

**MINUTES OF THE ALTOONA, WI  
REGULAR PLAN COMMISSION MEETING  
April 11, 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, Larry Sturz,  
Kimberly Devereaux, and Michael Vaughan.

Members Absent: Brendan Pratt and Andrew Schlafer.

Also Present: City Administrator Mike Golat  
Building Inspector Eric Velin  
Paul Johnson, Arnies Service Center

**(III) Citizen Participation Period.**

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

**(IV) Approval of minutes.**

Minutes of the March 14, 2016 were not available and will be approved at the next Plan Commission Meeting.

**(V) Unfinished Business** – none.

**(VI) New Business**

**(1) Public hearing at 6:00 p.m. or as soon thereafter as is possible regarding Conditional Use Permit and Site Plan for development of warehouse buildings (“mini-storage”) on Parcel #201-1033-02-020 in the C Commercial District submitted by Anthony Brown.**

Mr. Brown is proposing to develop 12 self-storage buildings on this parcel zoned C Commercial District and located immediately west of Hillcrest Estates. After consultation with the Planning Department, Mr. Brown is proposing to grade the front of the parcel to facilitate future sale and development for active use consistent with commercial zoning and similar to nearby commercial uses. Stormwater facilities are designed to handle the entire parcel, the rear storage unit portion as well as front lot. Mr. Brown anticipates construction of storage units being phased as rental conditions of the units permit. The site will be screened with low berms and evergreen trees.

Mr. Brown has met with City Planner Clements on three occasions to refine his proposal. As you may recall, Mr. Brown presented this concept at the March 14, 2016 Plan Commission meeting. Mr. Brown has an accepted offer to purchase this parcel subject to approval for this CUP and Site Plan.

See Planning Department Staff Report and petitioner submittals for additional information and recommended action.

Motion by Vaughan/Sturz to close the public hearing at 6:16 p.m. **Motion carried.**

**(VI)(2) Discuss/consider approval of Conditional Use Permit and Site Plan for development of warehouse buildings (“mini-storage”) on Parcel #201-1033-02-020 in the C Commercial District submitted by Anthony Brown.**

Please see ITEM 1 above for details on this agenda item.

Recommended Action:

**Approve** the Conditional Use Permit and Site Plan as proposed for Parcel #201-1033-02-020 with the following conditions as allowed by *Altoona Municipal Code 19.59.030*:

1. Self-Storage buildings will be limited to the areas specifically identified in the proposed Site Plan [ 19.59.030 (C), (L) ];
2. Plant and maintain vegetated screening as illustrated in proposed Site Plan [ 19.59.030 (I) ];
3. All lighting on the site shall be of full cut-off design and be shielded to prevent spillover of direct light onto adjacent residential properties [ 19.59.030 (H) ];
4. Submittal and successful review of storm water plan by City Engineer as described in the City of Altoona Municipal Code Chapter 14.

Motion by Vaughan/Olsen to approve a Conditional Use Permit and Site Plan for the development of warehouse buildings in the C Commercial District on Parcel #201-1033-02-020 subject to the following conditions:

1. Self-Storage buildings will be limited to the areas specifically identified in the proposed Site Plan [ 19.59.030 (C), (L) ];
2. Plant and maintain vegetated screening as illustrated in proposed Site Plan [ 19.59.030 (I) ];
3. All lighting on the site shall be of full cut-off design and be shielded to prevent spillover of direct light onto adjacent residential properties [ 19.59.030 (H) ];
4. Submittal and successful review of storm water plan by City Engineer as described in the City of Altoona Municipal Code Chapter 14.

**Motion carried.**

**(VI)(3) 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.**

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.

The Plan Commission heard and considered this Site Plan on March 14<sup>th</sup>, 2016 and requested additional modifications to improve pedestrian safety. Mr. Cihasky has prepared a revised plan for Commission consideration and approval.

