

CITY OF ALTOONA, WI
REGULAR COUNCIL MEETING MINUTES
August 23, 2018

(I) Call Meeting to Order

Mayor Brendan Pratt called the meeting to order at 6:00 p.m. held in the Council Chambers at Altoona City Hall.

(II) Pledge of Allegiance

Mayor Pratt led the Common Council and others in attendance in the Pledge of Allegiance.

(III) Roll Call

Management Analyst/Deputy Clerk Roy Atkinson called the roll. Mayor Brendan Pratt, Council Members Dale Stuber, Red Hanks, Andrew Schlafer, Matthew Biren, Tim Sexton and David Rowe were present. Also Present: Attorney Christopher Gierhart, City Engineer/Director of Public Works David Walter, City Planner Joshua Clements, Finance Director Tina Nelson, and Management Analyst Roy Atkinson.

Absent: City Administrator Mike Golat and City Clerk Cindy Bauer.

(IV) Citizen Participation Period

Council Member David Rowe introduced Ron Walsh, Interim Superintendent of the Altoons School District. Ron Walsh introduced himself to the Mayor and Council Members and gave some background information.

Lillian Piñero, CPS of the Eau Claire City-County Health Department and facilitator of the Alliance for Substance Abuse Prevention was present to recognize the City of Altoona for amending the City's policy regarding the banning of e-cigarettes.

Council Member Stuber commented that he has been receiving letters from area residents opposing the proposed Casey's General Store that is planning to build at the corner of St. Andrews Drive and Sawgrass Place. Stuber wanted to go on record stating that he will not be supporting this project at this time at that location.

Motion by Hanks/Rowe to close Citizen Participation Period **Motion carried.**

(V) Approval of minutes.

Motion by Biren/Sexton to approve the minutes of the August 9, 2018 Regular Council Meeting. Stuber abstained. **Motion carried.**

(VI) City Officers/Department Heads Report

CE/DPW Walter commented on projects the Public Works Department has been doing recently.

City Planner Clements commented on the Chippewa Valley Housing Task Force Meeting that will be taking place on August 30, 2018 at the Chippewa Valley Technical College Energy Center.

Finance Director Tina Nelson gave the Mayor and Council Member an updated Budget Comparison report, and commented on Special Assesment Revenues and other revenue/expenses.

City Committee Reports – None.

(VII) Unfinished Business – None.

(VIII) New Business

(1) Public hearing at 6:10 p.m. or as soon thereafter as is possible to rezone parcel #201-1045-02-020 (N. Hillcrest Parkway) from C Commercial District to R-3 Multiple Family Dwelling District as submitted by Lee Haremza. (Discussed at the August 13, 2018 Plan Commission Meeting)

Mayor Brendan Pratt opened the public hearing at 6:18 p.m.

City Planner Joshua 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. City Planner Clements explained that three items of discussion arose during the Plan Commission discussion: spot zoning; residential/commercial adjacency; and relative supply of available residential and commercial property.

Lee Haremza was present to explain the purpose of rezoning this property and the proposed use of the property.

Robert Stitt, property owner to the east of the proposed property was present to ask that by changing the zoning from C Commercial to R-3, what will the difference be in value and how will that affect the value of his property? Stitt was glad to see that the gravel road in front of his house will be paved.

Motion by Hanks/Rowe to close the public hearing at 6:35 p.m. **Motion carried.**

(VIII)(2) Discuss/consider approval of Ordinance 8E-18, an ordinance rezoning parcel #201-1045-02-020 (N. Hillcrest Parkway) from C Commercial District to R-3 Multiple Family Dwelling District as submitted by Lee Haremza.

City Planner Clements mentioned that the Plan Commission voted 5-1 to recommend approval of the rezoning contingent upon approval of a Site Plan and submission of construction permits. The Plan Commission recommendation utilizes "Conditional Zoning".

City Planner Clements explained that if the Council follows the Plan Commission recommendation and determines that Conditional Zoning is appropriate in this case, staff recommends the following:

- (1) The delayed effective date be the selected method;
- (2) The condition for effect is the City receiving a complete construction permit application, including permit fees, for a multi-family residential use;
- (3) Construction permit application must follow an approved Site Plan;
- (4) That a deadline of three years (August 23, 2021) is included, after which the ordinance shall spoil.

Clements noted that the Ordinance has been amended to reflect the above delayed effective date.

Motion by Rowe/Hanks to approve Ordinance 8E-18 as amended that the effective date of this Ordinance shall be the date on which the City of Altoona receives a complete construction permit application and corresponding permit fee for a multi-family residential use on the above-noted parcel, consistent with an approved site plan. Schlafer against. **Motion carried.**

(VIII)(3) Discuss/consider approval of a Specific Implementation Plan for Prevea in the SW Quadrant of River Prairie. (Discussed at the August 13, 2018 Plan Commission Meeting).

