

**MINUTES OF THE ALTOONA, WI
REGULAR PLAN COMMISSION MEETING
January 8, 2018**

(I) Call Meeting to Order.

The meeting was called to order by Acting Chairperson Andrew Schlafer at 6:00 p.m. held in the Council Chambers at Altoona City Hall.

(II) Roll call.

Members present: Andrew Schlafer, Dean Roth, Bill Hoepner, Andraya Albrecht and Red Hanks (via phone).

Also Present: City Planner Joshua Clements
Fire Chief Mark Renderman
Management Analyst Roy Atkinson
City Clerk Cindy Bauer (left 6:05 p.m.).

Absent: Mayor Brendan Pratt
Member Barbara Oas-Holmes

(III) Citizen Participation Period.

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

(IV) Approval of minutes.

Motion by Hanks/Hoepner to approve the minutes of the December 11, 2017 Plan Commission meeting. **Motion carried.**

(V) Unfinished Business - none

(VI) New Business

(1) Discuss/consider approval of Site Plan for Chippewa Valley Cremation Services for a “celebration” funeral home for property located at 1717 Devney Drive, Altoona, parcel #201-1046-08-025.

City Planner Joshua Clements explained that approval of this Site Plan would completely replace the previously approved Site Plan for the Potting Shed. The existing 2,171 ft² building is proposed to be renovated and expanded with a 3,000 ft² addition, for seating for approximately 250. The parking is proposed to be expanded from 14 to 81.

City Planner Clements explained that the petitioner, Matt Thompson, was issued a Conditional Use Permit by the Plan Commission on September 11, 2017 for a “celebration” funeral home in the Altoona Business Park, 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.

19.54.040 A. Preapplication Conference.

City staff discussed the site concept with the petitioner and/or his representatives on several occasions. The site plan, as presented, was discussed with the petitioner's representatives on January 2, 2018.

19.54.060 A. Review Criteria – Ingress

The current use includes a single ingress for automobiles, and lacks pedestrian facilities. The proposed site maintains the existing vehicle ingress, and proposes to add a parallel pedestrian walkway, which will connect to a new sidewalk that will be constructed by the petitioner.

Parking

The proposed site features 81 parking spaces, of which 6 are handicap accessible. The parking standard applied is 19.52.020 E., one space per three seats of capacity. The proposed capacity is approximately 250, translating to 83 spaces. This is two less than the standard, however, the connection to the sidewalk and infrequency of at-capacity events lead staff to recommend 81 spaces as sufficient. The ordinance (19.54.060 A) provides the Plan Commission this flexibility.

19.54.060 B. Review Criteria – Stormwater

The petitioner shall submit a stormwater permit that satisfies Title 14.

19.54.060 D. Review Criteria – Landscaping

City staff has had preliminary discussions with the development team regarding landscaping, as a landscape architect has not yet been retained for this project. A staff-recommended approval condition shall be that a landscape plan shall be reviewed and approved by the Zoning Administrator prior to issuance of building permit.

19.54.060 J. Review Criteria – Buildings

Architectural drawings provided illustrate a façade that meets material and design requirements in this Chapter.

Staff recommends conditional approval of the Site Plan, with the following recommended approval conditions:

1. A landscape plan satisfying 19.54.060 D. shall be reviewed and approved by the Zoning Administrator prior to issuance of building permit.
 - a. Street trees (canopy) shall be added at not greater than 30' spacing.
 - b. Canopy trees will be recommended between the driveway and parking lot and the west property line; between the vehicle driveway and pedestrian walkway, and along the east side of the walkway.
 - c. Storm water pond shall be attractively landscaped, including trees.
2. Parking lot screening along the south and west property lines shall remain and/or be improved including landscape screening.
3. Petitioner shall extend the sidewalk from the east on Devney Drive to the entrance, as illustrated.
4. Retaining walls design shall be reviewed and approved consistent with Chapter 15.14 and be included with the construction permit application.
5. The egress that exists as a gate near the southeast corner of the parcel shall be maintained for emergency vehicle access and emergency evacuation considerations. The site plan shall be modified such that the gate remains and/or egress via mountable curb or similar to be administratively reviewed by the Zoning Administrator and Fire Chief, prior to issuance of

construction permit. This egress may be limited to emergency vehicles through use of gate or similar means, at the discretion of the owner.

