

**MINUTES OF THE ALTOONA, WI
REGULAR PLAN COMMISSION MEETING
October 15, 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 Administrator Mike Golat
 City Planner Joshua Clements
 Attorney Ben Lane arrived at 5:10 p.m.
 City Clerk Cindy Bauer

(III) Citizen Participation Period.

Anita Norha, 3701 E. Clairemont Avenue, has the Retreat Center next door to the proposed property. Norha had some questions regarding the stormwater pond.

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

(IV) Approval of minutes.

Motion by Schlafer/Oas-Holmes to approve the minutes of the September 10, 2018 Regular Plan Commission meeting and the October 1, 2018 Special Plan Commission Meeting. **Motion carried.**

(V) Unfinished Business

None.

(VI) New Business

(VI)(2) Discussion regarding Accessory Dwelling Units and other Accessory Uses, possible advisement to staff regarding ordinance revisions (no action).

City Planner Joshua Clements explained that Accessory Dwelling Units (ADUs) are defined as secondary housing units on the same parcel as a larger, principal dwelling. These are known by many names, including “granny flat”, “mother-in-law suite”, and others. An ADU must meet all requirements of the Uniform Dwelling Code as a complete dwelling unit, meaning bathroom, cooking area, ventilation and egress. Clements said ADUs have been widespread throughout history of human settlement. However, as standard zoning ordinances were adopted throughout the United States in the 1930s through 1960s, ADUs became prohibited in most places as single-family homes became the emphasis and priority of suburban zoning.

Clements said the Plan Commission discussed ADUs on 2017 December 11 during the discussion regarding setbacks and references to housing types as well as on 2018 April 9 during specific discussion of policies and zoning as they relate to housing. ADUs were also briefly discussed during 2018 July 16 and 2018 September 10 Plan Commission meetings during update and discussion regarding the Chippewa Valley Housing Task Force. Clements said permitting ADUs have been part of the larger housing policy, program and tactics discussion during the Housing Task Force meetings as well as in interviews with participants and stakeholders. Generally, there is widespread support of Task Force participants to enable ADUs, provided appropriate neighborhood context standards are included.

Clements said the City of Eau Claire is also studying ADUs with regard to enabling within its existing zoning structure, and there is open dialogue between Altoona and Eau Claire regarding how this might be accomplished for reasonable consistency between jurisdictions.

ADUs continue to be permitted and widespread in historically more urban and/or expensive housing markets (Portland, San Francisco, Denver, Seattle, etc.) as well as destination communities (Aspen, Park City, etc.) as a way to enable generation of more affordable small dwelling units in existing suburban or low-rise neighborhoods. Given current housing challenges nationally, ADUs have become much more studied and widespread.

City Planner Clements commented that if Plan Commission were interested in pursuing, these dwelling units can be under a conditional use or permitted use.

Consensus of the Plan Commission Members was for City Planner Clements to proceed with drafting an ordinance.

(VI)(1) Discuss/consider process for negotiation with Casey's General Store regarding a Final Implementation Plan in the Hillcrest Greens Planned Community Development.

Amy Costello, Legal Counsel and Kendra Meyer, representatives for Casey's General Store was available by phone to listen to the process for negotiations with Casey's General Store regarding a Final Implementation Plan in the Hillcrest Greens Planned community Development.

Attorney Ben Lane of Wiley Law, Legal Counsel for the City of Altoona explained that the City Council considered the proposed Casey's General Store as a Final Implementation Plan in the Hillcrest Greens Planned Community Development on 2018 October 11 meeting. The Council moved 6-0 to refer the proposal back to the Plan Commission for further negotiation per City PCD Ordinance 19.64.

Attorney Ben Lane said the recommendation provided by the City Council to the Plan Commission is to appoint a smaller committee to engage in direct negotiation with the developer regarding modifications and/or approval conditions that achieve the standards and guidelines provided in ordinance. The rationale is that it is not workable to engage in an informed back-and-forth during a single public meeting. City Staff provided recommended modifications and conditions. Attorney Ben Lane reviewed these conditions from a position of legal perspective as well as illustrated additional conditions to consider. These may serve as a starting point for negotiation, but are not exhaustive.

