact associated with the automobile business activity will be similar to other businesses in the area. Historically there have been automobile sales on the lot, so there it is unlikely that the proposed use would have any adverse impacts related to noise, vibration, air pollution, glare and odor. See item H. in this list regarding lighting.

B. Establishing a special yard or other open space or lot area or dimension;

The current use of the property has extended to the right of way. Because he will be making major improvements by way of his redevelopment plans, Mr. Oberg is requesting that the sales lot be permitted to extend to the right of way along South Hastings Way where there is a substantial boulevard area, and he would like to place and maintain the required trees within the boulevard of Pleasant Street as shown on the plan.

C. Limiting the height, size or location of a building or other structure;

A new 4700 Sq. Ft. building is proposed. The floor plan and one option for the design of the elevation views have been provided by Mr. Oberg.

D. Designating the size, number, location or nature of vehicle access points;

There are two proposed access points from Pleasant Street. The City Engineer has reviewed the proposed access and has approved it. City Administrator Golat noted that in the past almost the entire frontage along Pleasant Street was open to access; therefore, the new plan makes a significant improvement. An access point also exists from South Hastings Way, which was recently re-constructed by the City of Eau Claire.

E. Increasing the amount of street dedication, roadway width, or improvements within the street right-of-way;

Not necessary for this site.

F. Designating the size, location, screening, drainage, surfacing or other improvement of a parking or truck loading area;

Due to the nature of the proposed use, the applicant requests that the site be allowed to be paved except for those areas required for bio-treatment of the storm water. Parking spaces required by Section 19.52.020 F. and K. of the Altoona Municipal Code for employees and patrons and spaces required by ADA Guidelines will be required to be shown on a final site plan at the time that a building permit is requested.

G. Limiting or otherwise designating the number, size, location, height or lighting of signs;

An existing pole sign will be used, and, at a minimum, the existing cabinet panels will be replaced. A new cabinet may be installed on the existing structure, in which case the cabinet dimensions would be subject to current City regulations.

H. Limiting the location and intensity of outdoor lighting or requiring its shielding;

The location of the sales lot lighting for the sales lot is not noted on the plan at the present time. The plan does specify that the lighting will comply with a full cut-off design.

I. Requiring diking, screening, landscaping or another facility to protect adjacent or nearby property and designating standards for installation or maintenance of the facility:

Any electrical and air conditioning structures, blowers and air handling units must be concealed by landscaping or by decorative screening materials which form an integral part of the design. Any outdoor trash and or recycling containers must be screened.

J. Designating the size, height, location or materials for a fence;

No fence is planned. Any future fencing on site will be subject to all municipal requirements in place at the time.

K. Protecting existing trees, vegetation, water resources, wildlife habitat or other significant natural resources;

There is no significant vegetation on site. One City of Eau Claire boulevard tree exists in the right-of way of South Hastings Way. Section 19.54.060 A. 4. c requires three trees for a site of two acres or less. The applicant is requesting that he be allowed to place and maintain the required trees within the boulevard of Pleasant Street as shown on the plan. The Plan Commission may require additional landscape features at its discretion.

L. Specifying other conditions to permit development of the city in conformity with the intent and purpose of the comprehensive plan. (Ord. 2D-98 (part), 1998)

This developed commercial site conforms to the current comprehensive plan, and the proposed changes to the existing use may be approved at the discretion of the Plan Commission.

Wendy Oberg was present to answer any questions Plan Commission members had regarding the conditional use permit. Wendy noted the proposed parking and landscape plans.

Wendy commented that they have a full landscaping plan in place with the architectural plans that will involve shrubs/green space along the front of the sales offices, as well as trees along Pleasant St. There is also currently 15 feet of green buffer space from HWY 53 and our parking space. (10 feet of green, 5.5 feet of sidewalk, 5 feet of additional green space before parking. The Obergs are working with the city of Eau Claire to absorb the responsibility for the existing tree in the Blvd and getting permission to plant additional trees in the green space that extends beyond the sidewalk. The lot will continue with the uniform look of other businesses along the corridor; however they will have an additional 5 feet of extra green space beyond what the current businesses are doing. Wendy Oberg commented that their landscaping plans are an integral part of improving the current site. The plans will greatly improve the aesthetic value of the property (see drawings). The lot as it stands now is a partially paved space with interspersed mounds of dirt and bush piles along with portions of loose gravel and pot holes and a mismatched dilapidated building.

Motion by Vaughan/Pratt to close the public hearing at 6:24 p.m. **Motion carried.**

(2) Discuss/consider approval of Conditional Use as requested by Mike Oberg for property owned by the Dale C. & Delores A White Trust to allow an automobile sales office and repair garage, with pole style construction, and an outdoor automobile sales lot as further explained in item 1.

City Administrator Golat reminded that Municipal Ordinance requires a ten foot buffer on private property for parking lots and that Mr. Oberg is requesting that he alternatively be allowed to place and maintain the required landscaping within the boulevards of Pleasant Street and South Hastings Way as shown on the plan.

