

**MINUTES OF THE ALTOONA, WI
REGULAR PLAN COMMISSION MEETING
March 14, 2016**

(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

Also Present: City Administrator Mike Golat
City Planner Joshua Clements
Building Inspector Eric Velin
Fire Inspector Dave Daken
Paul Johnson, Arnies Service Center
Robb Majeski, Developer
David Cihasky, School District of Altoona
Anthony Brown, Concept Conditional Use Permit

(III) Citizen Participation Period.

Stuart Sandler, owner of the Stitch Supply Company at 913 So. Hillcrest Parkway in Altoona, was present to request an ordinance change under Chapter 19.58 regarding sign setbacks and multiple signs in a C-1 Zoning District.

City Administrator Golat said C-1 zoning is a transition zoning between more commercial and residential or a softer use. The only other area where there is C-1 zoning is along Nottingham Way. Committee members asked if the Stitch Supply Company could be given an exception. Golat didn't think they could be given an exception; it could possibly be a Zoning Board of Appeals issue or the City could change the ordinance for those properties zoned C-1 along South Hillcrest Parkway.

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

(IV) Approval of minutes.

Motion by Pratt/Vaughan to approve the minutes of the February 8, 2016 Regular Plan Commission meeting. **Motion carried.**

(V) Unfinished Business – none.

City Administrator Golat introduced Joshua Clements who was recently hired as City Planner.

(VI)(8) Discussion related to aesthetics of Spooner Avenue Corridor.

City Administrator Golat explained that this topic is a continuation from the February 5, 2016 Plan Commission Meeting related to the aesthetics of the Spooner Avenue Corridor. Golat mentioned that he talked to Eau Claire County Highway Commissioner regarding the aesthetics of the County Highway building. The Commissioner said they are working on a space needs study. Golat commented on Arnies Service Center and mentioned that he went to Arnie's Service Center today to get a baseline of what improvements have been done.

Paul Johnson was present to update Plan Commission members on his improvements. Johnson mentioned that he has been removing some of the junk cars from his lot. Johnson also relocated the dumpster so it's not visible from Spooner Avenue. Johnson will continue to remove some of the vehicles.

Mayor Blackburn mentioned that they talked to Mr. Johnson about the driveway and parking surfaces in general, and agreed that the asphalt may not work but to do some grading and leveling which Johnson agreed to do. This item will be on the April Plan Commission for an update.

(VI) (1) Discuss/consider recommendation to Council to rezone parcels in the northwest quadrant of River Prairie and the city owned portion in the southwest quadrant of River Prairie from Public and Conservancy to River Prairie Mixed Use (RPMU) as submitted by the City of Altoona. (Public hearing at the March 24, 2016 Council Meeting).

City Administrator Golat explained that this item is to rezone parcels in the northwest quadrant of River Prairie and the city owned portion of the southwest quadrant of River Prairie from Public and Conservancy to River Prairie Mixed Use (RPMU). The petitioner is the City of Altoona. The public hearing date before the Common Council is set for March 24, 2014 at 6:00 p.m. Golat noted that it was appropriate to have all the Public and Conservancy be rezoned to River Prairie Mixed Use and stated his reasons why.

Joshua Clements, City Planner prepared a staff report. Staff is requesting that all portions in the northwest quadrant of River Prairie and southwest quadrant of River Prairie currently zoned P Public and Conservancy, except Parcel #201-1002-04-030 (City of Eau Claire pumping station) be rezoned to River Prairie Mixed Use.

Plan Commission Member Vaughan had concerns with the rezoning. Vaughan said the public has been very receptive to keeping the Public and Conservancy as green and as natural as possible other than having a trail through the area. Vaughan asked how we can continue to make sure the intent is going to be preserved. City Administrator Golat said it's really the floodplain that is going to prevent anyone from building anything down along the river. Vaughan asked if we could still somehow keep the green space along the river protected. Golat said in order to be reflected in the zoning map it would have to be shown Public and Conservancy. Building Inspector Velin said because we have the dam shadow line and it's defined on the map, if the existing Public and Conservancy District could be the line of the dam shadow, could a rezone be arranged simply by definition the dam shadow and so many feet, or just the dam shadow itself? City Administrator Golat said we could rezone the area as suggested by Velin. The City would have to start the rezone process all over again and bring the rezone request back at the next Plan Commission meeting in April.

There was no action on this item.

(VI)(2) Discuss/consider recommendation to Council regarding a CSM for parcels in the southwest quadrant of River Prairie to split one parcel into two parcels to accommodate sale of property by the City of Altoona. (Public hearing at the March 24, 2016 Council Meeting)

City Administrator Golat indicated that this item was discussed at last month's Plan Commission meeting. The lot line has been moved and is correct as shown on the final CSM. Golat said the CSM is to divide a parcel in the southwest quadrant of River Prairie into two parcels to accommodate sale of property by the City. Golat mentioned that the City has accepted an offer from Ace Hardware to purchase one of the lots from the City, and, therefore, the City is required to create a lot for sale.

