

**MINUTES OF THE ALTOONA, WI  
REGULAR PLAN COMMISSION MEETING  
May 9, 2016**

**(I) Call Meeting to Order.**

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

**(II) Roll call.**

Members present: Mayor Brendan Pratt, Craig Olsen, Larry Sturz,  
Andrew Schlafer, Ray Henning, and Barbara Oas-Holmes.

Members Absent: Kimberly Devereaux.

Also Present: City Administrator Mike Golat  
City Planner, Joshua Clements  
Management Analyst Roy Atkinson  
Building Inspector Eric Velin  
Deputy Chief David Daken  
City Clerk Cindy Bauer  
Jon Olson, CUP applicant  
Mark Erickson, Preliminary Plat applicant  
JoAnn Palzkill, Za51 owner

**(III) Citizen Participation Period.**

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

**(IV) Approval of minutes.**

Motion by Olsen/Sturz to approve the minutes of the March 14, 2016 Plan Commission meeting. Oas abstained. **Motion carried.**

Building Inspector Velin asked to amend the April 11, 2016 Plan Commission minutes as follows: Item 3 regarding the School District of Altoona site plan for an addition; include a statement by City Staff **“Implementation of City Staff recommendation dated April 8, 2016 with a word change from Fence to “Barrier”**”.

Motion by Olsen/Sturz to approve the minutes of the April 11, 2016 Plan Commission Meeting as amended by Building Inspector Velin. Schlafer, Oas and Henning abstained. **Motion carried.**

City Administrator Golat introduced Roy Atkinson as the new Management Analyst. Atkinson gave some background information about himself and his previous job duties.

**(V) Unfinished Business** – none.

**(VI) New Business**

**(1) Public hearing at 6:00 p.m. or as soon thereafter as is possible regarding the following two Conditional Uses as requested by Randolph and Shelley Hansen, DBA Otter Creek Inn, 2536 Hansen Lane, Altoona, WI (Parcel #201-1054-02-000)**

- **To allow the continued operation of a bed and breakfast establishment in an R-1 zone as regulated by Section 19.28.020 G. of the Altoona Municipal Code Book.**
- **To allow an accessory building larger than 1,000 square feet in an R-1 zone as regulated per Section 19.28.020 I. of the Altoona Municipal Code.**

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

City Planner Clements explained that the Otter Creek Inn Bed & Breakfast has been in active operation under current ownership since 1987, and has all applicable Eau Claire City/County Health Department and other applicable permits. On March 24, 2016 the Council approved rezoning this parcel from C Commercial District to R1 One-Family Residential District to enable the petitioner to sell the property with residential mortgage financing. The property is intended to continue use as B&B, as permitted as conditional use in the R1 district. The parcel also includes a large accessory building (garage) of approximately 2,300 sq. ft that has been used for commercial vehicle storage. That use has been discontinued, as that use is not permitted in the R1 zone.

Motion by Olsen/Henning to close the public hearing at 6:08 p.m. **Motion carried.**

**(VI)(2) Discuss/consider approval of Conditional Use Permits (Parcel #201-1054-02-000), DBA Otter Creek Inn, to (1) allow the continued operation of a bed and breakfast establishment in an R-1 zone, and (2) to allow an accessory building larger than 1,000 square feet in an R-1 zone.**

Motion by Henning/Olsen to approve the Conditional Use Permit for continued operation of a bed and breakfast establishment in an R-1 zone and allow an accessory building larger than 1,000 square feet in an R-1 zone as proposed for Parcel #201-1054-02-000 with the following condition:

1. Uses of the non-conforming (pole-style) accessory building (garage) must conform to those allowed in the R-1 One-Family Dwelling District. **Motion carried.**

**(VI)(3) Public hearing at 6:05 p.m. or as soon thereafter as is practical regarding a Conditional Use to allow an accessory building larger than 1,000 square feet (1,728 sq. ft) in an R-1 zone as regulated per Section 19.28.020 I. of the Altoona Municipal Code Book as requested by Jon Olson. The property is located at 527 Lake Road, Altoona, WI (parcel #201-1019-06-050).**

Mayor Pratt opened the public hearing at 6:10 p.m.

City Planner Clements explained that Mr. Olson seeks to permit an addition on to an existing accessory building (garage) that will cumulatively exceed the 1,000 sq. ft. threshold permitted in the R-1 district. The addition will be 728 sq. ft. and will have the same design and materials as the existing 998 sq. ft. garage. The addition will have one 10x8 overhead door, and meets all setback requirements. The addition will allow Mr. Olson to store equipment now stored outdoors. Staff analysis has determined that placement and proposed materials of the addition will not negatively impact the aesthetics of the property.

