

**MINUTES OF THE ALTOONA, WI
REGULAR PLAN COMMISSION MEETING
2019 March 11**

(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,
Matthew Biren and Barb Oas-Holmes.

Also Present: City Administrator Mike Golat
City Planner Joshua Clements
City Engineer/Director of Public Works David Walter
Management Analyst Roy Atkinson
City Clerk Cindy Bauer
Cody Filipeczak, C & M Construction, Applicant for Devney Drive CUP

Absent: Member Andraya Albrecht

(III) Citizen Participation Period.

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

(IV) Approval of minutes.

Motion by Roth/Oas-Holmes to approve the minutes of the January 14, 2019 Regular Plan Commission meeting. **Motion carried.**

(V) Unfinished Business. None

Mayor Brendan Pratt recused himself from agenda Items 1 and 2.

(VI) New Business

(1) Public hearing at 5:30 p.m. or as soon thereafter as is possible regarding a Conditional Use Permit for 1511 Devney Drive (parcel # 201-1044-06-000) for “homes for the aged, philanthropic and charitable institutions” in the R3 zoning district (19.36.025 A).

Acting Chairman Andrew Schlafer opened the public hearing at 5:33 p.m.

City Planner Joshua Clements explained that the petitioner Cody Filipeczak D.B.A. Chippewa Valley Affordable Housing Collaborative seeks to acquire and renovate an existing building at 1511 Devney Drive for use as “housing for philanthropic and charitable institution” which is a Conditional Use in the R-3 Multiple Family Residential District (19.36.025 A.). The previous use of the property was as a 24-unit assisted living facility, and has been vacant since 2016. The property is 1.08 acres, and was rezoned on 2018 April 12 from R-1 to R-3. Clements noted that the only reason this proposed use requires a Conditional Use is the not-for-profit status of the owner. A conventional renovation of this facility would need only pursue Site Plan approval. Clements said the property is proposed to be managed by Lutheran Social Services (LSS). LSS is an experienced health and human social services non-profit that provides a wide range of community-based social services and support activities. This includes the ownership and management of mixed-income housing facilities that include units that are

reserved for income-qualified tenants. Of the 24 units proposed, 12 are identified as being reserved for income-qualified households, with 12 as market-rate.

LSS will have an on-site property manager and, as an established property management entity, draw upon the expertise and in-house staff to maintain the property. The on-site manager will be able to ensure the property is maintained and that persons who may be receiving medical or social service assistance are able to utilize those services.

City Planner Clements said the petitioner proposes to renovate the facility into 24 units. Of these, 20 of the units are one-bedroom between 257 and 321 square feet, 3 units are two bedroom with 574 square feet, and one two bedroom at 623 square feet. Each will be fully independent dwelling units as defined by the Uniform Dwelling Code with bathroom and cooking area. The petitioner proposes to expand the parking area from approximately 13 spaces to 23 spaces. The Site Plan reflects expansion of paved area by approximately 1,000 sf² for parking, the addition of an ~600 sf² storm water element, and additional landscaping. No exterior changes to the building are proposed as this time.

Cody Filipczak, C & M Homes was present to explain his intentions with the property located at 1511 Devney Drive.

Cady Baker, Representative of Lutheran Social Services (LSS) explained the low-income housing development process.

Susan Wolfgram, lives at 550 Graham Avenue, Eau Claire, Co Chair of the JONAH Affordable Housing Task Force, explained the JONAH Affordable Housing process.

Paul Sevini, Mondovi, Wisconsin, a member of the JONAH Affordable Housing Task Force, explained the benefits of the housing project at this facility.

Larry Anderson, 1328 Glades Drive, Altoona voiced his opinion and stated he liked the concept of the project.

Ann Brown, 1342 Glen Place, Eau Claire spoke in support of this project.

Judy Mosley, 2230 Trimble Street, Eau Claire is on the JONAH Affordable Housing Task Force and spoke in favor of this development.

Motion by Hoepner/Biren to close the public hearing at 5:56 p.m. **Motion carried.**

(VI)(2) Discuss/consider approval of Conditional Use Permit and Site Plan for 1511 Devney Drive (parcel # 201-1044-06-000).

City Planner Clements commented that there will be a total of 23 off-street parking spaces are proposed for 24 units. City Parking Ordinance standard is 24.5 spaces (1 space per unit less than 600 sf², 1.5 for units larger). The Parking Ordinance allows for reduction of the lesser of 5 spaces or up to 10% through Site Plan, or further through Conditional Use. The reduction of 1.5 spaces is 6 %. No adverse impacts are expected, occasional street parking may occur.