Motion by Devereaux/Olsen 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. Implementation of City Staff recommendations from April 8, 2016 with a word change from fence to "Barrier". **Motion carried.**

**(VI)(4) Discuss/consider recommendation to Council regarding Ordinance 4A-16 modifying the Altoona Municipal Code amending Title 19, "Zoning" as further described: Chapter 19.58 "Signs", specifically Section 19.58.080 B to modify requirements for signs in C-1 (Office) Districts. (Public hearing at the April 14, 2016 Council Meeting).**

See enclosed Ordinance 4A-16 as prepared by the Planning Department in response to a request submitted by Stitch Supply Company.

Motion by Vaughan/Devereaux to recommend to Council approval of Ordinance 4A-16 amending Altoona Municipal Code Title 19 Section 19.58.080 B. to modify requirements for signs in C-1 (Office) Districts. **Motion carried.**

**(VI)(5) Discuss/consider recommendation to Council regarding a Specific Implementation Plan as submitted by Advanced Engineering Concepts on behalf of WESTconsin Credit Union located on Parcel #201-1002-01-120 in the northwest quadrant of River Prairie. (Will be discussed at the April 14, 2016 Council meeting).**

Please refer to the Planning Department Staff Report and SIP Submittal Documents prepared by Advanced Engineering Concepts and River Valley Architects illustrating site design elements for WESTconsin Credit Union in the Northwest Quadrant of River Prairie, at the NW corner of River Prairie Drive and Bluestem Boulevard. The 1.3-acre parcel is highly visible from River Prairie Drive as well as Highway 53. The 8,000 SF building will occupy the center of the site accessed by a single driveway from Bluestem Boulevard.

Staff has reviewed the submittals as required in Section VIII 2. of the River Prairie Design Standards and Guidelines and recommends the Plan Commission **approve** the Specific Implementation Plan as being in substantial conformance with the River Prairie General Implementation Plan with specified modifications (conditions):

1. Monument sign shall conform to the River Prairie Design Standards and Guidelines Section VIII 5;
2. Submittal and successful review of storm water plan by City Engineer as described in the City of Altoona Municipal Code Chapter 14.

Motion by Vaughan/Sturz to recommend to Council approval of SIP for Parcel #201-1002-01-120 in the northwest quadrant of River Prairie, namely to construct WESTconsin Credit Union, as being in substantial conformance with the River Prairie General Implementation Plan with specified conditions:

1. Monument sign shall conform to the River Prairie Design Standards and Guidelines Section VIII 5;
2. Submittal and successful review of storm water plan by City Engineer as described in the City of Altoona Municipal Code Chapter 14.

Roll call vote 3 ayes, Olsen, Sturz, Vaughan, 2-nays, Devereaux, Blackburn. **Motion carried 3-2.**

**(VI)(6) Discuss/consider recommendation to Council regarding a Specific Implementation Plan as submitted by Advanced Engineering Concepts on behalf of Royal Construction for the development**

**of Prairie Place Apartments located on “Lot 16” in the northwest quadrant of River Prairie. (Will be discussed at the April 14, 2016 Council meeting).**

Please refer to the Planning Department Staff Report and SIP Submittal Documents prepared by Advanced Engineering Concepts and Royal Construction illustrating Prairie Place Apartments in the Northwest Quadrant of River Prairie, at the NE corner of Front Porch Place and Bluestem Boulevard. The 0.69-acre parcel serves as one of two eastern anchors of the Main Street / Front Porch Place mixed-use district intended to feature a vertical mix of housing, employment, retail and services. The building features 51 residential units (27 one-bedroom, 24 two-bedroom) in approximately 62,400 SF in three stories above grade with 55 below ground parking stalls and secure bicycle storage. The below ground parking will be accessed on the east side of the building with entry from the city parking lot driveway.

Staff has reviewed the submittals as required in Section VIII 2. of the River Prairie Design Standards and Guidelines and recommends the Plan Commission **approve** the Specific Implementation Plan as being in substantial conformance with the General Implementation Plan with specified modifications (conditions):

1. Submittal and successful review of storm water plan by City Engineer as described in the City of Altoona Municipal Code Chapter 14.

