

**MINUTES OF THE ALTOONA, WI
REGULAR PLAN COMMISSION MEETING
July 16, 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, Matt Biren, Dean Roth, Bill Hoepner, Andraya Albrecht, and Barbara OasHolmes.

Also Present: City Planner Joshua Clements
 Management Analyst Roy Atkinson
 Ed Bohn, The Shed, CUP applicant
 Zach Michaels, Casey's General Store, CUP Applicant
 Matt Anderson, new owner of property (304 Division Street)
 Mike Hanson (CSM in the ETJ, Mayer Road)

(III) Citizen Participation Period.

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

(IV) Approval of minutes.

Motion by Biren/Oas-Holmes to approve the minutes of the June 4, 2018 Plan Commission meeting. Roth abstained. **Motion carried.**

(V) Unfinished Business - none

(VI) New Business

(1) Public hearing at 6:00 p.m. (or as soon thereafter as is practical) regarding a Conditional Use for property located adjacent to 1519 Mayer Road, Altoona, WI (parcel #201-2350-02-020) as requested by Ed Bohn. The request is to allow an Outdoor Sales Lot in the C Commercial District as regulated per Section 19.40.020 A. 31. of Altoona Municipal Code.

Mayor Pratt opened the Public Hearing at 6:05 p.m.

City Planner Clements explained that the appeal pertains to request to utilize an undeveloped parcel adjacent to Ed's Shed, 1519 Mayer Road, as an outdoors sales lot for prefabricated sheds. The property is zoned C Commercial District and has no structural improvements or parking areas. No permanent improvements are proposed.

Ed Bohn, The Shed, was present to answer any questions Plan Commission Members had regarding this conditional use permit.

Motion by Biren/Hoepner to close the public hearing at 6:08 p.m. **Motion carried.**

(VI)(2) Discuss/consider approval of a Conditional Use Permit application as requested by Ed Bohn for parcel #201-2350-02-020 for Outdoor Sale Lot.

City Planner Clements recommended that the Plan Commission approve with Conditions of the appeal for conditional use permit with the following approval conditions:

- (1) No permanent structures, public utilities or paving are hereby approved;
- (2) Driving or parking of vehicles shall not occur on unpaved areas, except to place or remove inventory;
- (3) Vegetation shall be maintained;
- (4) Outdoor sales and display is restricted to the use as described in the appeal unless specifically

modified by the Plan Commission at the future date;

(5) Any signs shall conform to City Ordinance and acquire sign permits, as applicable.

Motion by Schlafer/Biren to approve the Conditional Use Permit for Outdoor Sale Lot on parcel #201-2350-02-020 with Staff recommended conditions. **Motion carried.**

(VI)(3) Public hearing at 6:05 p.m. (or as soon thereafter as is practical) regarding a Conditional Use for property located on the NW corner of St. Andrews Drive and Sawgrass Place (Lot 93) in Hillcrest Greens (part of parcel #201-2378-01-000). The request is to allow a gasoline service station with retail off-sale liquor in Hillcrest Greens Planned Community Development as regulated per Section 19.40.020 A. 1, 7. and 19.64.050 B. of Altoona Municipal Code.

Mayor Pratt opened the public hearing at 6:12 p.m.

City Planner Clements referred to the following:

