

**MINUTES OF THE ALTOONA, WI
SPECIAL PLAN COMMISSION MEETING
2019 April 29**

(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 Planner Joshua Clements
City Clerk Cindy Bauer
Lisa Ornstein, Scott Westpahl, owners of The Wine Bar
Mark Erickson, Everyday Surveyor

Absent: Member Andraya Albrecht

(III) Citizen Participation Period.

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

(IV) Unfinished Business - None

(V) New Business

(1) Discuss/consider recommendation to Council regarding a Specific Implementation Plan for The Wine Bar in the Northwest Quadrant of River Prairie.

City Planner Clements explained that the proposed Specific Implementation Plan (SIP) for the Wine Bar reflects an approximately 4,120 sf², single-story wine café with bar, seating, retail, kitchen, and associated facilities located between the Prairie Event Center and Cowboy Jacks in the NW Quadrant of River Prairie. The property, identified as Lot 10 of River Prairie, is approximately 0.75 acres and is a prepared “pad ready” site that will be reshaped and subdivided via CSM. A portion of the lot is presently utilized for public parking. Vehicle access to the site will be utilized from an existing shared driveway on Meadowlark Lane. Modifying and expanding the existing parking area on Lot 10 will create 14 net new additional automobile spaces.

Lisa Ornstein and Scott Westpahl were present to answer any questions Plan Commission Members had regarding their site plan.

Mark Erickson, surveyor commented on the bike parking and signage of the Wine Bar.

Staff recommends that the Plan Commission recommend approval of the Specific Implementation Plan as being consistent with the River Prairie Design Guidelines and Standards with the following specified modifications and conditions:

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

1. Automobile parking area shall be fully encircled with curb and gutter, curb flume permitted to enable sheet draining to proposed water quality swale and area drains [19.52.090 D]. Alternative compliance: locate wheel stop devices at each parking stall adjacent to the swale with placement sufficient to prohibit vehicle overhang and pavement edge deterioration.
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. No fewer than 2 fixtures to be provided. Suggested location is in the boulevard between the parking area and existing sidewalk at the temporary unloading zones adjacent to the handicap parking spaces (so as to prevent vehicle overhang into bicycle parking area), with the fixtures oriented parallel to the sidewalk [location not indicated in the submitted materials].

B. Landscaping [RPDG IX 6]

1. Final Landscape Vegetation and Layout 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. The existing oak trees on the site shall be protected throughout construction, maintained free of damage, and in healthy condition.
3. Native canopy trees shall be provided in locations approximately as indicated in the enclosed illustration [RPDG IX 6(D)(2)(a)]. Tree selection shall be native species with minimum diversity and planting size as illustrated in the RPDG [IX 6 (D)].

C. Building and Architectural Standards [RPDG IX 7]

1. The existing concrete curb defining the bounds of the River Prairie Plaza shall be maintained.
2. Any/all mechanical equipment, including roof-mounted units, shall be appropriately screened by building-compatible materials or landscaping [RPDG, IX 7 H].
3. All building and site signs shall require 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)].
5. The refuse enclosure shall be gated and constructed of materials substantially similar to those of the principal building façade [RPDG IX 7 H], 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 street-facing or parking lot facing façade 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.

E. Operational

1. The petitioner will be required to obtain a Conditional Use Permit consistent with *Altoona Municipal Code* 19.46.025.
2. The petitioner shall enter into a parking lot use agreement for public access and utilization of the parking area during events occurring in the park, consistent with pre-development discussions.
3. No amplified outdoor sound after 10:00pm without City of Altoona event permit.
 - i. Consistent with Conditional Use Permit requirements for Cowboy Jack's & Za51 Restaurant.
4. The petitioner shall enter into a special events agreement with the City concerning the relationship between egress and visual access from the site to ticketed or otherwise limited access permitted special events taking place in the park.
5. The petitioner / operator shall attempt to coordinate deliveries and refuse collection to take place during off-peak business hours to minimize conflicts with pedestrian and automobile circulation [RPDG, IX 7.1 I]. Refuse collection and deliveries by large trucks are prohibited between 10:00pm and 6:00am [*Altoona Municipal Code* 5.16].

Motion by Roth/Hoepner to recommend to Council approval of the Specific Implementation Plan for The Wine Bar with staff recommended conditions. **Motion carried.**

(V)(2) Discuss/consider recommendation to Council regarding a monument sign and electronic message center for Prevea Health.

City Planner Clements explained that the approved Specific Implementation Plan (SIP) for Prevea Health in the SW Quadrant of River Prairie illustrated a potential location for a monument sign being the southeast corner of the property. That SIP did not include sufficient details to approve a sign at that time. There are three items for consideration: (1) Height; (2) Area; (3) Electronic Message Center.

The River Prairie Design Guidelines and Standards outline requirements for sign design, size and placement. The Plan Commission and Council have ultimate discretion over applicability of the Design Guidelines and Standards, and in particular how specific sign standards are applied (IX 5 B 2).

“The overall objective is to ensure that the intent and spirit of the Sign Guidelines are followed.”

- *“Monument signs shall not exceed 8 feet in height including the sign base” (IX 5 C 5 E 12 a)*
 - The proposed monument sign is approximately 14' wide x 9'4" height
- *Permitted Sign Area: The allowable monument sign area per face shall not exceed one-half (1/2) square foot for each lineal foot of street frontage. Lots having more than one street frontage shall count each street frontage separately. Provided, however, the maximum monument sign area permitted shall not be more than 65 square feet per face for any monument sign. (IX 5 C 5 E 12 c)*
 - The principal sign face is approximately 11' x 4' (not including the electronic message center) – 44 ft²
 - Electronic message center is approximately 9' x 1'5" – 13.14 ft²
 - The secondary “Open Urgent Care” sign is 9' x 1'7" – 14.25 ft²
 - Total: **71.4 ft²** (approx.)

- No electronic reader board signs are allowed except electronic time/temperature signs are permitted with the review of the Plan Commission and approval of the Council (IX 5 C 5 F c)
 - Proposed electronic message center of 9' x 1'5" – 13.14 ft²

As shown in the enclosed approved Site Plan, the sign is proposed to be located in the SW corner of the property next the driveway. The sign would be perpendicular to the street (Woodman Drive). Across the street is the regional storm water pond. The sign will be visible from River Prairie Drive, at least until the existing adolescent trees grow taller.

Motion by Hoepner/Roth to recommend to Council approval of the proposed monument sign and electronic message center for Prevea Health. **Motion carried.**

(V)(3) Discuss/consider recommendation to Council regarding Altoona Housing Action Plan.

City Planner Clements explained that this item follows the Plan Commission discussion on April 8th regarding consideration of a Housing Action Plan, and the enclosed draft is revised based upon that discussion. The changes are highlighted. The proposed plan does not in itself modify or create policy. The purpose of the plan is to create a series of projects and tasks for staff to pursue and to communicate this approach to collaborating partners and to the public. Clements noted 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 indicated that if the Plan Commission recommends approval or approval with revisions, the Action would be scheduled on May 9 Council Meeting with action through Resolution.

Motion by Biren/Hoepner to recommend to Council approval of the proposed Altoona Housing Action Plan and direct staff to proceed with investigating implementation tactics.

(VI) Miscellaneous Business and Communications.

The next Plan Commission Meeting will be on Monday, May 13, 2019 at 5:30 p.m.

(VII) Adjournment.

Motion by Roth/Oas-Holmes to adjourn at 6:28 p.m. **Motion carried.**

Minutes transcribed by Cindy Bauer, Altoona City Clerk