



TO MEMBERS OF THE PLAN COMMISSION:

There will be a Plan Commission Meeting on Monday, January 14, 2019 at 5:30 p.m. held in the Council Chambers at Altoona City Hall.

PLEASE NOTE THAT PLAN COMMISSION MEETINGS IN 2019 WILL START AT 5:30 P.M. UNLESS OTHERWISE NOTED.

Agenda:

- I. Call Meeting to Order.
- II. Roll Call.
- III. Citizen Participation Period.
- IV. Discuss/consider approval of minutes of the 2018 December 10 Plan Commission Meeting. [Minutes >>](#)
- V. UNFINISHED BUSINESS.
- VI. NEW BUSINESS
 1. Discuss/consider recommendation to City Council regarding a Certified Survey Map (CSM) to subdivide Lot 93 of Hillcrest Greens, (parcel #201-2378-01-000 & #201-2378-02-000) (Public Hearing is scheduled at the January 24, 2019 City Council Meeting). [Summary >>](#) [Materials >>](#)
 2. Discuss/consider recommendation to City Council regarding an Amendment to a Specific Implementation Plan for WNB Financial as submitted by Everyday Surveying and Engineering LLC. (Will be discussed at the January 24, 2019 Council Meeting) [Summary >>](#) [Materials >>](#)
- VII. Miscellaneous Business and Communications.
- VIII. Adjournment.

A handwritten signature in black ink that reads "Cindy Bauer".

Cindy Bauer
City Clerk

Dated: January 10, 2019

Note: If you are unable to attend, please contact 715-839-6092.

Requests from persons with disabilities who need assistance to participate in this meeting or hearing should be made to the City Clerk's Office at 715-839-6092 with as much advance notice as possible.

NOTE: It is possible that members of other governmental bodies of the municipality may be present at the above scheduled meeting to gather information about a subject over which they have decision-making responsibility. No action will be taken by any governmental body at the above-stated meeting other than the governmental body specifically referred to above in this notice.

Speak Your Peace: The Civility Project

The Common Council of the City of Altoona, Wisconsin, recognizes and has adopted by *Resolution 3B-15* that the nine tools of civility, drafted by *Speak Your Peace: The Civility Project* will provide increased opportunities for civil discourse in order to find positive resolutions to the issues that face our city. These tools include the following:

Pay Attention | Listen | Be Inclusive | Don't Gossip | Show Respect | Be Agreeable
Apologize | Give Constructive Criticism | Take Responsibility

###

**MINUTES OF THE ALTOONA, WI
REGULAR PLAN COMMISSION MEETING
2018 December 10**

(I) Call Meeting to Order.

The meeting was called to order by Mayor Brendan Pratt at 4:30 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, Matthew Biren and Barb Oas-Holmes (arrived at 4:39 p.m.

Also Present: City Planner Joshua Clements
City Clerk Cindy Bauer
Matt Apple, Advanced Engineering Concept representing River Flats Apartments.

(III) Citizen Participation Period.

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

(IV) Approval of minutes.

Motion by Hoepner/Biren to approve the minutes of the November 12, 2018 Regular Plan Commission meeting. **Motion carried.**

(V) Unfinished Business

(1) Status of Conditional Use Permit compliance for 2351 Spooner Avenue.

City Planner Josh Clements mentioned that the Plan Commission held a public hearing regarding the Conditional Use Permit for 2351 Spooner Avenue during the 2018 November 12 meeting to discuss enforcement action due to incomplete implementation of the CUP conditions and continued violation of Altoona Municipal Code. Clements reported that City Staff did receive a copy of a signed contract and deposit slip receipt from an asphalt contractor with Paul Johnson for the paving of his property as discussed at the November Plan Commission Meeting.

(VI) New Business

(VI)(1) Discuss/consider recommendation to City Council regarding Specific Implementation Plan for River Flats Apartments for Lots 15, 16 & 23 in River Prairie Northwest Quadrant as submitted by Mark Held. (Will be discussed at the December 20, 2018 City Council Meeting).

City Planner Clements explained that the proposed Specific Implementation Plan for the River Flats Apartments in the River Prairie Planned Community, Northwest Quadrant, comprises the building and site conditions for two buildings on Lots 15, 16 and 23. The building proposed for Lot 15 and 16 has a 14,919 ft² footprint and includes 22 residential units in two stories above 30 stall at-grade automobile parking garage. The building proposed for Lot 23 is 14,285 ft² footprint and include 12 residential units above 22 stall at-grade automobile parking garage. Total vehicle parking spaces is 52 spaces corresponding to 34 residential units, 50 total bedrooms. The design for each building includes a pitched stranding steam steel roof structure with 3- to 6-foot overhang. The narrow ends of each building featuring the 6-foot roof overhangs include exposed support truss accents. The façade materials include cultured stone first story and extending to variable heights and up to the roofline in vertical elements. The predominate upper level façade material is smart board siding (engineered wood fiber). The stormwater generated from this site will be predominately accommodated by existing downstream constructed facilities owned by the City of Altoona as well as on-site rain garden infiltration areas. There was

discussion regarding improvements to the blank areas on the first floor. The petitioner discussed potential solutions to improve façade design in the relatively blank areas and will propose solutions at or prior to acquiring building permits.

Matt Apple from Advanced Engineering Concept was present to explain the site plan and answer any questions Plan Commission Members had regarding the design of the buildings.

Mark Held, Developer, commented on the possible issue of boats parking for extended time in the parking lot next to the apartments. The Property Management Company will address that issue with their tenants to not park such vehicles in the City parking lot.

Planning Department recommends the Plan Commission recommend to the Council approval of the Specific Implementation Plan as being in substantial conformance with the General Implementation Plan with specified modifications and conditions:

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

1. Material layout of the designated pedestrian walkway shall be continuous (concrete) as it crosses through the Lot 15/16 driveway, with a break in the continuity of the parking area paving and not the pedestrian access way [RPDG IX. 1 (C)(5)b].
2. The walkway between the 22-unit building and the parking lot and 12-unit building (matching with the existing public walkway on its west end, traversing the driveway, and extending between the buildings) shall match the width of the existing walkway of 8 feet.
3. Connect the walkway located immediately adjacent to the west façade of Lot 23 to the walkway that passes between the proposed buildings, approximately as shown in the enclosed illustration.
4. The area shown as “50 LF of Mountable Curb” (Pg 3/8) along the shared driveway shall be a full standard curb consistent with the existing parking lot.
5. Ensure placement of appropriate curb ramp corresponding to handicap parking spaces indicated on Outlot 3.

B. Landscaping [RPDG IX 6]

1. Final Landscape Plan shall be prepared and reviewed/approved by City Staff prior to installation. The City Council hereby specifically delegates final review and approval authority to City Staff, provided the River Prairie Design Guidelines and Standards and approval conditions are met. 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. Native canopy trees shall be planted in the setback of Lot 23 between the building and sidewalk approximately as indicated in the enclosed illustration (not less than 5 specimens) [RPDG IX 6(D)].
3. Tree selection shall be native species with minimum diversity and planting size as illustrated in the RPDG [IX 6 (D)].
4. All planting areas, shall be permanently irrigated, except infiltration areas and except those areas designed as xeriscaping [RPDG IX 6 (I)]. Water conservation strategies are strongly encouraged [RPDG IX 6 (E)(3)].
5. Existing trees, landscaping, and hardscape shall be preserved to the extent reasonably feasible. Any damaged or removed plant material or hardscape shall be replaced.

C. Building and Architectural Standards [RPDG IX 7]

1. Areas of “blank” facades along the first level shall be modified to meet the design guidelines [RPDG 7.2 (F); 7.3 (C), (D)].

2. Any/all mechanical equipment, including but not limited to roof-mounted and ground-placed 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)]. Lighting plan shall be submitted for review with construction documents and shall clearly illustrate how this standard is achieved.
5. Refuse/recycling containers shall be stored within the building.

D. Utilities & Stormwater

1. Storm water infiltration areas shall be provided provide on-site stormwater infiltration to accommodate clean roof water to the maximum extent practical [RPDG IX 2][see provided illustration]. Any feature to be located in the City-owned Outlot 3 that receives stormwater from the proposed development shall be perpetually and appropriately maintained by the petitioner, and memorialized via a Development Agreement or maintenance agreement. Stormwater infiltration basins shall be attractively landscaped and maintained with horticulturally appropriate rain garden plantings and shall not be predominately turf grasses.
2. Building and site shall not be designed to convey stormwater over walkways. Stormwater shall enter the structural conveyance system on private property, by way of existing city-installed service lines to each property.
3. If the building features a sprinkler system, the Fire Department Connection (FDC) shall be 4" STORTZ and shall be located on the street-facing façade of each building. Final placement shall be reviewed and approved by Altoona Fire Department.
4. Add a Fire Hydrant at the terminus at one of the two removed water laterals serving Lot 15/16.
5. Add a Fire Hydrant within the setback of Lot 23 near the existing water lateral.
6. KNOX boxes shall be located by the primary street-facing entrances, nearest to FDC location, for each building. Confirm location prior to installation with Altoona Fire Department.
7. 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.
8. 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.
9. City of Altoona utility staff shall be provided access to utility room(s) for metering purposes.

E. Land Subdivision & Access

1. A Development Agreement shall be completed and agreed to by the City and Petitioner encompassing those duly noted items in the SIP approval conditions prior to issuance of construction permits.
2. The Development Agreement shall memorialize easement access to the parking for each building on the Certified Survey Map. That portion of the adjoining Outlot 3 owned by the City of Altoona that is utilized exclusively for vehicle access to the building ("driveway") shall be maintained by the adjacent property owner.

3. All walkways leading from the buildings and traversing Outlot 3 shall be maintained by the property owner, further defined as from the point of departure from the through public walkway to the building.
4. Development agreement shall include recognition of the encroachment of balconies into Outlot 3.
5. Easement(s) shall be recorded for any stormwater facility or device that serves or collects water primarily from the proposed Lots, up to the point where this facility connects to the public structure. The construction and satisfactory perpetual maintenance shall be the responsibility of the building owner.

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

(VI)(2) Update on Chippewa Valley Housing Task Force (no action).

City Planner Clements mentioned that the fourth meeting of the Chippewa Valley Housing Task Force is scheduled for 8:00 – 10:00 on December 14th at the L.E. Phillips Public Library, Eau Claire Room. The two principal items of business are reviewing the initial draft Task Force Report to achieve general consensus on recommendations and priorities, and to determine how to continue the momentum of this group to achieve short- and long-term success.

Clements noted that Staff had intended on having the initial draft complete in time to provide to the Plan Commission at this time; however, significant pieces remain to be drafted. This document will be provided to the Plan Commission electronically as soon as it is prepared.

Clements explained that since the November meeting of the Commission, four subgroups have met to generate additional, focused insight into the Task Force Report. These groups are: Lived Experience / Service Providers; Building / Development; Zoning / Policy; and Finance. Based upon the feedback from the participants, there is strong interest for these small groups to continue to meet. This will be discussed on December 14th as well. Clements said it is important to note that the City of Eau Claire has been increasingly active in this area. Scott Allen, the Community Development Director since April, serves as Task Force Co-Chair. Councilpersons have attended each of the meetings and many of the subgroup meetings. The Eau Claire City Council held a housing-focused listening session on September 24th and will hold a work session on December 11th.

City Planner Clements said as is the intent and design of the Task Force, Altoona staff will continue to work together, along with private sector and other partners, to ensure we have a united effort to address housing. Some of our opportunities and capacities in Altoona differ due to geography, context and scale, and what each elected body may choose to pursue and prioritize will be up to each.

Next Steps:

Provided the Task Force achieves consensus, the Final Report will be presented to the Plan Commission at our 2019 January 14 meeting. Staff will prepare a proposed Altoona Housing Strategy for Plan Commission and Council consideration to serve as an interim policy declaration to guide staff until the Comprehensive Plan is complete.

(VI)(3) Update on Comprehensive Plan (no action).

City Planner Clements explained that City Staff has begun to review the GIS database information that is being prepared under contract by the West Central Wisconsin Regional Planning Commission. As part of this contract, the RPC will prepare initial maps for utilization in the Comprehensive Plan. These maps will serve as the “base” for public input and spatial analysis, and will be further modified to reflect the recommendations and strategies that result from the planning process. Staff is currently working with the RPC to develop a contract for services for the scenario planning portion, which was discussed at the 2018 November 12 Plan Commission meeting. There are two general contemporary approaches to structuring the Comprehensive Plan, with many derivatives and

modifications utilized by particular consulting firms, address particular regional/local dynamics, or to meet State requirements:

- Plan by Element – this is by far the most typical approach for Comprehensive Plans. This approach creates a chapter for each element, such as housing, land use and transportation. The benefits are that each Chapter is intended to cover policy guidance on that topic and that updates to the plan can be targeted toward a specific element. The drawback is that this approach can create “silos” and lack of continuity between elements.
- Plan by Geographic Area – a less common approach that address specific areas of interest in the City, such as by neighborhood, corridor, etc., and integrates all elements as they pertain to that geographic area.

Plan Commission Role

Wisconsin Statutes § 62.23 provides guidance regarding the role of the Plan Commission as well as the structure of the Master Plan (Comprehensive Plan), which is further described in § 61.1001.

City Planner Clements noted that State Statutes require the inclusion of elements in the Comprehensive Plan. Statutes are otherwise silent as to how these elements are constructed (thus allowing some creativity of an “element-based” or “area-based” plan). Clements noted the required elements, as well as some additional elements that are increasingly utilized or directly addressed as plan elements:

Plan Commission Engagement & Direction Process

Staff expects that there will be agenda items with potential action items on most Plan Commission agenda throughout the process leading up to ultimate recommendation for adoption. However, in order to enable in-depth discussion of plan content, as well as bring additional stakeholders into the discussion, one or more issue-specific focus groups or committees may be appropriate. These may dive into housing, economic development, transportation, or other big picture issues. The creation of a Planning Committee is recommended, as well as planning to schedule Working Meetings at key points throughout the process at points to be determined. The Plan Commission, with support by the Planning Subcommittee, may determine that specialized subcommittees or meetings may be advantageous to schedule. City Planner Clements noted that as discussed at the November meeting, staff intends to prepare a draft timeline, public participation plan and project plan to the Commission in January. No action.

(VI)(4) 2019 City Work Plan (no action).

City Planner Clements mentioned that City Administrator Mike Golat presented the proposed 2019 City Work Plan at the November 29th City Council meeting. The plan was approved by resolution. The plan was created by City Department Heads to communicate major projects and policy priorities for the coming year, and as a tool for evaluation. Clements explained that the big lift will be the Comprehensive Plan. This may be an 18-month process, which is typical. As discussed earlier in this meeting, the early part of the year will also focus on wrapping up the current phase of the Housing Task Force, determining future of that effort, and producing Altoona-specific recommendations. The *Place Plan* will also be a focus until it is completed, ideally by May 1. Most of the other identified activities are tasks closely aligned with the Comprehensive Plan (by design). Staff anticipates that between 30 and 50 of work time will be dedicated to current planning (development review), Commission/Council reporting, code enforcement, customer service and staff supervision.