- Planning Staff Report
- Site Plan
- Building Elevations
- Lighting Plan

Clements explained that the petitioner is the corporate entity for Casey's General Stores, which owns and operates over 1,000 gas station/convenience store locations through the Midwest. The headquarters is located in the Des Moines, IA area. The proposed convenience store is approximately 4,686 sf², generally arranged to face Highway 12, and perpendicular to the primary frontage and egress from St. Andrews Drive. The site proposal includes a 1,350 sf² single-bay carwash to the south side of the building. This proposed action includes subdividing the 3.7 acre Lot 93 in the Hillcrest Greens Planned Community Development to 2.303 acres for Casey's and 1.45 acre remaining lot to the west. The Lot is located at the corner of St. Andrews Drive and Highway 12, is bordered by Sawgrass Place to the south, and an existing retention pond to the west. The total proposed site area is 2.303 acres (100,337 sf²), with 64,667 impervious sf² (64.5%). The abbreviated stormwater report assumed 85% impervious site conditions. The Hillcrest Greens II development included construction of a regional two-bay stormwater pond, which is located west of the site at the end of Sawgrass Place. Stormwater from the site is designed to be conveyed via existing storm infrastructure. Utilities are available at the site and the site is "pad ready". The proposed building architecture is brick façade with vertical stone accents at the corners, with a shingled hip roof.

The parcel is zoned Planned Community Development as part of the Hillcrest Greens development. The parcel was identified for commercial use. As such, City Staff has determined that the proposed gasoline service station and off-sale liquor sales uses should proceed through Conditional Use, consistent with C Commercial District to ensure "the plan commission finds them to be compatible and harmoniously incorporated into the unitary design of the PCD" (19.64.050).

City Planner Clements noted the suggested conditions as described in item 4 of the Plan Commission Agenda. One condition could be the right-in only access off Saint Andrews Drive and exit from Sawgrass Place.

Members of the public spoke during the public hearing.

Paulette Coyle, her father is a resident at the Classics. Coyle had safety concerns and the exit off Hwy 12.

Dean Larsen, Acquisition Realty and Development, realtor of the proposed property gave some background information on potential buyers of the property.

Melissa Seaton, 2324 St. Andrews Drive has traffic concerns with the potential amount of traffic this business will generate.

Gabe Otterson, 1301 Whistling Straits Court, said that before he built his house, he was aware that the proposed property is Commercial. Otterson said he is happy that a proposed gas station is interested in building on that location.

Brad Ruff, 2308 St. Andrews Drive had concerns with the liquor being sold and cameras for security purpose.

Jerry Southworth, 1887 St. Andrews Drive, had concerns with traffic and the closeness to The Classic. Southworth did not feel it was a good use of the property.

Chuck Slobodnik, 1314 Whistling Straits Court also has issues with the potential noise. Slobodnik said there is no noise buffer. He asks that if there were conditions regarding noise restrictions from 11 p.m. – 6 a.m. until such time that the noise factor can be looked at once built. Slobodnik suggested a meeting with residents of The Classic to make them aware of the project and address any potential issues.

Rudy Draeger, 1345 Whistling Straits Court, had concerns with the residents of The Classic and other concerns addressed by those present. Draeger did not feel the gas station would be a good fit on the property. Presented a signed petition from surrounding property owners in opposition of the gas station being constructed.

Motion by Biren/Hoepner to close the public hearing at 7:08 p.m. **Motion carried.**

(VI)(4) Discuss/consider approval of a Conditional Use Permit application and associated Site Plan for Casey's General Store for part of parcel #201-2378-01-000 for Gasoline service station with retail off-sale liquor.

Plan Commission Member Biren mentioned that based on some recent pedestrian strikes on Hwy 12, it had been mentioned to improve pedestrian access to the intersection in general. Biren asked if there are plans in working with the DOT to upgrade the access on both sides (east and west) at 10th Street West and Hwy 12? City Planner Clements commented on some proposed improvements to Hwy 12 and Third Street East.

Zach Michaels of Casey's General Store was present to address the layout of the proposed site plan and noted the types of products of a Casey's General Store.

Deb Swan, 2081 Saint Andrews Drive was not aware that it was Commercial property when she moved to her house three years ago. Swan mentioned that comments she heard from other property owners address traffic issues. Swan also presented the City Planner with a petition of approximately 50 signatures opposing the project.

Plan Commission Member Oas-Holmes asked if there was a traffic study of the proposed site. City Planner Clements was not aware of a traffic study for that area.

Plan Commission Member Biren asked for clarification from those present if the opposition was for a gas station or other types of business.

