

**MINUTES OF THE ALTOONA, WI
REGULAR PLAN COMMISSION MEETING
April 9, 2018**

(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: Brendan Pratt, Andrew Schlafer, Dean Roth, Bill Hoepner,
 Andraya Albrecht, Barbara Oas-Holmes, and Red Hanks.

Also Present: City Planner Joshua Clements
 Management Analyst Roy Atkinson (arrived at 6:05 p.m.)
 City Clerk Cindy Bauer (left 6:05 p.m.)
 Todd Winchell, applicant for 1511 Devney Drive
 Hal Snow, SDS Architects for the proposed restroom and shop facility.

(III) Citizen Participation Period.

Motion by Roth/Hoepner to close Citizen Participation Period. **Motion carried.**

(IV) Approval of minutes.

Motion by Oas-Holmes/Hoepner to approve the minutes of the February 12, 2018 Plan Commission meeting. **Motion carried.**

(V) Unfinished Business - none

(VI) New Business

(1) Public hearing at 6:00pm (or as soon thereafter as is practical) regarding a Conditional Use for property located at 1312 North Hillcrest Parkway (parcel #201-1045-01-070) for a childcare / early learning center as requested by James Overgard. The request is to allow a childcare/early learning center as regulated per Section 19.40.020 A.14. of Altoona Municipal Code.

Mayor Pratt opened the public hearing at 6:02 p.m.

City Planner Clements explained that the Plan Commission approved a Conditional Use Permit for this property on October 9, 2017 for the construction of a “pole-style” building with two suites. The Site Plan was approved on September 11, 2017. This Conditional Use Permit petition entails the proposed use for the eastern suite for a “Head Start / Early Learning Center”, which is a conditional use in the C Commercial District (19.40.020 A.14). Due to the use, the facility would be inspected and permitted by the State of Wisconsin.

The original site plan reflects 27 parking spaces in front of the building, with truck loading from behind. The revised site drawings 17 parking spaces in front of the building and 6 behind the building (23 total). Operationally, the proposed child care center utilizes a small bus to pick up and drop off children, resulting in fewer parent trips to the center as may otherwise be expected of a similar facility. This reduces the demand for on-site parking as well as pick-up / drop-off circulation. The facility will have between three and five staff present, which is accommodated by the new parking area in the rear of the building. At least one space must be designated as a handicap accessible space. A chain link fence is proposed for the child play area. Staff *recommends* a screening or semi-screening fence to reduce noise from nearby roadways. Chain link is otherwise permissible by ordinance (19.56.070 4.b.).

Motion by Hoepner/Hanks to close the public hearing at 6:07 p.m. **Motion carried.**

(VI)(2) Discuss/consider approval of a Conditional Use Permit application as requested by Jim Overgard for property located at 1312 North Hillcrest Parkway for a childcare / early learning center (#201-1045-01-070).

City Planner Clements recommended approval with the following conditions:

1. Landscaping shall be consistent with the Site Plan approved on September 11, 2017. Submit revised landscape plan for staff review / approval for consistency within 60 days.

Motion by Roth/Oas-Holmes to approve the Conditional Use Permit for 1312 North Hillcrest Parkway with enclosed staff recommended conditions. **Motion carried.**

(VI)(3) Discuss/consider recommendation to Council regarding an application to rezone the property at 1511 Devney Drive (#201-1044-06-000) from R-1 One- Family Dwelling District to R-3 Multiple Family Dwelling District as submitted by Winchel Todd LLC. (Public hearing at the April 12, 2018 Council Meeting).

City Planner Clements explained that the subject property is a vacant building previously occupied by Country Terrace of Altoona, which vacated on July 1, 2016 when the new Country Terrace facility was completed on Briar Lane. Country Terrace operated with 29 units. The owner proposes to renovate the facility into 20 small market-rate apartments. The parcel is zoned R1, which would prohibit the proposed use. The limited existing space on the property may result in vehicle parking on Devney Drive. Clements noted that the current site has 11 spaces, and may accommodate approximately 18 spaces following some site reconfiguration. This would yield less than one off-street space per dwelling unit, a specific ratio to depend upon specific building plans. The Plan Commission has the authority to authorize fewer spaces as a Conditional Use (CUP), although only if there is physical space for the requirement. Staff recommends addressing parking specifically through the Site Plan and CUP once the number of units is determined and site layout options can be evaluated, or to consider modifying the minimum parking requirements in ordinance. The City has an existing remedy to the parking concern, that being that existing ordinances require the adoption of a Site Plan during a change in use or prior to acquiring construction permits, and that in the Site Plan ordinance the Plan Commission has the authority to consider reduced parking requirements. Further, use of conditional zoning would require substantial additional time by both the petitioner and City, where other solutions exist.

City Planner Clements said that staff finds the application conforms to area existing area zoning, character, and Comprehensive Plan. There is presence of sufficient public infrastructure. Further, the proposed rezoning will enable reuse of existing vacant building. The petitioner must seek approval of a Site Plan prior to issuance of construction permits or commencing occupancy of the building.

Todd Winchell was present to answer any questions Plan Commission Members had regarding his proposal. Discussion followed regarding parking.