- a. Fire access and emergency evaluation considerations are not explicitly illustrated in Site Plan requirements. Access is a recommended provision for fire apparatus access and exit. This provision would ensure all reasonable options for responding to a fire or evacuation incident are available.
 - b. *PLAN COMMISSION: Following discussion during in recent days and during the meeting between Clements, Renderman, and Mr. Thompson, this condition (5) will continue to be examined by the parties for options moving forward. This item is not included as an approval condition, but rather as advisory.*
6. Fire Department Connection (FDC) shall be 4" STORTZ and shall be located on the west or south face of the building. Final placement shall be reviewed and approved by Altoona Fire Department.
 7. Refuse screening fence shall be not less than 90 percent screening with color and material that complements the building.
 8. 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)*].
 9. All building equipment, including but not limited to HVAC units, shall be screened or concealed by landscaping or decorative materials which form an integral part of the building and site design.
 10. All signs shall acquire sign permits and be considered separately from this review.

Motion by Hoepner/Roth to approve the Site Plan submitted by Everyday Surveying & Engineering on behalf of Matt Thompson for 1717 Devney Drive, parcel 201-1046-08-025, with the above specified conditions. **Motion carried.**

(VI)(2) Discuss/consider recommendation to Council regarding an ordinance Repealing Chapters 19.16 "Floodplain Overlay Zone" and 19.17 "Shoreland-Wetland Overlay Zone" and Replacing with Chapter 19.15 "Environmental and Natural Resources" to update floodplain and shoreland-wetland regulations to State Statute and to add provisions regarding steep slopes, protected open spaces and sensitive ecological landscapes. (Public hearing at the Feb 8, 2018 Council Meeting).

City Planner Clements referred to the proposed Chapter 19.15 "Environmental and Natural Resources". The genesis of this Chapter began in response to a proposed and subsequently permitted single family residence on property abutting Otter Creek. City staff (planning, engineering) had (has) substantial concerns with the proposed plan regarding proposed grading and modifications to an existing steep slope partially within the 100-year floodplain of Otter Creek, lack of setback of the building and building improvements from the top of slope, and experienced slumping and sliding of materials elsewhere along the same slope. Staff found existing ordinances insufficient in terms of directly empowering staff to require stability measures, greater setbacks, or other protections of the slope and related impacts on the watershed and on property.

Grading and construction on the referenced property commenced in the fall. The Eau Claire County Building Inspector, supporting Altoona's staff in site inspection, remarked that "this could not have been permitted in the County" (meaning outside City limits).

Research of many jurisdictions was completed to construct this proposed Chapter, including but not limited to:

- River Falls (considered to be a leader in this area);
- Sun Prairie (rapidly growing city with recently updated ordinances);
- City and County of Eau Claire;
- WI DNR example ordinances.

At present, regulations impacting natural resources are in several Chapters, including but not limited to 19.16 “Floodplain Overlay Zone” and 19.17 “Shoreland-Wetland Overlay Zone”. In order to reduce administration challenges and confusion, the proposed Chapter 19.15 updates the regulations to current State Statues together in a single Chapter. This format follows the structure of Sun Prairie, Lake Geneva, and others. To summarize, this Chapter:

- Combines and brings together most environmental-related zoning and performance standards and regulations in a single Chapter;
- Updates existing regulations to current State Statues;
- Creates new Section with standards for steep slopes;
- Creates new Sections for various sensitive landscapes (shorelands, woodlands, prairies);
- Creates enforcement mechanisms for performance standards.

In consultation with the **DNR**, City staff received a *standard floodplain ordinance* consistent with latest State Statues. The DNR received the electronic copy of the proposed ordinance 30 days prior to the scheduled public hearing (February 8th), and five days prior to the Plan Commission meeting, per ordinance requirements. A 30-day **public notice** was also advertised for this Chapter.

The following summarizes the construction and purpose of each Section of the proposed Chapter 19.15 “Environmental and Natural Resources”:

19.15.010 – 19.15.030

These three Sections provide an overview of the purpose of this Chapter, illustrate general provisions, and define key concepts.

19.15.040 Floodplains

Updates existing Chapter (19.16 “Floodplain Overlay Zone”) to current State Statues, consistent with DNR model ordinance.

19.15.050 Wetlands

Updates existing Chapter (19.17 “Floodplain Overlay Zone”) to current State Statues.

19.15.060 Shorelands

Creates standards for shoreland buffer areas. Some of these standards overlap with those in 19.15.040 and 19.15.050, but pulled together. Largely consistent with the City of River Falls standards.