Discussion followed regarding better directional signage into the subdivision and if a traffic study could be done to get a better idea of the impacted use.

The below mentioned conditions were discussed during the public hearing.

A. General Conditions

- (1) The Conditional Use and Site Plan, including any conditions of approval thereupon, shall be utilized to review construction permit application materials to ensure consistency. Final plans shall be consistent with approval conditions. Construction permits shall not be issued prior to satisfactory consistency review.

B. Access

- (1) Chapter 12.12.025 Commercial Driveway Approaches (Ord 5F-18) illustrates driveway approach geometry standards. These standards are: 30 foot maximum width as measured at the sidewalk or right-of-way line, and 10 foot maximum curb radius. The stated purpose is to safely encourage and accommodate slow and controlled vehicle movements (further reinforced by Chapter 19.52 Parking and Loading Spaces).
- (2) St. Andrews Drive Driveway

- a. Prior to acquiring City construction permits, the petitioner shall provide illustrations to the City's sole satisfaction that reflect how a right-in right-out vehicle turning restriction may be accomplished at a future date. The City, at its sole and absolute discretion, may require that the property owner implement the turn restriction alternative at the owner's cost if future conditions warrant. [19.54.060 A., 19.59.030 D.]
 - b. Absent evidence acceptable to City staff that the proposed driveway geometry is justified to accommodate future turn restriction, the driveway geometry shall conform to City standard [12.12.025].
 - c. Multi-use trail crossing shall be striped as an 8-foot crosswalk of material comparable to method utilized for automobile parking stalls and maintained in similar fashion. [19.54.060 A., 19.59.030 D.]
 - d. A stop sign shall be placed at the exit condition, prior to vehicle crossing of the multi-use trail crosswalk, to encourage slow vehicle turning movements and enhanced safety at this point of conflict.
 - e. Trail crossing signs shall be placed near the point of driveway, trail intersection, facing the designed flow of both inward/outward automobile traffic, elevating visibility of the trail crossing. [19.54.060 A., 19.59.030 D.]
- (3) Sawgrass Place Driveway
- a. Absent evidence acceptable to City staff that the proposed driveway geometry is justified to accommodate semis and other large vehicle that may service the site, the driveway geometry shall conform to City standard (12.12.025).
- (4) Remove and replace curb sections in its entirety at each driveway.

C. Pedestrian Circulation

- (1) Internal pedestrian crosswalk, indicated by plan note {22} shall be highly visible white striping of material comparable to method utilized for automobile parking stalls and maintained in similar fashion. [19.54.060 A., 19.59.030 D.]
- (2) Wherever a designated pedestrian walkway is adjacent to automobile parking, a curb, bollard, or structurally sound wheel stop device shall be installed in a manner that assures vehicle overhang will avoid instruction into walkway [19.52.090 D.]. See accompanying *Illustration A*.
- (3) Clarify and confirm that the public sidewalk shall be contained within a perpetual easement.

D. Parking

- (1) Bicycle Parking. A minimum of four (4) bicycle spaces that meet City design and location standards are required [19.52.030 D., 19.52.060]. A minimum of eight (8) spaces (equivalent of 4 racks) shall be provided due to convenience traffic and adjacency to regional multi-use trail.

E. Landscaping

- (1) The specified conditional tree placement is justified based upon:
 - a. Partial screening of the propose use from nearby residential uses;
 - b. Comprehensive Plan (2009) Business Design Standards [2.8.2 e.], specifically generous landscaping, buffers;