(VII) Miscellaneous Business and Communications – none.

(VIII) Adjournment.

Motion by Roth/Hoepner to adjourn at 5:25 p.m. **Motion carried.**

Minutes transcribed by Cindy Bauer, Altoona City Clerk



MEMORANDUM

TO: Plan Commission Members

FROM: Joshua Clements, City Planner & Zoning Administrator

SUBJECT: 2019 January 14 Plan Commission Meeting Items

Provided below for your consideration is a summary of the 2019 January 14 Regular Plan Commission Meeting agenda items.

(V) UNFINISHED BUSINESS

(VI) NEW BUSINESS

ITEM 1 - 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 January 24, 2019 Council Meeting). [Agenda >>](#) [Materials >>](#)

See proposed CSM illustration, enclosed.

This Certified Survey Map will subdivide the 3.7 acre parcel into two lots to facilitate the proposed development of Casey's General Store. The proposed Casey's lot is 2.30 acres, the remaining Lot would be 1.45 acres.

The Final Implementation Plan for Casey's General Store was approved with conditions by the City Council on 2018 November 29. The proposed CSM is consistent with the approved plan.

Suggested motion: I move to recommend/not recommend to Council approval of the proposed Certified Survey Map for parcels #201-2378-01-000 and #201-2378-02-000.

ITEM 2 – Discuss/consider recommendation to Council regarding an Amendment to a Specific Implementation Plan for WNB Financial as submitted by Everyday Surveying and Engineering LLC. (Will be discussed at the January 24, 2019 Council Meeting). [Agenda >>](#) [Materials >>](#)

See Enclosed:

- Staff Report
- Proposed SIP Amendment
- Minutes 2018 November 29 City Council

As you may recall, the Specific Implementation Plan for WNB Financial was recommended for approval with conditions at the 2018 November 12 Plan Commission meeting, and subsequently approved by the City Council on November 29.

Specific Implementation Plan illustrates architecture and site design elements for a 5,025 sf² commercial financial office for WNB Financial to be located on a 1.013 parcel on the NW corner of Woodman Drive and Blazing Star Boulevard in the Southwest Quadrant of River Prairie.

The approved plan illustrates 19 automobile parking spaces, which is one more than would be permitted by the River Prairie Design Guidelines and Standards based upon the building area. The SIP approval specifically identified and granted the increase.

The proposed **amendment** to the approved plan entails modifying the site that would require a further exception to the parking standard, per River Prairie Design Guidelines IX 1.K.4. to enlarge the parking area from **19** spaces to **30** spaces. Based upon the size of the building, 5,025 sf², a total of 18 spaces would be permitted. The maximum spaces permitted is 3.5 spaces per 1,000 sf². The proposed amendment is **67** percent greater than the maximum standard. The procedure for review and consideration of an exception to the parking standard is illustrated in the enclosed Staff Report with analysis. This proposal is thus a major amendment, requiring review and approval by the Plan Commission and City Council.

Planning Department recommends the Plan Commission **approve** the Specific Implementation Plan as being in substantial conformance with the General Implementation Plan without modifications. All conditions attached to the initial SIP approval shall be maintained.

Suggested motion: I move to recommend/not recommend to Council the approval of the proposed Amendment to the Specific Implementation Plan for WNB Financial as being in substantial conformance with the River Prairie Design Guidelines & Standards.

CERTIFIED SURVEY MAP NO. _____

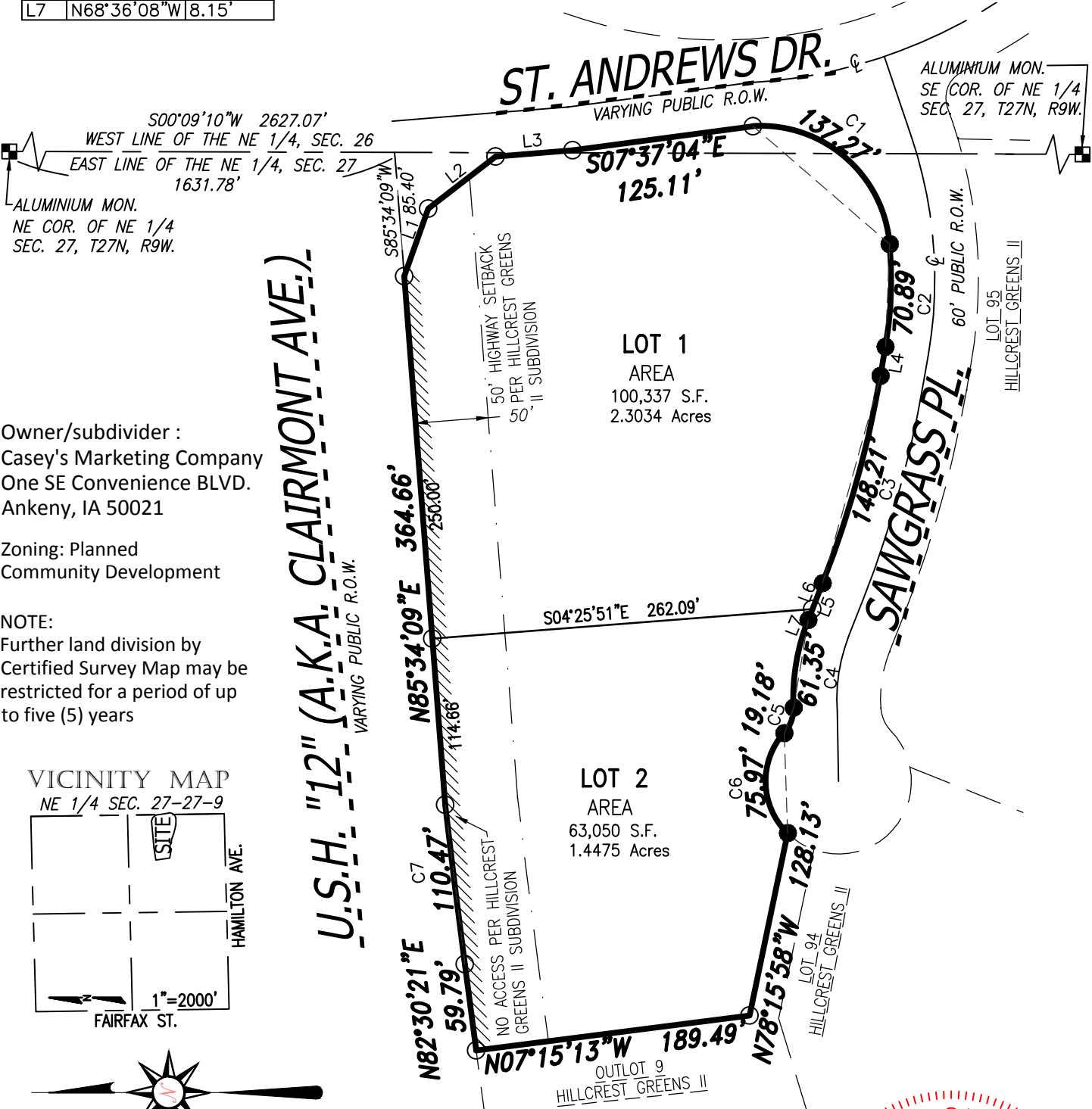
All of Lot 93 in Hillcrest Greens II subdivision, being a part of the Southwest 1/4 of the Northwest 1/4 of Section 26 and the Southeast 1/4 of the Northeast 1/4 of Section 27, Township 27 North, Range 9 West, in the City of Altoona, Eau Claire County, Wisconsin.

CURVE TABLE

CURVE	ARC LENGTH	RADIUS	DELTA ANGLE	CHORD BEARING	CHORD LENGTH
C1	137.27'	89.00'	88°22'25"	S40°49'18"W	124.07'
C2	70.89'	275.62'	14°44'13"	N87°37'22"W	70.70'
C3	148.21'	728.76'	11°39'08"	N74°25'42"W	147.95'
C4	61.35'	148.24'	23°42'47"	N80°27'32"W	60.92'
C5	19.18'	25.00'	43°57'05"	N70°20'23"W	18.71'
C6	75.97'	50.00'	87°03'05"	S88°06'50"W	68.87'
C7	110.47'	6835.49'	0°55'34"	N82°58'08"E	110.47'

LINE TABLE

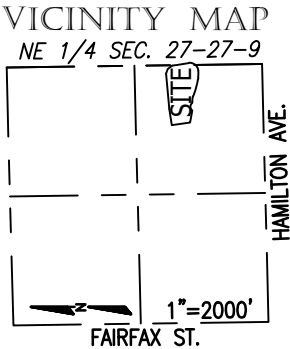
LINE	BEARING	DISTANCE
L1	S70°33'08"E	49.28'
L2	S37°39'22"E	58.63'
L3	S04°35'48"E	53.16'
L4	N80°15'16"W	20.29'
L5	N68°36'08"W	27.34'
L6	N68°36'08"W	19.19'
L7	N68°36'08"W	8.15'



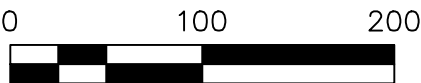
Owner/subdivider :
Casey's Marketing Company
One SE Convenience BLVD.
Ankeny, IA 50021

Zoning: Planned
Community Development

NOTE:
Further land division by
Certified Survey Map may be
restricted for a period of up
to five (5) years



GRAPHIC SCALE



(IN FEET)

1 inch = 100 ft.

CHAPUT
LAND SURVEYS

234 W. Florida Street
Milwaukee, WI 53204

414-224-8068
www.chaputlandsurveys.com

LEGEND

- Indicates set 1 3/8" OD iron pipe, 18" in length, 1.13 lbs. per lineal foot.
- Indicates found 1-1/4" iron rod.

All bearings are referenced to the Eau Claire County Coordinate System, in which the East line of the NE 1/4, Sec. 27 bears S00°09'10"W.



Date: June 29, 2018

This instrument was drafted by Donald C. Chaput
Professional Land Surveyor S-1316

Dwg. No. 2789-dmb
SHEET 1 of 4

CERTIFIED SURVEY MAP NO. _____

All of Lot 93 in Hillcrest Greens II subdivision, being a part of the Southwest 1/4 of the Northwest 1/4 of Section 26 and the Southeast 1/4 of the Northeast 1/4 of Section 27, Township 27 North, Range 9 West, in the City of Altoona, Eau Claire County, Wisconsin.

SURVEYOR'S CERTIFICATE

STATE OF WISCONSIN} :SS
EAU CLAIRE COUNTY}

I, DONALD C. CHAPUT, Professional Land Surveyor, do hereby certify:

THAT I have surveyed, divided and mapped all of Lot 93 in Hillcrest Greens II subdivision, being a part of the Southwest 1/4 of the Northwest 1/4 of Section 26 and the Southeast 1/4 of the Northeast 1/4 of Section 27, Township 27 North, Range 9 West, in the City of Altoona, Eau Claire County, Wisconsin, which is bounded and described as follows:

COMMENCING at the Northeast corner of said Northeast 1/4 Section; thence South 00°09'10" West along the East line of said Northeast 1/4 Section 1631.78 feet to a point on the South line of U.S.H. "12"; thence South 85°34'09" West along said South line, 85.40 feet to the point of beginning of lands hereinafter described; thence South 70°33'08" East 49.28 feet to a point; thence South 37°39'22" East 58.63 feet to a point on the West line of St. Andrews Dr.; thence South 04°35'48" East along said West line 53.16 feet to a point; thence South 07°37'04" East along said West line 125.11 feet to a point of curvature; thence southwesterly 137.27 feet along the arc of a curve whose radius is 89.00 feet, whose center lies to the Northwest and whose chord bears South 40°49'18" West 124.07 feet to a point of curvature on the North line of Sawgrass Pl.; thence Northwesterly 70.89 feet along said North line and the arc of a curve whose radius is 275.62 feet, whose center lies to the North and whose chord bears North 87°37'22" West 70.70 feet to a point; thence North 80°15'16" West along said North line 20.29 feet to a point of curvature; thence Northwesterly 148.21 feet along said North line and the arc of a curve whose radius is 728.76 feet, whose center lies to the Northeast and whose chord bears North 74°25'42" West 147.95 feet to a point; thence North 68°36'08" West along said North line 27.34 feet to a point of curvature; thence Northwesterly 61.35 feet along said North line and the arc of a curve whose radius is 148.24 feet, whose center lies to the South and whose chord bears North 80°27'32" West 60.92 feet to a point of reverse curvature; thence Northwesterly 19.18 feet along said North line and the arc of a curve whose radius is 25.00 feet, whose center lies to the North and whose chord bears North 70°20'23" West 18.71 feet to a point of reverse curvature; thence Southwesterly 75.97 feet along said North line and the arc of a curve whose radius is 50.00 feet, whose center lies to the South and whose chord bears South 88°06'50" West 68.87 feet to a point; thence North 78°15'58" West along the Easterly line of Outlot 9, Hillcrest Greens II, a distance of 128.13 feet to a point; thence North 07°15'13" West along said Easterly line 189.49 feet to a point on the South line of U.S.H. "12"; thence North 82°30'21 East along said South line 59.79 feet to a point of curvature; thence Northeasterly 110.47 feet along said South line and the arc of a curve whose radius is 6835.49 feet, whose center lies to the South and whose chord bears North 82°58'08" East 110.47 feet to a point; thence North 85°34'09" East along said South line 364.66 feet to the point of beginning.

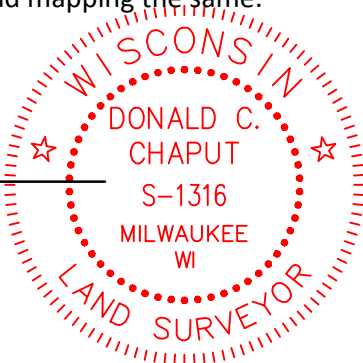
Said lands as described contains 163,387 square feet or 3.7509 Acres.

THAT I have made the survey, land division and map by the direction of Casey's Marketing Company, owner.

THAT the map is a correct representation of all the exterior boundaries of the land surveyed and the land division thereof made.

THAT I have fully complied with Chapter 236 of the Wisconsin Statutes and Chapter 18.12 of the Altoona Municipal Code in surveying, dividing and mapping the same.

July 5, 2018
DATE




DONALD C. CHAPUT
PROFESSIONAL LAND SURVEYOR S-1316

CERTIFIED SURVEY MAP NO. _____

All of Lot 93 in Hillcrest Greens II subdivision, being a part of the Southwest 1/4 of the Northwest 1/4 of Section 26 and the Southeast 1/4 of the Northeast 1/4 of Section 27, Township 27 North, Range 9 West, in the City of Altoona, Eau Claire County, Wisconsin.

