

**MINUTES OF THE ALTOONA, WI
REGULAR PLAN COMMISSION MEETING
June 13, 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, Kimberly Devereaux, Andrew Schlafer, Ray Henning, and Barbara Oas-Holmes.

Members Absent: Larry Sturz

Also Present: City Administrator Mike Golat
City Planner, Joshua Clements
Building Inspector Eric Velin
Deputy Chief David Daken
City Clerk Cindy Bauer
Ed Bohn, CUP applicant
Sean Bohlen, AEC Architects – SIP Lot 9
Adam Burmeister, SIP modification - Ortho Assist

(III) Citizen Participation Period.

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

(IV) Approval of minutes.

Motion by Olsen/Henning to approve the minutes of the May 9, 2016 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 practical for a Conditional Use Permit to allow a pole building for storage per Section 19.24.090 of the Altoona Municipal Code book as requested by Ed Bohn, The Shed. The property is located at 1519 Mayer Road (parcel #201-2350-02).

Mayor Pratt opened the public hearing at 6:04 p.m.

City Planner Clements explained that Petitioner Ed Bohn is proposing to construct a 4,080 (40' x 108') square foot pole building on the same parcel as is located his principal business, The Shed, on Mayer Road in Altoona. The height of the roofline is approximately 22 feet, with side walls of 14 feet. The intended use of this building will be storage of materials associated with businesses operating and items sold from the existing The Shed facility. The proposed building appears to have substantially similar sale and design as existing building on adjacent properties. The building is not designed to be leased for commercial storage. Clements noted that the final stormwater plan must be submitted, and approved by City Engineer prior to issuance of building permit or site disturbance.

Ed Bohn was available to answer any questions Plan Commission Members had regarding his Conditional Use Permit. The doors will be located in the front of the building visible from Hwy 12.

Building Inspector Velin noted if the building was larger than 75 feet then another man door would be needed according to state plans. The building will be screened in.

Motion by Devereaux/Olsen to close the public hearing at 6:11 p.m. **Motion carried.**

(VI)(2) Discuss/consider approval of Conditional Use Permit/Site Plan for Ed Bohn, The Shed.

Motion by Henning/Olsen to approve the Conditional Use Permit as submitted by Ed Bohn, The Shed, for a pole building for storage as proposed for Parcel #201-2350-02-000 with the following condition:

1. Final stormwater plan must be submitted, and approved by City Engineer prior to issuance of building permit or site disturbance.

ITEM (3) Discuss/consider recommendation to Council regarding a Specific Implementation Plan (SIP) for Lot 8 of the River Prairie Northwest Quadrant Plat as submitted by Royal Construction. (Will be discussed at the June 23, 2016 Council Meeting).

City Planner Clements explained that the Specific Implementation Plan for Lot 8 of the River Prairie Northwest Quadrant Plat illustrates site design elements for “Lot 8” one-story 6,167 sq ft commercial office building in the Northwest Quadrant of River Prairie, to be located at the west corner of Meadowlark Lane and Front Porch Place, accessed from a private drive emanating SW from the roundabout at their intersection. The 0.84-acre parcel shares the private drive with adjacent “Lot 7” commercial retail space recently constructed, and pedestrian/cyclist connections to the street and park system. Parking area includes 31 parking stalls. When the original SIP plans were submitted, Staff recommended denying the proposed plans. Since then, they have re-submitted revised plans, and therefore staff recommends approval of the Specific Implemental Plan with the following findings and recommended site modifications:

1. ~~— Façade design does not meet River Prairie Design Standards and Guidelines:~~

~~a. 7.3 (C) Variation in Massing— “A single, large, dominant building mass shall be avoided in new buildings and, to the extent reasonable feasible, in development patterns of existing buildings.”~~

- ~~i. — “Horizontal masses shall not exceed a height:width ratio of 1:3 without substantial variation in massing that includes a change in height and projected or recessed elements”~~

~~The gray EIFS panels that occupy the predominate architectural feature that occupies the space approximately 10’ to 15’ wraps the entire building interrupted only by tenant signage and, briefly and on a single side, the entrance feature. This uninterrupted material occupies approximately 30 percent of the building exterior with the sole architectural feature illustrated being the entrance.~~

~~The black metal canopy and (presumably) metal wall cornice form a continuous line or “band” around the building (framing the gray EIFS), the canopy interrupted only by the building entrance.~~