- c. Aesthetic performance and consistency with forested character of the neighborhood and region;
 - d. Environmental performance, specifically shading of paved areas, water retention, habitat, and other functions.
 - e. “Soften”, add texture and visual interest to a site that is proposed to be nearly 65% impervious surfaces (primarily concrete).
- (2) Placement of landscape elements is provided in the accompanying *Illustration B* and described herein. Final/modified landscaping plan shall be reviewed by Staff for consistency prior to issuance of building permits.
 - (3) Boulevard Trees - Add Canopy Shade Trees within the street boulevard approximately as illustrated (12 recommended) at not greater than 30’ average spacing.
 - (4) Landscape Buffer, East & South - Add Canopy Shade Trees within the landscaped setback area at not greater than 30’ average spacing (20’ – 25’ recommended).
 - (5) Landscape Buffer, West - Add Canopy Shade Trees within the sloped setback area between the proposed lot line and paved area, at a placement within the slop per landscape professional recommendation, at not greater than 30’ average spacing (20’ – 25’ recommended).
 - (6) Modify placement of shrubs to accommodate canopy tree placement for complementary growth and maturity.
 - (7) Minimum species diversity – to prevent uniform insect or disease susceptibility and eventual uniform senescence on a development site or in the adjacent area, the maximum percentage of any one tree species on the site shall be 33%. All species shall be native or native hybrid as recommended by the WI Department of Natural Resources. Maple species are discouraged as a predominate selection due to relative abundance in the region.
 - (8) Wherever tree planting is specified as an approval condition, specimen placement is approximated in the *Illustration B* are subject to appropriate arrangement relative to walkways and utilities according to urban horticultural best practices.
 - (9) Landscape areas shall be maintained in healthy and growing condition. Trees, shrubbery and other features indicated on final approved plan subsequently damaged or removed shall be replaced [19.52.030 E.3.].

F. Building & Utilities

- (1) Specification for water service shall be HDPE.
- (2) Means to prevent discharge of petrochemicals to municipal storm water facilities shall be provided by use of an oil/water separator, onsite water treatment basin, or comparable means approved by the City Engineer. The area of particular treatment interest are Post 3 and Post 4 as indicated in the submitted abbreviated stormwater report (fuel pump area and canopy). If treatment and biofiltration basin is utilized, it shall attractively be 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.
- (3) 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.].
- (4) Refuse and recycling enclosure materials, design and architecture shall be consistent and compatible with the principal building.

(5) Fire Department Connections (FDC) shall be 4" STORZ.

G. Signs

(1) All building and ground signs shall require sign permits. No signs or sign locations are approved through this Conditional Use & Site Plan due to insufficient information.

Motion by Oas-Holmes/Roth to not approve the Conditional Use Permit and Site Plan for Casey's General Store. 4-Ayes, Oas-Holmes, Roth, Albrecht, Schlafer, 2-nays, Hoepner, Biren, 1-no vote, Pratt.
Motion carried to not approve the conditional use permit 4-2-1.

(VI)(5) Discuss/consider recommendation to City Council regarding a Certified Survey Map (CSM) to subdivide Lot 93 of Hillcrest Greens, (parcels #201-2378-01-000 #201-2378-02-000) (Public Hearing is scheduled at the July 26, 2018 Council Meeting).

City Planner Clements explained that this Certified Survey Map was associated with the proposed plans for a gas station. The CSM would subdivide the 3.7 acre parcel into two lots to facilitate the proposed development of Casey's General Store as discussed earlier on this agenda. The proposed Casey's lot is 2.30 acres, the remaining Lot would be 1.45 acres. Due to the outcome of denying the conditional use in item 4 of the agenda, Plan Commission Members asked if there was still a need for the approval of the CSM.

Motion by Schlafer to recommend to Council approval of the proposed Certified Survey Map for parcels #201-2378-01-000 and #201-2378-02-000. Motion died for lack of second.

Motion by Roth/Oas-Holmes to table this item. **Motion carried.**

(VI)(6) Discuss/consider recommendation to Council regarding an application to rezone a portion of 602 N Hillcrest Parkway (201-1033-02-020) from C Commercial District to R-3 Multiple Family Dwelling District as submitted by Hoss Bros LLC. (Public hearing at the July 26, 2018 Council Meeting).