Motion by Pratt/Devereaux to approve modification to a Conditional Use Permit subject to the following conditions:

1. The properties shall be combined into one parcel by means of a CSM
2. The three trees required for this site by Section 19.54.060 A. 4. C of the Municipal Code shall be placed and maintained within the boulevard of Pleasant Street as shown on the plan. The tree within the boulevard along South Hastings Way shall be maintained, or, if lost to natural causes it shall be replaced by one that is of a variety identified in the approved municipal list. Applicant shall work with the City of Eau Claire to plant at least three additional trees within the Hastings Way Boulevard if approved by Eau Claire, which trees shall be maintained by the applicant.
3. The existing pole style freestanding sign structure may be properly maintained for continued use. A replacement cabinet for this sign, and any request for future wall signs will be subject to all municipal requirements in place at the time. Temporary signs shall be only used as regulated by Section 19.58.100 D, E, and F.
4. No lighting plan is available at the present time. A plan shall be subject to review by City staff prior to installation. All exterior lighting associated with the project must conform to a full cut-off design.
5. Any electrical and air conditioning structures, blowers and air handling units must be concealed by landscaping or by decorative screening materials which form an integral part of the design.
6. Parking spaces required by Section 19.52.020 F. and K. of the Altoona Municipal Code for employees and patrons and spaces required by ADA Guidelines will be required to be shown on a final site plan at the time that a building permit is requested.
7. The hours of operation shall substantially conform to the current proposal as follows: Monday through Saturday 10:00 a.m. – 6:00 p.m. and closed Sunday.
8. The six foot landscaping adjacent to the building is to be brought across the north portion of the front of the front of the building (identified as the “storefront” in the west elevation submitted).

Olsen abstained. **Motion carried.**

(3) Discuss/consider approval of site plan as submitted by Mike Oberg for an automobile showroom and repair garage and an outdoor automobile sales lot at 2103 So. Hastings Way, Altoona.

City Administrator Golat noted that the site plan was discussed in item 2 of this agenda. The same conditions will apply

Motion by Devereaux/Vaughan to approve site plan for an automobile showroom and repair garage and outdoor automobile sales lot at 2103 So. Hastings Way as requested by Mike Oberg subject to the following conditions:

1. The properties shall be combined into one parcel by means of a CSM
2. The three trees required for this site by Section 19.54.060 A. 4. C of the Municipal Code shall be placed and maintained within the boulevard of Pleasant Street as shown on the plan. The tree within the boulevard along South Hastings Way shall be maintained, or, if lost to natural causes it shall be replaced by one that is of a variety identified in the approved municipal list. Applicant shall work with the City of Eau Claire to plant at least three additional trees within the Hastings Way Boulevard if approved by Eau Claire, which trees shall be maintained by the applicant.
3. The existing pole style freestanding sign structure may be properly maintained for continued use. A replacement cabinet for this sign, and any request for future wall signs will be subject to all municipal requirements in place at the time. Temporary signs shall be only used as regulated by Section 19.58.100 D, E, and F.
4. No lighting plan is available at the present time. A plan shall be subject to review by City staff prior to installation. All exterior lighting associated with the project must conform to a full cut-off design.
5. Any electrical and air conditioning structures, blowers and air handling units must be concealed by landscaping or by decorative screening materials which form an integral part of the design.

6. Parking spaces required by Section 19.52.020 F. and K. of the Altoona Municipal Code for employees and patrons and spaces required by ADA Guidelines will be required to be shown on a final site plan at the time that a building permit is requested.
7. The hours of operation shall substantially conform to the current proposal as follows: Monday through Saturday 10:00 a.m. – 6:00 p.m. and closed Sunday.
8. The six foot landscaping adjacent to the building is to be brought across the north portion of the front of the front of the building (identified as the “storefront” in the west elevation submitted).

Olsen abstained. **Motion carried.**

(4) Discuss/consider recommendation to Council regarding the final plat dividing land within the northwest quadrant of River Prairie. (Will be discussed at the December 22, 2015 Council Meeting).

City Administrator Golat noted that the Plan Commission recommended approval of the Preliminary Plat for the NW quadrant of River Prairie at its November 9, 2015 Plan Commission Meeting. The item for review and consideration is the final plat for land in the northwest quadrant of River Prairie that has not yet been divided to reflect the planned final lot configuration. Finalizing the plat will allow the City to sell some of the lots that it has received offers on as well as other lots in the future. The plat is designed to allow for flexibility in the future with regard to final lot configuration.

Motion by Vaughan/Devereaux to recommend to Council approval of the final plat dividing land within the northwest quadrant of River Prairie. **Motion carried.**

(VII) Miscellaneous Business and Communications.

City Administrator Golat gave an update on the City Planner position.

(VIII) Adjournment.

Motion by Schlafer/Pratt to adjourn at 6:34 p.m. **Motion carried.**

Minutes transcribed by Cindy Bauer, Altoona City Clerk