~~The combination of a consistent flat roof line and nearly uninterrupted lines of gray EIFS and black metal create a monotonous aesthetic appearance that does not conform to the River Prairie Design Guidelines nor existing and approved buildings in the River Prairie Mixed Use District.~~

- ~~b. 7.3 (D) 6 (b) Character and Image— Façade Treatment— Base and Top Treatments. “All facades shall have a recognizable “top” consisting of (but not limited to): (1) cornice treatments, other than just colored “stripes” or “bands,” with integrally textured materials such as stone or other masonry or differently colored materials; (2) sloping roof with overhangs and brackets; (3) stepped parapets.”~~

~~As illustrated in the submittal and described above, the “top” features of the building appear as uninterrupted “bands” of consistent height, absent of architectural features such as parapets or projected/recessed elements.~~

- ~~e. **7.3 (D) 4 Character and Image – Entrances.** “Primary building entrances shall be clearly defined and recessed or framed by a sheltering element such as an awning, arcade or portico in order to provide shelter from the summer sun and winter weather.”~~

~~The entrance on the SW side of the building does not illustrate clear differentiation from other window treatments, nor this entrance appear recessed or framed.~~

The revised design regarding the façade character that was presented at the June 13, 2016 Plan Commission Meeting meets the River Prairie Design Standards and Guidelines.

Further, Staff Recommendations

2. Lot 8 abuts City of Altoona property along the entirety of the north, west, and south of this parcel. To the north, River Prairie Phase 3 Plan includes design and construction a paved multi-use path that travels west by north and connects the street network to the regional trail to be constructed along the Eau Claire River. This site plan illustrates internal concrete walkways connecting to what is presumably this trail, however the design illustrated differs substantially from that designed by Ayres Associates. Site design will need to reference appropriate connection.
3. Refuse collection area must be screened with materials similar to those used throughout the site [7.1 (H)]
4. Staff recommends the following modifications regarding building site:

All developments shall establish groves and belts of trees along all city streets, in and around parking lots, and in all landscape areas that are located within fifty (50) feet of any building or structure in order to establish at least a partial urban tree canopy. [6 (D)]

- a. Add additional trees along the south of the property, near the illustrated stormwater swale. RPDG 6 (E) 4(a) provides a standard of “one tree per forty lineal feet along a side lot line parking setback area.” Design meets this minimum standard. However, one additional tree is recommended (6 (D) 2. illustrates 30 to 40 foot spacing, 30 would allow an additional tree).
- b. Add additional tree(s) along the east side of the property, between the parking lot and private drive. Two trees are illustrated, meetings the standard noted above. Design meets this minimum standard. However, one additional tree is recommended (6 (D) 2. illustrates 30 to 40 foot spacing, 30 would allow an additional tree).
- c. Add additional tree(s) along the north side of the property, between the building and City’s multi-use path.
- d. Add additional bicycle parking capacity. This site is directly connected to the dedicated regional multiuse trail system with excellent accessibility, and this site is well positioned to simultaneously take advantage and contribute. Adding capacity to this site may facilitate employee and customer use, as well as reinforce broader collective bicycle accessibility objectives in River Prairie District, and City of Altoona more broadly.

Motion by Olsen/Henning to recommend to Council approval of the Specific Implementation Plan as submitted by AEC on behalf of Vector Partners namely to construct “Lot 8” on Parcel #201-1002-

01-220 in River Prairie as being in substantial conformance with the River Prairie General Implementation Plan with the above specified conditions and modifications submitted except for the conditions related to the architectural design.

ITEM (4) Discuss/consider recommendation to Council regarding a Specific Implementation Plan (SIP) for Lot 9 of the River Prairie Northwest Quadrant Plat as submitted by Cowboy Jacks. (Will be discussed at the June 23, 2016 Council Meeting.)

City Planner Clements explained that the Implementation Plan illustrates site design elements for Cowboy Jack's restaurant in the Northwest Quadrant of River Prairie, to be located at the NW of the roundabout of Front Porch Place and Meadowlark Lane. The 1.1-acre parcel will be accessed by a single vehicle driveway connecting to the roundabout, and pedestrian/cyclist connections to the street and park system. Parking area includes 92 shared, angled parking stalls (as initially designed) and shared with the adjacent commercial property to the southeast (Lot 10). The one-story 6,500 sq ft building will be entirely occupied by Cowboy Jack's restaurant, and feature a 1,800 sq ft patio located to the northeast end of the building facing River Prairie Park and plaza. The building will occupy about 13 percent of the site, with 41 percent parking and 45 open landscaping. This site contains significant topographical and easement constraints.