Plan Commission Member Schlafer had concerns with off street parking; there isn't sufficient parking on Devney Drive. Schlafer would prefer to match the number of units to the available parking stalls.

Motion by Hoepner/Albrecht to recommend to Council approval to rezone parcel #201-1044-06-000 from R1 to R3. **Motion carried.**

(VI)(4) Discuss/consider Specific Implementation Plan for City of Altoona River Prairie Restroom and Shop facility as submitted by the City of Altoona.

City Planner Clements referred to the River Prairie Restroom and Shop Facility SIP submittals and Staff Report. Clements said this facility will include 12 restroom fixtures and approximately 848 sf² of shop space for Public Works and Recreational Programs storage. The shop space features a 896 sf² second level above the restrooms for storage. This facility serves two functions, as public access

restrooms for the park during daily use as well as during events, and a shop space for storage of regularly used park maintenance equipment and recreational programs material. The exterior of the building is primary two-tone metal panels, with a stone base. The shape of the building is curved north-south walls, and strait end walls. Natural light is welcomed into the restrooms by material that allows light but is not visibility transparent, and into the shop area by clearstory (upper level) windows on the end of the building. There is a 10' overhang of the recessed restroom entrances that serves as a gathering place or shelter from the weather (approx. 330 ft²), which is directly across a walkway from the splashpad. The water fountain is located here, and movable seating may be placed. Additional features include the intended location of public art / mutual on each end of the building.

There was discussion regarding the color of the facility; too much gray and not enough two tone colors. Mayor Pratt suggested darker tones such as brown.

Hal Snow of SDS Architects was present to describe the proposed restroom and shop facility features. Snow said it was an unique iconic structure.

Plan Commission Member Hanks did not like the design of the flat roof.

Motion by Hoepner/Roth to recommend to Council approval of the Specific Implementation Plan for the River Prairie Restroom and Shop facility. Hanks against. **Motion carried.**

(VI)(5) Discuss/consider Site Plan for “PB&J LLC” commercial multi-tenant buildings for property located on the east side of Winchester Way at Highway 12, parcel #201-1033-05-040.

City Planner Clements explained that the site plan concerns a 5.91 acre parcel proposed to be reconfigured by CSM (see ITEM 6) at the corner of Winchester Way and Highway 12. The property is zoned C Commercial District. The reconfiguration entails swapping City-owned property along Highway 12 for a backage road right-of-way.

The Site Plan entails the site elements of the proposed development, as well as characteristics of the right-of-way. The engineering detail of the future roadway shall be reviewed as part of the Civil Site review by Public Works staff. Clements said the proposed plan includes two phases, each with the construction of a 23,555 ft² commercial office/warehouse, initially designed with eight suites. The construction type is traditional stud/masonry construction. A total of 106 automobile parking spaces are provided along the front of the buildings.

Karen Anderson, 344 Saxonwood Road had concerns with the proposed street being 39 feet from her lot line.

Bill Albrecht, Jim Overgard and Paul Madsen are developers of this project. There was discussion regarding a buffer and the keeping of trees in the backs of the abutting lots where the proposed road will be put in.

Planning Department recommends the Plan Commission **approve** the Site Plan as being in substantial conformance with Altoona Municipal Code with the following conditions:

A) Building Elements

1. Any refuse containers located or stored outdoors shall be kept in enclosures constructed of materials substantially similar or complementary to those of the principal building façade and be screened with vegetation to the maximum degree practicable (19.54.070 G).
2. All storage of materials, other than motor vehicles in licensed and operable condition, shall be within completely enclosed buildings or effectively screened with buildings, screening fence or other barrier.
3. 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 (19.54.070 E.).
4. All building and ground signs shall require sign permits. No signs or sign locations are approved through this Site Plan.
5. All electrical and air conditioning structures, including blowers and air handling units, regardless of location and whether on the roof or otherwise, shall be concealed by

landscaping or by decorative screening materials which form an integral part of the design (19.54.070 J.3.).

B) Parking

1. Handicap parking spaces shall be provided to the minimum required by State Statute.

C) Backage Road Construction Phasing

1. The backage road and all associated right-of-way elements shall be completed no later than the occurrence of any the following (18.07.010):
 - a) Prior to occupancy of any buildings identified in “Phase II”; or
 - b) In conjunction with construction of the corresponding backage road from the east; or
 - c) Within 36 months of issuance of any construction permit for the affected property shown in the corresponding Certified Survey Map.
2. The design of the backage roadway and all associated elements shall be consistent throughout the section and shall be continued to the eastern property boundary (18.07.180 j.).
3. Great care shall be taken for maximum preservation of existing trees in the designated buffer areas. The buffer area shall be surveyed by the petitioner with City staff to identify specimens to preserve. These specimens shall be photo documented and identified with brightly colored ribbon or similar. Specimens so designated shall be protected throughout construction to ensure survival and long-term health (19.54.060 D.4).

