

**MINUTES OF THE ALTOONA, WI
REGULAR PLAN COMMISSION MEETING
September 11, 2017**

(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, Barbara Oas Holmes, Andrew Schlafer, Dean Roth, and Bill Hoepner.

Also Present: City Planner Joshua Clements
Fire Chief Mark Renderman
Management Analyst Roy Atkinson
City Clerk Cindy Bauer
Matt Thompson, CUP applicant for funeral home
Dave Burg, applicant SIP for Versus Bar & Restaurant
James Overgard, Site Plan
Peter Hoeft and Robb Majeski applicant SIP for Hoeft Building
Kevin Erickson, LaCrosse Signs
Jason Manz, Business owner
Mike McCrackin, Happy Days Auto

Absent: Members Red Hanks and Andraya Albrecht

(III) Citizen Participation Period.

Motion by Schlafer/Oas Holmes to close Citizen Participation Period. **Motion carried.**

(IV) Approval of minutes.

Motion by Oas Holmes/Hoepner to approve the minutes of the June 12, 2017 Plan Commission meeting. **Motion carried.**

(V) Unfinished Business – none.

(VI) New Business

(1) Public Hearing at 6:04 p.m. or as soon thereafter as is practical for Plan Commission review regarding a Conditional Use for property located at 1717 Devney Drive, Altoona, WI (parcel #201-1046-08-025) as requested by Matt Thompson. The request is to allow a funeral home business use as regulated by Chapter 19.42, “Commercial District”, Section 19.40.020 J. and Chapter 19.42 “Business Park District”, Section 19.42.020 B. of the Altoona Municipal Code.

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

City Planner Josh Clements referred to the Planning Department Staff Report. Clements explained that the petitioner, Matt Thompson, presently owns and operates The Potting Shed Garden Center at 1717 Devney Drive. Mr. Thompson’s proposal is to end the existing use and transition the site to operate as a “celebration” funeral home. Mr. Thompson also owns and operates Schriver-Thompson Funeral Home in Bloomer. Clements said in order to operate this business, Mr. Thompson plans to pursue acquisition of a Class B license to serve fermented malt beverages (beer) during celebration funerals. A “bar” with general service will not be present. Mr. Thompson provided a sketch Site Plan and has discussed this concept with City Staff. Prior to acquiring a building permit, Mr. Thompson must prepare and the Plan Commission approve a Site Plan consistent with Chapter 19.54 requirements.

Although the property is located in the Altoona Business Park, City of Altoona zoning map lists the current zoning as “C Commercial District”. “Mortuary” is listed as an available Conditional Use in the C District (19.40.020).

Matt Thompson, applicant and owner of the Potting Shed was present to explain his intentions and answer any questions Plan Commission Members had regarding his conditional use permit.

City Planner Clements stated that the Business Park Board met at 2:00 PM today, September 11th and recommended approval of this use according to the Business Park Restrictive Covenants with the suggested conditions:

1. In regards to the Class “B” Beer license, a full service “bar” will not be present.
2. The property may not contain facilities or conduct activities relating to cremation, embalming, or body preparation.
3. Petitioner shall submit a Site Plan consistent with Chapter 19.54 to be reviewed by the Plan Commission prior to beginning the use described with in the Conditional Use Permit and/or prior to acquiring any City of Altoona building permits.
4. Parking lot screening along the south and west property lines shall remain and/or be improved including landscape screening.
5. Extend the sidewalk from the east on Devney Drive to the entrance.
6. City to paint parking lanes on Devney Drive.
7. Staff to recommend to Council that City amend an ordinance to add “no parking” signs during certain school hours.
8. Procedure to vacate an easement/close the access to the property from the south. An ingress/egress will be provided on Devney Drive only.

Motion by Schlafer/Hoepner to close the public hearing at 6:18 p.m. **Motion carried.**

(VI)(2) Discuss/consider approval of a Conditional Use Permit as requested by Matt Thompson for property located at 1717 Devney Drive, Altoona (parcel #201-1046-08-025).

City Planner Clements recommended approval of the Conditional Use Permit with the following conditions:

1. In regards to the Class “B” Beer license, a full service “bar” will not be present.
2. The property may not contain facilities or conduct activities relating to cremation, embalming, or body preparation.
3. Petitioner shall submit a Site Plan consistent with Chapter 19.54 to be reviewed by the Plan Commission prior to beginning the use described with in the Conditional Use Permit and/or prior to acquiring any City of Altoona building permits.
4. Parking lot screening along the south and west property lines shall remain and/or be improved including landscape screening.
5. Extend the sidewalk from the east on Devney Drive to the entrance.
6. City to paint parking lanes on Devney Drive.
7. Staff to recommend to Council that City amend an ordinance to add “no parking” signs during certain school hours.
8. Procedure to vacate an easement/close the access to the property from the south. An ingress/egress will be provided on Devney Drive only.

Motion by Schlafer/Oas to approve the Conditional Use Permit for operation of a funeral home at 1717 Devney Drive (parcel #201-1046-08-025) as proposed by staff and Business Park Board recommended conditions. **Motion carried.**

(VI)(3) Public Hearing at 6:05 p.m. or as soon thereafter as is practical for a Conditional Use Permit as requested by Dave Berg on behalf of Versus Bar & Restaurant for proposed Lots 11 and 12, Front Porch Place, River Prairie Development, Altoona, WI (Parcels 201-2391-03-000 & 2391-

04-000). The request is to allow for the operation of a full-service bar holding a “Class B” liquor license as regulated by Section 19.46.020 A. of the Altoona Municipal Code.

Mayor Pratt opened the public hearing at 6:20 p.m.

