

**MINUTES OF THE ALTOONA, WI  
REGULAR PLAN COMMISSION MEETING  
February 12, 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 OasHolmes, and Red Hanks (via phone). Andrew Schlafer arrived at 6:05 p.m.

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

**(III) Citizen Participation Period.**

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

**(IV) Approval of minutes.**

Motion by Hoepner/Hanks to approve the minutes of the January 8, 2018 Plan Commission meeting. Oas-Holmes abstained. **Motion carried.**

**(V) Unfinished Business - none**

**(VI) New Business**

**(1) Discuss/consider recommendation to City Council regarding a Certified Survey Map (CSM) to divide Lot 2 of Certified Survey Map No. 3035 into three lots, located in the northwest quadrant of River Prairie as submitted by Everyday Land Surveying and Engineering LLC on behalf of the City of Altoona (Public Hearing at the February 22, 2018 Council Meeting).**

City Planner Joshua Clements explained that this CSM would subdivide a single parcel in the Northwest Quadrant of River Prairie into three lots to facilitate development. The property is the lot north of Kwik Trip, bounded by Meadowlark Ln, Bluestem Blvd, and Blazing Star Blvd.

- Lot 1 of the proposed CSM will be 11,103 sf<sup>2</sup>, to be occupied by Cabin Coffee.
- Lot 2 is an available lot for development of approximately 6,657 sf<sup>2</sup>.
- Lot 3 will host a City parking lot of approximately 58 spaces, and a development pad site of approximately 15,000 sf<sup>2</sup>.

Construction of Cabin Coffee and the City Parking Lot is expected to proceed as soon as conditions permit.

Motion by Hoepner/OasHolmes to recommend to Council approval of the proposed Certified Survey Map submitted by Everyday Surveying & Engineering LLC. on behalf of the City of Altoona. **Motion carried.**

**(VI)(2) Discuss/consider recommendation to City Council regarding amendment to Chapter 19.04 “General Provisions” to add authority, conformity, interpretation and severability (Public Hearing at the March 8, 2018 Council Meeting).**

City Planner Clements noted the proposed amendments. The added text is in **bold**, removed text is in ~~strike-through~~, all changes are **highlighted**.

Clements explained that the purpose of Chapter 19.04 of Title 19 (Zoning), is to establish the Title. Upon review of the Title, the following proposed elements were not present, which staff consider important to the functioning of the Title, particularly if there should be conflict or litigation over specific provisions.

The following summarizes the proposed modifications to Chapter 19.04:

- Add “**authority**” for zoning, as enabled by Wisconsin Statute.
- Removes the “rezoning fee”, which is included elsewhere in the Title where rezoning procedures are illustrated (Chapter 19.68 “Amendments”).
- Add “**conformity with comprehensive plan**”, consistent with Wisconsin Statutes.
- Add “**interpretation**” providing guidance on how requirements and standards in the Title shall be interpreted, in particular where there may be presumed to be a conflict between standards or where language is unclear.
- Add “**severability**” to ensure that if a provision of the zoning Title is invalidated by court action, the remaining sections of the Title remain.

City Planner Clements mentioned that the proposed language is similar, and many cases identical, to comparison jurisdictions.

Motion by OasHolmes/Hoepner to recommend to Council approval of an ordinance amending Title 19 more specifically to amend Chapter 19.04 “General Provisions”. **Motion carried.**

**(VI)(3) Discuss/consider recommendation to City Council regarding repeal and replace Chapter 19.12 “Administration and Enforcement” to update code cross-references, provisions regarding Board of Appeals, duties of the Zoning Administrator, define variances, and update zoning certificate permits. (Public Hearing at the March 8, 2018 Council Meeting).**

City Planner Clements noted the proposed amendments. The added text is in **bold**, removed text is in ~~strikethrough~~, all changes are **highlighted**.

Clements explained that the purpose of Chapter 19.12 of Title 19 is to identify the administration and enforcement mechanisms common throughout the Title. This chapter defines the administrative entities, their duties and responsibilities, and appropriate references to State Statute and cross-references within Altoona Municipal Code.

The following summarizes the proposed modifications to Chapter 19.12:

- Identifies the Plan Commission, Board of Appeals, and Zoning Administrator as carrying out administration and enforcement of Title 19 as delegated by the City Council (19.12.010)
- Creates cross-reference to Altoona Municipal Code 2.56, where the **Plan Commission** is established and defined.
- Combines **Board of Appeals** provisions under a single section (19.12.030)
  - Creates cross-reference to Altoona Municipal Code 2.52, where the Board of Appeals is established.
  - Updates jurisdiction and duties consistent with State Statutes.
  - Creates a procedure for hearing appeals of Zoning Administrator decisions.
- Further defines the duties of the **Zoning Administrator**, consistent with duties defined throughout Title 18 and Title 19.
- **Define Variances** to zoning regulations, as well as procedure for receipt and consideration by the Board of Appeals, per guidance of State Statute and case law.
- Revise **Zoning Certificates** (permits) to ensure development activities are consistent with the provisions of the zoning Title.

City Planner Clements said if recommended by the Plan Commission, the proposed changes will be considered by the City Council on March 8, 2018.

Members asked to clarify the duties of the Zoning Administrator, and asked who this person is.