Motion by Vaughan/Devereaux to recommend to Council approval of a CSM for parcels in the southwest quadrant of River Prairie to split one parcel into two parcels to accommodate sale of property by the City of Altoona. **Motion carried.**

(VI)(3) Discuss/consider recommendation to Council regarding a CSM for parcels in the northeast quadrant of River Prairie, namely to divide the following parcel into two lots: Parcel #201-2354-05-020, being lot 2 of CSM Volume 16, page 354, map #2962. (Public hearing at the March 24, 2016 Council Meeting).

City Administrator Golat explained that the CSM in the northeast quadrant of River Prairie is to divide the following parcel into two lots: parcel #201-2354-05-020, being lot 2 of CSM Volume 16, page

354, map #2962. The CSM will allow the developer to move forward with construction of a new building that will be home to Northwestern Bank.

Commission Member Schlafer asked where the path to the river will be located for citizens to use to get down to the river. Robb Majeski indicated that there is an existing path along River Prairie Drive. Majeski said until it is determined where the other buildings will be situated on the lots, they are not able to put the line in yet at this time or mark the exact location of the trail.

Motion by Vaughan/Schlafer to recommend to Council approval of a CSM for parcels in the northeast quadrant of River Prairie, namely to divide the following parcel into two lots: Parcel #201-2354-05-020, being lot 2 of CSM Volume 16, page 354, map #2962. **Motion carried.**

(VI)(4) Discuss/consider recommendation to Council regarding a Specific Implementation Plan as submitted by Kramer Land Design Studio on behalf of Northwestern Bank located in the northeast quadrant of River Prairie. (Will be discussed at the March 24, 2016 Council meeting).

City Planner Clements referred to the Planning Department Staff Report and SIP Submittal Documents prepared by Kramer Land Design Studio illustrating Northwestern Bank (Parcel #201-2354-05-020, being lot 2 of CSM Volume 16, page 354, map #2962). Clements distributed a revised site plan which included an addition of an ADA-accessible pedestrian from the sidewalk to the primary entrance of the proposed building. Clements said staff had questions regarding signage; they didn't have specific measurements for the monument sign.

Robb Majeski said the monument sign will be twelve feet wide, the base will be three feet tall, the box on top will be three feet tall and twelve inches deep. Majeski said for a reference point, the Orgel Wealth Management sign has the same base dimensions. The difference being that the sign box is 46 inches tall versus this proposed sign of 36 inches tall. The sign will be a bronze-aluminum box with back lit letters; the sign is smaller in size than the Orgel Wealth Management sign. Staff has reviewed the submittals as required in Section VIII 2. of the River Prairie Design Standards and Guidelines and recommends approval subject to additional submittal and review of stormwater plan for the site as well as information on exterior lighting.

Motion by Vaughan/Devereaux to recommend to Council approval of a SIP for parcels in the northeast quadrant of River Prairie Parcel #201-2354-05-020, being lot 2 of CSM Volume 16, page 354, map #2962 subject to the following conditions:

- Additional submittal and successful review of stormwater plan by City Engineer.
- Additional submittal on the lamp intensity, design and height of all exterior lighting fixtures which shall be full cut off style.
- Final review of the sign submittals to assure the sign conforms to the River Prairie Design Standards and Guidelines **Motion carried.**

(VI)(5) Discuss/consider recommendation to Council to rezone parcel #201-1054-02-000 from Commercial to R-1 located at 2536 Hansen Lane as submitted by Randolph Hansen. (Public hearing at the March 24, 2016 Council meeting).

City Planner Clements explained that this item is to rezone parcel #201-1054-02-000 from Commercial to R-1 located at 2536 Hansen Lane as submitted by Randolph Hansen. (The public hearing date before the Common Council is set for March 24, 2014 at 6:15 p.m.) The property is operated as Otter Creek Inn, a Bed & Breakfast business approved as a conditional use in the C Commercial District (04/16/2001). Also on the site is an accessory building. On April 16, 2001 a Conditional Use Permit was granted in C Commercial District to "allow a garage/vehicle storage building to be erected on the property to house vehicles. The properties on both sides of the Hansen Property (east/west) are zoned Commercial. The property on the north side is zoned residential. The applicant requests changing zoning designation from Commercial to Residential zoning.

City Planner Clements provided a Planning Department staff report. Staff recommended denying the rezoning based on six findings as listed in the staff report.

Randy and Shelley Hansen, Applicants, were present to explain their reasoning to rezone the property.

Plan Commission Members said while there are reasons from the Master Plan to deny this request, there are exceptions that override the Master Plan.

Motion by Devereaux/Olsen to recommend to Council approval of rezoning parcel #201-1054-02-000 from Commercial to R-1 located at 2536 Hansen Lane as submitted by Randolph Hansen subject to the following conditions:

1. Applicant will need to apply for a conditional use permit to allow for the operation of a Bed and Breakfast in a residential zone.
2. Applicant will need to apply for a conditional use permit to allow an accessory building to be in excess of 1,000 square feet.
3. Commercial use of the accessory building will cease.