Member Schlafer commented that he is in favor of the project but had concerns with the proposed parking spaces. Member Schlafer and City Administrator Mike Golat both encouraged having 24 parking spaces.

Sean Bohan, Engineer for the project, commented on the proposed parking plan. Bohan said the additional parking space could possibly be the parallel parking space abutting the sidewalk and by the front entrance of the property.

City Planner Clements recommended approval of the Conditional Use Permit and Site Plan with noted the automobile parking spaces with the following condition:

- (1) As a not-for-profit entity, the petitioner shall enter into a Payment In Lieu of Taxes (PILOT) agreement with the City of Altoona for the City portion of property taxes.
- (2) Permit to be issued when showing staff 24 parking spaces.
- (3) Parking spaces must be kept clear at all times, no snow storage in the winter.

Motion by Oas-Holmes/Biren to approve the Conditional Use Permit and Site Plan for 1511 Devney Drive with Staff recommended conditions as noted above. **Motion carried.**

Terry Winchell, owner of the 1511 Devney Drive Property asked for clarification that if Cody downsized the number of apartment units to 23, then 23 parking spaces would be needed at a 1/1 ratio. Members agreed.

(VI)(3) Discuss/consider recommendation to Council regarding Rezone parcel #201-1050-08-000 located at 2020 N Hillcrest Parkway from BP Business Park to C Commercial District as submitted by Matt Appel on behalf of Idriz Sabani (City Council Public Hearing date March 14, 2019).

City Planner Clements explained that the petition is to rezone approximately 0.8 acres from BP Business Park to C Commercial District to allow for a mixed commercial and residential use. The parcel lies within the Altoona Business Park and is covered by the Business Park Declaration of Restrictive Covenants (Covenants). The parcel is currently vacant and located on North Hillcrest Parkway. The petitioner, Mr. Sabani, owns and operates Altoona Family Restaurant which lies to the east of the parcel. The current development concept submitted includes a two-story mixed-use building that is approximately 20,400 sf² with 10,206 sf² footprint. The concept includes approximately 4,300 sf² of commercial space with 10 residential units, associated parking, landscaping and storm water. This use is conceptual and subject to change.

The conceptual Site Plan includes a unified design complementary to proposed changes at Altoona Family Restaurant, specifically, the parcels are to have integrated storm water management facilities and potentially share a refuse enclosure. The appeal for rezoning only pertains the requested concept use for the parcel. Specific use, site arrangement and features are determined through Conditional Use and/or Site Plan review, as applicable. However, the Plan Commission and Council may approve the appeal for rezoning with specific conditions to meet defined criteria outlined by ordinance.

City Planner Clements noted that the Business Park Board met on 2019 March 4 to discuss the appeal for rezoning. By unanimous consent, the Board recommended approval of the appeal provided:

- A. That an employment, business service or retail be the emphasis of the use and site arrangement;
- B. That in the case of a mix-use building, considered through a conditional use in the C Commercial District, that the commercial component comprises a significant and emphasized portion of the site and that commercial components are not subsequently reprogrammed as residential uses.

Staff recommends approval of the Rezoning with the following condition:

- A. The use and site arrangement shall emphasize an active commercial use of employment, service or retail, consistent with the purpose of the Business Park Declaration of Restrictive Covenants. A mixed-use building may be conditionally approved, provided this statement is met and maintained.

Motion by Biren/Hoepner to recommend to Council approval of the rezoning for parcel #201-1050-08-000 from BP to C with staff recommended conditions. **Motion carried.**

(VI)(4) Discuss/consider Site Plan for parcel # 201-1045-02-020 (North Hillcrest Parkway) in the R3 zoning district as requested by Lee Haremza.

City Planner Clements explained that the petitioner Lee Haremza seeks to construct a 16-unit apartment building, two automobile garage structures totaling 15 spaces, and associated site improvements. The concept floor plan illustrates two-bedroom dwelling units each of approximately 1,260 sf², with independent entrances. The parcel is located east of Mega Holiday gas station and convenience store. A CSM will be required to dedicate the City ROW, which would include a portion of parcel 201-2045-07-000 (Mega Holiday). The parent parcel is 1.82 acres and includes an Officially Mapped public roadway to complete this section of North Hillcrest Parkway. The roadway will be completed by the petitioner as a condition of development approval. Right-of-way improvements will include an 8' multi-use path along the north side of the roadway, consistent with the draft Parks Plan. The path will be connected to the existing bicycle route system to the west along 3rd Street in a planned 2019 City project.