City Planner Clements explained that as will be more fully described in following agenda items, Versus Bar & Restaurant is a proposed 12,100 ft² destination restaurant in River Prairie. The general location is the north side of Front Porch Place, east and adjacent to the River Prairie Park Plaza. The restaurant includes a 600 ft² outdoor patio as well as a balcony for seating, facing generally west and north toward the River Prairie Park Plaza and Amphitheatre.

Parking will be provided entirely by unrestricted public spaces in the existing River Prairie lot to the north of this site, as well as along Front Porch Place. The design capacity of the public lot is 226 spaces, of which 26 is reserved for Prairie Place Apartments. Egress to the public lot is provided by a curb cut approximately 200 feet west of the proposed building, as well as behind Prairie Place Apartments. There are 42 parking spaces along Front Porch Place in the area immediately in front of the proposed building.

“Bars, taverns, off-sale liquor stores” are listed as a Conditional Use in the River Prairie Mixed Use District, and as such, uses requiring a liquor license in River Prairie are identified as a Conditional Use.

Motion by Schlafer/Roth to close the Public Hearing at 6:25 p.m. **Motion carried.**

(VI)(4) Discuss/consider approval of a Conditional Use Permit as requested by Dave Burg on behalf of Versus Bar & Restaurant proposed for Lots 11 and 12 River Prairie Development (Parcels 201-2391-03-000 & 201-2391-04-000).

City Planner Clements noted the Staff recommended conditions:

- (1) No amplified outdoor sound, other than ambient music, after 10:00pm without City of Altoona event permit.
- (2) Owner/operator staff shall police the property, including sidewalks, boulevards and public park areas immediately adjacent, to collect any garbage.
- (3) Owner/operator shall work with City of Altoona, or designated event agents, regarding cooperation and coordination during concerts and permitted special events.

City Planner Clements said these conditions are consistent with the conditional approval for Cowboy Jack’s and Za51 in River Prairie.

Motion by Roth/Hoepner to approve a Conditional Use permit as regulated per Section 19.40.020 of the Altoona Municipal Code as requested by Dave Burg on behalf of Versus Bar & Restaurant, a business proposed for Lots 11 and 12 on Front Porch Place in River Prairie Development, Altoona WI (parcels #201-2391-03-000 & #201-2391-04-000) with staff recommended conditions. **Motion carried.**

(VI)(5) Discuss/consider recommendation to Council regarding a Specific Implementation Plan (SIP) for Lots 11 and 12 of River Prairie Northwest Quadrant for Versus Bar and Restaurant (Parcels 201-2391-03-000 & 2391-04-000) (Will be discussed at the September 14, 2017 Council Meeting).

City Planner Clements referenced the Planning Department Staff Report and Specific Implementation Plan submittals provided by Cedar Corporation.

Specific Implementation Plan (SIP) Procedure

This proposed development activity is located within the River Prairie Mixed Use District,

Specific Implementation Plan illustrates site design elements for **Versus Restaurant & Tavern** to be located on Lot 11 and western portion of Lot 12 in River Prairie Northwest Quadrant. The footprint begins immediately east of the River Prairie Park North Plaza, and extends approximately half-way to the existing public parking access along the north side of Front Porch Place. The total site to be purchased is approximately 12,850 square feet to construct a two-story, 12,105 ft² destination restaurant. A certified survey map will be completed to define the lot.

The site plan includes a 600 ft² patio for outdoor dining between the west side of the building and the River Prairie Park North Plaza. This area also features a balcony above a portion of the patio. Additional features include an ice cream counter, large game room, and outdoor bar on the balcony. Parking will be provided entirely by unrestricted public spaces in the existing River Prairie lot to the north of this site, as well as along Front Porch Place. The design capacity of the public lot is 226 spaces, of which 26 is reserved for Prairie Place Apartments. There are 42 parking spaces along Front Porch Place in the area immediately in front of the proposed building.

The design aesthetic of this building is a more linear and modern form, with modest roof articulation and parapets. The exterior is a mix of ACM (aluminum composite material) panels, brick, cast stone and wood siding areas, with prefinished metal parapet. There is a small area of prefinished metal roofing visible on the east side of the building. Notable exterior area includes an enclosure for prefabricated walk-in commercial refrigerators and refuse area. The proposed enclosure material is vertical steel panel fencing. The many of the windows in the dining area on the first level and those on the second level adjoining the balcony seating are roll-up garage door type.

Dave Burg representing Versus Bar & Restaurant was present to explain his intentions and answer questions Plan Commission Members had regarding his proposal.

City Planner Clements said Planning Department recommends the Plan Commission recommend to the City Council approval of the Specific Implementation Plan as being in substantial conformance with the General Implementation Plan with specified modifications and conditions:

1. Any changes to civil plan, landscape plan, architecture, or circulation from the SIP submittals shall be reviewed by City of Altoona staff, per River Prairie Design Guidelines & Standards [RPDG] amendment process [VIII]. Major changes will require review by the Plan Commission and City Council. Appropriate building permits shall not be issued until City staff successfully reviews and approves of final plans (erosion control; stormwater; civil site; landscaping; etc.) to ensure conformance with River Prairie Design Guidelines & Standards, consistency with the SIP approval conditions, and consistency with *Altoona Municipal Code* Chapter 14.
2. **Access, Circulation & Parking** (RPDG IX. 1)
 - a. Bicycle Racks – Site plan indicates four (4) bicycle racks to be located between the north side of the building and the sidewalk adjacent to the public parking lot. The Project Narrative submitted identified two racks. No less than four are expected. The location and character shall conform to the RPDG, and not obstruct circulation on pedestrian or cyclist facilities. Racks shall be the “U Stand” or “Rounded A” design, or substantially similar, installed per manufacturer specifications, with generally no less than 36” between each rack and 24” clear space on each end (*this is as illustrated on C108 Site Details, provided by Cedar Corporation*). The building renderings show three “S Racks”, which are not of an approved design.
 - b. If refuse hauling vehicles are intended to back up to the refuse enclosure, the public sidewalk through that section must be 6” steel reinforced concrete to prevent damage, to be reviewed and approved with the required Civil Site Plan by the City Engineer.
 - c. Final design of on-site walkways shall be incorporated into, reviewed and approved with the required Civil Site Plan by the City Engineer.
 - d. The petitioner shall extend the 6-foot public walkway along the north side of the property past the outdoor dining area to connect to the River Prairie Plaza, design to be reviewed

and approved with the Civil Site Plan. Proposed ornamental tree (JTL-1) in this area shall be relocated a few feet north to enable this connection.