Jon Olson, applicant was present to state his reason for a conditional use and answer any questions Plan Commission members had regarding his conditional use request.

Motion by Sturz/Olsen to close the public hearing at 6:13 p.m. **Motion carried.**

**(VI)(4) Discuss/consider approval of Conditional Use to allow an accessory building larger than 1,000 square feet as described in Item #3 located at 527 Lake Road (Parcel #201-1019-06-050).**

Motion by Olsen/Henning to approve the Conditional Use Permit and Site Plan as proposed for Parcel #201-1019-06-050 to allow construction of an addition to an existing accessory structure cumulatively exceeding 1,000 sq. ft. in the R-1 One-Family Residential District. **Motion carried.**

**(VI)(5) Public hearing at 6:10 p.m. or as soon thereafter as is practical regarding a Preliminary Plat of Haven Pines to create 15 single-family lots on Parcel #201-1023-08-000 as submitted by Highview Developments LLC, C&E Wurzer. The property is located on County Road KB.**

Mayor Pratt opened the public hearing at 6:14 p.m.

City Planner Clements explained that this 5-acre parcel owned by the City of Altoona was subject to a successful RFP response from C&E Wurzer and Highview Development to purchase and develop 15 residential lots over a three-year time period. This parcel is immediately west of and adjacent to the Altoona Elementary School currently under construction.

Craig Wurzer and his agent, Mark Erickson (Kramer Land Design Studio) have completed in-person and electronic preliminary consultation with City Staff, and the Planning Department has provided a schedule of dates and filing requirements. City Staff completed the required Community Impact Statement. Clements recommended approval of the Preliminary Plat subject to the following conditions:

1. Park impact fees shall be paid at the time of building permit issuance;
2. Private utility plan shall be included with design layout for civil site review, per *Altoona Municipal Code 18.07.100*;
3. All private utilities shall be located within the designated private utility easement. City of Altoona permits will be refused for private utilities outside of this easement;
4. Year-round calendar parking (odd/even) signage shall be installed for the complete length of “Kayson Place” road;
5. “No Parking in Roundabout” signage shall be installed in roundabout;
6. Civil plan submittals included with Final Plat shall provide a plan reflecting how the developer intends to make every reasonable effort to protect and retain as many existing trees not lying in proposed public roadway or foundation sites as feasible (*Altoona Municipal Code 18.03.060*);
7. Street lights shall be installed at the developer’s expense at a location and specification reviewed by the City Engineer (*Altoona Municipal Code 18.07.110*; *City of Altoona Standard General Conditions and Specifications for Street and Utility Construction 16500.4*) in coordination of utility streetlight provider of the developer’s choice.
8. The Developer shall submit a street tree plan for review and approval which illustrates boulevard trees comprising species from the City-provided recommended list that shall be planted at spacing to be reviewed and approved by City Engineer following completion of the adjoining lot (*Altoona Municipal Code 18.07.110*). Developer shall ensure the survival of all boulevard trees until the development of the subdivision is complete and not less than three years following the planting, satisfactorily replacing those trees that do not succeed during that period;
9. The City seeks to maximize the capacity of proposed stormwater pond located in Outlot 1 for accommodating future public facilities. The Developer shall enter into an agreement to identify the cost of storage in excess of the volume required to accommodate this development, and after developer and City agree on the marginal cost of upsizing the pond to accommodate runoff outside of the development the City will compensate for the agreed-upon cost;
10. The Developer shall prepare a temporary access easement agreement for the limited use of Outlot 2 (public right-of-way), to be reviewed and approved by the City, and attached to Lot 9 and Lot 10 stipulating:
  - a. Occupancy of Outlot 2 for the purpose of building and maintaining private driveways and mailboxes. Owners of Lot 9 and Lot 10 shall maintain each driveway occupying Outlot 2 subject to all standards required of private driveways in the *Altoona Municipal Code* until such time the development of the Outlot for a public road occurs and the temporary access easement is terminated. All costs to build and maintain the private driveways shall be the sole responsibility of the Owners of Lot 9 and Lot 10;
  - b. Exclusive of driveways enabling access to Lot 9 and Lot 10, Outlot 2 shall be planted with lawn grass and maintained to *Altoona Municipal Code 8.32* by adjacent land owners (Lot 9 and Lot 10) until such time the Outlot is developed as a public roadway, as a condition of maintaining the temporary access easement for private driveways;
  - c. Lot 9 and Lot 10 shall share a single standard curb-cut to access the public roadway;
  - d. The public sidewalk adjacent to Outlot 2 shall be maintained by the owners of Lot 9 and Lot 10 as a condition of maintaining the temporary access easement for private driveways.

