

**MINUTES OF THE ALTOONA, WI
REGULAR PLAN COMMISSION MEETING
August 13, 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
 City Clerk Cindy Bauer

(III) Citizen Participation Period.

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

(IV) Approval of minutes.

Motion by Biren/Roth to approve the minutes of the July 16, 2018 Plan Commission meeting. **Motion carried.**

(V) Unfinished Business

City Planner Clements updated the Plan Commission Members regarding Casey's General Store. Specifically, Hillcrest Greens Plat and a Specific Implementation Plan within the development. Clements noted that a neighborhood meeting took place last week at City Hall to discuss Casey's General Store. Clements Updated plans and a traffic study is being done at this time. Casey's will be forthcoming at a future Plan Commission meeting for review.

(VI) New Business

(VI)(4) Discuss/consider recommendation to City Council regarding Specific Implementation Plan for Prevea Health in the SW Quadrant of River Prairie.

City Planner Clements referred to the following: Planning Department Staff Report, Project Description, Site & Civil Plan Set, and Architectural Renderings. Clements explained that the Specific Implementation Plan illustrates architecture and site design elements for Prevea Health medical clinic to be located on Woodman Drive in the Southwest Quadrant of River Prairie. The property is comprised of two parcels presently owned by the City and is approximately 4.460 acres. The clinic will be approximately 32,000 ft², two-story building occupying the rear (south) of the lot. There will be no ambulatory care facilities on site. A second phase is illustrated on the plan set with a footprint of approximately 15,000 ft².

The Specific Implementation Plan package is complete- except for the landscaping plan (proposed to be reviewed by staff at a future date- see recommended approval conditions).

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

- A. Letter designates general review category
 - 1. Number heading denotes proposed condition
 - a. Small numeral subheading denotes subordinate or referred condition
 - i. (i) indicates staff comment or ordinance reference.

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) 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. Landscaping plan (see below) shall be reviewed and approved by staff prior to installation.

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

1. Site Plan as proposed generally provides adequate pedestrian connection to existing and planned public walkways, as required by the River Prairie Design Guidelines. Material layout of the designated pedestrian walkway shall be continuous (concrete) as it crosses through the parking lot and drive isles, with a break in the continuity of the parking area paving and not the pedestrian access way [RPDG IX. 1 (C)(5)b].
2. Concrete walkway, minimum 6-foot width, shall be designed and constructed to connect the internal pedestrian routes (adjacent to building) to the multi-use trail to be designed and constructed by the City to the south and west of the site [RPDG IX. 1 (C)(7)] as discussed during pre-application meetings. This design shall be reviewed/approved by City staff and shall utilize the Wisconsin Bicycle Facilities Design Handbook for design standards and tolerances. Staff shall review/approve design.
3. Bicycle spaces shall be provided at a ratio of not less than 1 per 10 automobile spaces and be the “U Stand” or “Rounded A” design, or substantially similar, as described in *Altoona Municipal Code* Chapter 19.52.
 - i. Not less than 13 bicycle spaces shall be provided for Phase One (127 automobile spaces) and not less than 25 spaces shall be provided total (249 automobile spaces projected).
 - ii. City staff recommends placing indoor bicycle storage for facility staff in an appropriate area, if possible, such as in the western stair column (under the stairs).

C. Landscaping [RPDG IX 6]

1. **A Landscape Plan that meets the River Prairie Design Guidelines and Standards shall be prepared and reviewed/approved by City Staff.** The City Council hereby specifically delegates review and approval authority to City Staff. The petitioner may appeal staff review decisions/conditions to the Plan Commission and City Council as a “minor amendment to the Specific Implementation Plan” per RPDG VIII 3.
2. Foundation plantings shall be provided around the front (north) of the building at least three feet wide along not less than fifty percent of the frontage [RPDG IX 6 (E)(2)].
3. Parking lot islands shall be landscaped, including canopy shade trees, to maximize area of shading [RPDG IX 6 (E) (5)] not less than one per 150 sf² of island area. The parking lot islands shall feature appropriate and attractive plant selections, including appropriate selection of tree species.
4. Native canopy trees shall be planted between the parking area and Woodman’s Drive at not greater than 25-foot average spacing [RPDG IX 6 (D), (E), (G)].
5. Native canopy trees shall be planted in the parking area boulevard between the designated pedestrian walkway through the automobile drive isle at not greater than 25-foot average spacing [RPDG IX 6 (D), (E)(5), (G)].
6. Native canopy trees shall be planted along the western edge of the parking area at not greater than 40-foot spacing [RPDG IX 6 (D), (E), (G)] with species selection and placement in recognition of the slope.
7. Tree selection shall be native species with minimum diversity and planting size as illustrated in the RPDG [IX 6 (D)].