- e. Handicap parking spaces shall be placed one on either side of the proposed hatched area reserved for access to refuse enclosure.
 - f. 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.
3. **Landscaping** [RPDG IX 6]
- a. Whereas: “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. The groves and belts may also be combined or interspersed with other landscape areas in remaining portions of the development to accommodate views and functions such as active recreation and storm drainage” [RPDQ IX 6 (D)].
 - b. Whereas: “In approving the required landscape plan, the Council, with the Plan Commission’s input, shall have the authority to determine the optimum placement and interrelationship of required landscape plan elements such as trees, vegetation, turf, irrigation, screening, buffering and fencing [based upon 12 criteria]” [RPDQ IX 6 (G)]
 - c. Proposed Japanese Tree Lilac (2) shall be replaced with native canopy tree species; oak, hybrid elm, hackberry, American Beech, or similar. Canopy trees shall only be substituted with ornamental trees “where overhead lines and fixtures prevent normal growth and maturity” [RPDG IX 6 (D) 2(c)].
 - d. Add a native canopy shade tree in the planting bed between the building and the parking lot, near the proposed bicycle racks. This will contribute to area canopy for aesthetics and shading.
 - e. Add a native canopy shade tree approximately midway between the cooler enclosure and the east property boundary, approximately 20 feet north of the tree illustrated in the Site Plan, in pursuit of RPDQ IX 6 (D). A minimum of four (4) native canopy trees are thus required (two proposed small trees become native canopy trees, plus two additional as described).
 - f. All planting areas shall be permanently irrigated, except those designed as xeriscaping [RPDG IX 1. (6) I.].
4. **Building and Architectural Standards** [RPDG IX 7]
- a. Add window elements on the rear façade, first & second level, in area identified on floor plan as stairs (107/208), for the purpose of avoiding large blank façade [RPDG IX 7.3 D 2a].
 - b. Add window element on the rear façade, first level, in the area identified on the floor plan as “office” (109), for the purpose of avoiding large blank façade (and daylighting interior workspace) [RPDG IX 7.3 D 2a].
 - c. Add window element on the east façade, second level, north of the existing proposed window, in the area identified on the flood plan as “dining area” (204), for the purpose of avoiding large blank façade [RPDG IX 7.3 D 2a].
 - d. Any/all mechanical equipment, including roof-mounted units, shall be appropriately screened by building-compatible materials or landscaping [RPDG, IX 7.1 H].
 - e. All building and site signs will be required to acquire sign permits and meet design requirements outlined in the River Prairie Design Guidelines, IX 5. Insufficient information provided in the SIP submittals (dimensions, total area calculations, design, lighting, etc.) for sign review and approval.
 - f. All exterior 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. Utilities

- a. Fire Department Connection (FDC) shall be 4" STORTZ and shall be located near the southeast corner of the building, east façade, between the service door and the freezer enclosure. Final placement shall be reviewed and approved by Altoona Fire Department.
- b. Private utilities, including electric transformers, shall be located such as to minimize impact on landscaping and walkways. In the case of a conflict, approved design of walkways, landscaping, and similar site elements shall control. Private electric service shall be located on private property under softscape, avoiding impacts on trees and major landscaping elements. City of Altoona reserves the right to review and approve location of electrical transformers and other visible fixtures.

6. Operational

- a. The petitioner shall enter into an agreement with the City of Altoona concerning access and ticketing to events occurring within the park.
- b. Owner/operator staff shall police the property, including public walkways and boulevards immediately adjacent, to collect any garbage (consistent with Conditional Use Permit requirements for Cowboy Jack's & Za51 Restaurant).
- c. No amplified outdoor sound after 10:00pm without City of Altoona event permit (consistent with Conditional Use Permit requirements for Cowboy Jack's & Za51 Restaurant).
- d. Refuse collection and deliveries by large trucks are prohibited between 10:00pm and 6:00am (*Altoona Municipal Code* 5.16). Operator shall attempt to coordinate refuse collection and deliveries during off-peak business hours to minimize conflicts with pedestrian and automobile circulation [RPDG, IX 7.1 I]

Motion by Oas Holmes/Hoepner to recommend to Council approval of the Specific Implementation Plan submitted by Cedar Corporation on behalf of Versus Bar and Restaurant on Lot 11 and 12 of River Prairie Northwest Quadrant (Parcels 201-2391-03-000 & 2391-04-000) as being in substantial conformance with the River Prairie General Implementation Plan with the above-specified conditions. **Motion carried.**

(VI)(6) Discuss/consider approval of a Site Plan as requested by James Overgard for Parcel #201-1045-01-070, located between 1320 and 1304 North Hillcrest Parkway.

City Planner Clements referenced the Preliminary Building Plan, Landscape Plan, and approved 2010 Site Plan. Mr. Overgard owns two parcels on North Hillcrest Parkway. 1320 North Hillcrest Parkway was permitted via Site Plan in 2010 and constructed in 2011. That Site Plan provided for a building pad site, parking, and stormwater in the 0.75 acre vacant parcel abutting the street. The properties are zoned C Commercial District. The proposed building meets the concept included in the 2010 Site Plan for the pad site.