Plan Commission Member Henning had questions regarding the maintenance and responsibility of lots 9 and 10.

Mark Erickson, Kramer Land Design was present to explain the preliminary plat, specifically the public road and private driveways for Lots 9 & 10. Erickson suggested putting a note on the plat

specifying that the new owner(s) will be responsible for the maintenance of Lots 9 and 10 and due diligence of taking care of Outlot 2 until a limited time frame of when the developer wants it to be a right of way.

Member Oas-Holmes asked if there will be restrictive covenants and/or rentals. Oas said if you have covenants, or a homeowners association, the association could take care of Outlot 2. Erickson said the lots will consist of single family homes, home owner occupied.

Motion by Sturz/Olsen to close the public hearing at 6:34 p.m. **Motion carried.**

**(VI)(6) Discuss/consider recommendation to Council regarding approval of a Preliminary Plat of Haven Pines to create 15 single-family lots on Parcel # 201-1023-08-000 as submitted by Highview Developments LLC, C&E Wurzer. (Will be discussed at the May 12, 2016 Council Meeting).**

Motion by Schlafer/Oas to recommend to Council approval of a Preliminary Plat of Haven Pines to create 15 single-family lots on parcel #201-1023-08-000 as submitted by Highview Developments LLC, C&E Wurzer subject to the ten conditions as suggested in ITEM 5. **Motion carried.**

**(VI)(7) Discuss/consider recommendation to Council regarding a Specific Implementation Plan as submitted by Advanced Engineering Concepts (AEC) on behalf of JJC, Inc for the construction of “Za51” located on part of Parcel #201-1002-01-170 at 1476 Blazing Star Blvd. (Will be discussed at the May 12, 2016 Council Meeting.)**

City Planner Clements explained the Specific Implementation Plan that illustrates site design elements for “Za51” in the Northwest Quadrant of River Prairie, to be located at the NW corner of Bluestem Boulevard and Blazing Star Boulevard. The 0.69-acre parcel includes the Za51 building as well as 20 parking stalls adjacent and contiguous to a public parking lot containing 77 public stalls. The two-story 12,000 sq. ft. building has a footprint of 6,086 sq. ft. with the first level occupied by Za51 restaurant and the second level comprised of leasable commercial office space. The site includes an approximately 900 sq. ft. outdoor seating patio for the restaurant on the west side of the building.

City Planner Clements said 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. Owner shall enter into an agreement with the City of Altoona for reimbursement of the apportioned cost for the construction of parking on private property, including 50% of the cost of a joint driveway between this parcel and the property contiguous to the north. Owner or his/her designee shall coordinate with Ayres Associates, designer and construction manager of public infrastructure adjacent to this parcel, for the construction and design of the parking;
2. Owner shall enter into a lease agreement with the City of Altoona regarding public use of the private parking during after-hours periods for pedestrians that attend events at the park;
3. All building and tenant signs illustrated in submittals will be required to pursue sign permits and requirements outlined in the River Prairie Design Guidelines, IX 5;
4. All lighting on the site shall be of full cut-off design and be shielded to prevent spillover of direct light onto adjacent properties [*Altoona Municipal Code* 19.59.030 (H) ];
5. Trash enclosure must be secured, screened, and the enclosure shall be designed from durable materials and reasonably aesthetically similar to those used on the building and/or used throughout the site [River Prairie Design Guidelines, IX 6];
6. Any/all mechanical equipment must be screened [River Prairie Design Guidelines, IX 6];
7. Submittal and successful review of final storm water plan and civil site plan by City Engineer as described in the *Altoona Municipal Code* Chapter 14.

JoAnne Palzkill, co-owner of the Za51 Restaurant was present to answer any questions Plan Commission Members had regarding the Specific Implementation Plan.

Motion by Schlafer/Henning to recommend to Council approval of the Specific Implementation Plan submitted by AEC on behalf of JJC, Inc located on part of Parcel #201-1002-01-170 at 1476 Blazing Star Blvd namely to construct “Za51”, as being in substantial conformance with the River Prairie General Implementation Plan with the above specified conditions. **Motion carried.**

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

City Administrator Golat noted there is continued interest in the River Prairie Development

**(VIII) Adjournment.**

Motion by Sturz/Olsen to adjourn at 6:45 p.m. **Motion carried.**

Minutes transcribed by Cindy Bauer, Altoona City Clerk