City Planner Clements explained that the petitioner Jason Griepentrog, D.B.A. Hoss Bros LLC., has submitted a petition to rezone of part of parcel #201-1033-02-020 from C Commercial to R-3 Multiple Family Dwelling District. The enclosed conceptual site plan illustrates three buildings totaling 36 dwelling units. The territory of the proposed rezoning is not a separate parcel, the rezoning would apply to the southern portion of the lot to a depth of 458', as measured along the eastern property line. A certified survey map would create the new parcel at a future time should the rezoning be approved.

The whole of the 8.9 acre parcel is currently owned by Anthony Brown, who is constructing self-storage units on the rear portion of the lot. Eleven total buildings are shown on the approved Site Plan (April 11, 2016). Per the Site Plan, the front portion of this lot, south of the proposed and since constructed storm water pond, is reserved for a more active use. At that time, it had been envisioned that the use may be commercial in nature, similar to small commercial enterprises to the west.

Motion by Hoepner/Oas-Holmes to recommend to Council approval of the rezoning request as submitted by Hoss Bros LLC. **Motion carried.**

(VI)(7) Discuss/consider Site Plan for 304 Division Street (201-2008-08-000).

City Planner Clements explained that the enclosed proposed Site Plan for 304 Division Street is necessitated by the proposed change of use in the structure, removal of an existing portion of the building and subsequent building addition, new off-street parking and associated landscaping. The existing building to be remodeled is 1,760 ft² (880 ft² per level). The rear 10' will be removed and a 20' addition is proposed (880 ft²). The first level commercial use is proposed as a coffee shop, and the existing two-bedroom unit upstairs will be renovated into two one-bedroom units.

Parking – The minimum required parking is one per one dwelling unit (2), and a minimum of one per 500 ft² of restaurant/coffee shop space (3 spaces) [19.52.040 E] for a total of 5. The proposed site plan

includes three spaces, one of which is ADA Handicap accessible. Per 19.52.040 “Adjustments to Minimum Number of Required Spaces” the Plan Commission may reduce the required number by “A parking reduction request must be initiated by the owner, who must submit information to support the position for reducing the required number of spaces. Factors to be considered include but are not limited to: availability and accessibility of alternative parking; impacts on adjacent residential neighborhoods; existing or potential shared parking agreements; proximity to transit routes and/or bicycle paths and provision of bicycle parking; the characteristics of the use, including hours of operation and peak parking demand times; design and maintenance of off-street parking that will be provided; **retrofit of an existing structure where space is not available for expanded off-street parking**; and whether the proposed use is new or an addition to an existing use.”

City Planner Clements noted that the lot is only 35 feet wide, creating conditions where adding additional automobile parking is not practical. Further, the rear 20 feet of the lot is encumbered by the cross-access easement for two adjoining properties to the west. This area serves as the driveway, and no parking is permitted in that area.

Matt Anderson, new owner of 1403 Lynn Avenue was present to explain the new plans for a mixed use building and answer any questions Plan Commission Members had regarding his site plan.

Staff recommends **approval** of the 304 Division Street Site Plan with the following recommended conditions:

1. Approve automobile parking as proposed in recognition of the challenge of retrofitting a narrow lot with regard to parking standards, availability of on-street parking, and measures taken to improve street parking supply and conditions (remove existing curb cut, add boulevard trees). [19.52.040 C.3.]
2. Structurally sound abutment or wheel stop device shall be placed to prohibit vehicle overhang into adjoining walkway [19.52.090 D].
3. The existing curb cut on Division Street adjacent to the building shall be removed with new curb and boulevard completed.
4. Minimum of 4 bicycle parking spaces shall be provided standards in Chapter 19.52.
5. The refuse enclosure shall be comprised of building compatible materials.
6. All HVAC equipment and structures shall be screened or otherwise concealed with decorative materials integral to the building and site. [19.54.070 J.3.]
7. Sign permits shall be required for all signs as provided by ordinance.
8. Boulevard trees shall be placed at 30’ average spacing along Division Street where utility locations permit [19.54.060 D.3.]
9. Site shall be graded predominately to direct storm water to the landscape areas, which shall be graded and planted to accommodate storm water. Areas receiving storm water shall be landscaped with appropriate and attractive plant selections for bioretention facilities, utilizing standard and contemporary design and planting manuals. Bio-retention facilities shall not be comprised solely or primarily of tuff grasses [19.54.060 B, D].
10. All exterior lighting shall be shielded and full cut-off design [19.54.060 E.].