D) Landscaping

1. Significant, functional and aesthetically attractive landscape screening between the sidewalk and pavement along the proposed south property boundary, including a mix of canopy trees, screening trees, other landscape features to create an aesthetically positive visual buffer (19.54.060 D.3., D.4).
2. The owner/contractor shall walk the site with City staff to determine which tree specimens, due to location, size, screening function, or other value, are reasonably able to be preserved in the landscape screening buffer area between the pavement and the property boundary. These specimens shall be photo documented and identified with a brightly colored ribbon or similar. Specimens so designated shall be protected throughout construction to ensure survival and long-term health (19.54.060 D.3).
3. Within the length of the 11’ buffer, where trees do not presently exist or cannot be preserved, canopy trees shall be planted at the center of the buffer with 20’ average spacing (19.54.060 D.3).
4. Drainage swales and pond shall be attractively landscaped with appropriate and attractive plant selections for retention facilities, utilizing standard and contemporary design and planting manuals. Bio-retention facilities shall not be comprised solely or primarily of turf grasses (19.54.060 D.3).
5. Complete the tree arrangement around the complete perimeter of the stormwater pond at not greater than 30’ average spacing, to improve aesthetics and landscape function, as well as partially screen the pond and pavement areas from adjoining roadways (19.54.060 D.3).
6. Add Canopy Shade Trees within the boulevard along Winchester Way at not greater than 30’ average spacing, from the Backage Road to the sidewalk crossing near the existing

Frontage Road. Placement of boulevard trees shall be offset from the maple specimens opposite the sidewalk, and of a different species (19.54.060 D.3).

E) Utilities

1. The Altoona Fire Department requires the replacement of the existing hydrant to be removed from the site. The hydrant shall be placed along the portion of the water main that is proposed to be relocated, in a site readily accessible from the parking area. Final placement shall be reviewed and approved by Altoona Fire Department.
2. Fire Department Connections (FDC) shall be 4" STORZ.

F) Final Site Design and associated elements and fixtures, including public roadway, shall be reviewed and approved with the required Civil Site Plan by the City Engineer.

Motion by Hoepner/Hanks to approve the Site Plan for "PB&J LLC" with staff recommended conditions. **Motion carried.**

(VI)(6) Discuss/consider recommendation to City Council regarding a Certified Survey Map (CSM) to reconfigure parcel #201-1033-05-040 for commercial development and City right-of-way. (Public Hearing at the April 12, 2018 Council Meeting).

City Planner Clements explained that this item is the CSM that would permit this development to proceed. The proposed CSM entails moving parcel lines of two properties owned by the City of Altoona and one parcel owned by the petitioner. The two City-owned parcels are adjacent to HW12 and were intended to serve as a future frontage road right-of-way. Due to WI DOT access controls and design requirements, backage roads are the design solution required of future DOT projects. This action is required to facilitate the development of the petitioner-owned parcel as well as complete the area transportation network as planned. Clements noted that in a separate action by Council, the City will "swap" the two parcels for the backage road right-of-way through a Quit Claim Deed and right-of-way dedication on the CSM. Approval of the CSM will be contingent and prior to the approval of the Deed.

Motion by Roth/Oas-Holmes to recommend to Council approval of the proposed Certified Survey Map for parcel #201-1033-05-040. **Motion carried.**

(VI)(7) Discuss development policies and zoning as they relate to housing, possible advisement to staff regarding ordinance revisions.

City Planner Clements explained that housing has always been a central issue to the character of our settlements, driving and being driven by land use, transportation, finance mechanisms, and the closely related systems that result in the arrangement of the built environment. Housing is among the largest and most complex of planning and community development issues. Clements said the purpose of this staff correspondence is to bring conversations regarding housing to the Plan Commission in general terms in order to inform the Commissioners of recent staff work on this topic and receive general guidance for continued work.

Mayor Pratt suggested getting a committee together consisting of builders, contractors, to name a few and start the conversation of affordable housing.

No action at this time.

(VI)(8) Discuss development policies and zoning as they relate to parking and parking area site design, possible advisement to staff regarding ordinance revisions.

City Planner Clements explained that the purpose of this staff correspondence is to elevate conversations regarding the impact parking related requirements have on the overall built environment, city infrastructure, and ability to grow in fiscally productive ways that promotes public health and mobility choice. This correspondence identifies specific issues but is written in general terms in order to inform Commissioners of some of the contemporary issues and recent staff work on this topic and to receive general guidance for continued work. Facilitated discussion regarding role of parking in land use and development. Clements was asking for possible advisement to staff concerning future policies and

ordinance direction. Clements gave some parking comparisons. Clements questioned if staff should revisit and/or propose modifications to existing parking quantities, create standards for minimum bicycle parking and institute design guidelines for parking areas, such as those more similar to River Prairie and/or other contemporary guides, and if so, determine if these should be placed in the parking and Loading Spaces Ordinance (19.52) and/or Site Plan (19.54).

Commission Member Schlafer noted that commercial is different than residential.

Commission Member Hanks commented on the transit system.

(VII) Miscellaneous Business and Communications.

None.

(VIII) Adjournment.

Motion by Hoepner/Hanks to adjourn at 8:30 p.m. **Motion carried.**

Minutes transcribed by Cindy Bauer, Altoona City Clerk