City Staff has identified significant fire access deficiencies in the site plan as initially submitted. However, over the course of the past ten days staff has worked with the petitioner to resolve design challenges, as described in the conditions illustrated below.

Sean Bohan, AEC was available to answer any questions Plan Commission members had regarding the SIP.

City Administrator Golat updated the Plan Commission regarding the fire access. Golat indicated there still needs to be some changes made.

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. **Fire Access** – NFPA 1 requires unobstructed 20 feet width for access of emergency vehicles, and AHJ further requires unobstructed turning radius for fire apparatus (“hammerhead” turn acceptable). Project engineer (AEC) must design and have approved sufficient emergency vehicle access to service the building. **The parking lot has been modified to enable access of a City of Altoona fire apparatus.**
 - a. **Parking Lot** design must be modified to allow not less than 20 foot unobstructed drive isle on front of the building. **A revised design widens the parking lot.**
 - b. Based upon discussion with AEC on 6/7/2016, 6/9/2016, the design of the parking lot will be “stretched” to produce 20 foot drive lanes and sufficient turning radius for emergency vehicles to successfully navigate. This design will need to be reviewed, confirmed and approved prior to issuing further permits. The City will add an additional hydrant located adjacent to the water service line entering the site.
2. **Property Boundary** – An agreement between the petitioner and the City of Altoona shall be completed for the modification of the property boundary between this property and Lot 10 such that the modified property boundary closely approximates the middle of the final design of the center parking isle to the greatest degree practicable.
3. **Parking and Egress Easement Agreement** – Petitioner must enter into parking and egress agreement with the owner of Lot 10 (City of Altoona) highlighting, including: maintenance of the lot; egress for users of both lots through the parking lot across each respective property; signage and control of parking equitably for each property based upon ground ownership; delivery of product and retrieval of refuse should occur at “off hours” and

- generally not impede the full utilization and access to the parking lot by users of either property.
4. **Stormwater** – Roof water must be treated on site, if technically feasible. Approximately 300 sq ft of bottom will be required for the building footprint, as proposed. City Staff recommends conveying roofwater via pipe to an infiltration structure located southwest of the proposed retaining wall at a distance sufficient to ensure long-term integrity of that wall.
 5. **Parking lot islands** must be raised curb or “mountable curb” design, include durable and appealing landscaping, and be used to define the ends of parking aisles and define the pattern of parking and circulation (*River Prairie Design Guidelines IX E. 4.*).
 6. Appropriate signage and pavement markings will be provided and maintained such that one-way traffic flow through the parking lot is clearly communicated.
 7. The **concrete walkway** beginning at Meadowlark Lane along the southwest side of the parking lot may be eliminated. The walkway that traverses the west side of the parking lot may connect to the City’s regional multiuse trail located between this site and “Lot 8” at a grade appropriate location. The petitioner shall consult with the City and Ayres Associates on specific design integration on both ends of this walkway.
 8. The concrete walkway between the SW corner of the parking lot and the retaining wall shall have at least two- to three feet of flat ground prior to proposed slopes for integrity of the walkway and safety of customers. The alternative to this grading modification would be to add an approved railing or barrier along that distance.
 9. The petitioner shall work with the City and Ayres Associates regarding landscaping the City park property abutting the proposed parking lot to the northeast to ensure sufficient visual screening of park users from vehicle lights. These specific modifications will be reviewed and approved by the City. Costs incurred from the modified design, grading, and planting will be borne by the petitioner.
 10. *Staff Recommends* a net increase in **bicycle parking**, adjacent to parking proposed or another accessible and visible location elsewhere on the site, recognizing parking provided exceeds River Prairie minimum illustrated in Design Guidelines [IX (C) 4(a)]. Additionally, include a standard pedestrian curb cut or mountable curb at the location of the bicycle parking to facilitate ease of access. This recommendation stems from anticipated demand for parking. This site is directly connected to the dedicated regional multiuse trail system with excellent accessibility, and this site is well positioned to simultaneously take advantage and contribute. Adding capacity to this site may facilitate employee and customer use, as well as reinforce broader collective bicycle accessibility objectives in River Prairie District, and City of Altoona more broadly.
 11. 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;
 12. 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)*];
 13. Any/all mechanical equipment must be screened [River Prairie Design Guidelines, IX 6];
 14. 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.