Motion carried.

(VI)(6) Discuss/consider recommendation to Council to rezone parcel #201-1053-03-000 from Commercial to R-1 located adjacent to property at 2536 Hansen Lane as submitted by James Wilcox. (Public hearing at the March 24, 2016 Council meeting).

City Administrator Golat explained that this item has been placed on the agenda to formally acknowledge the receipt of a petition to rezone parcel #201-1053-03-000 from Commercial to R-1 located immediately west of 2536 Hansen Lane as submitted by James Wilcox. The public hearing date before the Common Council is set for March 24, 2014 at 6:20 p.m.

This item was also discussed in conjunction with Item 5. The following information was provided for background information: Parcel 201-1053-03-000 owned by Mr. James Wilcox is located immediately west of 2536 Hansen Lane (Otter Creek Inn B&B). Parcel is boarded to the north by Mr. Wilcox primary residence at 1228 S Willson Drive, Otter Creek to the west and DOT right-of-way (USH 53) beyond. Parcel is accessed by Hansen Lane frontage road off of HW 12, but has no physical mailing address. Recorded land use is vacant and currently zoned C Commercial District consistent with City of Altoona Comprehensive Plan.

Motion by Olsen/Sturz to recommend to Council approval of rezoning parcel #201-1053-03-000 from Commercial to R-1 located immediately west of 2536 Hansen Lane as submitted by James Wilcox subject to Council approval of Item 5 (Hansen property rezoning). **Motion carried.**

(VI)(7) Discuss/consider approval of site plan for an addition to the School District of Altoona Elementary and Middle Schools located at 1827 and 1903 Bartlett Avenue (parcel numbers 201-1012-10-000 and 201-1013-03-000 as submitted by David Cihasky, ADG).

City Planner Clements explained that the School District of Altoona is proposing to change the footprint of their administrative office area located at 1903 Bartlett Avenue. ADG architects have submitted floor plans and elevations for the demolition of 19,000 square feet and the reconstruction of 6,500 square feet. The major change is to the public entrance from Bartlett Avenue. Cihasky said the new building will be replacing the existing bridge between the elementary and middle schools. Plan Commission Members addressed the drop-off and pick-up locations of students. Cihasky mentioned that they are reconstructing the existing back parking lot. They are re-contouring and striping the parking lot for additional staff parking. Plan Commission Member Vaughan commented that he would still like to see a more dedicated drop-off for parents to drop off the children.

Motion by Pratt/Schlafer to approve the site plan for an addition to the School District of Altoona Elementary and Middle Schools located at 1827 and 1903 Bartlett Avenue as submitted by David Cihasky subject to the following conditions:

1. Plans for utility connections and storm water management must be approved by the City Engineer.

2. Bring back a revised site plan for the parking and drop-off at the April 11, 2016 Plan Commission Meeting. **Motion carried.**

(VI)(9) Discuss concept CSM & Conditional Use Permit (Parcel #201-1033-02-020) regarding subdivision and development of commercial parcel.

City Planner Clements explained that Anthony Brown seeks Plan Commission feedback on a development concept entailing subdivision of commercial parcel for use requiring conditional use permit. Applicant may return with requested CSM/CUP approval at the April 11, 2016 Plan Commission Meeting. Clements said the proposed property is located immediately west of the mobile home park and east of Gibson Water Care on Highway 12. The proposed use would be for mini storage units.

Member Vaughan had concerns with the aesthetic and appearance of the storage units; the units will be built going up a hill so the public will be seeing the size and appearances of the buildings from Hwy 12. Some trees around the units would be a nice buffer.

City Administrator Golat asked about security or if they will be installing a fence around the perimeters. Mr. Brown mentioned there will be security cameras around the units but no fencing.

No formal action was taken. Plan Commission Members and staff provided input to the applicant regarding aesthetics and screening of the storage units.

(VI)(10) Discuss concept Site Plan at 1103 S. Hillcrest Parkway (Parcel #201-1045-06-000) regarding conversion of non-conforming R-1 residential use in C commercial zone to commercial use.

This item was removed from the agenda.

(VI)(11) Discussion related to City of Altoona Parks Master Plan process and activities.

City Planner Clements explained that there is a Citizen Survey circulating throughout the City of Altoona. The Survey will be used to create a Parks Master Plan. The purpose of this process will be to provide systematic inventory of lands and facilities, solicit and facilitate public engagement, and illustrate vision, goals, and strategies to provide for parks, trails, recreational facilities and natural areas to meet current needs and meet future orderly growth. Regular engagement and guidance by Plan Commission and Parks & Recreation Board is anticipated throughout the process.

(VII) Miscellaneous Business and Communications.

None.

(VIII) Adjournment.

Motion by Pratt/Schlafer to adjourn at 8:05 p.m. **Motion carried.**

Minutes transcribed by Cindy Bauer, Altoona City Clerk