8. All planting areas shall be permanently irrigated, except those designed as xeriscaping [RPDG IX 6 (I)]. Water conservation strategies are strongly encouraged [RPDG IX 6 (E)(3)].
9. Any landscape element that dies, or is otherwise removed, shall be promptly replaced [RPDG IX 6 (H)].
10. Existing trees in the natural area buffer zone to the south of the proposed building shall be preserved to the extent reasonably feasible. The concrete walkway required to connect to the public multi-use trail may cross this area, and may also reasonably impact existing vegetation and immature/unhealthy tree specimens as necessary for optimal orientation. Any proposed removal of mature trees, or land disturbing activities on the site shall be reviewed by City Staff. No land disturbing activities may be permitted within the critical root zone of mature specimens without specific review/approval [19.15.080; RPDG IX 6 (F)].

D. Building and Architectural Standards [RPDG IX 7]

1. The exterior façade design and materials shall establish a “base” that is consistent around the entire perimeter. This may be achieved by continuing the proposed stone materials around the building. “All facades shall have: a recognizable ‘base’ consisting of (but not limited to): (1) thicker walls, ledges or sills; (2) integrally textured materials such as stone or other masonry; (...) [RPDG IX 7.3 (D) 2 (A) 6a]. “All facades shall have: a recognizable ‘top’ consisting of (but not limited to): (1) cornice treatments, other than just colored ‘stripes’ or ‘bands’, with integrally textured materials such as stone or other masonry of differently colored materials; (2) sloping roof with overhangs and brackets; (3) stepped parapets” [RPDG IX 7.3 (D) 2 (A) 6b].
 - i. In pre-application consultation with the architecture team, City Staff understands that Prevea Health utilizes a branded architecture and materials package and finds that, overall and as a whole, the design approach as proposed **meets and satisfies** the stated intent of the River Prairie Design Guidelines in terms of achieving quality of design characteristics.
2. Any/all mechanical equipment, including roof-mounted units, shall be appropriately screened by building-compatible materials or landscaping [RPDG, IX 7 H].
3. All building and site signs shall 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.
4. 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. The refuse enclosure shall be gated and 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.

E. Utilities

1. Fire Department Connection (FDC) shall be 4” STORTZ and shall be located on the north face of the building. Final placement shall be reviewed and approved by Altoona Fire Department.
2. Private utilities, including electric transformers, shall be located such as to minimize impact on landscaping. 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.
3. 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.

Steve Schober, of Berners Schober, the Architect, representing Prevea was present to describe the proposed building and answer any questions Plan Commission Members had regarding the site.

Motion by Roth/Hoepner to recommend to Council approval of the proposed Specific Implementation Plan for Prevea Health as being in substantial conformance with the River Prairie Design Guidelines & Standards with staff recommended modifications. **Motion carried.**

(VI)(5) Discuss/consider recommendation to City Council regarding a Certified Survey Map (CSM) to combine Lots 4 and 5 of the SW Quadrant of River Prairie (Parcels #201-1002-06-120 & #201-1002-06-130). (Public Hearing is scheduled at the August 23, 2018 Council Meeting).

City Planner Clements referred to the materials and summary under ITEM 4 of the agenda. Clements explained that the proposed Certified Survey Map would combine Lot 4 and 5 of the SW Quadrant of River Prairie to accommodate Prevea Health development. The CSM would dedicate a small semi-circle portion along the north property line to complete construction of Woodman Drive and the cul-de-sac.

