

**MINUTES OF THE ALTOONA, WI  
REGULAR PLAN COMMISSION MEETING  
December 10, 2019**

**(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, Matthew Biren,  
  Andraya Albrecht, Barb Oas-Holmes and Dean Roth.

Also Present:                City Planner Joshua Clements  
  City Clerk Cindy Bauer

Absent:                        Bill Hoepner

**(III) Citizen Participation Period.**

Plan Commission Member Schlafer announced that he will not be seeking re-election for Council Representative in Aldermanic District 3 for the Spring Election in 2020.

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

**(IV) Approval of minutes.**

Motion by Biren/Oas-Holmes to approve the minutes of the November 12, 2019 Regular Plan Commission meeting. **Motion carried.**

**(V) Old Business – none.**

**(VI) New Business**

**(1) Discuss/consider recommendation to Council to rezone parcel 201103703000 from R-1, and parcels 201103704000 and 201103602000 from R-1 (temporary designation) located at 5960 US Highway 12 to R-1, TH, R-3 and C as described in the appeal as requested by Finland Holding Group LLC. (Public Hearing at the 2019 December 19 Council Meeting)**

City Planner Clements explained that the concept of this development was discussed by the Plan Commission on October 8. The property held by Finland Holdings Group, LLC (Jerome Lanners, Partner) is approximately 54.3 acres and located east of the Windsor Forest neighborhood and west of Mayer Road, adjacent to Highway 12. C&E Wurzer (developer) has provided a proposed development concept (enclosed) depicting arrangement of land uses and infrastructure. The proposed rezoning application mirrors the proposed land use arrangement and is the first step in the implementation.

Approximately 39.6 of the total 54.3 acres of the development area are included in the rezoning appeal. These areas are currently zoned R-1 One-Family Dwelling District. The enclosed Land Use Exhibit Map illustrates the proposed arrangement of lands to be rezoned R-1, TH Twin Home District; R-3 Multiple Family Dwelling District; and C Commercial District.

The proposed land uses are generally consistent with the Comprehensive Plan and related development policies. The Plan Commission discussed the proposed change of 7.5 acres from “General Commercial” in the Future Land Use Map to be available for multi-family development. The Plan Commission agreed with the proposal and directed staff to prepare amendments to the City’s Future Land Use Map. The Map will be amended in conjunction with revisions to the City’s Comprehensive Plan.

As further described in the Staff Report and petitioner materials, of the 54.41 acre development area, the total would be 44.3% residential districts, 27.2% commercial, 16.8% right-of-way, and 11.6% storm water facilities. The anticipated residential development is to yield 242 dwelling units. The anticipated build-out for the residential portion is 5 years (2025). City Planner Clements said if recommended for approval by the Plan Commission, the item will be considered by the City Council on December 19 following a public hearing. Clements mentioned that rezoning is the first step in the land entitlement and development process. If approved, the developer and owner must complete a preliminary plat, development agreement, and civil plan prior to final plat. Once the Plat is approved, the developer may proceed with infrastructure development. The proposed commercial and multi-family uses shall require approved site plans.

Craig Wurzer, Developer for this development provided a brief timeline of the infrastructures and types of units being proposed.

Motion by Oas-Holmes/Roth to recommend to City Council approval of the appeal for rezoning. Albrecht abstained. **Motion carried.**

**(VI)(2) Discuss/consider recommendation to Council regarding a Specific Implementation Plan for the Eau Claire Realty Multi-Tenant Building in the Northwest Quadrant of River Prairie.**

City Planner Clements explained that the Specific Implementation Plan (SIP) illustrates the architecture and site design elements for a 7,828 sf<sup>2</sup> one-story multi-tenant building to be located at the corner of Meadowlark Lane and Blazing Star Blvd in River Prairie NW Quadrant. The site is located west of Cabin Coffee, across the existing City-owned parking lot. The proposed development area is 0.37 acres (16,117 sf<sup>2</sup>) and is a prepared “pad ready” site. Vehicle parking will be accommodated by the existing City parking lot and street parking, with access utilizing existing driveways.