Motion by Henning/Devereaux to recommend to Council approval of the Specific Implementation Plan submitted by AEC on behalf of JJC, Inc located on part of Parcel #201-2391-01-000 namely to construct “Cowboy Jack’s Restaurant” as being in substantial conformance with the River Prairie General Implementation Plan with the above specified conditions. **Motion carried.**

ITEM 5 - Discuss/consider recommendation to Council regarding a modification of a Specific Implementation Plan (SIP) for Chippewa Valley Orthopedics to allow an additional sign facing Hwy 53 as requested by Adam Burmeister, DBA Ortho Assist. (Will be discussed at the June 23, 2016 Council Meeting).

City Planner Clements explained the request by Adam Burmeister to modify the Specific Implementation Plan for Chippewa Valley Orthopedics to allow an additional sign facing Hwy 53. Chippewa Valley Orthopedics is now offering walk-in (Urgent Care) and wishes to provide signage for this service as "Ortho Assist". The existing signs associated with the property are shown on the attached photos and are as follows:

West Gables with signs: three signs (3)

A single North Gable: one sign (1)

East wall signs above entrances serving the main traffic from the parking lot: two locations (2)

Monument Sign; (1)

Plan Commission Members were given copies of graphics showing the proposed (additional) sign details and photos of the temporary banner attached to the (west) fence. (Same appearance as the existing CV Orthopedics and Sports Medicine).

Adam Burmeister, Ortho Assist was available to answer any questions Plan Commission members had regarding the modification of a Specific Implementation Plan for Chippewa Valley Orthopedics.

Motion by Schlafer/Olsen to recommend/not recommend to Council approval of the modification of a Specific Implementation Plan for Chippewa Valley Orthopedics to allow an additional sign facing Hwy 53 subject to the following conditions:

1. The sign shall not be larger than 50 square feet.
2. Placement shall be between first and second level windows and south of the northern gable facing Hwy 53. **Motion carried.**

ITEM 6 - Discuss/consider recommendation to Council regarding amendment of Chapter 19.46 of the Altoona Municipal Code creating conditional use permits in the River Prairie Mixed Use Zone District. (Public hearing at the June 23, 2016 Council Meeting).

City Administrator Golat explained that when the City entered in to an agreement with Cowboy Jacks to sell the lot to Cowboy Jacks it was with the condition that Cowboy Jacks will have to apply for a Conditional Use to govern their operations in River Prairie. There was no conditional use provision in the River Prairie Mixed Use at that time. City Staff has prepared an update to the River Prairie Mixed Use Zone District code adding "Bars, Taverns, and Off-Sale Liquor Stores as defined as those establishments requiring or holding a Combination "Class B" liquor license" to enable conditional use review and regulatory control of the conditions under which said uses are permitted in the district. Further uses may be considered to be added as requiring conditional use permit review in the future.

Motion by Devereaux/Olsen to recommend to Council approval of amending Chapter 19.46 of the Altoona Municipal Code creating conditional use permits in the River Prairie Mixed Use Zone District. **Motion carried.**

ITEM 7 - Discuss/consider recommendation to Council regarding amendment of Section 19.58.080 A. of the Altoona Municipal Code regulating signs for schools in an R-1 District. (Public hearing at the June 23, 2016 Council Meeting).

Building Inspector Eric Velin explained that the School District of Altoona is nearing completion of the Elementary School at 157 Bartlett Avenue (Parcel number 201-1028-02-000). They are proposing signage on the building wall as well as a monument sign near the property entrance. The current Altoona Municipal Code Title 19, Section 19.58.080 allows only one sign {not larger than thirty square feet (30 sq. ft.)}. In order for the proposed signs to be permitted, a change would need to be made to this ordinance. The proposed ordinance change would allow exceptions to the current limitations as a

"Conditional Use". Building Inspector Velin noted that the proposal to include an LED "readerboard" must be reviewed as a "Conditional Use" according to our current ordinance.

City Administrator Golat mentioned that upon further review, staff is recommending that Section 19.58.080 E also be created to include signs in Public and Conservancy District. Plan Commission members were given copies of the proposed amendment.

Kevin Erickson of LaCrosse Graphics was available to explain the types and size of signs.

Motion by Schlafer/Devereaux to recommend to Council approval of amending Section 19.58.080 A. of the Altoona Municipal Code regulating signs for schools in an R-1 District and change the verbiage of size of sign from thirty feet to thirty-two square feet and to include Section 19.58.080 E. Signs in Public and Conservancy Districts. **Motion carried.**

(VII) Miscellaneous Business and Communications.

(VIII) Adjournment.

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

Minutes transcribed by Cindy Bauer, Altoona City Clerk