CORPORATE OWNER'S CERTIFICATE

Casey's Marketing Company, a corporation duly organized and existing under and by virtue of the laws of the State of _____, as owner, certifies that said corporation caused the land described on this map to be surveyed, divided, and mapped as represented on this map in accordance with the requirements of Chapter 18.12 of the Altoona Municipal Code of Ordinances.

This agreement shall be binding on the undersigned and assigns.

In Witness Where of, the Casey's Marketing Company has caused these presents to be signed by _____, its _____; at _____, this _____ day of _____, 2018.

In the presence of:

Caseys Marketing Company

(Witness)

STATE OF _____)
_____) : SS
_____ COUNTY)

Personally came before me this _____ day of _____, 2018, _____, of the above named corporation, to me known as the person who executed the foregoing instrument, and to me known to be the _____ of the corporation, and acknowledged that they executed the foregoing instrument as such officers as the deed of the corporation, by its authority.

(Notary Seal)

Notary Public State of _____
My commission expires,
My commission is permanent.



Date: July 5, 2018

This instrument was drafted by Donald C. Chaput
Professional Land Surveyor S-1316

Dwg. No. 2789-dmb
SHEET 3 of 4

CERTIFIED SURVEY MAP NO. _____

All of Lot 93 in Hillcrest Greens II subdivision, being a part of the Southwest 1/4 of the Northwest 1/4 of Section 26 and the Southeast 1/4 of the Northeast 1/4 of Section 27, Township 27 North, Range 9 West, in the City of Altoona, Eau Claire County, Wisconsin.

PLAN COMMISSION CERTIFICATE OF APPROVAL

APPROVED by the Planning Commission of the City of Altoona this ____ day of _____, 2018

Brendan Pratt, Mayor

Cindy Bauer, City Clerk

COMMON COUNCIL CERTIFICATE OF APPROVAL

I, certify that this Certified Survey Map was approved under Resolution File No. _____ adopted by the Common Council of the City of Altoona on _____, 2018.

Brendan Pratt, Mayor

Cindy Bauer, City Clerk



Date: July 5, 2018

This instrument was drafted by Donald C. Chaput
Professional Land Surveyor S-1316

Dwg. No. 2789-dmb
SHEET 4 of 4



PLANNING DEPARTMENT STAFF REPORT

2019 January 10

ALTOONA PLAN COMMISSION

[Agenda >>](#) [Summary >>](#)

MODIFICATION OF SPECIFIC IMPLEMENTATION PLAN – WNB FINANCIAL

Address TBD
Parcel ID 201-1000-06-020
Application Modification to Specific Implementation Plan
Prepared By Joshua Clements, AICP, City Planner

SUMMARY

Applicant Everyday Surveying & Engineering
Owner Jelvann Waukesha LLC
Parcel Description Lot 2 CSM 3002
Requested Action Amendment of an approved Specific Implementation Plan to allow automobile parking area larger than permitted by the River Prairie Design Guidelines and Standards.
Proposal Summary The approved Specific Implementation Plan for this site was recommended for approval with modifications by the Plan Commission on 2018 November 12 and approved by the Council on 2018 November 29. The facility is approximately 5,025 ft² single-story financial service office building with automobile drive-through service.

The original approved Specific Implementation Plan reflected 19 spaces. The proposed amendment includes **30** total automobile spaces.

Submittals Proposed grading and paving modifications submitted 2019 January 7.
Applicable Standards River Prairie Design Guidelines and Standards (2007)
Review Required By Plan Commission recommendation to City Council (scheduled for 2019 Jan 24)
Reviewed By Planning Department; Public Works; Fire Department
Procedure Amendments to an approved Specific Implementation Plan follow one of two procedures: (1) “Minor Amendment” are those that increase or decrease of more than five percent in floor area, building material pallet, or alteration of any conditions attached to the specific implementation plan approval; which the Planning Department my review/approve; (2) “Major Amendment” are changes are those beyond the criteria defining a minor amendment. This is proposal reflects a major amendment, requiring Plan Commission and Council review.

Project Description & Analysis

Parking

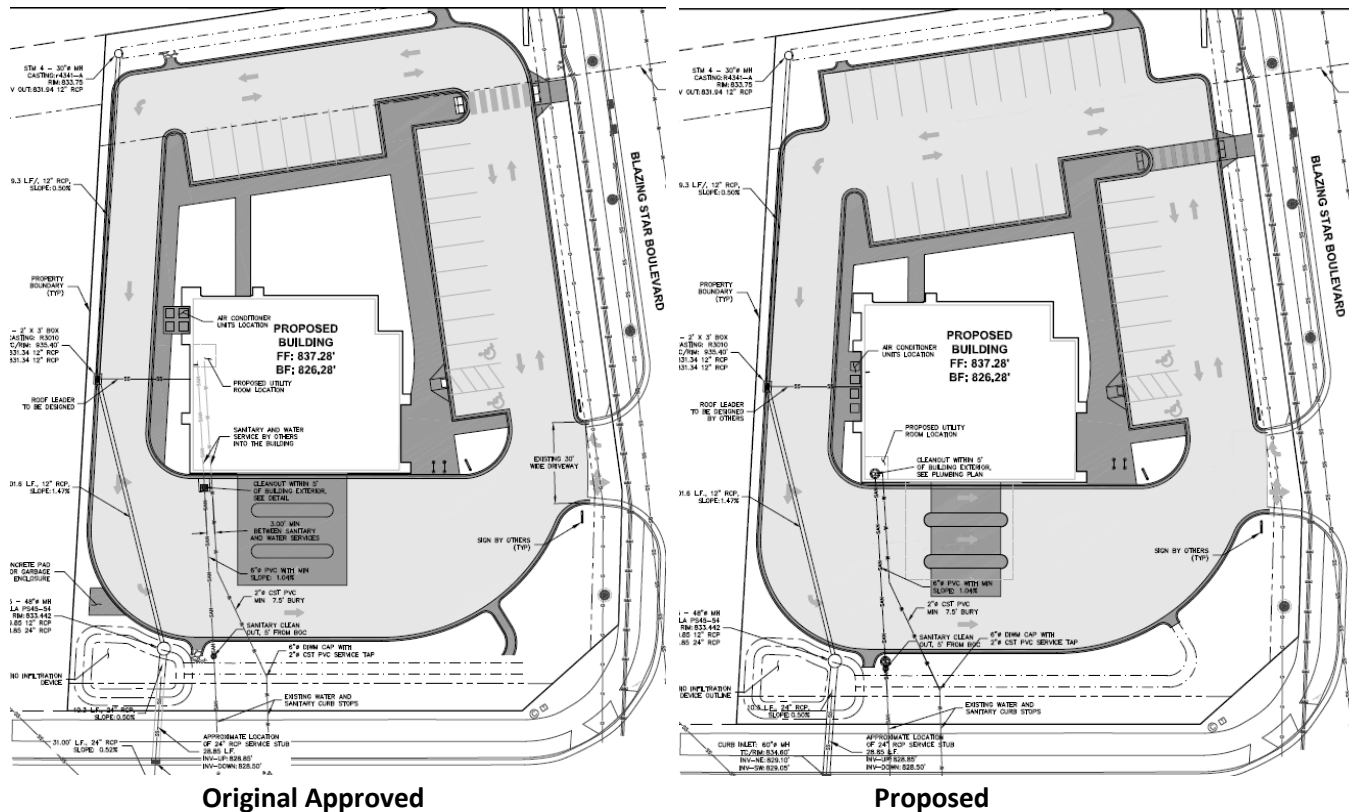
The approved SIP includes **19** automobile spaces, including 2 handicap accessible. The maximum parking spaces is 3.5 / 1000 ft² for “Financial Services”, resulting in a maximum of **18** spaces. The initial SIP was approved with the increased parking space greater than the standard. The proposal is to increase parking to **30** total spaces (with 2 handicap).

“In the event that on-street or shared parking is not available on land adjacent to the use, then the maximum parking allowed may be increased by no more than twenty (20) percent if reviewed by the Plan Commission and approved by the City Council, provided that the amount of parking lot landscaping is also increased by twenty (20) percent. (This twenty-percent increase shall not apply to the "general office" use category.)”

River Prairie Design Guidelines & Standards IX 1.K.4. provides a process for an exception to the parking standard:

4. *Exception to the General Office Parking Standard.* An exception to the general office parking standard as established shall be permitted for the purpose of ensuring that the parking provided is adequate but not in excess of the users’ needs. Requests for exceptions to the general office parking standard shall be reviewed according to the procedure and criteria contained in subparagraphs (a) and (b) below. Exceptions shall be available only to those projects where the number of anticipated employees can be reasonably estimated, and such exceptions shall apply only to the ratio between the number of parking spaces and the number of employees, and not to the ratio between the number of parking spaces and the gross leasable area. If the number of anticipated employees cannot be reasonably estimated, then the applicable parking standard shall be the ratio between the number of parking spaces and the gross leasable area, and no exception to the general office parking standard will be granted under this subsection.
 - (a) *Procedure.* All requests for exceptions to the general office parking standard shall be submitted in accordance with the submittal requirements for plans as set forth in this subsection. Each such request shall clearly identify and discuss the proposed project and the ways in which the plan will accomplish the general purpose of this subsection. The request for an exception to the standard must be accompanied by an estimated number of employees. In addition, a traffic impact study containing a trip generation analysis or other relevant data describing the traffic and parking impacts of any proposed general office land use or activity shall be submitted.
 - (b) *Review Criteria.* To approve an exception to the standard, the Plan Commission shall review and Council must first find that the proposed project accomplishes the general purpose of this Section. In reviewing the request for an exception to the standard parking ratio and in order to determine whether such request is consistent with the purposes of this subsection, as required above, the Plan Commission and Council shall take into account the anticipated number of employees occupying the building, the number and frequency of expected customers or clients, the availability of nearby on-street parking (if any), the availability of shared parking with abutting, adjacent or surrounding land uses (if any), the provision of purchased or leased parking spaces in a municipal or private parking lot meeting the requirements of the city, travel demand management programs (if any), or any other factors that may be unique to the applicant's development request. The Council shall not approve an exception to the general office parking standard unless it:
 1. does not detract from continuity, connectivity and convenient proximity for pedestrians between or among existing or future uses in the vicinity,
 2. minimizes the visual and aesthetic impact along the public street of the proposed increased parking by placing parking lots to the rear or along the side of buildings, to the maximum extent feasible,
 3. minimizes the visual and aesthetic impact of such additional parking on the surrounding neighborhood,
 4. creates no physical impact on any facilities serving alternative modes of transportation,
 5. creates no detrimental impact on natural areas or features,
 6. maintains handicap parking ratios,
 7. results in a ratio that does not exceed one-space-per-employee (1:1), and
 8. is justified by a travel demand management program which has been submitted to and approved by the city.

Site Arrangement



The proposed modifications to the site arrangement maintains all substantial elements of the approved plan as well as incorporates the 2018-1129 SIP approval conditions (to the best that can be determined at this point in plan detail).

The proposed modifications do not change the traffic flow of the site or expected to impact adjoining roadways. The landscaping character is maintained, design guidelines and approval conditions are met. Minimum pedestrian connectivity and bicycle facilities are met.

No comments were provided from Public Works, Police or Fire Departments.

Conclusion

Criteria for Approval River Prairie Design Standards & Guidelines Section VIII.

Staff Recommendation Planning Department recommends the Plan Commission **approve** the Amendment to the Specific Implementation Plan as being in substantial conformance with the General Implementation Plan. No modifications from the proposal are recommended.

Everyday Surveying and Engineering, LLC



WNB Financial Specific Implementation Plan Parking Lot Narrative

This narrative is to better explain the reasoning and need for this business to build a parking lot that will have a total of 30 stalls, 2 ADA and 28 Standard.

According to the River Prairie Design Guidelines, WNB Financial shall have a parking lot ratio of 3.5 stalls per 1,000 square feet. With the size of the proposed building, the proposed number of parking stalls is 18. The original design was passed during the meeting of Monday November 15th, and had a total of 19 parking stalls.

The owners of the bank would like to increase the total number of parking spaces from 19 to 30. Their thought is with the busy roads, there really is not room for street parking. This could cause a problem for parking during peak business hours as the number of patrons and employees would be close to exceeding the nineteen-stall parking lot. If they conduct any branch meetings, they would likely exceed the capacity of the 19 stalls that they originally called for.

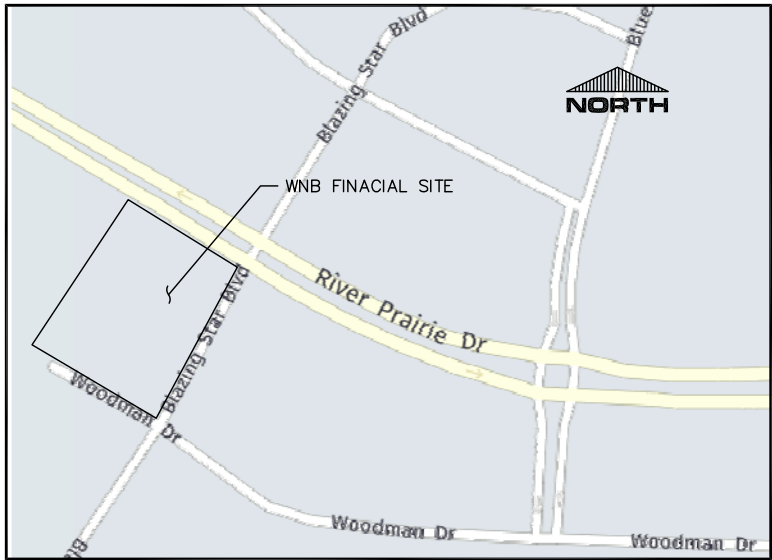
The owners also foresee people using their lot to keep their vehicles as they walk around the River Prairie Park area. With the new businesses coming in and the urban attraction of nice walking trails around the scenic river valley, they think that it would be beneficial to all offer some extra parking space.

The additional parking does not affect the flow of the lot. It does however reduce the amount of green space between the building and the parking lot. According to our stormwater computations, the additional pavement will not negatively affect the runoff for the site. We will still meet all of the requirements for infiltration which will be required for this site.

NOTE:

THIS IS A PRELIMINARY PLAN
SET AND HAS NOT RECEIVED
THE NECESSARY APPROVALS
TO COMMENCE CONSTRUCTION.