City Planner Clements mentioned that a total of 23 automobile parking spaces are shown, meeting the City minimum standard. Fifteen are divided between two garage structures and eight

outdoors. There is sufficient space for additional spaces if necessary. Clements said the Site Plan standards and analysis are further described in the enclosed Staff Report.

Staff recommends approval of the Site Plan with the following conditions (as further described in the Staff Report):

- (1) Add four native canopy trees in the boulevard and two on the proposed parcel approximately as indicated in the illustration provided in the Staff Report.
- (2) All exterior building and site lighting shall be shielded and full cut-off design.
- (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.
- (4) No signs are indicated in the Site Plan or approved through this permit.
- (5) The trash enclosure shall be comprised of building and site compatible materials such that bins are fully screened from the public right-of-way.
- (6) All HVAC equipment, regardless of location, shall be screened consistent with City standards.
- (7) **The addition of a fence along the rock cut at the upper northern portion of the lot.**

Motion by Hoepner/Roth to approve the Site Plan for parcel # 201-1045-02-020 with Staff recommended conditions and modifications. **Motion carried.**

(VI)(5) Staff presentation and discussion regarding the proposed extension of 3rd Street East from Highway 12 to Windsor Forest Drive to be completed in conjunction with Phase II of the Hillcrest Greens Planned Community Development (No Action).

City Planner Clements noted that this item was noticed as an action item as recommendation to the City Council regarding rezoning of parcels #201-2377-06-000, 201-2377-10-030, 201-2377-10-040, 201-1045-06-000 from PCD to PCD to revise the General Development Plan for Hillcrest Greens. The applicant has withdrawn the application to allow for revisions. This action *may* take place at the April 8 Plan Commission and April 11 City Council meeting if a complete application has been submitted meeting or exceeding City standards.

City Planner Clements noted the purpose of this agenda item is to discuss the extension of 3rd Street East from Highway 12 to Windsor Forest Drive planned to correspond with Phase II of Hillcrest Greens. A public discussion on this topic is planned for March 18 at 6:00 p.m. at Altoona City Hall. A notice has been circulated to notify area residents and property owners of this meeting. Clements said the General Implementation Plan (GIP) for Hillcrest Greens was approved in 2013. The development has subsequently been taken over by C&M Homes. C&M has also acquired the property at 1103 S. Hillcrest Parkway and seeks to include this property in the unified design of the development. In order to make desired changes to the approved GIP, Altoona Municipal Code requires that a rezoning process take place complete with public hearing.

City Planner Clements said the City has been studying methods to improve vehicle and pedestrian safety in the Highway 12 corridor since 2016, with a specific emphasis on areas 3rd Street and Winchester Way. At present there are no routes for pedestrians or cyclists to cross Highway 12 except at 10th Street West. The urgency and importance of this concern was elevated following a pedestrian fatality near Nottingham Way in 2017. Following that incident and subsequent DOT investigation, the DOT was able to secure and make available grant funds for pedestrian improvements. The City has seized the opportunity with the development of Hillcrest Greens Phase II and some changes desired by the developer to align goals of area-wide improvements in safety and accessibility. Working with the DOT, the grant will fund the design and construction a multi-use trail from N. Hillcrest Parkway to Windsor Forest Drive, the design of which will correspond with Hillcrest Greens development. The extension of 3rd Street would utilize property currently owned by the City.

City Planner gave some history relating to the following:

- The April 2005 Bicycle/Pedestrian Trail Feasibility Study, subsequently adopted and utilized as the City's Bicycle Plan, envisioned a trail crossing of Highway 12 at 3rd Street (see enclosed)
- The Draft Place Plan (Parks Plan) maintains the multi-use trail crossing at 3rd Street and envisions connections west to Hillcrest Greens and east through the Windsor Forest neighborhood through future on-street accommodations and off-street facilities (see enclosed)

City staff have been working with the DOT since last summer and with C&M Homes since last fall regarding the redesign of the intersection of 3rd Street corresponding with Hillcrest Greens. Extending 3rd Street to Windsor Forest entered into that discussion at the recommendation of City Staff to improve vehicle, pedestrian and cyclist safety and convenience.