Motion by Schlafer/Hoepner to approve the proposed Site Plan for 304 Division Street with Staff Recommended Conditions noted above. **Motion carried.**

(VI)8) Discuss/consider recommendation to City Council regarding a Certified Survey Map (CSM) within the City of Altoona’s Extraterritorial Jurisdiction to subdivide parcels #024-1201-05-000 and #024-1202-01-000 at 2922 Mayer Road. (The Public Hearing is scheduled at the July 26, 2018 Council Meeting).

City Planner Clements explained that the petitioner holds ownership interest in two tax parcels, #024-1201-05-000 (19.110 acres) and #024-1202-01-000 (33.038 acres) in the Town of Washington, fronting Mayer Road, adjacent to the City municipal boundary. This proposed Certified Survey Map would create a single surveyed parcel of 8.89 acre from parts of the two parent tax parcels, the new parcel

to be not adjacent to the City municipal boundary. The underlying purpose is to enable preparation of a family trust to include the undeveloped farmland, separating the existing farm house and related structures. The property is within the City's 1.5-mile extraterritorial jurisdiction to regulate land divisions. Altoona Municipal Code prohibits creation of parcels less than ten acres within this jurisdiction in order to further orderly and efficient City development. Chapter 18.20.040 provides a procedure for review and approval of land divisions that create smaller lots provided the land use and arrangement is consistent with adopted City Plans, and that the petitioner enter into an agreement with the City and Town to require annexation and provision of utilities when the property becomes contiguous to City limits, or prior to making any improvements to the undeveloped property that would require a building permit. More specifically, section 18.20.040 (g)(2) provides that the Council may consider permitting the creation of lots less than 10 acres in size from parcels adjacent to the City corporate boundary provided the parcel to be created is subsequently not adjacent to the boundary, and that the land division results in unimproved parcel greater than 10 acres. This proposed land division meets this standard.

City Planner Clements referred to the Extraterritorial Agreement and commented that it is consistent with Altoona Municipal Code that provides for future annexation and utility connections. The CSM has been successfully reviewed by Eau Claire County Planning & Development. The Agreement was approved by the Town of Washington Town Board on June 23rd, 2018. The City Council will consider the Agreement on July 26, 2018.

Motion by Schlafer/Hoepner to recommend to Council approval of the proposed Certified Survey Map as presented. **Motion carried.**

(VI)(9) Discuss/consider recommendation to City Council regarding a Certified Survey Map (CSM) to create Lot 1 from Outlot 4, Hillcrest Greens (parcel #201-2377-06-000) (Public Hearing is scheduled at the July 26, 2018 Council Meeting).

City Planner Clements explained that the proposed CSM is to create a single 11,621 sf² lot, which is consistent with the preliminary plat prepared for Hillcrest Greens (2013, that being "Lot 83"). The lot is accessed from existing Whistling Straits Drive. Clements referred to the preliminary plat for Hillcrest Greens that was completed for this outlot.

Motion by Roth/Biren to recommend to Council approval of the proposed Certified Survey Map. **Motion carried.**

(VI)(10) Discuss/consider recommendation to City Council regarding approval of Ordinance 8A-18 amending the Official City Map per Altoona Municipal Code 12.02 to extend North Hillcrest Parkway from its current eastern terminus to the eastern bounds of Hillcrest Estates Mobile Home Community, inclusive of Oak Drive to the south (Public Hearing is scheduled at the August 9, 2018 Council meeting).