WNB FINANCIAL COMMERCIAL SITE PLANS CITY OF ALTOONA, EAU CLAIRE COUNTY

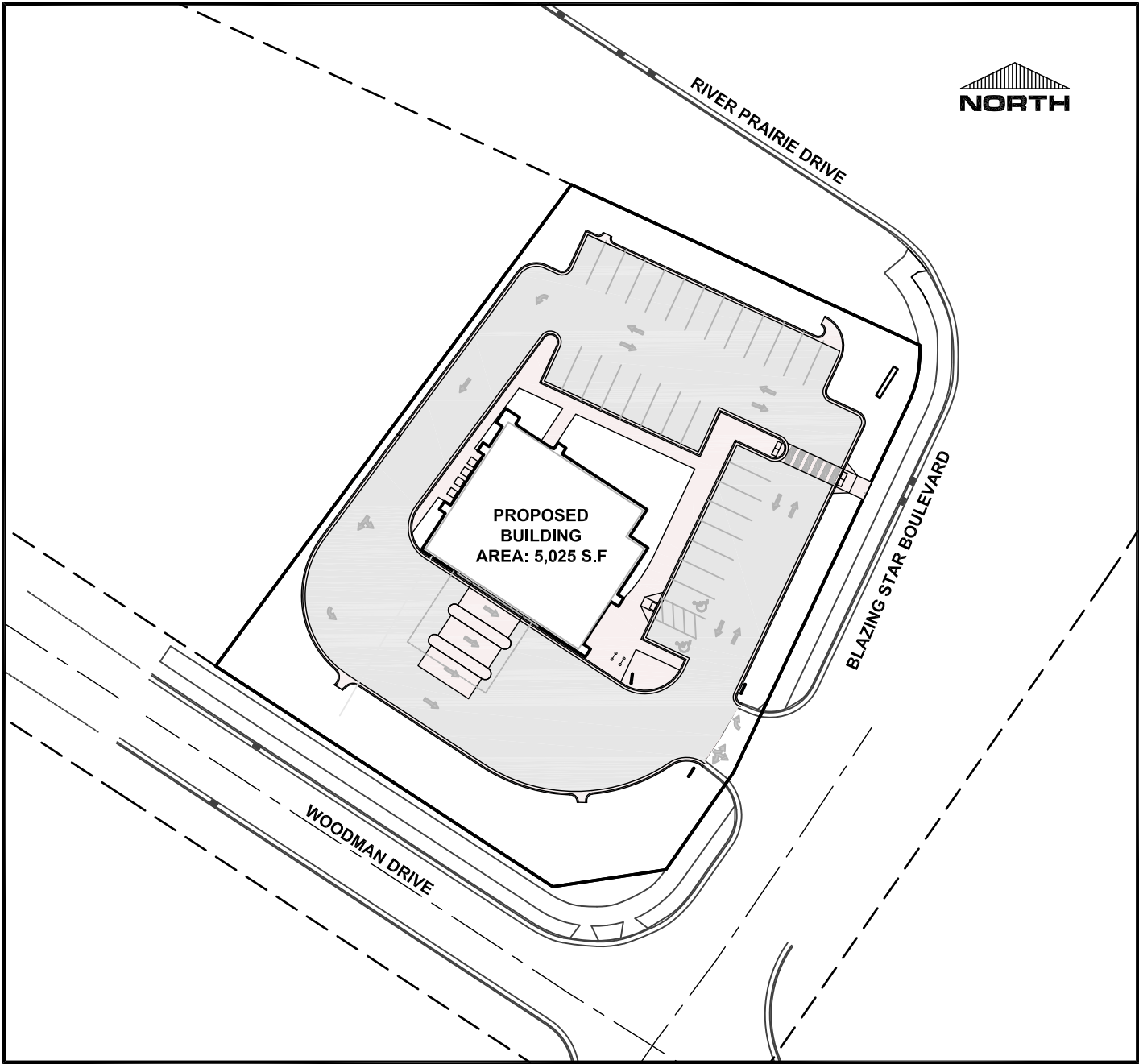


VICINITY MAP

(N.T.S.)



ESE PROJECT #: 18127
DATE: 10-29-18
REVISION: 01-04-19



PROJECT SITE

BLAZING STAR BOULEVARD, CITY OF ALTOONA

(N.T.S)

ARCHITECT:

HTG - ARCHITECTS
MS. MIRIAH WRIGHT
9300 HENNEPIN TOWN ROAD
EDEN PRAIRIE, MN 55347
EMAIL: MWRIGHT@HTG-ARCHITECTS.COM
PHONE: 952-278-8880

ENGINEER:

EVERYDAY SURVEYING & ENGINEERING, LLC
MR. MARK ERICKSON, P.E.
1818 BRACKETT AVENUE
EAU CLAIRE, WI 54701
EMAIL: MARK@KLDS.NET
PHONE: 715-831-0654

SHEET INDEX:

C100	TITLE SHEET
C101	EXISTING CONDITIONS PLAN
C102	SITE PLAN
C103	SITE PLAN DETAIL
C104	GRADING PLAN
C105	GRADING PLAN DETAIL
C106	EROSION CONTROL PLAN
C107	UTILITIES PLAN
C108	LANDSCAPE PLAN
C500	CONSTRUCTION DETAILS
C501	CONSTRUCTION DETAILS
A2.1	FLOOR PLAN
A3.1	ELEVATION PLAN

NOTE:

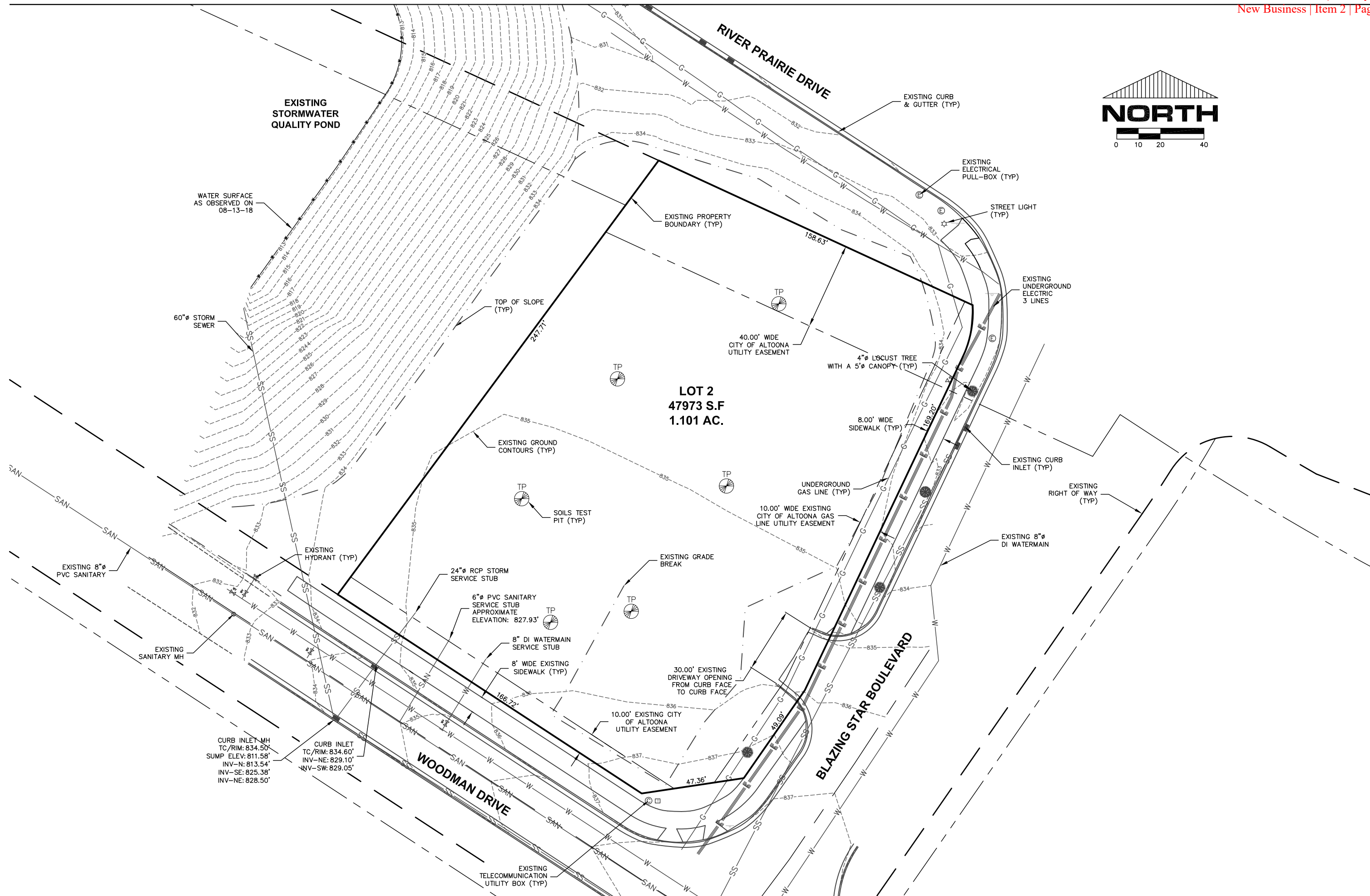
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SET AND HAS NOT RECEIVED
THE NECESSARY APPROVALS
TO COMMENCE CONSTRUCTION.

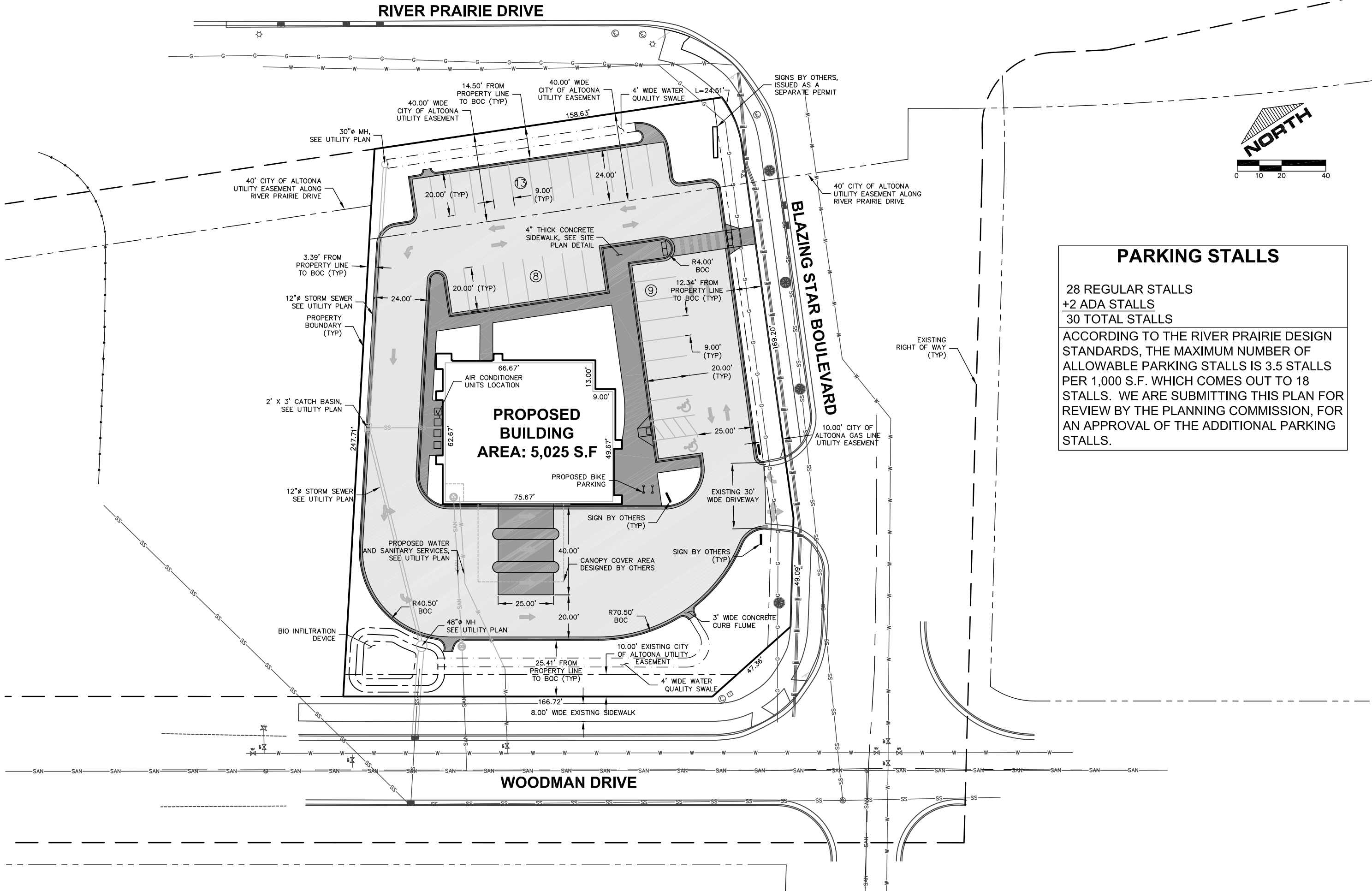
EVERYDAY SURVEYING & ENGINEERING



CHK BY:	MAE	DWG NAME:	EXISTING
DATE:	01-04-19	APRVD:	

**WNB FINANCIAL
EXISTING CONDITIONS**





PARKING STALLS

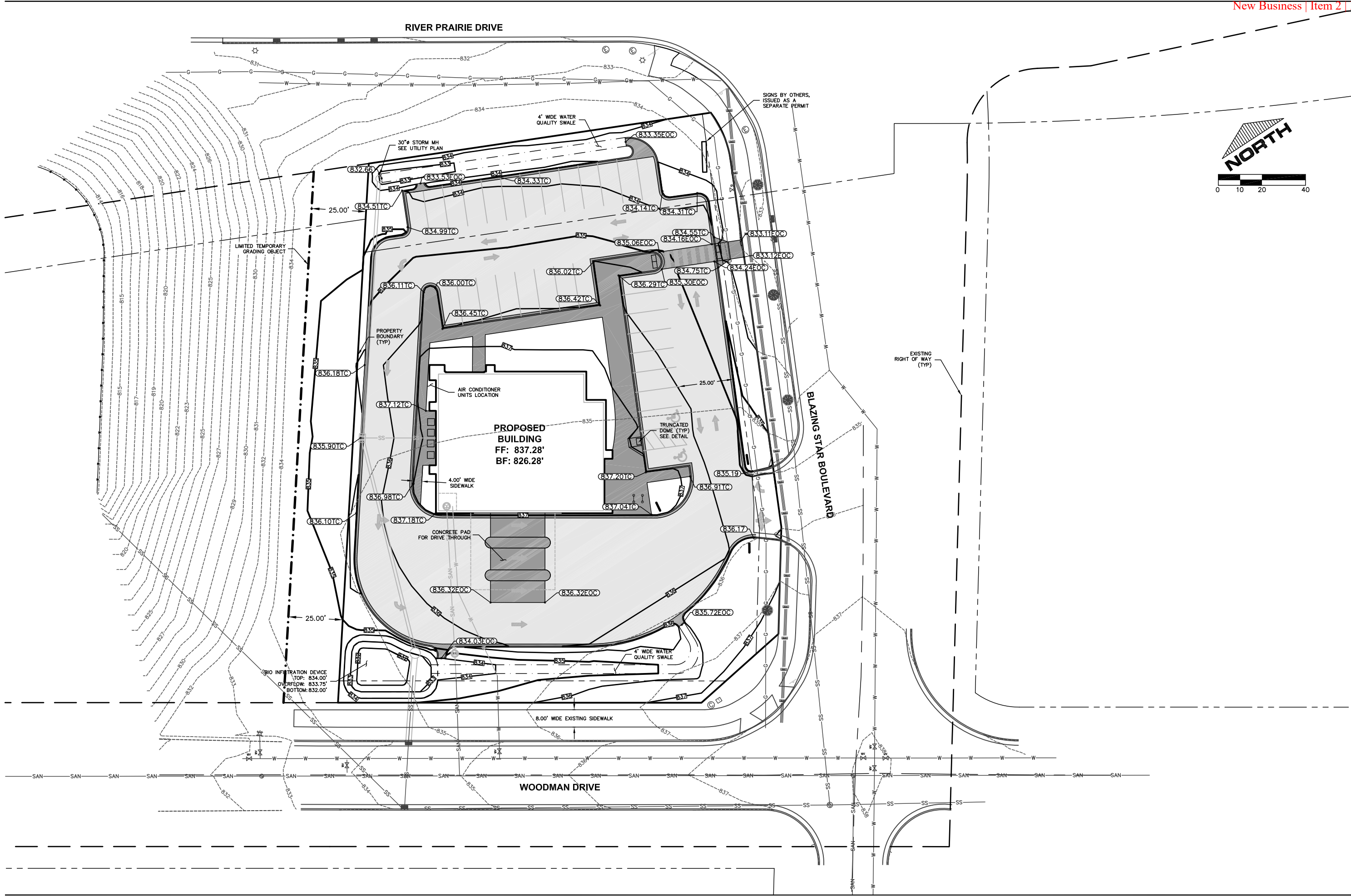
28 REGULAR STALLS
+2 ADA STALLS
30 TOTAL STALLS

ACCORDING TO THE RIVER PRAIRIE DESIGN STANDARDS, THE MAXIMUM NUMBER OF ALLOWABLE PARKING STALLS IS 3.5 STALLS PER 1,000 S.F. WHICH COMES OUT TO 18 STALLS. WE ARE SUBMITTING THIS PLAN FOR REVIEW BY THE PLANNING COMMISSION, FOR AN APPROVAL OF THE ADDITIONAL PARKING STALLS.



