

**MINUTES OF THE ALTOONA, WI
REGULAR PLAN COMMISSION MEETING
2019 April 8**

(I) Call Meeting to Order.

The meeting was called to order by Mayor Brendan Pratt at 5:35 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
Finance Director Tina Nelson
Fire Chief Mark Renderman
City Clerk Cindy Bauer

Absent: Member Andraya Albrecht

(III) Citizen Participation Period.

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

(IV) Approval of minutes.

Motion by Biren/Roth to approve the minutes of the March 11, 2019 Regular Plan Commission meeting. **Motion carried.**

There were no corrections to the minutes that Oas-Holmes had questioned in the March 11 meeting; so the minutes were approved as is.

(V) Unfinished Business. None

(VI) New Business

(VI)(1) Discuss/consider recommendation to Council regarding Rezone parcels #201-2377-06-000, 201-2377-10-030, 201-2377-10-040 from PCD Planned Community Development to PCD and parcel 201-1045-06-000 from C Commercial and P Parks & Conservancy to PCD to revise the General Development Plan for Hillcrest Greens (City Council Public Hearing date April 25, 2019).

City Planner Clements explained that 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. The Plan Commission received a staff presentation and discussion item concerning the Third Street East extension portion of the proposed plan at the March 11 meeting. City staff also held a public meeting on March 18 attended by approximately 30 residents. Staff distributed a detailed notice via mailed memorandum and applicable maps to all addresses in the Windsor Forest neighborhood for the March 18 meeting.

City Planner Clements noted that the property lot lines are located within the stormwater pond.

Cody Filipczak of C&M Construction updated the Plan Commission regarding the plans for the next phase of their development. Filipczak commented that they will have the same types of houses that was in the Phase I development. Filipczak will also be preserving as many of the trees as possible.

Jerry Southworth, 1887 St. Andrews Drive, was in opposition of the revised plans specifically on Whistling Straits Drive; would like to preserve the trees along the stormwater pond and keep its natural beauty.

Deb Swan, 2081 St. Andrews Drive, is also in opposition of the revised plans and had concerns with the preservation of the trees.

Sean Bohan, Engineer for Phase I and also Engineer for Phase II of this Development. Bohan said they are not doing anything different on Whistling Straits Drive for Phase II in regards to the road right of way and grading.

Melissa Seaton, 2324 St. Andrews Drive, asked for the timeline of the next phase and if it will be in conjunction with the development of Casey's.

Dan Hendrickson, 884 Windsor Forest Drive had concerns regarding the extension of road from Third Street East to Windsor Forest Drive.

Susan VenRooy, 1120 Windsor Forest Drive is in opposition to the extension of road from Third Street East to Windsor Forest Drive. VenRoy would like the master plan to be changed to eliminate the extension to Gateway Drive from Third Street East.

Pete Jensen, 1315 Whistling Straits Court, had questions regarding keeping or removing of trees according to the master plan.

Chuck Slobodnik, 1314 Whistling Straits Drive, asked the developer if C&M Homes would be willing to sell to the home owners association one of the lots that the property line is within the pond.

City Planner Clements explained that if approved, the amended GIP would replace the 2013 GIP only for those portions identified in the amendment. Prior to any construction permitting, a Final Implementation Plan (FIP) must be submitted and approved or conditionally approved by the Plan Commission and City Council. It is anticipated that, if the GIP is approved, the developer will proceed immediately to preparing the FIP for the residential portions of the GIP [see enclosed anticipated permitting timeline]. This timeline is predicated on holding a Plan Commission meeting at a date sufficient to refer approval action to the 2019 May 9 City Council meeting.

Third Street East

The amended GIP includes the extension of Third Street East from Highway 12 to Windsor Forest Drive consistent with the City's Official Map (Res 8A-90). That Official Map was initiated to plan for the extension of Gateway Drive from the City of Eau Claire to Highway 12. The City contributed to a plan and design for Gateway Drive in 1987-88, which is included in the Wisconsin DOT Long Range Transportation Plan.

The current proposal *does not* include any improvements south of Windsor Forest Drive. The completion of Third Street East as proposed achieves many safety and connectivity purposes as further described in the staff report. The connection is recommended by Public Works, Planning, Fire, and Police.

This proposal and development is occurring synchronously with the award of the WI DOT grant to construct a multi-use trail connection from North Hillcrest Parkway (north of HW12) to Windsor Forest Drive along with associated highway crossing facilities and signals. That design shall be complementarily integrated into the final civil design for that portion of the area and is generally reflected in the proposed GIP.

