

**MINUTES OF THE ALTOONA, WI  
REGULAR PLAN COMMISSION MEETING  
2019 January 14**

**(I) Call Meeting to Order.**

The meeting was called to order by Mayor Brendan Pratt at 5:30 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.

Also Present:                City Planner Joshua Clements  
  City Clerk Cindy Bauer

**(III) Citizen Participation Period.**

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

**(IV) Approval of minutes.**

Motion by Oas-Holmes/Roth to approve the minutes of the December 10, 2018 Regular Plan Commission meeting. **Motion carried.**

**(V) Unfinished Business.**

Member Schlafer mentioned that he has received letters and e-mails from residents concerning the location of the garbage dumpsters at the new apartments in the Hillcrest Developments and asked staff for any updates. City Planner Clements said he has been in contact with the owners and are working on a solution.

**(VI) New Business**

**(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).**

City Planner Joshua Clements explained that 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.

Member Roth asked if Casey's was the current owner on the lot as shown on the CSM. City Manager Clements was not fully aware of any land transaction at this time.

Motion by Hoepner/Roth to recommend to Council approval of the proposed Certified Survey Map for parcels #201-2378-01-000 and #201-2378-02-000. Roth requested to correct the spelling of Clairemont Ave as reflected on the CSM. **Motion carried.**

**(VI)(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).**

City Planner Clements explained that 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. The Specific Implementation Plan illustrates architecture and site design elements for a 5,025 sf<sup>2</sup> 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. Clements said 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 sf<sup>2</sup>, a total of 18 spaces would be permitted. The maximum spaces permitted is 3.5 spaces per 1,000 sf<sup>2</sup>. 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.

The 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.

Motion by Roth/Albrecht to 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. **Motion carried.**

**(VII) Miscellaneous Business and Communications.**

City Planner Clements commented on the continuous work of the Chippewa Valley Housing Committee.

**(VIII) Adjournment.**

Motion by Biren/Hoepner to adjourn at 5:40 p.m. **Motion carried.**

Minutes transcribed by Cindy Bauer, Altoona City Clerk