Motion by Biren/Oas-Holmes to recommend to Council approval of the proposed Certified Survey Map for parcels #201-2378-01-000 and #201-2378-02-000. **Motion carried.**

(VI)(1) Public hearing at 6:00 p.m. (or as soon thereafter as is practical) regarding a Conditional Use Permit for property located at 1032 Oak Drive, Hillcrest Estates (parcel # 201-1033-03-000) as requested by Bruce Gray of B & L Gray, LLC. The request is to allow off-sale liquor as regulated per Section 19.40.020 A.1. of Altoona Municipal Code.

Mayor Pratt opened the public hearing at 6:28 p.m.

City Planner Clements explained that the petitioner, Bruce Gray, recently opened The Store and More, a convenience store, at 1032 Oak Drive in Hillcrest Estates. The business is located in an existing multi-tenant commercial building. Hillcrest Estates has a current Manufactured Home Community license per Title 17 of Altoona Municipal Code. The portion of Hillcrest Estates located between Rosebud Lane and Highway 12 is zoned C Commercial District. The nature of the appeal is to allow Mr. Gray to acquire a liquor license and commence the sale of beer. No other changes to the building or its immediate site are requested nor anticipated. Per Altoona Municipal Code 19.59 Conditional Uses, the Plan Commission has the authority to: Approve, Approve with Conditions, or deny the appeal.

Motion by Schlafer/Roth to close the public hearing at 6:30 p.m. **Motion carried.**

(VI)(2) Discuss/consider approval of a Conditional Use Permit for property located at 1032 Oak Drive to allow off-sale liquor.

Motion by Oas-Holmes/Hoepner to approve the Conditional Use Permit for 1032 Oak Drive without conditions. **Motion carried.**

(VI)(3) Discuss/consider approval of temporary promotional banner placement per 19.58.100 E of Altoona Municipal Code as requested by Little Minds Matter Childcare.

City Planner Clements explained that Gwen Sweeny of Little Minds Matter Childcare, 3085 Meadowlark Lane #10 in River Prairie, was not present and asked if this item could be tabled until the next meeting when she would be available.

Motion by Roth/Biren to table this item until the September Plan Commission Meeting. **Motion carried.**

(VI)(6) Discuss/consider recommendation to Council regarding an application to rezone parcel #201-1045-02-020 from C Commercial District to R3 Multiple-Family Dwelling District as submitted by Lee Haremza (Public Hearing at the August 23, 2018 City Council Meeting).

City Planner Clements referred to the Planning Staff Report and Conceptual Site Plan (included in Staff Report). Clements explained that the petitioner Lee Haremza has submitted a petition to rezone parcel #201-1045-02-020 from C Commercial to R-3 Multiple Family Dwelling District. As further described in the enclosed Staff Report and conceptual site plan, the proposal entails construction of two buildings, each with eight units, plus two freestanding garage structures. The parcel is illustrated in the City's Future Land Use Map (2009 Comprehensive Plan) as "high density residential". The parcel also includes a future public right-of-way reflected on the City of Altoona Official Map. This future roadway is currently a gravel drive and is closed to the public. The petitioner will be required to complete and dedicate the roadway (North Hillcrest Parkway) and related facilities as a condition of Site Plan approval.

Plan Commission Member Schlafer commented that he had some concerns with residential zoning next to Commercial on both sides of the property.

Member Hoepner had questions if the development would not take place, what happens to the zoning. Clements indicated that the rezoning could be approved conditionally at which time the ordinance doesn't go into effect until the permitting takes place.

Motion by Roth/Hoepner to recommend to Council approval of the rezoning for parcel #201-1045-02-020 from C to R3 contingent on final permitting. Schlafer against. **Motion carried.**

(VII) Miscellaneous Business and Communications.

City Planner Clements updated the Plan Commission members regarding the Chippewa Valley Task Force, the next meeting of which will take place August 30, 2018 from 7-8:30 a.m. at the CVTC Energy Center. That meeting shall be posted as a public meeting.

(VIII) Adjournment.

Motion by Hoepner/Roth to adjourn at 7:04 p.m. **Motion carried.**

Minutes transcribed by Cindy Bauer, Altoona City Clerk