19.15.070 Drainageways

Creates standards for drainageways to protect downstream water quality, complementing the above Sections.

19.15.080 Woodlands

Creates standards for developments in woodland areas, defined as natural stands of native mature trees **greater than 2 acres**. Standards are intended to minimize impact on the highest ecological value areas and provide standards for development in other woodland areas to reduce impact and mitigate through reforestation. Creates protection standards for large or unique trees.

19.15.090 Prairies

Creates preservation standards for native prairies and oak savannas **larger than one acre**. Protections are similar to WI DNR policy objectives.

19.15.100 Other permanently protected green space

Creates standards in recognition that green space preservation is and has been required as a condition of development in the City. This Section is intended to limit adverse and unintended impacts to these areas.

19.15.110 Steep Slopes

Creates performance standards for evaluating proposed changes to native steep slopes. The proposed language does not uniformly prohibit disturbance to slopes, but rather it creates guidelines and standards. The Section empowers staff to require analysis and protection provisions consistent with the guidelines and standards. Allows for appeal of standards and/or interpretation to the Zoning Board of Appeals.

19.15.120 Detailed Site Analysis

Creates additional submission procedure to supplement subdivision, site plan, and other development permitting procedures in order to evaluate proposals consistent with standards within the Chapter.

19.15.130 Enforcement

Creates enforcement and penalty provisions for the Chapter, other than those provided in the standard DNR floodplain and wetland statutes (19.15.040 – 19.15.050). Includes grievance appeal provision to Zoning Board of Appeals.

Motion by Hoepner/Albrecht to recommend to Council approval of an ordinance amending Title 19 more specifically to repeal Chapter 19.16 and 19.17 and create Chapter 19.15. **Motion carried.**

(VI)(3) Discuss/consider recommendation to Council regarding an ordinance amending Title 19 of the Altoona Municipal Code “Zoning” more specifically to amend Chapter 19.46 “River Prairie Mixed Use District” pertaining to enforcement of completing approved plans and permit application fees. (Public hearing at the January 25, 2018 Council Meeting).

City Planner Clements referred to Chapter 19.46 regarding River Prairie Mixed use District.

These amendments add two elements:

- 19.46.050 Completeness Required
 - Explicitly requires that documents submitted for construction permits shall be consistent with approved specific implementation plan.
 - Adds enforcement mechanism that the approved plan shall be completed within 60 days of obtaining the occupancy permit for the principal structure.
- 19.46.060 Application and Review Fee
 - Creates mechanism to partially offset staff review time through levying a review fee (fee was defined in Fee Schedule on December 21, 2017)
 - Fee: \$350, plus \$ 10 / 4,000 sqft in excess of 1 acre (approved with fee schedule on 12/21/2017)

Motion by Roth/Hoepner to recommend to Council approval of an ordinance amending Title 19 more specifically to amend Chapter 19.46. **Motion carried.**

(VI)(4) Discuss/consider recommendation to Council regarding an ordinance amending Title 19 of the Altoona Municipal Code “Zoning” more specifically to amend Chapter 19.64 “PCD – Planned Community Developments” pertaining to enforcement of completing approved plans and permit application fees. (Public hearing at the January 25, 2018 Council Meeting).

City Planner Clements referred to Chapter 19.64 regarding PCD – Planned Community Developments.

These amendments add two elements:

- 19.64.200 Completeness Required
 - Explicitly requires that documents submitted for construction permits shall be consistent with approved specific implementation plan.

- Adds enforcement mechanism that the approved plan shall be completed within 60 days of obtaining the occupancy permit for the principal structure.
- 19.64.210 Application and Review Fee
 - Creates mechanism to partially offset staff review time through levying a review fee (fee was defined in Fee Schedule on December 21, 2017)
 - Fee: \$350, plus \$ 10 / 4,000 sqft in excess of 1 acre (approved with fee schedule on 12/21/2017)

The purpose of the amendments is narrowly defined to the two proposed additional Sections, and procedural clean-up of 19.64.190 “Final Implementation Plan – Approval”. The balance of the Chapter was not closely scrutinized for content revisions.

Motion by Hoepner/Albrecht to recommend to Council approval of an ordinance amending Title 19 more specifically to amend Chapter 19.64. **Motion carried.**

(VII) Miscellaneous Business and Communications.

None.

(VIII) Adjournment.

Motion by Roth/Hanks to adjourn at 6:24 p.m. **Motion carried.**

Minutes transcribed by Cindy Bauer, Altoona City Clerk