City Planner Clements gave some past history regarding Gateway Drive. Noting that a plan was prepared in 1987-88 to connect Gateway Drive in Eau Claire to 3rd Street East in Altoona by crossing Otter Creek. Since that time, the City of Altoona has reserved or acquired and currently owns 5 lots on Windsor Forest Drive to prepare for that potential project, and the City of Eau Claire has reserved public right-of-way. The current proposal *does not* include any improvements south of Windsor Forest Drive. City Planner Clements mentioned that for the Gateway Drive project to occur, the City of Altoona, City of Eau Claire, Eau Claire County and Wisconsin Department of Transportation would all need to agree upon the project and allocate funding. At this time, the parties have not agreed on the need or funding for the project. The proposed improvements of 3rd Street are sized to accommodate the volume of traffic projected from Hillcrest Greens and from Windsor Forest as determined by a traffic impact analysis (TIA). The TIA has been reviewed by the City and DOT to our mutual satisfaction. The improvements of 3rd Street East are not designed to accommodate an extension of Gateway Drive. However, sufficient property is owned by the City that, should that project ever be implemented.

City Planner Clements summarized the benefits of the proposal to connect 3rd Street East to Windsor Forest to include:

- Signalized intersection from Windsor Forest Neighborhood onto HW12, improving motorist safety and convenience.
- Greatly improved alignment of 3rd Street East vs. the severe "S" concept in the 2013 Hillcrest GIP.
- Multi-use trail connection at a signalized intersection, substantially improving safety and convenience. The proposed trail connects to existing system that will, by year end, connect to the Altoona Elementary School.
- The multi-use trail connection along 3rd Street East and St. Andrews Drive will provide a direct off-street trail connection to Fairway Park.

Staff recognizes that this connection will change vehicle circulation in the neighborhood. Some portion of residents will utilize the signalized intersection, increasing vehicle trips on Windsor Forest Drive, particularly that portion west of Nottingham Way.

CE/DPW David Walter commented on the traffic study that was done for that area.

The following people spoke on the proposed project:

Tate Roselius, 1119 Windsor Forest Drive, is an EMS on the Altoona Fire Department. Roselius asked if Nottingham Way would be closed off. Roselius noted 4 main areas of concern:

1. Extra traffic through the neighborhood.
2. Safety concerns to residents.
3. Since Nottingham Way will not be closed it's a duplication of thoroughfares.
4. The thoroughfare from Third Street all the way down to Gateway Drive has been proposed and is inconsistent with the proposed plan set around 1987.

Gave some proposed recommendation:

1. First recommendation cannot happen due to DOT (extending South Hillcrest Parkway to Third Street East)
2. Lights at the intersection of Nottingham Way and Highway 12.
3. Walking path could meet up with the continuation of Third Street and St. Andrews Drive.

Mike Giani, 1211 Windsor Forest Drive asked why they can't put the lights at the intersection of Nottingham Way and Hwy 12 instead of the continuation on Third Street East.

Mariam Gehler, 1112 Windsor Forest Drive commented her property would be right in the pathway if the road extended to Windsor Forest Drive; leave it at St. Andrews Drive.

Jesse VenRoy, 1120 Windsor Forest asked about the zoning of the two lots (southwest side of St. Andrews Drive/Third Street East). VenRoy asked if they would not make the lots commercial. If they do, there should be a barrier between the commercial and residential properties. He commented they should keep more residential since commercial is moving farther east on Hwy 12.

Susan VenRoy, 1120 Windsor Forest Drive doesn't feel that Third Street East should be extended to Windsor Forest Drive. Two entrances is enough, not a third entrance into the neighborhood. VenRoy believes that City Staff and the developer can come up with a better plan than what is proposed.

City Planner Clements noted future hearings and meetings that will be taking place before final approval of the proposed plan.

No action taken. City Planner Clements mentioned there will be an informational meeting on March 18, 2019 at 6:00 p.m. at City Hall in the Community Room to further discuss and meet with area residents and developers regarding this proposed project.

(VI)(6) Discuss/consider recommendation to City Council regarding a Certified Survey Map (CSM) to reconfigure parcel numbers 201-1028-02-000 and 201-1030-02-000 into two parcels and an outlet in order to accommodate sale of one of the parcels to the City of Altoona, and further to specify locations of access and utility easements as requested by the School District of Altoona. (Public Hearing is scheduled at the 2019 March 14 Council Meeting).

City Planner Clements explained that this item is a clean-up of a CSM that was approved by the City Council on 2015 July 23rd for property now occupied by the Altoona Elementary School on Bartlett Avenue / KB. This CSM is before the City for approval once again as the initial document was not recorded by the School District in a timely manner, and in the intervening time, the technical notation standards for CSMs has changed. The document to be approved bears no substantive changes from the 2015 version.