DR BY: SRM	JOB NO: 18127
CHK BY: MAE	DWG NAME: SITE PLAN
DATE: 01-04-19	APRVD: / /

**WNB FINANCIAL
SITE PLAN - DETAIL**



EVERYDAY SURVEYING & ENGINEERING
dba: KRAMER LAND DESIGN
1818 BRACKET AVENUE • EAU CLAIRE, WI 54701
PH: (715) 831-0634 • EMAIL: INFO@KLDSEI.NET

DR BY:	SRM	JOB NO:	18127
CHK BY:	MAE	DWG NAME:	GRADING
DATE:	01-04-19	APPROV:	--/--/--

WNB FINANCIAL
GRADING PLAN
CITY OF ALTOONA, EAU CLAIRE COUNTY, WI
PAGE NO:
C104



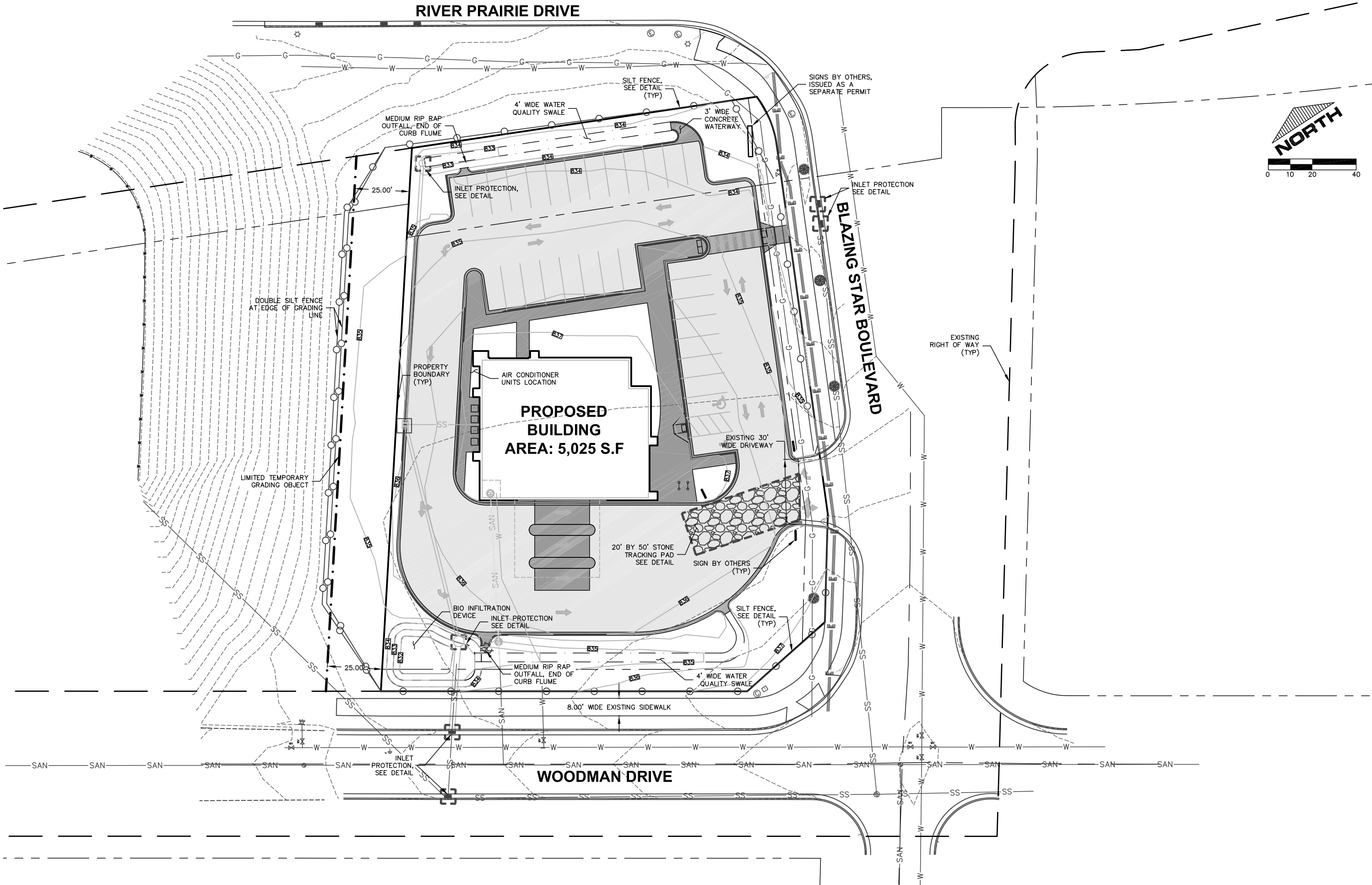
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CHK BY: MAE	DWG NAME: GRADING
DATE: 01-04-19	APRVD: / /

**WNB FINANCIAL
GRADING PLAN DETAIL**

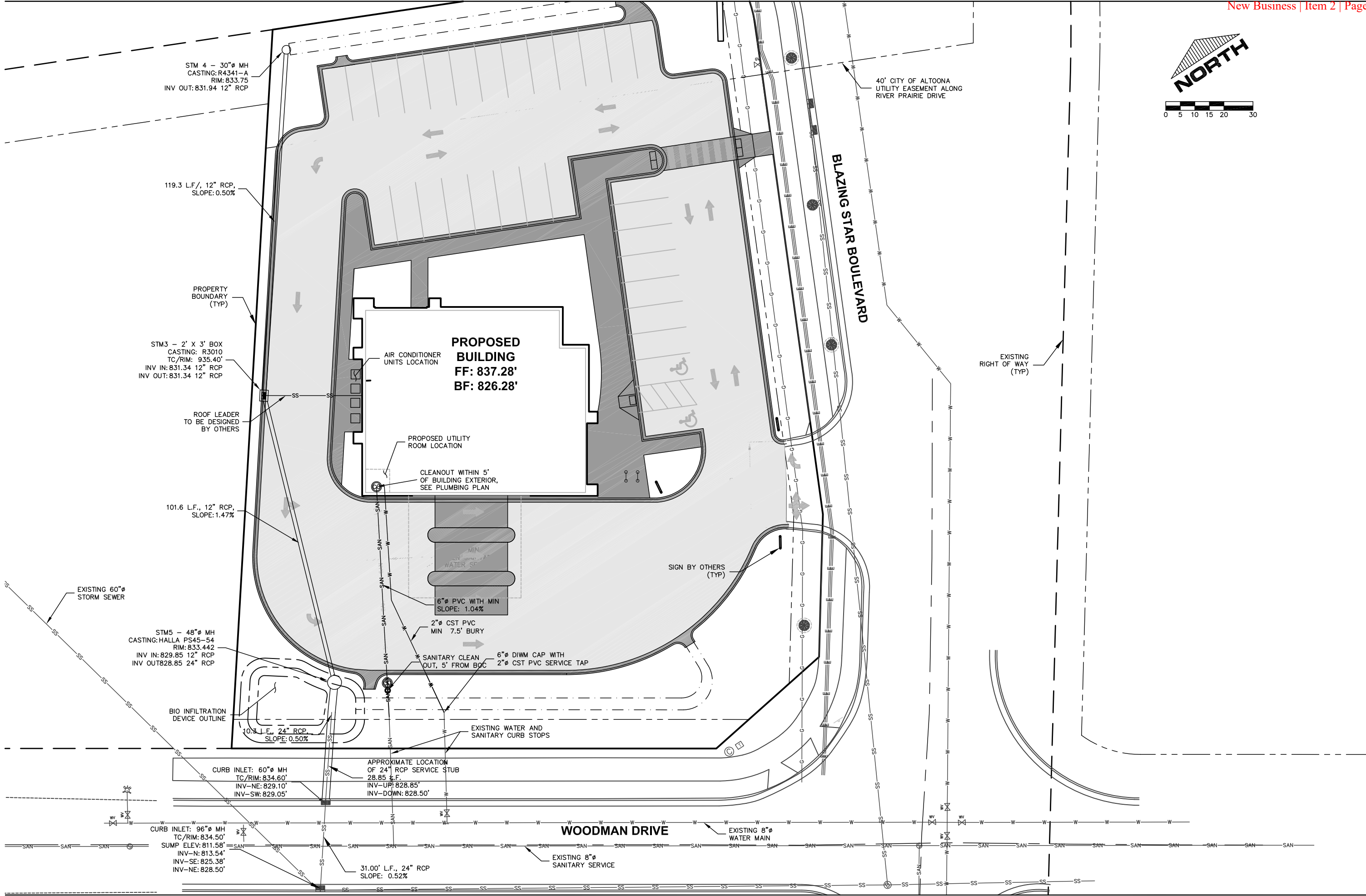
CITY OF ALTOONA, FAUCLAIRE COUNTY, WI

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C105



EVERYDAY SURVEYING & ENGINEERING dba: KRAMER LAND DESIGN 1818 BRACKET AVENUE • EAU CLAIRE, WI 54701 PH: (715) 821-0624 • EMAIL: INFO@KLS.NET	DR BY: SRM	JOB NO: 18127	WNB FINANCIAL EROSION CONTROL PLAN CITY OF ALTOONA, EAU CLAIRE COUNTY, WI
	CHK BY: MAE	DWG NAME: EROSION	
	DATE: 01-04-19	APPROV: --/--/--	
	PAGE NO: C106		



EVERYDAY SURVEYING & ENGINEERING
dba: KRAMER LAND DESIGN
1818 BRACKET AVENUE • FAULCLARE, WI 54701
PH: (715) 851-0624 • EMAIL: INFO@KLDSE.NET