Attorney Lane recommended that Plan Commission establish a small group to be involved in the negotiation team. The team, perhaps, could consist of Staff members Mike Golat and Joshua Clements, one or two Plan Commission Members and/or a Council Member and Mayor as part of the negotiating team. Once this team is established, then set up negotiations on a schedule with the Developer. Plan Commission Members Barb Oas-Holmes and Andraya Albrecht agreed to be on the negotiation committee.

Attorney Lane added the additional conditions that was discussed at the October 11, 2018 Council Meeting. Those additional conditions are as follows:

1. All on-site activities are to follow all federal, state, and local laws, rules and regulations when operating the business. Promoting public safety and health.
2. Hours of operation (currently 5:00 a.m. to Midnight) reducing the closing time to 11 p.m.
3. Possibly eliminating the car wash portion or the hours of operation be reduced to 7 a.m. – 7 p.m. If operating, wash with the door closed or decibel level testing.
4. Requiring a blackout period for turn-off/dimming of canopy lights during closing hours with continued security lighting. Security lighting to remain in place.
5. Requiring removal of canopy overhead speakers, stereo, or television programming at gas pumps or overhead sound systems.
6. Requiring additional solid opaque screening (fence or berm) approximately 4 feet in height to shield headlights and miscellaneous noise on east and south lot lines. St. Andrews Drive – at least 4 ft in height).
7. Requiring additional vegetation buffer or landscape buffer on the west side of the vacant lots.

The next Plan Commission meeting is November 12, 2018. So, depending upon the progress of a negotiating committee, if appointed, a revised Final Implementation Plan may be considered at that time.

Motion by Biren/Hoepner to appoint Andraya Albrecht, and Barbara Oas-Holmes to represent the Plan Commission, Mayor Brendan Pratt Dale, Dale Stuber to represent a Council Member, and Joshua Clements and Mike Golat representing City Staff all to be part of the negotiation team with Casey's General Store, and to bring forth a negotiated recommendation for action at the November 12, 2018 Plan Commission Meeting. **Motion carried.**

Attorney Ben Lane and City Administrator Mike Golat left the meeting at 6:00 p.m.

(3) Discussion of zoning enforcement regarding paving of parking and driving areas (no action).

City Planner Clements referenced the enclosed materials:

- Plan Commission 2017-0517 Minutes
- Plan Commission 2017-1113 Minutes
- 2351 Spooner Avenue Conditional Use Permit (2017-1113)
- 2351 Spooner Avenue Site Plan (2017-1113)
- Paul Johnson Notice of Nuisance and Reminder 2018-0601
- Paul Johnson Reminder Letter 2018-0816
- Clements email reminder to Johnson 2018-1002
- Clements email reminder to Johnson 2018-1012

City Planner Clements explained that this agenda item was scheduled per Plan Commission direction at the September 10 meeting. City Planner Clements explained that in 2017 the Plan Commission directed City Staff to conduct enforcement action at 2351 Spooner Avenue, Arnie's Service Center, regarding unpaved parking areas, accumulation of damaged and disabled vehicles, and related matters. Ultimately, a public hearing was held and the Conditional Use Permit and Site Plan was amended on 2017 November 13. That amended conditional use removed impound and storage of vehicles are a permitted use. The site plan requires all areas for parking of driving of vehicles to be paved and screening be completed, with a two-tier implementation timeline: November 2018 Phase I and November 2019 Phase II. Clements said the initial conditional use for 2351 Spooner was issued in 2006, and the property has been the subject of multiple hearings and discussions before the Plan Commission. Multiple conditions of the 2006 permit remained unsatisfied up to the revised permit in 2017, and yet remain incomplete. The municipal citation for violation of 19.52.040 (parking on unpaved surface) is \$200.50, which can be levied daily.