City Planner Clements said this approval concerns the Site Plan specific to the vacant property. Clements referred to the preliminary Building Plans (Walters Construction) and Landscape Plan (All Season Landscaping). The proposed building is of pole-method construction with two suites totaling 11,420 ft² with a footprint of 9,700 ft². Offices will occupy the front of the building, with a mezzanine level above the offices, and the rear portions of a suites will be utilized for flexible light industrial or logistics space. Two overhead garage doors provide access to each suite (4 doors total) to the rear (north). A three-hour fire wall will separate the two suites.

Mr. Overgard and Mr. John Kelly, Architect, met with City Staff regarding site design and architecture. Mr. Overgard and Mr. Kelly are responsive to creating an attractive pole-style building, and added additional 6'x2' windows on the east and west elevations to break up long façade as well as improve interior daylighting. Staff commends Mr. Overgard and Mr. Kelly for their level of thought and intent regarding complete and attractive landscaping plan and pole-style building aesthetic features.

The building façade features a cultured stone base (8' on front, with vertical features to building parapet), smartside horizontal lap siding (front, above base), vertical steel wall panels (side), and street roof panels. The building front appears as two-story building with horizontal parapet line.

The parking lot contains 27 spaces, approximately as approved in the 2010 Site Plan. City of Altoona requirements for 11,420 ft² gross leasable space is one space per 865 ft (*Altoona Municipal Code* 19.52.020). Thus, requirements are 13 spaces. Additional paved driveway is proposed to be added to the rear of the property, providing access to the rear garage doors, and connects to the existing driveway that extends along the west property line to the existing rear building.

Member Schlafer commented on the pleasing front façade of the building. However, because the building will be more front forward on the lot, Schlafer would like to see some additional brick façade wrapped around a portion of the east and west sides of the building.

City Planner Clements said the west side is more visible because of the curvature of the road.

Mr. Overgard mentioned that he would be willing to wrap around 10-12 feet on the sides and add some shrubbery and a couple more trees around the sides.

Planning Department recommends the Plan Commission **approve** the Site Plan with specified conditions:

- Conditional Use Permit must be acquired for the construction of pole-style building prior to acquiring City of Altoona building permits [*Altoona Municipal Code* 19.24.090].
- Any uses listed as “Conditional Uses” in the C Commercial District shall acquire Conditional Use Permits [*Altoona Municipal Code* 19.40.020]. This Site Plan review *does not* include review of proposed uses.
- Landscaping shall be provided along the east side of the proposed building and east side of the proposed rear drive area, substantially similar to landscaping illustrated along the west building face [*Altoona Municipal Code* 19.54.060 (D)(5)].
- Handicap parking spaces are not reflected on the Site Plan. No less than one handicap space must be provided in close proximity to the entrance [*Altoona Municipal Code* 19.52.020 (L)].
- All exterior 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)].
- Any/all mechanical equipment shall be appropriately screened by building-compatible materials or landscaping.
- All building and site signs will be required to acquire sign permits.
- Parking lot, including egress, shall feature full curb or mountable curb around the entire perimeter to prevent deterioration of landscaping and direction of stormwater.
- Fire Department Connection (FDC) shall be 4” STORTZ and shall be located near the front entrance vestibule. Final placement shall be reviewed and approved by Altoona Fire Department.

Motion by Hoepner/Oas Holmes to approve the Site Plan submitted by James Overgard for Parcel #201-1045-01-070 with staff recommended conditions. **Motion carried.**

(VI)(7) - Discuss/consider recommendation to Council regarding a Specific Implementation Plan (SIP) for River Prairie Office Building #4 at 1450 River’s Edge Trail as submitted by Kramer Land Design on behalf of Hoeft Builders (Parcel 201-2354-05-030)(Will be discussed at the September 14, 2017 Council Meeting).

City Planner Clements referenced the Planning Department Staff Report and the Specific Implementation Plan submittals provided by Kramer Land Design Studio. Clements also referred to the CottageRidge Development General Implementation Plan, Site Plan, dated November 15, 2007.

Clements explained that the Specific Implementation Plan illustrates site design elements for a multi-tenant commercial building to be located west of Northwestern Bank in the Northeast Quadrant of River Prairie. The building footprint will be approximately **13,575 ft²**, one story at-grade. The building is designed with three entrances.

City Planner Clements further explained that the CottageRidge Development General Implementation Plan (2007) serves as the GIP for this project. The Rivers Edge Specific Implementation Plan (2009) further serves as a City Council-approved document framing the implementation of this specific site. The “Hoeft Building #4” Specific Implementation Plan draws from these approved documents, as well as the River Prairie Design Guidelines and Standards (RPDG) as applied to this site. This area is further subject to a Development Agreement between the City of Altoona and Rivers Edge Holdings LLC (March 12, 2009).

Planning Department recommends the Plan Commission recommend the City Council **approve** the Specific Implementation Plan as being in substantial conformance with the General Implementation Plan with specified modifications and conditions:

1. Approval & Modification Process

- a. Any changes to civil plan, landscape plan, architecture, or circulation from the SIP submittals shall be reviewed by City of Altoona staff, per River Prairie Design Guidelines & Standards [RPDG] amendment process [VIII]. Major changes will require review by the Plan Commission and Council. Appropriate building permits shall not be issued until City staff successfully reviews and approves of final plans (erosion control; stormwater; civil site; and landscaping) to ensure conformance with River Prairie Design Guidelines & Standards and consistency with the SIP approval conditions herein; and consistent with *Altoona Municipal Code* Chapter 14.