City Planner Clements responded that the Council appoints the Zoning Administrator, and that he (Clements) is currently so appointed. Previously, City Administrator Mike Golat exercised these duties. This Section illustrates duties already present in other places in Title 18 and Title 19, and summarizes them together, as is customary in other jurisdictions.

Commissioner Schlafer had questions regarding the duties of the Plan Commission. If some of the actions of the Plan Commission are advisory and that the City Council will still hear and ultimately decide, then why is the City asking the members to serve on this Committee. This would seem to be duplicative.

City Planner Clements responded to their questions. There are certain issues where, by State Statute, the Plan Commission hears and refers to Council, such as zoning ordinances, rezoning and conditional uses. Other items are petitioned to the Zoning Board of Appeals. There is local flexibility in defining other business such as Site Plans, where the Commission does make the final decision.

Commissioner Hoepner asked if there have been some issues where Council has gone against the recommended actions of the Plan Commission.

Clements responded that in the case of the Specific Implementation Plan modification for Woodman's to allow a larger sign than permitted by the River Prairie Design Guidelines, the Commission recommended to reject the proposal, where the Council ultimately approved. This was the only case Clements could recall since February 2016. Commissioner OasHolmes added that when the TwinHome development was debated, the Plan Commission had recommended rejection of the proposal, where the Council ultimately approved. Clements added that these are examples where the Commission added meaningful dialogue and debate on an issue.

Clements suggested that he would examine the issue and report at a future meeting what other jurisdictions do with regard to Plan Commission business.

Motion by Hoepner/Albrecht to recommend to Council approval of an ordinance amending Title 19 more specifically to repeal and replace Chapter 19.12 "Administration and Enforcement". **Motion carried.**

**(VI)(4) Discuss/consider recommendation to City Council regarding amendment to Chapter 19.40 "C Commercial District" to add conditional uses for breweries/brewpubs, wineries, distilleries, urban and solar farms (Public Hearing at the March 8, 2018 Council Meeting).**

City Planner Clements noted the proposed amendments. The added text is in **bold**, removed text is in ~~strikethrough~~, all changes are **highlighted**.

Clements explained that Chapter 19.40 is the General Commercial Zoning District, which exists throughout the City in many contexts. The other zoning district, C-1, are along highway 12 and South Hillcrest Parkway, buffering adjoining residential neighborhood from the highway. The following is a summary of proposed amendments:

- Remove signs as a listed "use", as signs are not classified as a use in Altoona Municipal Code-they are regulated by a separate Chapter.
- Enable bakeries and other food related businesses that have retail operations to also have product distribution manufacturing.
- Add "Health/Sports Club" as a permitted use (gym, etc.).
- Renumber Conditional Use section due to large number of entries.
- Re-define "drive-ins" as any food establishment with a drive-through or drive-in.
- Re-define small manufacturing shops.
- Add theater, assembly or concert halls as a conditional use.

- Remove “Liquor stores selling only package goods,” as these are covered under “off-sale liquor stores”.
- Update code reference for bed & breakfast establishments.
- Add **breweries, brewpubs, wineries, and distilleries** as conditional uses, along with **specific approval standards**, based upon State Statute and ordinances in effect in several comparison jurisdictions.
- Add **urban farm** as a conditional use, along with **specific approval standards**, where limited production agriculture takes place, including indoor growing operations, based upon ordinances in effect in several comparison jurisdictions.
- Add **solar farm** as a conditional use, consistent with the City of Eau Claire.
- Relocate certain uses that are more industrial in nature to the Industrial Zone: warehouses, storage facilities, truck terminals.

City Planner Clements said if recommended, the proposed changes will be considered by the City Council on March 8, 2018.

Motion by Schlafer/Roth to recommend to Council approval of an ordinance amending Title 19 more specifically to amend Chapter 19.40 “C Commercial District”. **Motion carried.**

**(VI)(5) Discuss/consider recommendation to City Council regarding amendment to Chapter 19.44 “Industrial District” to add purpose, permitted uses, and amend code cross-references (Public Hearing at the March 8, 2018 Council Meeting).**

City Planner Clements noted the proposed amendments. The added text is in **bold**, removed text is in ~~strikethrough~~, all changes are **highlighted**.

Clements explained that Chapter 19.44 is the General Industrial Zoning District, which presently exists in three areas in Altoona: Curt Manufacturing campus and vicinity; Bartlett Avenue and 5<sup>th</sup> Street East; and Gloede and Pleasant Street area off Hastings Way. The following is a summary of proposed amendments:

- Add a **Purpose** statement clarifying that the industrial district is intended for manufacturing and logistics uses, although some commercial uses may also be permitted. This provides general guidance when considering conditional use and other permits in the district.
- Add warehouses, freight facilities and terminals as permitted uses, moved from the C Commercial District.
- Update ordinance cross-reference regarding parking.
- Require that outdoor storage areas shall be screened.

City Planner Clements said if recommended, the proposed changes will be considered by the City Council on March 8, 2018.

Motion by OasHolmes/Hoepner to recommend to Council approval of an ordinance amending Title 19 more specifically to amend Chapter 19.44 “Industrial District”. **Motion carried.**

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

None.

**(VIII) Adjournment.**

Motion by Hoepner/Hanks to adjourn at 6:30 p.m. **Motion carried.**

Minutes transcribed by Cindy Bauer, Altoona City Clerk