City Planner Clements explained that the City has the authority to dedicate and reserve property for future planned public facilities, including roadways, parks, and other features. This dedication prevents private development to take place within the illustrated boundaries, and at such time a land division occurs, that the land for future public use be dedicated to the City, and in some cases provide for construction of the facility. "The official map is declared to be established to conserve and promote the public health, safety, convenience or general welfare" (Wis. Stats § 62.23(6)(c)). In order for amendments to the Official Map to become effective, Wis. Stats § 62.23(6)(c) requires that the City Council refer action to the Plan Commission for recommendation, and then a public hearing be held before Council, with class 2 legal notice, and Council must approve the amendment. The Public Hearing is tentatively scheduled for the August 9, Council meeting.

City Planner Clements explained an exhibit which includes a proposed right-of-way addition to the City's Official Map. The proposed right-of-way addition includes an extension of North Hillcrest Parkway from its current eastern terminus, curving away (north) from Highway 12, to align with Rosebud Lane in Hillcrest Estates Mobile Home Community, consistent with WI DOT backage road mapping of the area. The right-of-way would be largely consistent with the current arrangement of Rosebud Lane, a private road, in Hillcrest Estates, and provide for future improvement and dedication of a public roadway.

Clements said the proposed Official Map will ensure that the backage road (Hillcrest Parkway) is contiguous at some point in the future through the City of Altoona. Additional Official Mapping will need to take place to accomplish this. This timing of this Official Map is advanced due to the proposed rezoning action of part of 602 N. Hillcrest Parkway, discussed earlier, to allow for development of multi-family dwellings. If that development proposal moves forward, or another development action that requires completion of a Certified Survey Map, the future roadway must then be dedicated through that parcel. The City will need to work with the ownership group of Hillcrest Estates to accomplish the remaining future roadway.

City Planning and City Engineering recommend approval of the amended Official Map to improve circulation and safety, to promote public health, safety, and general welfare. There is only one entrance/exit from Hillcrest Estates, which is onto a State Highway, which creates constrained circulation for vehicles and safety hazard. The only pedestrian or bicycle route into Hillcrest Estates is via an existing bike trail connection through the elementary school site. This future roadway would improve vehicle access while also providing for a future sidewalk or trail connection.

Motion by Biren/Oas-Holmes to recommend to Council approval of Ordinance 8A-18 amending the Official City Map. **Motion carried.**

(VI)(11) Discussion regarding Certified Survey Map ordinance(s), standards and procedure (no action).

City Planner Clements explained that Altoona Municipal Code 18.12 provides for the procedure for the review and approval of Certified Survey Maps, as well as drawing standards of the generation of the survey map. Chapter 18.04 provides for the guidelines for reviewing land divisions. One item of recent discussion is revisiting the current procedure that brings applications for CSMs to the Plan Commission with a public hearing and consideration for approval before the Plan Commission. As evidenced by this July meeting agenda, legislative review of CSMs by the Commission and Council is time consuming, and typically procedural in nature. Further, significant contention has arisen from certain recent CSM hearings, notably 1427 Daniels (May 10) and “PB&J Commercial Development” (April 12) where the proposed land divisions met the standards provided by ordinance. Following the May 10th City Council Meeting, staff responded to comments from the Mayor and Councilpersons to investigate State Statue regarding CSM approval procedures. Staff solicited and received correspondence from Christopher Gierhart from Weld Riley (see enclosed).

City Planner Clements said the review by the Plan Commission and Council provides for the exercise of policy-level review and interpretation of ordinances by commissioners and elected officials as applied to the specific proposed land division. The public hearing provides neighbors (and others) the opportunity to attend and respond to the proposal. The challenge arises when the CSM is largely procedural, such as the Hillcrest Greens CSMs discussed today, which creates time and cost to distribute public hearing notices, and to hold the hearing and consider the action.

As described by Mr. Gierhart, the Council’s authority to deny a CSM is limited. Denials are likely held to “arbitrary, unreasonable, and discriminatory standard”, and thus denials should be based on a rational nexus of interpretation of the guidelines provided in the CSM ordinance. This was a cautionary tale as recently experienced in the 1427 Daniels CSM – the proposal met technical standards provided by ordinance, where the comments provided by neighbors were opinions that were not accompanied by evidence or that addressed the standards.