Discussion followed regarding Arnie's Service Center at 2351 Spooner Avenue, (Paul Johnson). City Planner Clements gave some background information regarding the status of Arnie's Service Station. Clements suggested holding a public hearing at the November 12, 2018 Plan Commission Meeting or the Plan Commission directing Staff to start issuing citations. Committee members felt they should notify Paul Johnson of Arnie's and inform him that there will be a public hearing at the November 12, 2018 Plan Commission Meeting regarding his Conditional Use Permit

Staff conducted similar enforcement action at other commercial sites around the City exhibiting erosion due to unpaved parking and driving areas. Those addresses with current status are summarized below:

1604 Spooner Avenue (Jason Manz)

Mr. Manz collaborated with Mr. McCrackin (1704 Spooner) to complete paving of driving areas on each parcel. A chain remains installed between posts to prohibit through-traffic on unpaved areas. Completion of paving parking and driving areas is substantially complete. Staff will follow-up with Mr. Manz should conditions or use be observed or reported that violate Altoona Municipal Code or the terms of an approved plan.

Substantially Complete.

1704 Spooner Avenue, Happy Days Auto (Mike McCrackin)

See above.

The rear lot behind 1704 Spooner (1604) still features graveled parking and driving area. This area will yet need to be paved within the initial two-year window (by November 2019).

Substantially Complete.

2003 Spooner Avenue, Hannic LLC

Written correspondence delivered, dated August 17, 2017. The property owner did not attempt to contact City Staff. The owner implemented paving of parking and driving areas sometime in July.

Substantially Complete.

2351 Spooner Avenue, Arnie's Service Center (Paul Johnson)

Multiple written and email reminders have been furnished to Mr. Johnson regarding the impending deadline of November to complete the first phase of the site plan and conditional use approved on 2017 November 13.

Incomplete.

2437 Spooner Avenue, Local Ad Saver

City staff provided a written notice to Tim Heinz, property owner, dated 2017 October 11. This letter confirmed a phone discussion with Mr. Heinz regarding the deadline to pave all areas utilized by vehicles no later than 2019 November 1. Mr. Heinz has since verbally confirmed his understanding of this deadline, and has discussed what paving may need to be done.

Incomplete.

1027 N. Hillcrest Parkway, Mega Holiday

Joshua Clements met with Mike Buck, CEO Mega Co-op, on-site on 2017 September 5. Mr. Buck reported that the existing pavement is nearing the end of its life and that replacement is planned in approximately two years. Mr. Buck is receptive and cooperative concerning resolution. As you may be aware, there are areas primarily around the perimeter of the parking area that are deteriorated due to vehicles leaving the pavement and causing damage to landscape and substrate, generating erosion and tracking of materials.

Following-up on that meeting, Mr. Buck caused the commercial dumpsters to be relocated from an unpaved area within the public right-of-way to be within the parcel. Staff is in contact with Mr. Buck regarding timing for completion of the site improvements.

Incomplete.

1420 N. Hillcrest Parkway, Transport Garage

Written correspondence delivered, dated August 17, 2017. **No response yet received by staff.**

Incomplete.

(VI)(4) – Update on Altoona Place Plan (Parks Plan, Bicycle & Pedestrian Plan)(no action).

Clements referred to the enclosed materials:

- Place Plan Chapter 2: Introduction (Draft v1.7)
- Place Plan Chapter 5: Open Space Inventory (Draft 2018-0605)
- Place Plan Bicycle Route, Trail & Park Map (Draft 2018-1012)

City Planner Clements explained that City Staff begin working on the initiative to write a new Parks Plan in summer 2016. By the fall the initiative had evolved into a combined planning effort incorporating traditional parks, recreation and open space planning together with bicycle and pedestrian planning as a “unified open space strategy” currently called *Altoona Place Plan*.

Clements provided Plan Commissions Members with a current working draft of the ***Introduction Chapter*** and Bicycle Route, Trail and Park Map. The introduction chapter is intended to provide the general framework for the approach to open space planning. A substantially similar version of the chapter and of the map was previously reviewed by the Parks Board approximately one year ago.