City Planner Clements explained that the Specific Implementation Plan for Prevea 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). The 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.

Clements noted that the Plan Commission voted 6-0 to recommend approval of the SIP with enclosed staff recommended modifications.

Motion by Schlafer/Stuber to approve 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.**

(VIII)(4) Public Hearing at 6:15 p.m. or as soon thereafter as is possible regarding a Certified Survey Map to combine Lots 4 and 5 of the SW Quadrant of River Prairie (parcels #201-1002-06-120 & #201-1002-06-130).

Mayor Pratt opened the public hearing at 6:45 p.m.

City Planner 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 cul-de-sac.

Motion by Biren/Sexton to close the Public Hearing at 6:46 p.m. **Motion carried.**

(VIII)(5) Discuss/consider approval of a Certified Survey Map for Lots 4 and 5 of the SW Quadrant of River Prairie (parcels #201-1002-06-120 & #201-1002-06-130) (Discussed at the August 13, 2018 Plan Commission Meeting).

Motion by Sexton/Hanks to approve the proposed Certified Survey Map for parcels #201-2378-01-000 and #201-2378-02-000 as described in Item 4 of the agenda. **Motion carried.**

(VIII)(6) Discuss/consider Intergovernmental Cooperative Agreement between the City of Altoona and Eau Claire County for the CTH KB-Bartlett Avenue Reconstruction-Phase 1 project.

CE/DPW Walter explained the proposed Intergovernmental Cooperative Agreement between the City of Altoona and Eau Claire County for completion of the above project. Walter explained that as Bartlett Avenue is under the jurisdiction of both parties, the agreement covers the division of responsibility as well as the cost-sharing component. A worksheet outlining the County's financial obligation for the center portion of the roadway was attached as an exhibit to the agreement. Walter noted that he discovered an error in Exhibit A that was included in the Council Packets. Council received a revised Exhibit A.

Motion by Biren/Rowe to approve the Intergovernmental Cooperative Agreement between the City of Altoona and Eau Claire County for the CTH KB-Bartlett Avenue Reconstruction-Phase 1 project. **Motion carried.**

(VIII)(7) Discuss/consider approval of a Class "A" Retailers' license to sell fermented malt beverages in the City of Altoona to the following applicant: B & L Gray LLC, DBA. The Store & More, Bruce Gray, Agent, 1032 Oak Drive, Suite B, Altoona, WI 54720

City Planner Clements explained that Bruce Gray of B & L Gray LLC 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.

Clements said that the Plan Commission, at its August 13, 2018 meeting approved a Conditional Use Permit on 6-0 vote to allow Mr. Gray to acquire a liquor license and commence the sale of beer. Mr. Gray is now applying for a Class "A" Retailers' license to sell fermented malt beverages in the City of Altoona valid from August 24, 2018 – June 30, 2019. Police Chief James has reviewed and recommends approval of the application submitted.

Motion by Biren/Hanks to approve a Class 'A' Retailers license to sell fermented malt beverages in the City of Altoona to B & L Gray LLC. **Motion carried.**

(VIII)(8) – Discuss/consider approval of Bartender Licenses for the 2018-2019 Licensing period as submitted by Clerk Bauer.

The City has received bartender license applications from Paige Thompson, Alyssa Brown, Courtney Strechen, Emily Conley and Linda Gray for the period now through June 30, 2019. Police Lieutenant Livingston has reviewed and recommends approval of the bartender applications as submitted by Clerk Bauer.

Motion by Rowe/Biren to approve the renewal and new bartender licenses as listed above for the 2018-2019 licensing period as submitted by Clerk Bauer. **Motion carried.**

(VIII)(9) Discuss/consider convening in closed session pursuant to Wis. Stats 19.85 (1)(e)

A. Purchase and/or sale of property.

Motion by Hanks/Schlafer to convene in closed session at 6:52 p.m. Roll call vote, 6-ayes, Stuber, Hanks, Schlafer, Biren, Sexton, Rowe, 0-nays. **Motion carried. 6-0.**

(VIII)(10) Motion to reconvene to Open Session.

Motion by Hanks/Biren to reconvene in open session at 7:18 p.m. **Motion carried.**
No action was reported out of closed session.

(IX) Miscellaneous Business and Communication.

None.

(X) Adjournment.

Motion by Hanks/Sexton to adjourn at 7:21 p.m. **Motion carried.**

Minutes submitted by Cindy Bauer, City Clerk