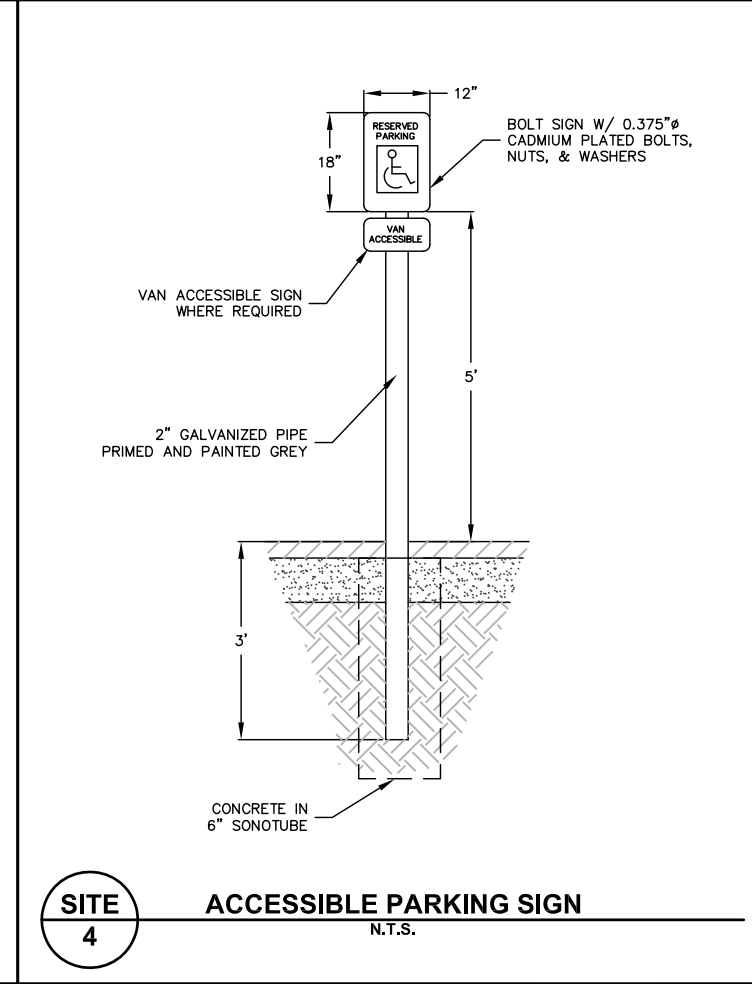
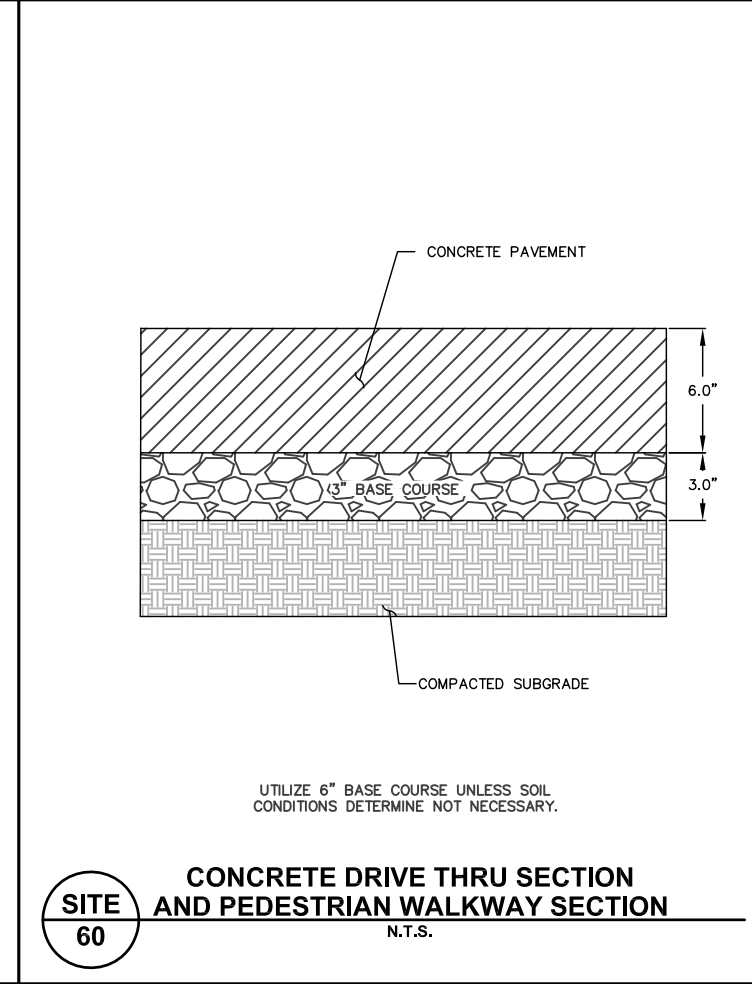
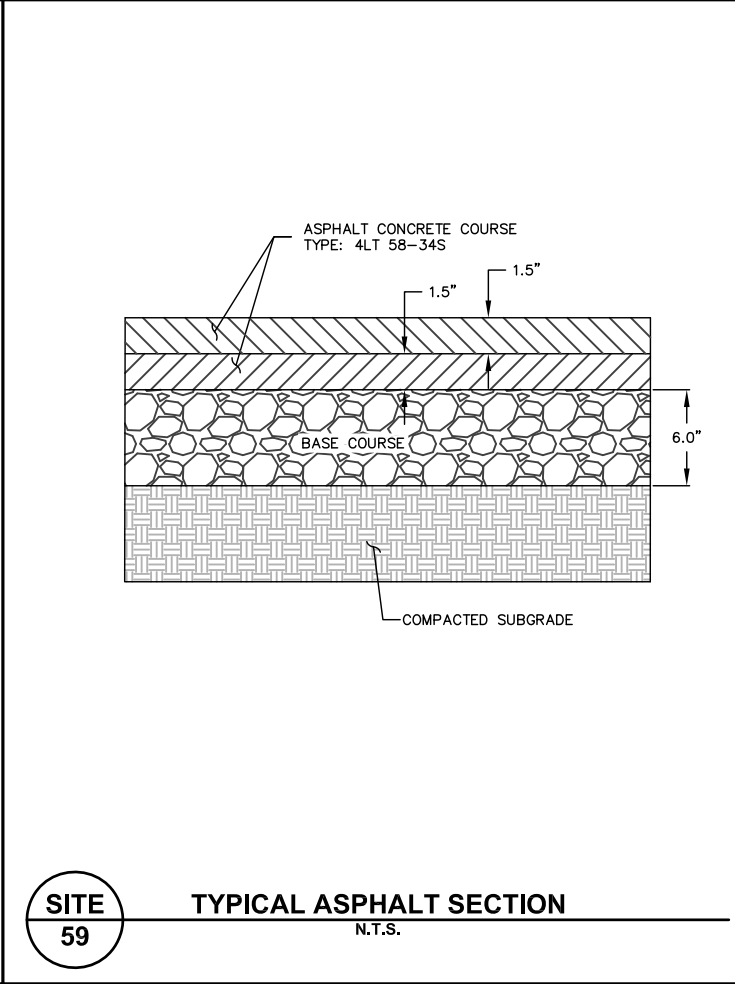
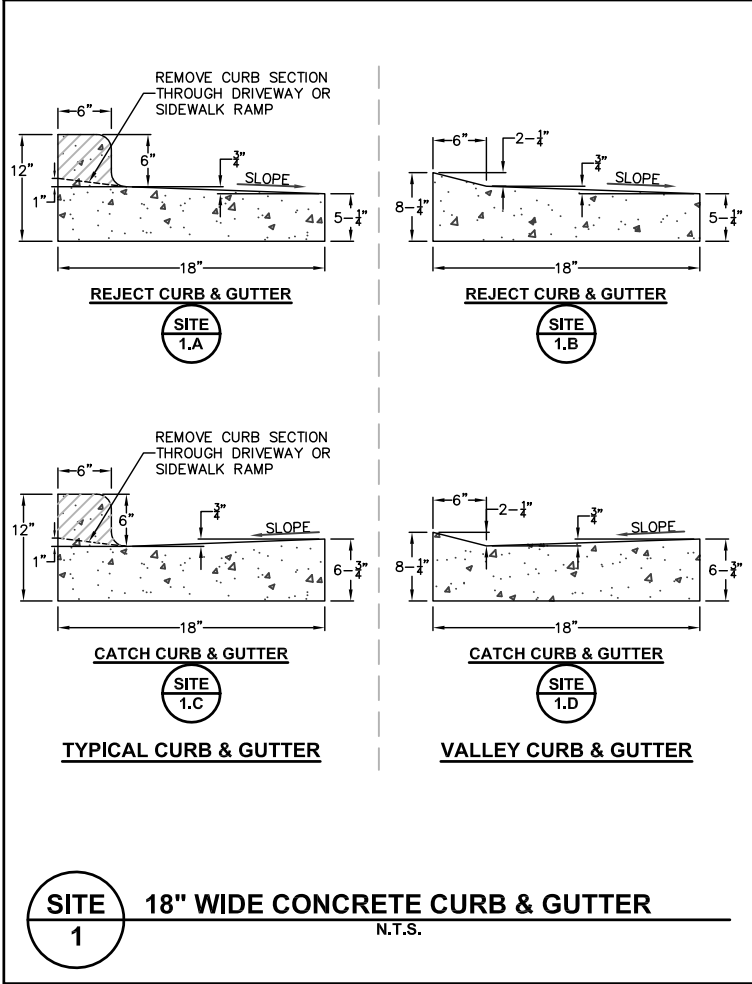
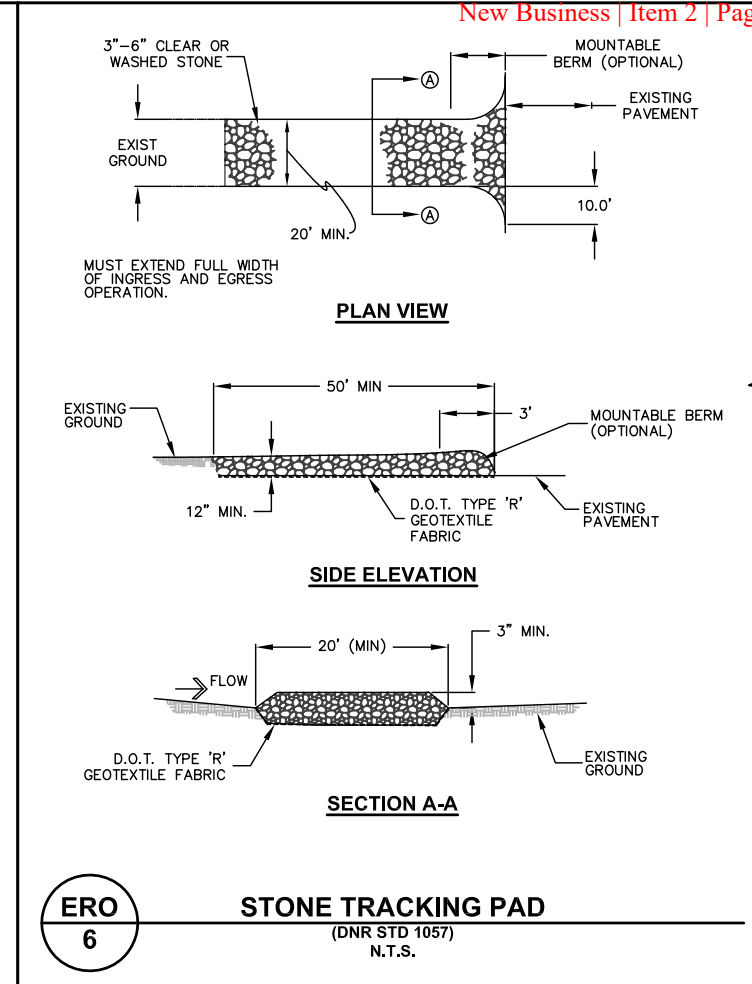
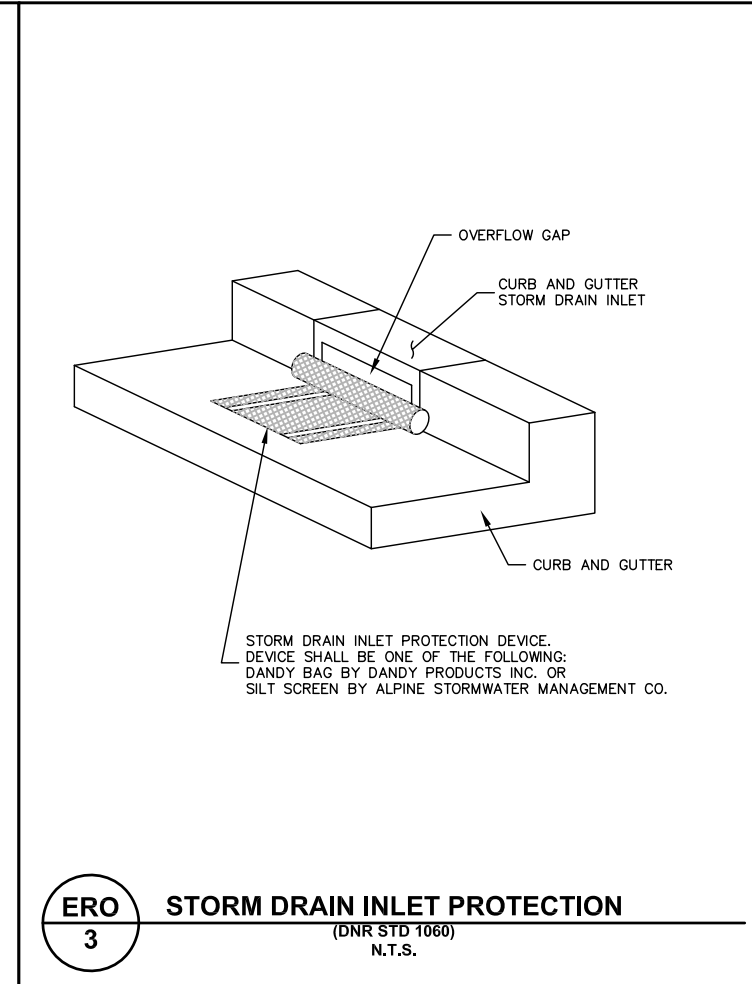
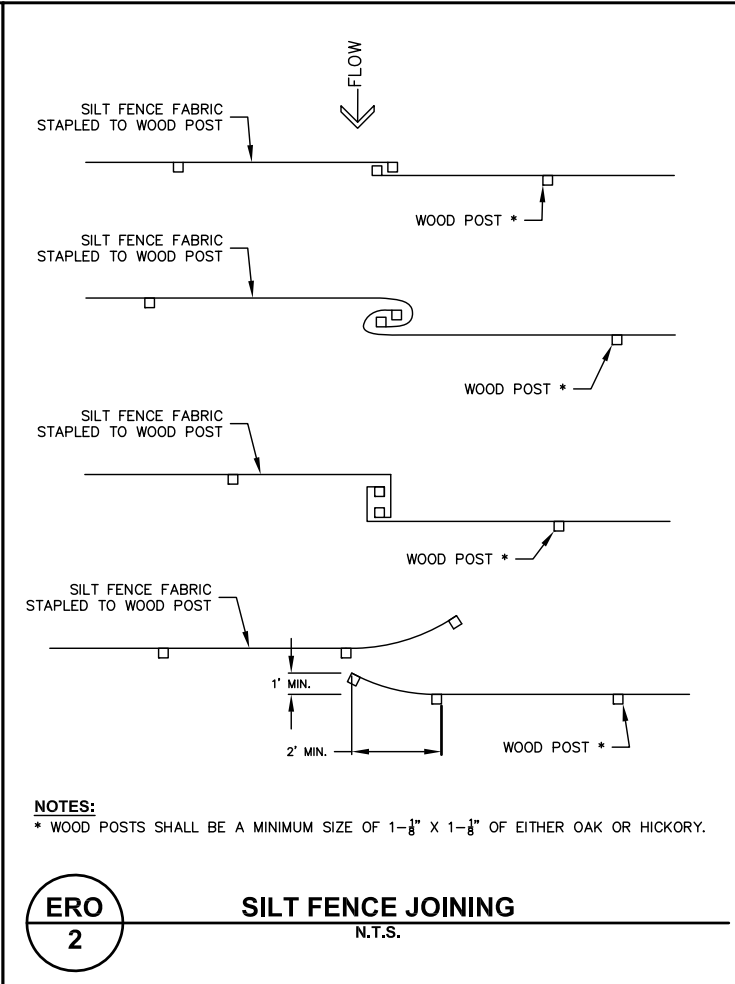
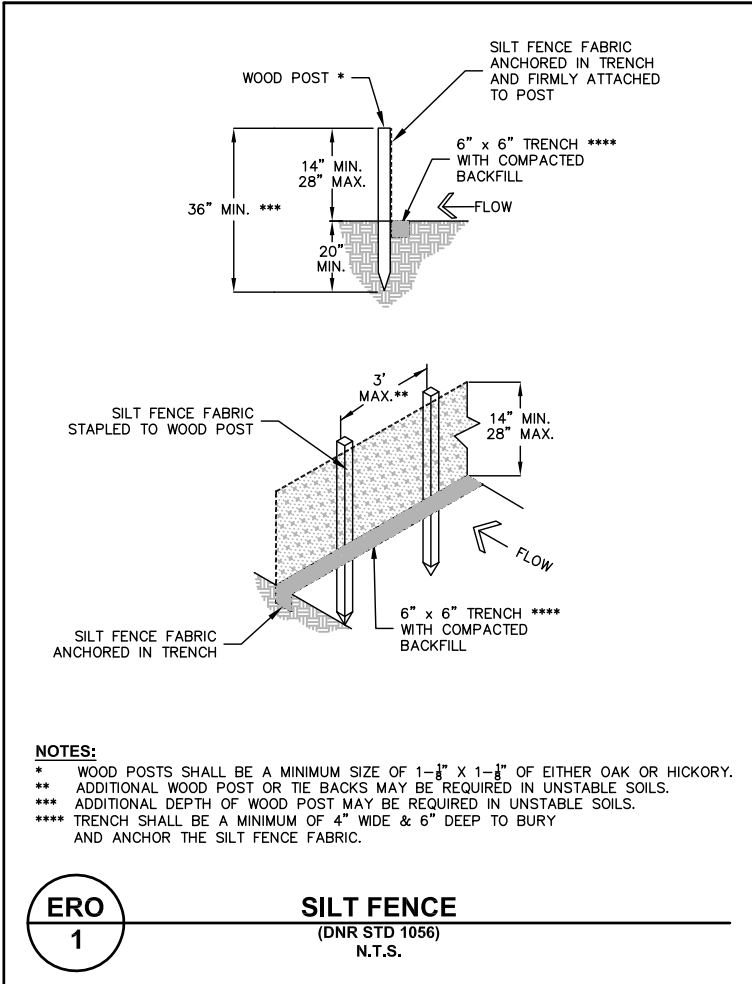
DR BY: SRM	JOB NO: 18127
CHK BY: MAE	DWG NAME: UTILITIES
DATE: 01-04-19	APPROV: --/--/--