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. The proposed back-of-curb walkway shall be six feet in width, or a structural treatment proposed to prevent vehicle overhang into the walkway.
2. Add not less than two bicycle racks at an appropriate location near the public entrances. 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.

**B. Landscaping [RPDG IX 6]**

1. The elements identified in the concept landscape plan as “small deciduous tree” 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)]. See “Suggested Trees for Streetside Planting in Western Wisconsin, Hardiness Zone 4”, WI DNR, selected from “*Tall Trees*” and/or “*Medium Trees*”.
2. Bio-infiltration devices and water quality swales shall be attractively landscaped with horticulturally appropriate rain garden plantings and shall not be predominately turf grasses.

**C. Building and Architectural Standards [RPDG IX 7]**

1. The refuse enclosure shall be gated and constructed of materials consistent to those of the principal building façade [RPDG IX 7 H], screened with vegetation to the maximum degree practicable.
2. 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.
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)*].
  4. Any/all mechanical equipment, including roof-mounted units, shall be appropriately screened by building-compatible materials or landscaping [RPDG, IX 7 H].

**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 landscape 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 shall enter into an agreement regarding utilization of City property for placement of the refuse enclosure, and related operational considerations.
2. The petitioner / operator(s) shall attempt to coordinate deliveries and refuse collection to take place during off-peak business hours to minimize conflicts with pedestrian and automobile circulation within the public parking lot and adjoining walkways [RPDG, IX 7.1 I].

Motion by Biren/Roth to recommend approval of the Specific Implementation Plan for the Eau Claire Realty Multi-Tenant with staff recommended conditions. **Motion carried.**

**(VI)(3) Staff Updates (Discussion – No Action)**

City Planner Clements updated the Plan Commission Members on the following staff updates:

**Parks Plan** – Staff presented to the Parks Board on November 18<sup>th</sup>. Progress continues on the planning documents, but nothing significantly new to present or discuss at this time. Plan review and end-of-year capital project administration has been the focus over the past two weeks. This remains the highest priority project for completion (although plan review is more timely).

Recent work on the Parks Plan has focused on more thoroughly and consciously integrating planning for equity and inclusion best practices throughout the document.

**Official Map** – Since the Plan Commission discussion on November 12<sup>th</sup>, the Town of Washington has requested the process slow down, certain elements be examined further, and that City Staff present at Town Plan Commission and/or Board meetings prior to preparation of final proposal. Staff is scheduled to appear at the Town Plan Commission meeting on December 11, and potentially at the Town Board meeting on December 18<sup>th</sup>.

**Comprehensive Plan** – Staff is exploring acquiring between two and four books to utilize as reading groups to contribute to stakeholder engagement processes.

**Housing Task Force** – Working with Prof. Kurt Paulsen, UW-Madison, to arrange a presentation/discussion at the next task force meeting. No dates to announce at this point.

**Energy & Climate Resolution** – No update at this time.

**Wine Bar** – SIP was approved in April 2019. Staff has been meeting with the ownership group to finalize development agreement and related elements. Groundbreaking is planned as soon as spring conditions allow.

**2020 Work Plan** – Staff submitted a proposed work plan that focuses on completion of the Comprehensive Plan.

**(VI)(4) Supplemental Materials (Discussion-No Action)**

City Planner Clements explained mentioned that Plan Commission Members were given copies of the October and December 2019 issues of The Commissioner, a bi-monthly periodical prepared by the American Planning Association with the focus audience of plan commissioners.

Clements said earlier this year, the American Planning Association released the “**Planning for Equity Policy Guide**” that identifies policy recommendations for planners to advocate for policies that support equity in all aspects of planning. It is a heavy document with approximately 20 pages of reading and provides an excellent primer on how to advance social and economic equity in all aspects of this work. Equity has been among the highest focuses of energy and resources with the APA for the past several years.

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

**(VIII) Adjournment.**

Motion by Oas-Holmes/Schlafer to adjourn at 6:03 p.m. **Motion carried.**

Minutes transcribed by Cindy Bauer, Altoona City Clerk