Staff recommends that the Plan Commission recommend **approval** the petition for rezoning and amended GIP for Hillcrest Greens II and forward to the City Council with the following conditions/modifications:

- (1) All buildings and sites shall be consistent with the Community Design Principles articulated in the City of Altoona 2009 Comprehensive Plan and all subsequent permit applications shall be evaluated per these criteria.

- (2) Existing mature trees shall be maintained whenever possible, be they located in a public right-of-way or private lot.
- (3) The proposed multi-use trails adjacent to single-family lots shall be maintained by the adjacent property owners consistent with AMC 12.04.040, and consistent with preapplication conferences, due to substitution for sidewalks along that frontage.
- (4) The multi-use trail between Lot 193 & 194, 180 & 181 shall be 20-foot-wide all-weather surface and clear of obstructions consistent with NFPA Fire Code. This corridor shall be preserved via easement or dedicated as right-of-way.
- (5) Sidewalk shall be provided in the following areas not reflected in the provided illustrations:
 - a) Along the north side of Whistling Straits Drive from the existing trail crossings adjacent to Lot 106 to Lot 117;
 - b) Along the west side of Third Street East from St. Andrews Drive to Windsor Forest Drive.
- (6) Sidewalks may be deferred along frontages not identified for sidewalk or multi-use trail in the provided illustrations or otherwise required per approval condition.
- (7) A pedestrian refuge island of City specifications shall be provided at the multi-use trail crossing of Third Street East at St. Andrews Drive.

Motion by Biren/Oas-Holmes to recommend to Council approval of the rezoning and adopt the General Implementation Plan with staff recommended conditions. **Motion carried.**

(6) Public hearing at 5:30 p.m. or as soon thereafter as is possible regarding the Tax Incremental District 2 Project Plan Amendment.

Mayor Pratt opened the public hearing at 6:50 p.m.

City Administrator Golat explained that the City Council directed staff to contact Ehlers to assist with convening the Joint Review Board to make a determination if TID District 2 (McCann Dr. Business Park) to add project costs of \$950,000 to the estimated total project cost (1511 Devney Dr. Housing Project) and to include projects within the half-mile radius of the District. The proposed Amended Project Plan for "Tax Incremental District No. 2, City of Altoona" (enclosed) including this project is being considered by the Joint Review Board, held prior to Plan Commission, and also being considered by Council on 2019 April 16. The public hearing before the Plan Commission is for the purpose of providing the community a reasonable opportunity to comment upon the proposed amendment of the District.

Sean Lentz of Ehlers was present to explain the process of a Tax Incremental District (TID), specifically TID #2. Lentz further explained the eligible project costs and the TID No. 2 Project Plan Amendment. The Purpose of the amendment is to add ability to fund projects outside the boundary of TID No. 2 but within one half mile. The Goal is to acquire existing building and remodel and repurpose the building to provide Affordable Housing Opportunities.

Motion by Biren/Hoepner to close the public hearing at 7:09 p.m. **Motion carried.**

(VI)(7) Discuss/consider approval of Resolution 4A-19PC amending the Tax Incremental District 2 Project Plan.

Sean Lentz of Ehlers explained the timeline and the purpose of Resolution 4A-19PC if approved tonight.

Motion by Biren/Oas-Holmes to approve Resolution 4A-19PC, a resolution approving an Amendment to the Project Plan of Tax Incremental District No. 2, City of Altoona, Wisconsin. **Motion carried.**

(VI)(2) Discuss/consider Site Plan for 2000 & 2020 North Hillcrest Parkway (201-1050-10-090).

City Planner Clements explained that the enclosed proposed Site Plan depicts revisions for the site of Altoona Family Restaurant, 2000 North Hillcrest Parkway and the adjoining parcel (“Lot 1”) located at 2020 North Hillcrest Parkway. The proposed changes at the restaurant generally entail expanding the paved parking area from 45 to 90 automobile stalls to serve existing customer activity as well as expansion to the existing storm water pond to accommodate the expanded pavement as well as additional capacity required to develop the neighboring Lot 1. In conjunction with site improvements, the site plan implements the extension of the multi-use trail along N.Hillcrest Parkway from the current terminus on the NE corner with McCann Drive as well as adds sidewalk along the west side of McCann Drive. Lot 1 is proposed to be developed as a two-story, 20,400 sf² mixed-use building with 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 as the petitioner works on lease arrangements. This Site Plan review permit action entails the site conditions based upon the proposed building, and further modifications and/or conditional use permit may be required depending upon the ultimate use.

The site plan has been reviewed and approved by the Business Park Board on 2019 March 4.

Staff Note: Since the petitioner has indicated that Lot 1 may be developed at a later time and that the building footprint is subject to change, the recommended approval conditions are indicated for each parcel unless clearly applicable to both.