Motion by Hoepner/Oas-Holmes to recommend to Council approval of the proposed Certified Survey Map for parcels #201-1028-02-000 and #201-1030-02-000. **Motion carried.**

(VI)(7) Staff Presentation regarding the findings of the Chippewa Valley Housing Task Force (No Action).

City Planner Clements explained that the Chippewa Valley Housing Task Force was created in spring 2018 in part by the policy priority of Mayor Pratt in response to increasing public awareness and dialogue around housing supply and affordability constraints in Altoona and the region. City Planner Clements studied best practices and proposed the creation of the regional task force to examine current conditions and to engage the full spectrum of stakeholders to create an informed, collaborative and comprehensive approach to housing. Clements secured City of Eau Claire Community Development Director Scott Allen as Co-Facilitator of the Task Force and began to pull together the stakeholder engagement roster, which continues to grow.

The Task Force stakeholder and participant roster includes elected officials, city and county staff, developers, builders, finance professions, realtors, social service agencies, state agency staff, and interested citizens. In addition to Mayor Pratt, Councilpersons Biren and Hanks each attended at least one meeting. Early in the process, staff examined the potential of requesting funding to engage a consultant

to generate a housing study. After referring to recently completed consultant reports from comparison communities it was determined that most of the information is publicly available and the recommendations often draw on common best practices.

City Planner Clements said the Task Force met four times in 2018 attended by 40 to 60 persons, held four issue (sector) -specific meetings, and dozens of smaller interviews and discussions in order to advance collective knowledge. Each meeting included facilitated discussion exercises designed to explore specific questions or issues. The Report dives into several issues pertaining to existing supply as well as factors influencing supply, cost, and demand.

The Task Force is scheduled to meet on March 13 at 8:00 a.m. at the Eau Claire County Board Room, to formally consider approval of the Task Force Summary and Report as well as to discuss next steps. The Summary was discussed at the December Task Force meeting. The general consensus of the Task Force is that this group desires to continue its work to support informed community dialogue, collaboration and partnerships around housing, although the form or mechanism to do so has not been determined. City Planner Clements presented a tentative public presentation schedule.

(VI)(8) Discuss/consider recommendation to Council regarding Housing Action Plan.

City Planner Clements explained that at this time, staff has not prepared a proposed Housing Action Plan. Clements used the draft of the City of Eau Claire Housing Action Plan for reference. The draft E.C. Plan was first presented at the February 26 City Council Work Session. Clements has been in close communication with Eau Claire Community Development Director Scott Allen regarding coordination of proposed strategies between jurisdictions and with other partners. The draft E.C. plan, together with the Task Force materials, provides a discussion point for how to prioritize limited staff resources.

City staff is laying the groundwork to update the City's Comprehensive Plan. The proposed Altoona Housing Strategy is intended to serve as an interim official policy guide to direct staff on how to proceed with housing related priorities, and to communicate these to our partners, until such time the Comprehensive Plan is complete. As the City's official and principal development policy document, the Comprehensive Plan should incorporate these priorities and strategies in the appropriate format. Depending upon how detailed the Plan Commission and Council decides the Comprehensive Plan should be, a separate, detailed revised Housing Strategy could be generated subsequently based upon the ultimate content of the Comp Plan.

City Planner Clements proposes to prepare a Housing Action Plan for the City of Altoona for the Plan Commission to discuss. The Action Plan will build upon the activities of the Task Force, be prepared in collaboration with key stakeholders, based upon best practices, and be informed by current and proposed strategies by neighboring communities. The Action Plan is intended to contain general policy statements specific to Altoona as well as immediate (6-month), short term (12-month) and medium-term (24 month) tactics. A draft of this plan is proposed to be presented to the Plan Commission for discussion and consideration at the April 8 meeting. No action taken.

(VI)(9) Information regarding Parks Plan (No Action).

City Planner Clements explained that the Planning Department staff prepared a Memo for the February 25 Parks and Rec Board meeting to provide an update regarding the status of the Parks Plan and related capital projects. Following the successful adoption of the Altoona Housing Strategy, staff time will refocus on completing the Parks Plan.

(VI)(10) Information regarding Comprehensive Plan timeline (No Action).

City Planner Clements mentioned the City currently has a contract with the West Wisconsin Regional Planning Commission regarding Comprehensive Plan Guidelines/recommendations.

(VII) Miscellaneous Business and Communications.

City Planner Clements commented on the possibility of additional Plan Commission Meetings in the upcoming months regarding proposed projects.

(VIII) Adjournment.

Motion by Roth/Hoepner to adjourn at 7:55 p.m. **Motion carried.**

Minutes transcribed by Cindy Bauer, Altoona City Clerk