2. General Implementation Plan

- a. The CottageRidge Development General Implementation Plan (2007)(“GIP”) and the Development Agreement, March 12 2009, City of Altoona & Rivers Edge Holdings LLC (“Agreement”) provide specific and approved area features, amenities, and standards. Each of these documents illustrate a multi-use trail extending on the west from Highway 53 through City of Altoona property east to East Willson Drive. The Agreement stipulates (9)(a): “Developer shall construct, at its sole cost and expense, a bike/pedestrian trail in the area shown on Exhibit “E” which area shall be retained by the City as City-owned lands. In addition, upon commencement of the construction of the bike/pedestrian trail, Developer shall convey a minimum of five (5) acres of the Real Estate back to the City to be used by the City for the dedication of a City park (“Park Land”) as shown on Exhibit “E”. Developer shall construct that portion of the bike/pedestrian trail located in the northeast quadrant (as labeled on Exhibit “E”) not later than eighteen (18) months from the Date of Closing. Developer acknowledges that Developer shall be required to construct a trail head at a location in the Park Land which is to be conveyed back to the City by Developer as shown on Exhibit “E”. The bike/pedestrian trail and the trail head shall be constructed largely consistent with the General Implementation Plan as approved by the City.”
- b. The bike/pedestrian trail segment between Highway 53 and East Willson Drive in the City-owned property along the Eau Claire River has not been constructed. The Developer shall enter negotiations with the City of Altoona regarding detailed design, funding, and completion of this segment.

3. Access, Circulation & Parking (RPDG IX. 1)

- a. Whereas: “*Walkways*. Directness & continuity. Walkways within the site shall be located and aligned to directly and continuously connect areas of points of pedestrian origin and destination, and shall not be located and aligned solely based on the outline of a parking lot configuration that does not provide such direct pedestrian access. Walkways shall link street sidewalks with building entries through parking lots. Such walkways shall be raised or enhanced with a paved surface not less than six (6) feet in width. Drive aisles leading

to main entrances shall have walkways on both sides of the drive aisle.” [RPDG IX 1 C (5)(a)].

- b. Whereas: “*Walkways. Street Crossings.* Where it is necessary for the primary pedestrian access to cross drive aisles or internal roadways, the pedestrian crossing shall emphasize and place priority on pedestrian access and safety. The materials and layout of the pedestrian access shall be continuous as it crosses the driveway, with a break in continuity of the driveway paving and not in the pedestrian access way. The pedestrian crossings must be well-marked using pavement treatments, signs, striping, signals, lighting, traffic calming techniques, median refuge areas and landscaping.” [RPDG IX 1 C (5)(b)].
- c. Whereas: “*Direct On-Site Access to Pedestrian and Bicycle Destinations.* The on-site pedestrian and bicycle circulation system must be designed to provide, or allow for, direct connections to major pedestrian and bicycle destinations including, but not limited to, parks, schools, business and commercial districts and transit stops that are located either within the development or adjacent to the development as required, to the maximum extent feasible. The on-site pedestrian and bicycle circulation system must also provide, or allow for, on-site connections to existing or planned off-site pedestrian and bicycle facilities at points necessary to provide direct pedestrian and bicycle travel from the development to major pedestrian destinations located within the neighborhood. In order to provide direct pedestrian connections to these destinations, additional sidewalks or walkways not associated with a street, or the extension of a sidewalk from the end of a cul-de-sac to another street or walkway, may be required.” [RPDG IX 1 C (6)].
- d. Site plan as presented lacks pedestrian connection from the building and interior site circulation to public/regional facilities. This is a core requirement of the RPDG site design principles and standards. The CottageRidge Development General Implementation Plan affirms that the commercial area will feature internal connecting sidewalks. The RPDG require maximum pedestrian safety, access, directness, ease and convenience of circulation. Requirements include:
 - i. Connect the site pedestrian walkways east to the existing sidewalk [RPDG IX 1 C (5)(a-b)];
 - ii. Connect the site pedestrian walkways west to the existing multi-use trail [RPDG IX 1 C (6)];
 - iii. Developer shall provide design for walkway connections i. and ii. consistent with the River Prairie Design Guidelines and Standards for Staff review/approval prior to acquiring building permits.
 - iv. If the intent is that the planned future building to the north shall be connected to the area sidewalk network along a shared facility with this proposed building, that facility shall be shown and be consistent with RPDG IX 1 C (5)(a-b).
 - v. Implementation of the approved Site Plan for Northwestern Bank is not complete. Approved plan reflects a pedestrian connection between site pedestrian walkways to the sidewalk along Rivers Edge Trail. There is an approximately 15-foot gap in the walkway. This walkway shall be completed [RPDG IX 1 C (5)(a-b)].
- e. Bicycle racks shall be the “U Stand” or “Rounded A” design, or substantially similar, installed to manufacturer specifications. City staff recommends consideration of indoor bike storage for employees of the facility.
- f. Final Site Design and associated elements and fixtures shall be reviewed and approved with the required Civil Site Plan by the City Engineer.

4. **Landscaping** [RPDG IX 6]

- a. Whereas: “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.

The groves and belts may also be combined or interspersed with other landscape areas in remaining portions of the development to accommodate views and functions such as active recreation and storm drainage” [RPDG IX 6 (D)].