Matt Appel, Advanced Engineering Concepts was present to answer any questions Plan Commission Members may have regarding the proposed site plan.

Staff recommends approval of the amended Site Plan for Altoona Family Restaurant (2000 North Hillcrest Parkway; “Lot 2”) with the following recommended conditions:

B. Site Arrangement, Public Improvements & Utilities

- (1) The multi-use trail and sidewalk in the public right-of-way shall be located one foot off the parcel boundary.
- (2) Remove and replace curb sections in its entirety at each driveway apron.
- (3) Boulevard trees shall be provided along N. Hillcrest Parkway and McCann Drive at 30’ average spacing. Species selection shall be “native canopy species” as defined by the Wisconsin DNR and from those recommended for boulevard placement.
- (4) The storm water lateral from the inlet connection into the site shall be the sole responsibility of the property owner, along with any site disturbance and restoration that may be required.
- (5) 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.

C. Parking Area

- (1) Parking areas shall be set back 10 feet from the right-of-way. Remove one existing automobile space at the SE corner of the western parking area to satisfy this standard (19.54.060 D.4.).
 - i. This parking space (and others existing) were not present in the 1997 approved site plan.
- (2) Bicycle parking spaces shall be provided at a rate of not less than 1 space per 10 automobile spaces; minimum of 4 spaces (19.52.030 D). Fixtures shall be “U Stand” or “Rounded A” design, or substantially similar, as described in *Altoona Municipal Code*.
- (3) Structurally sound abutment, such as curb or wheel stop, shall be utilized around the perimeter of all parking and driving areas (19.52.090 D)

- (4) Parking area is permitted to be expanded beyond the maximum allowed by Altoona Municipal Code due to observed parking demand and other factors described by staff.

D. Landscape

- (1) Connect the existing front entrance walk way to the multi-use trail by a dedicated pedestrian walk way.
- (2) Add landscape trees, native canopy variety as defined by the WI DNR, around the perimeter of the stormwater infiltration basin approximately as indicated in the enclosed illustration.
- (3) Minimum species diversity - To prevent uniform insect or disease susceptibility and eventual uniform senescence on a development site or in the adjacent area, the maximum percentage of any one tree species on the site shall be 33%. All species shall be native or native hybrid as recommended by the WI Department of Natural Resources. Maple species are discouraged as a predominate selection due to relative abundance in the region.

E. Building

- (1) The trash enclosure shall be comprised of building and site compatible materials such that bins are fully screened from the public right-of-way.

Staff recommends approval of the Site Plan for 2020 North Hillcrest Parkway (“Lot 1”) with the following recommended conditions:

A. Site Arrangement, Public Improvements & Utilities

- (1) The multi-use trail and sidewalk in the public right-of-way shall be located one foot off the parcel boundary.
- (2) Remove and replace curb sections in its entirety at each driveway for addition of each driveway apron.
- (3) Boulevard trees shall be provided along N. Hillcrest Parkway at 30’ average spacing (4-5 specimens). Species selection shall be “native canopy species” as defined by the WI DNR and from those recommended for boulevard placement.
- (4) 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.

B. Parking Area

- (1) Bicycle parking spaces shall be provided at a rate of not less than 1 space per 10 automobile spaces; minimum of 4 spaces (19.52.030 D). Fixtures shall be “U Stand” or “Rounded A” design, or substantially similar, as described in *Altoona Municipal Code*.
- (2) Structurally sound abutment, such as curb or wheel stop, shall be utilized around the perimeter of all parking and driving areas (19.52.090 D)

C. Landscape

- (1) Minimum species diversity - To prevent uniform insect or disease susceptibility and eventual uniform senescence on a development site or in the adjacent area, the maximum percentage of any one tree species on the site shall be 33%. All species shall be native or native hybrid as recommended by the WI Department of Natural Resources. Maple species are discouraged as a predominate selection due to relative abundance in the region.

D. Building

- (1) NOTE: Per the petitioner, the building footprint and character for Lot 1 is a concept for the purposes of coordinated and complementary site improvements between both sites. The building footprint and character may be subject to change prior to construction. If these changes depart from those submitted and reviewed as part of this plan, staff will exercise the

administrative discretion allowed by Altoona Municipal Code to review these changes, and Plan Commission review shall be required for any significant modifications.

- i. Conditional Use Permit is required for a mixed-use commercial/residential building in the C Commercial District.
- (2) All electrical and air conditioning structures, including blowers and air handling units, regardless of location and whether on the roof or otherwise, shall be concealed by landscaping or by decorative screening materials which form an integral part of the design [19.54.070 J.3.].
- (3) No signs are indicated in the Site Plan or approved through this permit.
- (4) All exterior building and site lighting shall be shielded and full cut-off design.
- (5) Fire Department Connections (FDC) shall be 4" STORZ, if applicable.