Motion by Devereaux/Olsen to recommend to Council approval of SIP for “Lot 16” in the northwest quadrant of River Prairie, namely to construct Prairie Place Apartments, as being in substantial conformance with the River Prairie General Implementation Plan with specified conditions:

1. Submittal and successful review of storm water plan by City Engineer as described in the City of Altoona Municipal Code Chapter 14. **Motion carried.**

**(VI)(7) 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) and rezone all areas of the northwest quadrant of River Prairie below the Wisconsin DNR designated dam breach shadow line P public and Conservancy as submitted by the City of Altoona. (Public hearing at the April 14, 2016 Council Meeting).**

This item for your consideration 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 April 14, 2016 at 6:00 p.m.

Please refer to the enclosed current and proposed zoning maps for the Northwest and Southwest Quadrants of River Prairie. Functionally, this will not change proposed land use as intended by the River Prairie General Implementation Plan, which identifies most of the affected area as public park. Parcels have been created by the City of Altoona for sale and development, portions of which are currently zoned Public and Conservancy. Rezoning is required to facilitate sale and development as intended by the River Prairie General Implementation Plan.

Motion by Olsen/Devereaux to recommend to Council approval of rezoning 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) and rezone all areas of the northwest quadrant of River Prairie below the Wisconsin DNR designated dam breach shadow line P public and Conservancy as submitted by the City of Altoona.

**(VII) Miscellaneous Business and Communications.**

**A. Update related to aesthetics of Arnie's Service Center on Spooner Avenue Parcel numbers 201-2065-06-000 thru 201-2065-10-000; 201-2066-01-000 & 201-2065-02-000**

The existing conditional use for automobile related service and sales at 2351 Spooner Avenue, 'Arnie's Service Center' was formally reviewed by the Plan Commission at the September 11, 2006 meeting. Paul Johnson, who operates the sales and service, was present at last month's March 14<sup>th</sup> meeting to informally talk about his business operation with regard to the aesthetics of autos which are located on the property for storage or sale, and regarding the area available for daily business traffic.

Staff visits to Arnie's Service Center were scheduled to observe vehicles associated with the business. These visits have been conducted within a few days prior to the Plan Commission meeting last month, and again on April 6<sup>th</sup> in preparation for this meeting.

The vehicles on site on these occasions were as follows:

March 14, 2016

In "For Sale" areas	3 units
In storage areas	52 units
In customer parking at the East building wall	6 units

April 6, 2016

In "For Sale" areas	8 units
In storage areas	38 units
In customer parking at the East building wall	6 units

It was discussed with Mr. Johnson that after he has made efforts to diminish the number of vehicles on the lot, he should then be able to return to another meeting of the Plan Commission so as to outline the number of vehicles and the estimated turn-around time that he will have determined to be necessary for the business operation.

**B. Citizen concern regarding zoning regulations related to construction of landings and steps/ramps in front yards (within the building setback area) as defined in the City of Altoona Municipal Code Title 19 Zoning, Chapter 19.56.050, "Required yards--Obstructions permitted when--Requirements.**

The above referenced City of Altoona Municipal Code Title 19 Zoning, Chapter 19.56, "Required yards--Obstructions permitted when--Requirements, includes **Section 19.56.050 C.** which states:

*"Uncovered porches and landings serving building entrances may extend not more than five feet into any required front yard. Steps may extend an additional four feet for a total not to exceed nine feet."*

This Municipal Code Section allows an ADAG recognized landing to be constructed to serve any front door. It further provides for an additional four feet which can accommodate a single ramp run. It is worth noting that many homes are configured so that an initial ramp run can be constructed so that it is also within the area allowed for the landing. In such cases the language of **Section 19.56.050 C.** would permit a total of two ramp runs (switch-back) within the **total allowable nine feet.**

John Miller, of 1928 Hayden Avenue, wishes to speak regarding a request for construction within the required front yard that would be in addition to that specified in **Section 19.56.050 C.** Specifically, he would like to construct a temporary deck.

**(VIII) Adjournment.**

Motion by Vaughan/Olsen to adjourn at 8:20 p.m. **Motion carried.**

Minutes transcribed by Cindy Bauer, Altoona City Clerk