- b. Whereas: “In approving the required landscape plan, the Council, with the Plan Commission’s input, shall have the authority to determine the optimum placement and interrelationship of required landscape plan elements such as trees, vegetation, turf, irrigation, screening, buffering and fencing [based upon 12 criteria]” [RPDG IX 6 (G)].
 - c. Proposed “North Bio-Retention Area” designed to receive stormwater from the subject site shall be reserved via stormwater easement on the future Certified Survey Map.
 - d. Add native canopy trees at 20’ – 30’ spacing along the southern edge of the parking area and the drive lane that connects to existing egress to Northwestern Bank site; provided however, noted location and setback considerations of existing HDPE and RCP storm sewer and sanitary sewer may impact specific placement. Three additional trees shall be added in this manner [RPDG IX 6 (D)(E)].
 - e. Final landscaping plan shall be reviewed by Staff for consistency with RPDG and SIP approval conditions prior to issuance of building permits. Canopy trees shall be planted as illustrated (23 individuals total, including existing) and further identified in d. above (3 individuals), Northern Pin Oak or similar.
 - f. Infiltration basin shall be attractively and appropriately landscaped (similar to Northwestern Bank facilities).
 - g. All planting areas shall be permanently irrigated, except those designed as xeriscaping [RPDG IX 1. (6) I.].
5. **Building and Architectural Standards** [RPDG IX 7]
- a. Any/all mechanical equipment, including roof-mounted units, shall be appropriately screened by building-compatible materials or landscaping [RPDG, IX 7 H].
 - b. Sign permits will be required for all building and ground signs and meet design requirements outlined in the River Prairie Design Guidelines, IX 5.
 - c. Location of exterior site lighting, including lamp intensity, design and height shall be provided in the Civil Site Plan.
 - d. All exterior 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)].
 - e. The refuse enclosure shall be constructed of materials substantially similar to those of the principal building façade [RPDG IX 7 H] and be screened with vegetation to the maximum degree practicable.
6. **Utilities**
- a. Fire Department Connection (FDC) shall be 4” STORTZ and shall be located near the northeast corner of the building. Final placement shall be reviewed and approved by Altoona Fire Department.
 - b. Altoona Fire Department requires that an additional hydrant be placed in the boulevard between the northern egress to ~~Northwestern Bank and this proposed parking area~~ **the new building and existing driveway to Orgel Wealth Management**. Existing water service is illustrated. This placement would minimize blocking of vehicle access to adjacent developments if fire implements are deployed on-site.
 - c. Private utilities, including electric transformers, shall be located such as to minimize impact on landscaping.

Robb Majeski, developer was present to explain his intention regarding the River Prairie Office #4 and commented that the tenants will be professional offices.

Member Schlafer inquired as to the location of the trail access through this northeast quadrant for citizens to get access down to the water. Schlafer asked Majeski if he has any idea where the access point

will be for the trail knowing that Majeski has identified where the location of these buildings will be. Majeski said the logical location would be at the end of the parking lot to connect that trail that goes down under the highway.

Following City Planner Clement's staff report of the SIP relating to utilities, Majeski questioned the location of the fire hydrant. Majeski suggested putting in a fire hydrant in the northern egress portion of the last lot available.

Fire Chief Renderman commented that the location of the fire hydrant in the boulevard between the northern egress to the new building and existing driveway to Orgel Wealth Management would be sufficient.

Motion by Hoepner/Roth to recommend to Council approval of the Specific Implementation Plan submitted by Kramer Land Design on behalf of Hoeft Builders for River Prairie Office Building #4 at 1450 River's Edge Trail (Parcel 201-2354-05-030) as being in substantial conformance with the CottageRidge Development General Implementation Plan and River Prairie Design Guidelines and Standards with the above-specified conditions and the location of the fire hydrant as amended in condition item 6.b. as listed above. **Motion carried.**

(VI)(8) - Discuss/consider recommendation to Council regarding approval of the installation of an electronic reader board sign adjacent to River Prairie Drive in the River Prairie Development to be owned and operated by the City of Altoona as preliminarily approved at the May 25, 2017 Council Meeting (Will be discussed at the September 14, 2017 Council Meeting).

City Planner Clements explained that the City of Altoona proposes to install a monument sign in the Northwest Quadrant of River Prairie serving as a "development directory sign" and featuring an electronic message center. River Prairie Design Guidelines and Standards generally prohibit electronic reader board signs, but does illustrate flexibilities to the standards and a review and approval process (outlined below).

City Planner Clements mentioned that the general design and budget was approved by the City Council on May 25, 2017 "River Prairie Additional Elements". The sign is to be owned and operated by the City of Altoona for the purpose of providing identification signage for businesses and uses located within the Northwest Quadrant which do not have frontage on River Prairie Drive; to communicate events scheduled for River Prairie Park and River Prairie Center; as well as to communicate general City public interest information. The communication use will be similar to the message center located at Cinder City Park, installed in 2016. The message center may also be used to display identification information for businesses in River Prairie, of a non-advertising nature. For example: "Cowboy Jacks Grand Opening-July 2017", but not "Happy Hour Specials at Cowboy Jacks are X/Y/Z." Specific policy and program will be developed by staff and proposed at a future meeting. There are operating revenue opportunities available to the City by providing space on the electronic message center, with the revenue to support sign maintenance as well as general park operations.

The proposed technology for the message center will integrate with the existing tenant sign in Cinder City Park to provide efficiency in coordinating and displaying public interest messages from an online platform. The design of the sign is inspired by the existing River Prairie Monument Signs, with similar stone, corten steel feature, and 14" halo-lit aluminum channel letters.

Since May, City Staff has worked with La Crosse Sign Company, the latter working under a design contract, to refine the design and cost estimates. The following briefly illustrates changes from May:

Overall height reduced from 21.5' to **18'**.

Overall width at base from 20.42' to **17'**.

Message center from 6'9" x 10'8" to **5'9" x 9'5'**. (**54.6 ft²**)

Message center resolution improved from 15.85MM to **19.8MM**.

The total area of the 6 tenant panels is **43 ft²**.

Plan Commission Member Schlafer expressed concern regarding the 6 fixed panel signs; will there be confrontation on which businesses will be displayed on the panels?

Plan Commission Member Hoepner felt it cheapened the sign. Member Hoepner suggested getting rid of the 6 panel signs and have either a bigger screen or more brick.

City Planner Clements noted that the sign design was presented at the inaugural River Prairie Business Meeting, with generally favorable feedback and without recommended changes. For context, the Kwik Trip pylon sign is approximately 25' in height, and features an electronic message center and illuminated changeable copy for fuel prices. The Woodman's Fuel Center monument sign is approximately 8' in height, with illuminated changeable copy for fuel prices and 5 sign panels.