City Planner Clements noted that based upon a brief review of comparison jurisdictions, some jurisdictions utilize procedures similar to our current procedures, while others allow for administrative review and approval. In the latter case, there are conditions under which the CSM is heard by the Commission and Council, such as an ETJ CSM, dedication of public property or right-of-way (required by State Statue), or appeal of staff decision. At present, CSMs which change boundary lines but do not either create new lots nor combine lots, can be reviewed and approved by staff.

City Planner Clements said that Staff does not have a specific proposal regarding the review/approval process. Below are some pros and cons between two general options.

- Existing Condition (recommendation by Commission, public hearing and action by Council)
 - Pros:
 - o Policy review of CSMs where satisfaction of review guidelines may be questioned
 - o Complete transparency through public notices & hearing
 - Cons:
 - o Time consuming for staff (planning, clerk), Commission and Council
 - o Cost of public notices and mailed notices.
 - o Typically a procedural hurdle that slows down development activities

- Commission/Council review under specific, more narrow conditions
 - Pros:
 - o Preserves policy review by Commission & Council for certain land divisions
 - o Preserves transparency through public notices & hearing for certain land divisions
 - o Removes procedural hurdle and delay for simple land divisions that meet standards
 - o Improves efficiency by reducing time and cost by staff, Commission, Council
 - Cons:
 - o Removes existing transparency provision for some land divisions
 - o Delegates approval of most CSMs to staff

City Planner Clements is seeking general direction from the Commission regarding approval process for Certified Survey Maps

Plan Commission Member Roth commented on the procedures that are done at Eau Claire County.

Consensus of the Plan Commission Members was to not bring forth all CSM's to the Plan Commission for approval.

(VI)(12) Update on Chippewa Valley Housing Task Force (no action).

City Planner Clements commented that Mayor Pratt has made housing a top policy priority. As a direct consequence, staff has allocated significant additional time to housing activities. The most recent of these was to create an informal Chippewa Valley Housing Task Force comprised of key stakeholders from around the region. While all real estate is local, housing is a regional supply/demand, and thus a regional perspective is taken. The purpose and goals of the Task Force is illustrated in greater detail in the enclosed document. Clements is serving as the principal organizer of the Task Force, supported by Planning Assistant Carolyn Lovelace. The City of Eau Claire staff has partnered in this effort, led by new Community Development Director Scott Allen and Housing Director Keith Johnathan. Other City staff are also contributing.

Clements mentioned that the first meeting of the Task Force was held on June 29th at the River Prairie Center and attended by forty invited stakeholders, including Mayor Pratt, Council Person and Commissioner Matt Biren, Council Person Red Hanks, and Commissioner Barb Oas-Holmes. The other attendees represent City and County of Eau Claire, area financial institutions, developers, builders, and housing service agencies. Mayor Pratt provided a welcome and guided discussion. Clements and Allen facilitated the meeting, Management Analyst Roy Atkinson recorded the proceedings.

The envisioned intent is that sometime later this year, after three or four more Task Force whole meetings, a report will be generated from among the stakeholders that will present the major data and insights, as well as recommendations.

City Planner Clements explained that for the City of Altoona, the work of this Task Force, including recommendations, may appear as business or policy discussion items before the Plan Commission. These will particularly relate to text updates of the Zoning Ordinance, potential rezoning actions, and future updates to the Comprehensive Plan. The next meeting of the Task Force is tentatively scheduled for Friday, August 17, 2018. Updates will be provided to Plan Commissioners and Councilpersons.

(VII) Miscellaneous Business and Communications.

None.

(VIII) Adjournment.

Motion by Oas-Holmes/Schlafer to adjourn at 9:10 p.m. **Motion carried.**

Minutes transcribed by Cindy Bauer, Altoona City Clerk