WNB FINANCIAL
UTILITIES PLAN
CITY OF ALTOONA, EAU CLAIRE COUNTY, WI
PAGE NO:
C107



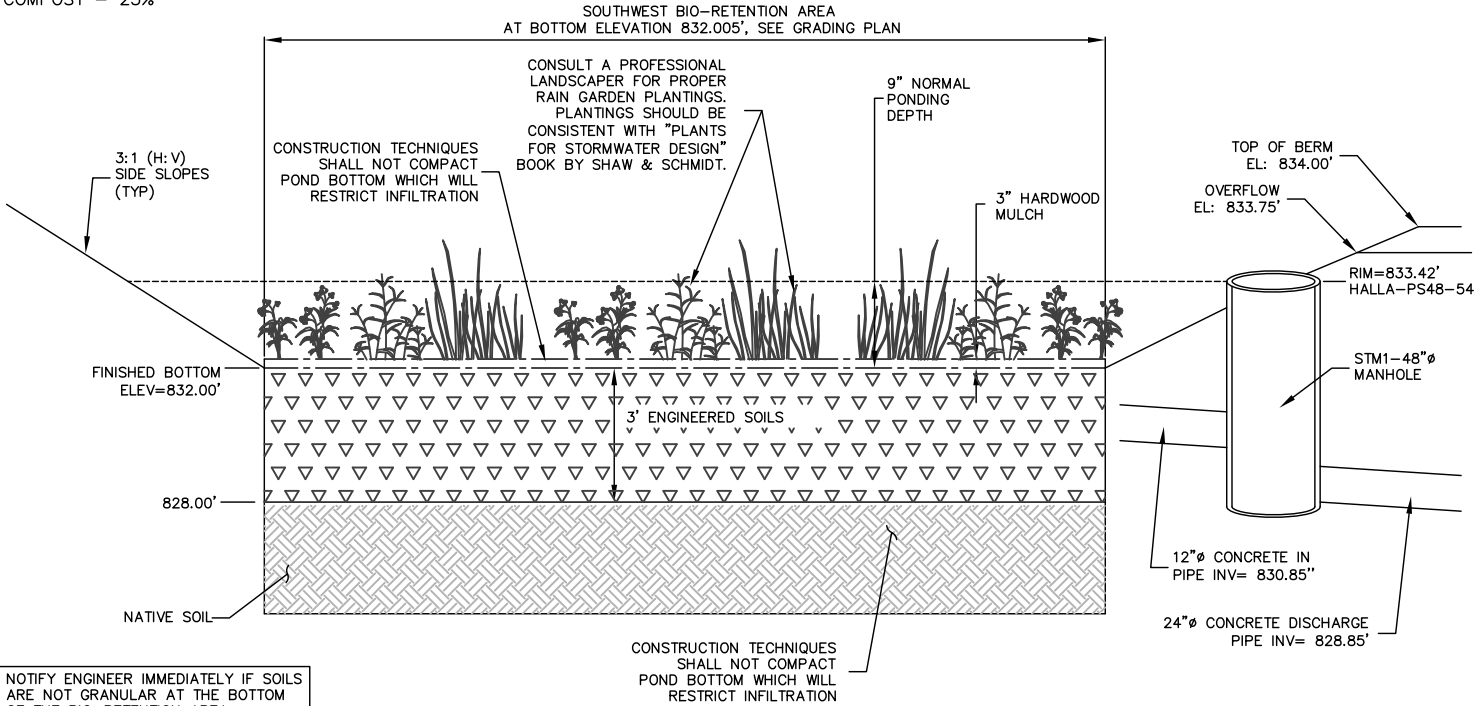
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CHK BY: MAE	
DATE: 10-29-18	APRVD: -- / -- / --

WNB FINANCIAL
LANDSCAPE PLANS

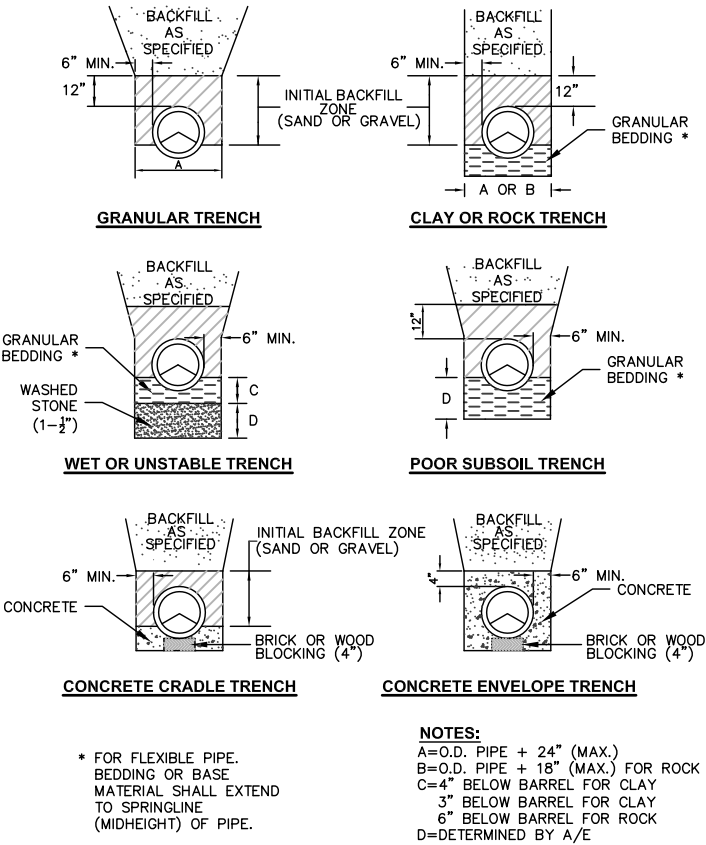


THE ENGINEERED SOIL LAYER SHALL CONSIST OF SAND & COMPOST. THE COMPOST MUST MEET THE WISCONSIN DNR SPECIFICATION S100 FOR COMPOST. THE SAND MUST MEET THE SPECIFICATIONS FOUND IN THE DNR TECHNICAL STANDARD 1004. THE MIX SHALL BE DESIGNED USING THE PERCENTAGES SHOWN BELOW:

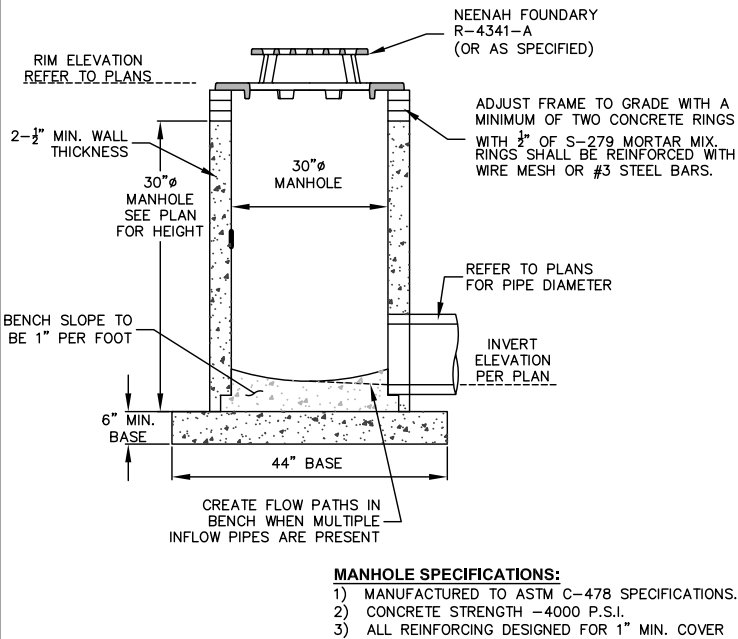
SAND - 75%
COMPOST - 25%



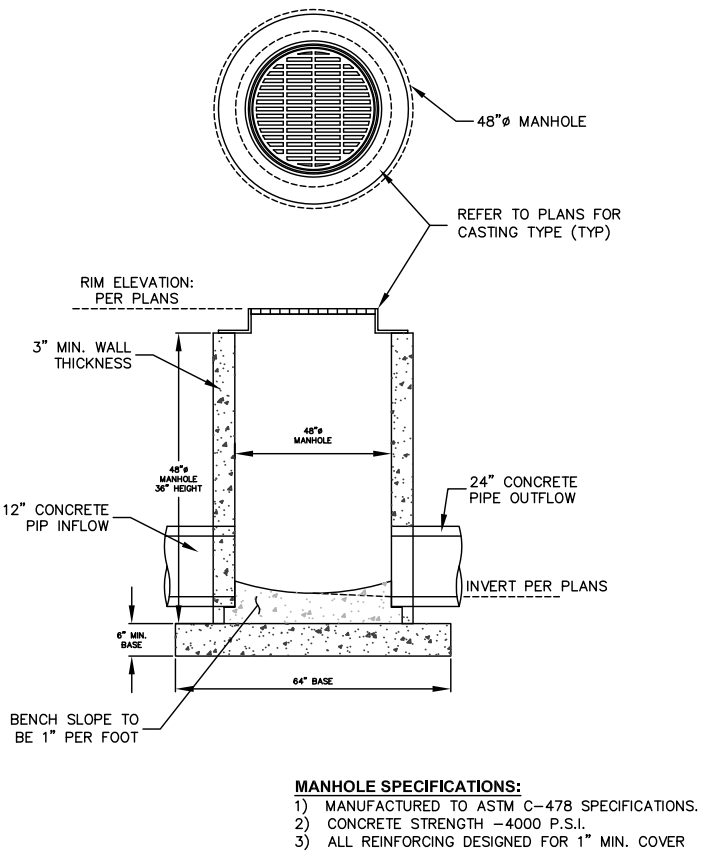
SOUTHWEST BIO-RETENTION AREA
(N.T.S.)



SAN
5
PIPE INSULATION DETAIL
N.T.S.



STM
23
30" DIA BIO-RETENTION FACILITY MANHOLE
N.T.S.



STM
24
48" DIAMETER STORM MANHOLE
N.T.S.

**CITY OF ALTOONA, WI
REGULAR COUNCIL MEETING MINUTES
November 29, 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

City Clerk Cindy Bauer called the roll. Mayor Brendan Pratt, Council Members Dale Stuber, Red Hanks, Andrew Schlafer, Matt Biren, Tim Sexton, and David Rowe were present. Also Present: Attorneys Christopher Gierhart and Ben Lane, City Administrator Michael Golat, Police Chief Jesse James, City Engineer/Director of Public Works David Walter, City Planner Joshua Clements, Finance Director Tina Nelson, Management Analyst Roy Atkinson, and City Clerk Cindy Bauer.

(IV) Citizen Participation Period

Motion by Biren/Schlafer to extend the Citizen Participation Period. Sexton against. **Motion carried.**

The following people spoke regarding the proposed Casey's General Store being developed on St. Andrews Drive/Sawgrass Place.

Anita Norha, 3701 US Hwy 12, owns the Retreat Center next to the proposed lot for Casey's. Norha had questions regarding the storm water pond. Norha asked that it be a condition that the water from the proposed Casey's does not go into the wet detention pond that sits 44 feet uphill from their well.

George Faunce, 2110 St. Andrews Drive had concerns with the safety of the entrance on St. Andrews Drive.

Chuck Slobodnik, 1314 Whistling Straits Court requested that Casey's operation hours be reduced and the light fixtures be the same as the Casey's in Amana, Iowa.

Deb Swan, 2081 St. Andrews Drive had concerns with the exterior design of Casey's and compared the design of the Casey's in Amana, Iowa.

Terry Magnuson, 1316 Cypress Court, referred to dumpster locations at the Bayhome apartment buildings within the Hillcrest Subdivision and asked that Casey's follow compliance with their approved site plan.

Linda Flynn, 1800 St. Andrews Drive, had concerns with health and environmental issues if Casey's was to build their store on St. Andrews Drive.

Vicki Bennett, 2285 St. Andrews Drive had safety and property value concerns.

Dennis Bennett, 2285 St. Andrews Drive had health and safety concerns with a gas station being next to The Classic.

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

(V) Approval of minutes.

Motion by Rowe/Hanks to approve the minutes of the November 8, 2018 Regular Council Meeting.

Motion carried

(VI) City Officers/Department Heads Report

City Administrator Golat welcomed and congratulated Jesse James as the new State Representative Elect Assembly District 68.

Police Chief Jesse James reminded Residents that calendar parking is now in effect starting November 15 until April 15 and to follow the ordinance by shoveling sidewalks within 24 hours following the end of a

snow fall. James also mentioned that they will be enforcing the back in parking in the River Prairie Development. James commented on the Altoona Police Department's website and mentioned some of the services they provide.

CE/DPW Walter commented on the Emerald Ash Borer Mitigation Program that will be starting now and into 2019.

City Planner Joshua Clements mentioned that the next Chippewa Valley Housing Task Force Meeting will be held on December 14, 2018 at the LE Phillips Memorial Public Library at 8:00 a.m..

City Committee Reports – None.

(VII) Unfinished Business – None.

(VIII) New Business

(1) Public Hearing and Presentation of the 2019 City of Altoona Budget at 6:00 p.m.

Mayor Pratt opened the public hearing at 6:35 p.m.

Finance Director Tina Nelson noted that the 2019 budget requires a public hearing prior to action by the Council. Nelson provided a summary related to the budget. Nelson mentioned that the 2019 budget was discussed at several budget committee meetings during August, September, October and November. The Final 2019 Budget was discussed by the Budget Committee prior to the Council on November 29, 2019.

The 2019 budget for governmental purposes (General Fund, Library, Capital Projects and Debt Service) includes over \$11.06 million in expenditures, with approximately \$8.16 million in non-tax revenues, requiring a property tax levy of \$2,905,200.

The proposed **General Fund** budget represents \$5.62 million in general operations, which includes a property tax levy of \$1,873,607 which represents 64.49% of the total levy.

The **Library** budget represents \$547,877 in operations, which includes a property tax levy of \$316,593, representing 10.89% of the levy.