Kevin Erickson of LaCrosse Signs was present to answer questions Plan Commission Members had regarding the sign design and cost. Erickson said if you remove the 6 panel signs, you could bring the height down or move the message center down exposing more of the brick on top or add an extra panel below the message center displaying the time and temperature.

Motion by Schlafer/Oas Holmes to recommend to Council approval of the installation of an electronic reader board sign adjacent to River Prairie Drive in the River Prairie Development to be owned and operated by the City of Altoona with the suggested change to remove the 6 tenant panel signs and to reduce the height of the sign with discussion from Council for the possible addition of the time and temperature sign panel below. **Motion carried.**

(VI)(9) Follow up discussion and possible action regarding commercial paving. (Discussed at the May 17, 2017 Plan Commission Meeting).

City Planner Clements explained that staff facilitated a discussion at the May 17, 2017 Plan Commission meeting regarding enforcement of City Ordinances 19.52.040 E. concerning paving of commercial drives and parking areas. This was the result of citizen and officials complaint and staff observation of erosion stemming from unpaved areas used by vehicles. Clements noted that the Plan Commission unanimously moved to "direct staff to work with property owners and businesses to resolve observed and anticipated erosion, and enforce Chapter 19.52 of the Altoona Municipal Code and associated ordinances as necessary." Since that meeting, City staff has contacted owners of most of the identified properties with observed erosion conditions. Written correspondence and documented images of each site are available upon request. While complete resolutions are not yet achieved at any of the sites, progress has been made toward most.

Clements provided a brief summary of the following status of interactions and observed conditions:

1604 Spooner Avenue (Jason Manz)

The approved Site Plan for Mr. Manz property illustrates areas that were to be paved that remain as gravel and used for parking and driving. This issue has been an item of recurring violation notices since at least 2007. Prior to the May meeting, Mr. Manz erected a chain between several posts to prohibit driving on unpaved areas. These areas were significantly eroded and vehicles carried material into the street. However, one of these chain barriers was located approximately 30 to 40 feet from the actual property line, enabling this eroded area to be accessed and used by adjacent businesses (1704 Spooner – Happy Days Auto).

Josh Clements met with Jason Manz and Mike McCrackin (1704 Spooner) to walk each site (1604 & 1704) on August 24th to discuss areas where the owners require driving & parking, where paving would be needed, and areas that could be landscaped. Methods of stormwater conveyance and management was also discussed. Cooperation between Mr. Manz and Mr. McCrackin, and communication with City Staff, should be noted as good.

Proposed solution:

- Chain barrier would remain in place along the paved drive lane.
- Deteriorated area would be restored to landscaping, adding dirt and seeding as needed.

- The area along the east property line utilized by the adjacent property, 1704 Spooner (Happy Days Auto) would be paved to allow for continued use.
 - This pavement would begin at approximately the point where the shared private property boundaries meet the public right-of-way, and extend at an angle until roughly parallel with Happy Day Auto, to an additional width of approximately 15 to 20 feet. The remaining area not paved will be landscaped and maintained as landscaping.
 - Boulders will be added along the new pavement line to prevent vehicles from driving over the street curb, as well as deteriorating the landscaped area.
- Solution will be complete as described by November 1, 2018.

Jason Manz was present to answer any questions Plan Commission Members had regarding his property and proposed solutions suggested by City Planner Clements.

1704 Spooner Avenue, Happy Days Auto (Mike McCrackin)

As noted above, Mr. McCrackin met with Joshua Clements on site on August 24th to discuss which areas that are currently graveled driveway and parking areas that would be paved to meet the objectives of the ordinance(s). This paved area will occupy the existing driveway as well as areas utilized for parking behind the building. This includes areas around the adjacent property, 1712 Spooner Avenue, located behind and access through Happy Days Auto. Other graveled areas not necessary for vehicles will be restored to landscaping. New landscaped areas will be constructed to provide some measure of stormwater management.

Proposed solution:

- The gravel driveway to the west of the lot, utilized for accessing the rear of 1704 Spooner as well as 1712 Spooner (located behind), will be paved with blacktop to a lot depth of 100 – 125 feet. This is the area of most frequent traffic.
- The rear area used for light traffic and intermittent parking will be contractor-verified 100% recycled asphalt. This material is an acceptable solution for low-traffic and use areas per City Engineer, provided it is 100% recycled asphalt. This area will extend around the building immediately to the north of Happy Days Auto on the west, north, and east sides. The recycled asphalt will be rolled flat, compacted, gently graded and set to drain stormwater toward the rear lot line.
- Solution will be complete as described by November 1, 2018.

Mike McCrackin was present to answer any questions Plan Commission Members had regarding his property and proposed solutions suggested by City Planner Clements.

2351 Spooner Avenue, Arnie’s Service Center (Paul Johnson)

Mr. Johnson met with Joshua Clements in City Hall and on site to discuss which areas that are currently graveled would be paved to meet the objectives of the ordinance, as well as conditions of 2006 Conditional Use (below). This follows conversations before the Plan Commission in May 2017, April 2016, as well as previously.

Since the approval of the 2006 Conditional Use Permit (September, 2006), Chapter 19.52 was amended in March 2008 to require paving of all parking and loading spaces. The provision (19.52.040) was added that “Any unsurfaced parking, parking access areas or other driving areas existing prior to the approval date of this ordinance shall be surfaced as described in Section

19.52.010 within 2 years or receiving notice from the City”. Thus, the unpaved condition became “grandfathered” until receiving notice from the City, thus initiating a two-year deadline.