Plan Commission Member Schlafer commented on Jelly Bean Hill as listed under Parks. Schlafer recollected action that occurred at a previous Council Meeting to put the lot to the east back on the market, and the lot on the west would be deeded over as parkland and when the east lot sold, the proceeds from the lot would go to improvements on the west lot. Clements was not aware of any action that was done at that time. Clements to research.

(VI)(5) 2018 Community Planning Month (no action).

City Planner Clements explained that as discussed at the September 10 Plan Commission meeting, October of each year is designated as Community Planning Month. This year’s theme is ***Housing as Community Infrastructure*** and highlights the importance of housing as part of our community fabric, and underscores the critical role planning plays in delivering the housing and communities that benefits the public good. At the APA Policy and Advocacy Conference, September 24 & 25, APA announced the launch of *Planning Home*, a coordinated policy and research effort to advance housing. Mayor Pratt proclaimed October as Community Planning Month during the September 13th City Council agenda.

As part of this effort, Planner Joshua Clements attended the American Planning Association’s Policy and Advocacy Conference in Washington DC, September 22 – 25th. Clements received updates and training regarding housing and related policies at the national and local level from experts and colleagues. Clements met with representatives from Sen. Baldwin, Sen. Johnson and Rep. Kind to advocate for funding for housing and infrastructure related programs as well as provide examples of how these programs are utilized in Altoona and the Chippewa Valley.

City Planner Clements said City staff is working on education and outreach activities for Community Planning Month. These include (but may not be limited to):

- Ribbon cutting of the new Devney Park Playground (date TBD)
- Ribbon cutting / walk on the new River Prairie Trail Loop (date TBD)
- Tri-County Bicycle & Pedestrian Plan, Eau Claire Open House, November 14th 5:30 at Eau Claire County Government Center (open houses in Dunn and Chippewa Counties on Nov 12 and 15, respectively).

Update regarding these and other events will be distributed via email as more information is available.

(VI)(6) Update on Chippewa Valley Housing Task Force (no action).

City Planner Clements noted that the third meeting of the Chippewa Valley Housing Task Force is scheduled for **November 1st from 8 to 10am** at the River Prairie Center. Each commissioner should have received a “save the date” email the week of October 1st. The third meeting will be designed to focus on reviewing a summary of the input received thus far and begin to craft recommended policies and strategies. The outcome, before the end of the year, is intended to be a report generated from among the stakeholders that will present the major data and insights, as well as recommendations.

This report is not envisioned as the “end” of the Housing Task Force work or of housing conversations and efforts, but rather serve as a benchmark and tool to improve collaboration & communication and inform private and public sector decisions.

The role of the report is expected to include:

- Reflection of commitment of the participants to elevate communication & collaboration;
- Consensus principles of the Task Force participants;
- Initial analysis of impediments and opportunities;
- Summarize the relevant available data;
- Recommended short-, medium- and long-term policies and actions;
- Identify areas for further study.

The discussion regarding accessory dwelling units earlier in this meeting is example of how this larger Task Force can inform and advance local policy decisions. It is expected (and designed) to inform the City of Eau Claire, Eau Claire County, Altoona and other jurisdictions, as well as private sector partners and citizens. Additionally, the City of Eau Claire Housing Division has contracted with Erin Healy, a well-known homelessness expert, to consult with the City regarding strategies to reduce homelessness. Clements will take part in focus group meetings with Healy and City of Eau Claire staff. In addition, there is a **Housing and Homelessness Public Form** scheduled for 1 – 3pm on October 25 at RCU (RSVP required).

As noted above, APA has launched the *Planning Home* initiative. City Planner Clements gave a brief summary of the structure of that initiative.

(VII) Miscellaneous Business and Communications.

None.

(VIII) Adjournment.

Motion by Hoepner/Roth to adjourn at 6:43 p.m. **Motion carried.**

Minutes transcribed by Cindy Bauer, Altoona City Clerk