The **Capital Projects Fund** budget is \$1,705,746. Sources of funds for the projects include \$259,000 from Grant Funds and \$26,000 equipment trade-in. This leaves a balance of 1,420,746 in bonding. The City has the capacity to borrow, and the financing will be structured to maintain a leveled debt service to the extent possible.

The allocation of the projects by fund is as follows:

Water	\$ 1,109,714
Sanitary Sewer	\$ 468,073
Storm Water	\$ 130,044
TID #3	\$ 3,842,371
General Fund	\$ 1,705,746

The **Debt Service Fund** requires \$3.18 million in principal and interest payments for 2019. \$2,472,052 is due by the Tax Increment Districts. The remaining \$715,000 will be obtained through the property tax levy; this represents 25.63% of the total levy.

The **Water Utility** budget for 2019 reflects no rate increase.

The budget for the **Sewer Utility** budget reflects the same rates in 2019 as in 2018.

The *Storm Water Utility* budget for 2019 reflects no increase over 2018 rates

Motion by Sexton/Rowe to close the public hearing at 6:39 p.m. **Motion carried.**

(VIII)(2) Discuss/consider approval of Resolution 11A-18, a resolution approving the 2019 City of Altoona Budget.

Motion by Stuber/Hanks to approve Resolution 11A-18, a resolution adopting the 2019 budget for the City of Altoona. Schlafer against. **Motion carried.**

(VIII)(3) Discuss/consider awarding of Audit Services contract for the 2018-2020 annual audits. (Discussed at the November 29, 2018 Finance Committee Meeting).

City Administrator Golat explained that in November 2018, a request for proposals was sent to five audit firms, soliciting their proposals for audit services for the years of 2018 – 2020. The City received four responses with the total audit services costs disclosed ranging from \$83,325 to \$114,150. The responding firms are all recognized for their expertise and application to audit standards and GASB rules. All disclosed specific pricing for any additional audits, if needed. This item was reviewed by the Finance Committee on November 29, 2018 prior to the City Council Meeting. A summary of the proposals was attached in the meeting materials for Council's consideration. The Finance Committee recommended awarding the 2018-2020 Audit Services contract to CliftonLarsenAllen LLP in the amount of \$83,325.00.

Motion by Sexton/Biren to approve the recommendation of the Finance Committee and award the 2018-2020 Audit Services contract to CliftonLarsenAllen LLP. **Motion carried.**

(VIII)(4) Discuss/consider approval of the Final Implementation Plan for Casey's General Store in the Hillcrest Greens Planned Community Development.

Council Member Dale Stuber and City Attorney Christopher Gierhart recused themselves from the meeting for this agenda item.

City Administrator Golat gave a brief summary of the process regarding the General and Final Implementation Plan for Casey's General Store.

City Administrator Golat gave some background information regarding the timelines of Council and Plan Commission meetings regarding the Final Implementation Plan for Casey's General Store. (For a detailed history, refer to the 11/29/18 Council Summary). During the October 8 Plan Commission meeting the Commissioners appointed a subcommittee to engage in detailed negotiations with the petitioner with the intent on preparing a revised proposal. The Commission appointed Mayor Pratt, Commissioners Oas-Holmes and Albrecht, supported by Attorney Lane, Administrator Golat and Planner Clements. That negotiation took place on November 7. The petitioner is currently working on modifications to the Site Plan to address DNR stormwater requirements as well as incorporate the proposed conditions.

City Administrator Golat noted that the recommended conditions are the result of the negotiation of the Plan Commission subcommittee with representatives of Casey's and representative of Jim Rooney that took place on November 7. The Plan Commission voted 5-2 on November 12 to recommend approval with these conditions.

Attorney Ben Lane, Legal Counsel for the City of Altoona referred to the proposed conditions for Final Implementation Plan for Casey's Development and commented on the November 26, 2018 memorandum from Jeffrey Vercauteren, Attorney for Casey's General Stores. Lane's recommendation is to move forward with the conditions as presented.

Amy Costello, Legal Counsel for Casey's General Store commented that during the negotiation process, Casey's voiced several times that there were some conditions they felt were not strictly allowable under the ordinance as written. Costello said Casey's has voluntarily agreed to a number of those restrictions and as drafted Casey's has no objections, and, if approved as submitted, Casey's agree to the recommendations and agreements that were reached during the negotiation process.

Kendra Meyer, Casey's General Store gave a presentation on the history of Casey's General Stores and

commented on the updated Site Plan, Landscape Plan, and Lighting Plan since the November 12 Plan Commission meeting. Casey's also provided a proposed sign plan. The proposed Timeline provided by Casey's General Store is as follows: Anticipated Construction Start: May 2019 and Anticipated Construction Completion/Store Opening: Late September 2019.

Mike Siedsma, Civil Engineer for Casey's was available by phone to answer any questions regarding the site plan, in particular, DNR regulations and the storm water pond.

There was discussion by the Council regarding having two entrances on Sawgrass Place versus one entrance on St. Andrews Drive and the other driveway on Sawgrass Place.

Attorney Lane read the proposed 15 conditions as recommended by the negotiation committee.

Council Members Biren and Schlafer mentioned some of the reasons they voted against at the Plan Commission Meeting. Member Schlafer noted that one of the conditions that Casey's did not come to terms was the hours of operation. Schlafer would like to see the hours of operation from 6:00 a.m. until 11:00 p.m., not 5:00 a.m. to Midnight as written in the proposed conditions.

Motion by Hanks/Rowe to approve the proposed Final Implementation Plan for Casey's General Store in the Hillcrest Greens Planned Community Development with the enclosed negotiated conditions. Discussion followed. Roll call vote, 2-ayes, Hanks, Rowe, 3-nays, Biren, Schlafer, Sexton. **Motion failed 2-3.**

Attorney Lane then clarified that the conditions will be sent back to the Plan Commission for further negotiations.

Amy Costello, Legal Counsel for Casey's asked if the Council would be willing to entertain a vote of the restricted hours and see if they come to the same outcome? Attorney Lane said a motion could be made for reconsideration and raising an additional condition at this time.

Motion by Sexton/Rowe for reconsideration to modify the conditions regarding the hours of operation, changing the hours of operation from 6 a.m. -11 p.m. and approve the Final Implementation Plan. Roll call vote, 3-ayes, Sexton, Rowe, Hanks, 2-nays, Schlafer, Biren. **Motion carried 3-2.**

Council Member Stuber and Attorney Gierhart returned for the remainder of the meeting at 7:55 p.m.

(VIII)(5) Discuss/consider approval of a Specific Implementation Plan for WNB Financial in the SW Quadrant of River Prairie.

City Planner Clements explained that the Specific Implementation Plan illustrates architecture and site design elements for WNB Financial to be located on the NW corner of Woodman Drive and Blazing Star Boulevard in the Southwest Quadrant of River Prairie. The property is approximately 1.013 acres and is a prepared "pad ready" site. Vehicle access to the site will be utilized from an existing driveway on Blazing Star. The building will be approximately 5,025, single-story financial services office building. The proposal includes 19 parking spaces, which is one more than would be permitted by the Design Guidelines. Staff recommends approval of the proposal, as the additional space is not anticipated to negatively impact aesthetics or performance of the site, public infrastructure, or nearby property.

City Planner Clements noted that the Plan Commission voted 7-0 to recommend approval with staff recommended conditions at its 2018 November 12th meeting. Staff recommends approval of the Specific Implementation Plan as being in substantial conformance with the River Prairie Design Guidelines & Standards with the following recommended modification (conditions):

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

1. 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. Bicycle racks shall be "U Stand" or "Rounded A" design, or substantially similar, as described in *Altoona Municipal Code* Chapter 19.52, installed per manufacturer specifications. The "Site Plan C102" sheet suggests that the fixtures will need to be moved a greater distance from the curb to prevent overhang into vehicle circulation areas.

3. The site represents one additional parking space than permitted per the River Prairie Design Guidelines and Standards. The additional space is approved as proposed, as this change does not materially impact function or aesthetics of the site, public infrastructure, or nearby property.
- B. **Landscaping** [RPDG IX 6]
 1. Final Landscape Vegetation and Layout as prepared by professional landscaper (per submission page C105) shall be prepared and reviewed/approved by City Staff prior to installation. The City Council hereby specifically delegates final 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.
 - i. Whereas: “All developments shall establish groves and belts of trees along all city streets, in and around parking lots, and in all landscape areas that are located within fifty (50) feet of any building or structure in order to establish at least a partial urban tree canopy. The groves and belts may also be combined or interspersed with other landscape areas in remaining portions of the development to accommodate views and functions such as active recreation and storm drainage” [RPDG IX 6 (D)].
 - ii. Whereas: “In approving the required landscape plan, the Council, with the Plan Commission’s input, shall have the authority to determine the optimum placement and interrelationship of required landscape plan elements such as trees, vegetation, turf, irrigation, screening, buffering and fencing [based upon 12 criteria]” [RPDG IX 6 (G)]
 2. Native canopy trees shall be planted in the center of the boulevard between the existing walkway and Woodman Drive at not greater than 25-foot average spacing [RPDG IX 6(D)(2)(a)] approximately as indicated in the enclosed illustration.
 3. Not less than one additional native canopy tree shall be added on the southwest corner of the lot, approximately as indicated in the enclosed illustration.
 4. The elements identified in the concept landscape plan shall be native canopy trees, per the River Prairie Design Guidelines: Canopy trees shall only be substituted with ornamental trees “where overhead lines and fixtures prevent normal growth and maturity” [RPDG IX 6 (D) 2(c)]. However, due to placement of one or more of these features, they may reasonably obstruct the proposed sign location. The petitioner shall clarify the placement and species in submittal of final landscape plan for review/approval.
 5. Native canopy trees shall be planted at or near the west property boundary (between proposed site and storm water facility) at not greater than 40-foot spacing [RPDG IX 6 (D)] (see 1.i, above), not less than 6 specimens (~247’ boundary x 40’ avg spacing). Due to proximity of proposed through lane, specimens may be placed on adjoining City property within ten feet of the curb. This condition is referenced upon [RPDG IX 6 (D)] as well as the purpose of shading of pavement and parking areas ([RPDG IX 1(M)]).
 6. 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)].
 7. Tree selection shall be native species with minimum diversity and planting size as illustrated in the RPDG [IX 6 (D)].
 8. Bio-infiltration devices and water quality swales shall be attractively landscaped with horticulturally appropriate rain garden plantings and shall not be predominately turf grasses.
 9. All planting areas, shall be permanently irrigated, except bio-infiltration devices and except those designed as xeriscaping [RPDG IX 6 (I)]. Water conservation strategies are strongly encouraged [RPDG IX 6 (E)(3)].

10. Existing trees shall be preserved to the extent reasonably feasible. Those removed or damaged shall be replaced.
- C. **Building and Architectural Standards** [RPDG IX 7]
 1. Any/all mechanical equipment, including roof-mounted units, shall be appropriately screened by building-compatible materials or landscaping [RPDG, IX 7 H].
 2. 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.
 3. 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)]. Lighting plan shall be submitted for review with construction documents and shall clearly illustrate how this standard is achieved.
 4. 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.
- D. **Utilities**
 1. If the building features a sprinkler system, the Fire Department Connection (FDC) shall be 4" STORTZ and shall be located on the east or south 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.

Motion by Sexton/Hanks to approve the proposed Specific Implementation Plan for WNB Financial as being in substantial conformance with the River Prairie Design Guidelines & Standards with staff recommended modifications. **Motion carried.**

(VIII)(6) Update regarding Windmill Signage Project in the River Prairie Development. Possible action to follow.

City Administrator Golat explained that the City budgeted \$100,000 for an announcement feature in River Prairie. The intent of the announcement feature is primarily to draw the attention of the traveling public from along the Highway 53 corridor into the development. At the October 23, 2018 City Council meeting, Staff presented several options for the installation of a windmill announcement sign and Council concluded the best option was to erect a static windmill/sign in the space near the flag poles on the Staybridge Suites property.

City Administrator Gojlat noted that a structural engineering analysis was completed on the used tower City Staff had located, and the engineer determined that the tower was not suitable for use as a sign structure; therefore, staff directed the engineer to engineer a structure that could accommodate a sign and windmill. Staff also reached out to a windmill expert to determine some of the details of the design for the tower, and informed them regarding the City's plan to have a static windmill/sign feature. The windmill expert strongly discouraged keeping the windmill static. The engineer said the windmill is designed to move and needs to move or it will not withstand the wind stress. Therefore, Golat said staff is requesting additional direction from council. Staff's recommendation is to install a tall vertical sign at the subject location without a windmill attached, and, if budget allows, and Council thinks it is a good idea, install a windmill at another location in the park.

Consensus from the Council was to research more ideas/examples of types of announcement signs and bring back at a future Council Meeting. No action.

(VIII)(7) Discuss/consider approval of 2019 City of Altoona Work Plan.

City Administrator Golat explained that as part of the City Administrator's performance appraisal, the City Administrator proposed developing a work plan based on strategic planning initiatives that were developed in 2016 by Council and staff; the work plan was attached for Council review and approval. Golat said the work plan is intended to establish expectations and goals for the City Administrator to complete in 2019. Those expectations and objections will likewise be incorporated into the performance appraisals of the City's leadership team so that it is very clear what is required of each employee. Staff want to make sure that the work plan presented matches the City Council's expectations for 2019.

City Administrator Golat said the work plan will provide the Council and City leadership team with objective criteria upon which to measure our success in 2019. Golat noted that each member of the leadership team has reviewed the work plan and is on board with completing the plan in 2019. There will be routine, scheduled reviews of the work plan with each team member to assure the stated work is being completed in a timely manner.

Motion by Hanks/Rowe to approve the proposed 2019 City of Altoona work plan as presented. **Motion carried.**

(VIII)(8) Discuss/consider convening in closed session pursuant to Wis. Stats 19.85 (1)(e)

A. Purchase and/or sale of property.

Motion by Hanks/Biren to convene in closed session at 8:51 p.m. pursuant to Wis. Stats. 19.85 (1)(e) A. Purchase and/or sale of property, Roll call vote, 6-ayes, Biren, Hanks, Stuber, Rowe, Sexton, Schlafer, 0-nays. **Motion carried 6-0.**

(VIII)(9) Motion to reconvene to Open Session.

Motion by Hanks/Rowe reconvene to open session at 9:02 p.m. Roll call vote, 6-ayes, Biren, Rowe, Sexton, Stuber, Schlafer, Hanks, 0-nays. **Motion carried.** Nothing reported out of Closed Session.

(IX) Miscellaneous Business and Communication

Council Member Rowe mentioned that at this time Winterfest will not be taking place in 2019 on Lake Altoona.

Mayor Pratt updated the Council regarding the proposed plans for the property on Devney Drive which was previously the Country Terrace Assisted Living facility.

Clerk Bauer noted that concensus of the Council was to have the December Council Meetings on December 13 and December 20, 2018.

(X) Adjournment.

Motion by Hanks/Biren to adjourn at 9:10 p.m. **Motion carried.**

Minutes submitted by Cindy Bauer, City Clerk