Conditions of the 2006 Conditional Use permit modification:

- Screening on dumpster.
- Outside storage behind the building (non-vehicle storage) and not extending in the 30 foot grass area located in the back of the property line.
- Update and maintain existing signs.
- No more than 15 sale cars in the designated area.
- Long storage cars in back in an orderly fashion.
- Short term vehicles (nose end into the building on the north/east side of building.)
- Revisit this conditional use permit in one year. (City Staff to keep log of complaints if any regarding Arnies).

Approved uses by Conditional Use Permit:

- Retail sales of auto & truck parts
- Auto repair shop
- Retail sales of propane gas cylinder refilling and motor fuel
- Service truck or towing of vehicles for impound and/or repairs
- Vehicle storage for sales, impounds, and repairs
- Business office and operation of vehicles and equipment for sewer pumping operation
- Repair and sale of pressure washers, parts, and related equipment and cleaners

In addition to erosion, concerns recorded from citizen and public official comment include:

- Accumulation of damaged and/or inoperative vehicles, many present for long periods of time;
- Visual appearance of property, in part stemming from unpaved parking areas, accumulation of standing water and rutting, and vehicle storage;
- Pressure washing commercial size grills with direct drainage into street and public storm sewer.

The principal resistance from Mr. Johnson is that this is a long-standing use, and the expectations of property condition as expressed by ordinance have changed. Staff will continue to work with Mr. Johnson to develop an updated Site Plan and present this plan for Plan Commission approval. This Site Plan will meet paving/erosion requirements of Chapter 19.52 as well as 2006 Conditional Use conditions; and 19.54 Site Plans to the greatest degree practical.

Enforcement options, should an acceptable Site Plan fail to be developed and approved:

- Provide formal notice, per Section 19.52.040 (E) initiating two-year deadline for meeting Chapter 19.52 requirements. Due to extent of paving, this would trigger submission and approval of a Site Plan per 19.54.020 (3); or
- Schedule a public hearing regarding the modification and/or revocation of 2006 Conditional Use Permit and consider adding or removing conditions and/or adding or removing permitted conditional uses. Commission approval of a new Site Plan may be a condition of modification or continuation of a Conditional Use Permit per 19.54.020 (A).

Staff expectation is that this updated Site Plan will be presented for approval in 2017 and implemented by the end of the 2018 construction season (Nov 1, 2018), thus providing Mr. Johnson time to plan for the expense and disruption of business. City staff is confident a resolution will be achieved without initiating enforcement action.

Consensus of the Plan Commission Members was to direct the City Planner to contact Mr. Johnson to make improvements now or face violation. City Planner Clements mentioned that Mr. Johnson has been before the Plan Commission at numerous meetings and has agreed to come up with a plan, but nothing has been done. Plan Commission Members felt that improvements must be started immediately. City Planner Clements mentioned that staff could move forward with a conditional use modification at the October Plan Commission Meeting.

1027 N. Hillcrest Parkway, Mega Holiday

Joshua Clements met with Mike Buck, CEO Mega Co-op, on-site on September 5th. Mr. Buck reported that the existing pavement is nearing the end of its life and that replacement is planned in approximately two years. Mr. Buck is receptive and cooperative concerning resolution.

Mr. Buck identified and recognized the washing out of material from the southeast corner of the lot; as well as washout of the closed private roadway on the adjacent property to the east.

Proposed solution:

- Rocks or other similar barrier will be placed along existing pavement edge in areas that do not have existing curb to prevent further deterioration and erosion due to vehicle use. Reasonable measures will be taken to hold existing deteriorated area from further eroding, including seeding. This is an interim solution until the pavement is replaced. Barrier placement will be complete by November 1, 2017.
- The existing pavement will be replaced in approximately two years, and at that time the new pavement will receive a curb or similar edge to control vehicle access and stormwater. City staff will review pavement plan and stormwater features at that time, however an engineered stormwater plan will not be required due to the project being a pavement replacement.
- A dumpster screen/enclosure will be added when the pavement is replaced, relocating the dumpsters from their existing position on an unpaved area within the public right-of-way. Dumpster screening/enclosure shall be made of quality materials substantially similar in appearance to the primary structure.
- The complete solution (replace paving, add curbing, and improve stormwater management, as described) will be complete by July 1, 2020.

The following three businesses have not had resolutions/proposed solutions with staff at this time.

2003 Spooner Avenue, Hannic LLC

Written correspondence delivered, dated August 17, 2017. **No response yet received by City Staff.**

2437 Spooner Avenue, Local Ad Saver

Written correspondence delivered, dated August 17, 2017. City staff received a voice message from Tim Heinz, but not yet been successful in arranging a time to discuss resolution.

1420 N. Hillcrest Parkway, Transport Garage

Written correspondence delivered, dated August 17, 2017. **No response yet received by staff.**

Motion by Schlafer/Oas Holmes to approve the following staff recommendations:

- Accept the proposed erosion and pavement solutions for 1604 Spooner Avenue, 1704 Spooner Avenue and 1027 North Hillcrest Parkway as described.
- Schedule a conditional use permit modification for Arnie's Service Center, 2351 Spooner Avenue for further review at the October Plan Commission Meeting.

- Direct staff to continue working with property/business owners to resolve observed and anticipated erosion.
- Enforce Chapter 19.52 of the Altoona Municipal Code and associated ordinances as necessary.
- Staff provide an update at the November 2017, Plan Commission meeting.

Motion carried.

(VII) Miscellaneous Business and Communications.

Staff talked about the possibility of scheduling a special Plan Commission Meeting within the next two weeks or changing the date of the October 9 Plan Commission Meeting. Staff to contact Plan Commission Members if a meeting date change is necessary.

(VIII) Adjournment.

Motion by Roth/Hoepner to adjourn at 8:26 p.m. **Motion carried.**

Minutes transcribed by Cindy Bauer, Altoona City Clerk