Motion by Oas-Holmes/Hoepner to approve the proposed amended Site Plan for Altoona Family Restaurant (2000 North Hillcrest Parkway) and Site Plan for 2020 North Hillcrest Parkway, with staff recommended conditions. **Motion carried.**

(VI)(3) Discuss/consider recommendation to City Council regarding a Certified Survey Map (CSM) for parcel #201-1033-02-020 located at 602 N. Hillcrest Parkway to create two parcels and dedicate public right-of-way consistent with Official Map as requested by Jason Griepentrog.

City Planner Clements explained that the proposed CSM for parcel 201-1033-02-020 would subdivide the 8.90-acre parcel into Lot 1 (6.78 acres), Lot 2 (1.74 acres) and public right-of-way. The CSM includes a cross-access easement for a shared driveway as well as maintains a drainage easement that accommodates water from up gradient (north) through the area. The CSM will dedicate approximately 270 lineal feet of public right-of-way consistent with the City's Official Map as amended by Ordinance 8A-18 to facilitate the future continuation of North Hillcrest Parkway, that being consistent with the WI DOT Highway 12 backage road plan.

Mayor Pratt had concerns with the gravel parking lot and driveway; most of the storage units are full but the lots are still gravel.

Jason Griepentrog, developer, was present to explain the future development of proposed Lot 1 and Lot 2 in regards to erosion/stormwater control and provided a timeline.

Motion by Hoepner/Oas-Holmes to recommend to Council approval of the proposed Certified Survey Map for parcel #201-1033-02-020 and find the right-of-way dedication is consistent with the City's Official Map. **Motion carried.**

(VI)(4) Discuss/consider recommendation to City Council regarding a Certified Survey Map (CSM) to create a new lot from parcel #201-1007-06-000, located at the intersection of Gloede Avenue and San Juan Road, as submitted by the City of Altoona.

City Planner Clements explained that the proposed CSM creates a developable parcel accessed from the corner of Gloede Avenue and San Juan Road from parcel 201-1007-06-000. The parent parcel is 16.390 acres and is part of the larger Centennial Park. The subject area is not used for recreation purposes. There is an existing trail access through this area that provides a route to the trails through the park. The proposed CSM includes an easement route to maintain access through this parcel, and there are alternative routes nearby. Clements said the CSM is initiated by the City of Altoona to create a developable parcel. The parcel is 0.77 acres and includes a 12-foot trail and utility easement along western property line. The existing trail access through the site is intended to be re-routed through that area, and is of sufficient width should the City require utility access into the park in the future. Clements noted that this item has not been discussed with the Park & Recreation Board.

Laura Plumber, Eau Claire County Liason Member for CORBA was present to explain the need for the 12-foot trail and utility easement along the western property line.

Plan Commission Member Dean Roth commented on his involvement with CORBA and asked if he should recuse himself from this agenda item due to his involvement with CORBA.

Consensus of the Plan Commission members was to not take any action at this time and to refer the CSM to the Park & Rec Board.

(VI)(5) Discuss/consider recommendation to Council regarding Housing Action Plan.

City Planner Clements explained that the Chippewa Valley Housing Task Force has been working since April 2018 to improve the understanding of housing conditions and dynamics in the region, generate consensus recommendations, and to catalyze implementation. City staff has assembled a draft Housing Action Plan to focus specific policy direction and resources to address housing related constraints and opportunities in Altoona. The Plan is predominately informed by the draft Task Force recommendations (final wordsmithing should be complete within the month) as well as draft policy statements and related work plans of collaborating entities (City of Eau Claire, Eau Claire County and others).

City Planner Clements said the Housing Action Plan is in draft format and structured to provide direction while not identifying precise tactics or programs. Based upon potential discussion regarding the content and consistency of this draft plan with the Plan Commission priorities and vision, the Plan Commission may:

- Recommend that the Council approve the Plan, or;
- Recommend Council approval with revisions, or;
- Direct staff to revise and bring back for further Plan Commission discussion and potential action at a future meeting.

City Planner Clements mentioned that if the Plan Commission recommends approval or approval with revisions, the Action would be scheduled on April 25, 2019 Council Meeting with action through Resolution.

No action taken. City Planner Clements to make some minor revisions and bring back at a future meeting for final review.

(VII) Miscellaneous Business and Communications.

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

Monday, April 29, 2019 at 5:30 p.m. to schedule an additional Plan Commission Meeting.

(VIII) Adjournment.

Motion by Hoepner/Biren to adjourn at 8:50 p.m. **Motion carried.**

Minutes transcribed by Cindy Bauer, Altoona City Clerk