

**MINUTES OF THE ALTOONA, WI
REGULAR PLAN COMMISSION MEETING
January 21, 2020**

(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, Dean Roth and Bill Hoepner.

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, 2019 Regular Plan Commission meeting. **Motion carried.**

(V) Old Business – none.

(VI) New Business

(1) Public Hearing at 5:30 pm or as soon thereafter is possible regarding a Preliminary Plat for Prairie View Ridge development as submitted by CE Lighthouse Properties LLC

Mayor Pratt opened the public hearing at 5:33 p.m.

City Planner Clements referred to the Preliminary Plat that represents the preliminary drawing of the land division instrument to arrange parcels and dedicate public right-of-way associated with “Prairie View Ridge” located east of the Windsor Forest neighborhood. The proposed Plat is consistent with the conceptual arrangement included with the Rezoning for the affected parcels as approved by the Council on December 19th.

Clements noted elements to be discussed and finalized between Staff and the petitioner prior to formulation of the Final Plat that included:

- Adequate spacing for the planned multi-use trail parallel to Baumbach Way and parallel to the proposed “Harley Street”;
- The meeting of the existing Baumbach Way ROW, 75’ in width, with the proposed width of 66’ as shown in the preliminary plat;
- The proposed reduction in ROW width of low volume roadways from 66’ to 60’;
- Parkland Dedication (dedication, fee in lieu, or combination thereof);
- Proposed civil design specifications (road cross-sections; utilities; stormwater; trails and sidewalks);
- Street names;

City Planner Clements mentioned that City Staff is awaiting the results of a Traffic Impact Analysis (TIA) to determine and evaluate proposed facilities.

Clements mentioned that specific items that will be discussed at this time are the road names.

Four new roadways are proposed, and one continued (Baumbach Way). The proposed names are illustrated on the preliminary plat, and are as follows:

Road 1 = Kyler Street

Road 2 = Cole Drive

Road 3 = Keanan Lane

Road C & E = Harley Street

Clements explained that the City Council, by recommendation of the Plan Commission, has final authority regarding name assignment to proposed public streets. Roads 1, 2 and 3 are between 1 and 2 blocks long. “Harley Street” will be a major road in this subarea and to future adjacent neighborhoods (see draft Official Map, enclosed). For that reason, great thought and consideration should be dedicated to the name of this facility.

“Harley Street” will be a significant area corridor:

- The only direct and contiguous north-south connection of Highway 12 and Prill Road west of County Road AA (Mayer Road);
- Extend north of Highway 12 at some point in the future;
- Extend south of Prill Road at some point in the future;
- Expected minor arterial designation for the neighborhood exceeding 425 acres;
- Over 1-mile in length (for comparison purposes, 10th Street W. and 3rd Street E area each approx. 0.8 miles);

Discussion followed on the proposed street names.

City Planner Clements noted that commencement of development activities requires approval of a Development Agreement, Final Plat, and Site Plan (for commercial and multi-family uses).

Clint Heiman, 3452 Mayer Road, Eau Claire had questions regarding the lot sizes at the southern end of the plat (south of proposed Cole Drive). The proposed lot sizes of 45 feet in width are too small. City Planner Clements mentioned that the lots in questioning are twin home lots.

Mark Erickson, Everyday Surveying and Engineering for this plat was present to explain the plat. Motion by Hoepner/Biren to close the public hearing at 5:50 p.m. **Motion carried.**

(VI)(2) Discuss/consider recommendation to Council regarding the Preliminary Plat for Prairie View Ridge development as submitted by CE Lighthouse Properties LLC.

Motion by Oas-Holmes/Hoepner to recommend approval of the Preliminary Plat for Prairie View Ridge development. **Motion carried.**

(VI)(3) Discuss/consider recommendation to Council regarding a Certified Survey Map (CSM) to subdivide parcels #201103602000 and #201103601000 and dedicate public right-of-way located at 127 Highway 12 as requested by Jerome Lanners DBA Finland Holdings LLC (Public Hearing at the January 23 Council Meeting).

City Planner Clements explained that the proposed CSM subdivides two parcels, 2.86 acres and 16.145 acres, to create three parcels and right-of-way to accommodate construction of public roads, utilities, and private enterprises. The CSM corresponds with the Preliminary Plat for adjoining properties to the west, and public improvements shall be contiguous. The land arrangement is consistent with the appeal for rezoning and general development concept approved by the Plan Commission and Council on December 19, 2019 for “C&E Lighthouse”. The provision of public improvements and parkland dedication shall be memorialized through a development agreement, and commencement of development activities shall require approval of that agreement.

Motion by Roth/Biren to recommend to City Council approval of the CSM. **Motion carried.**

(VI)(4) Discuss/consider recommendation to Council regarding a Certified Survey Map (CSM) to subdivide parcel #201100201270 in River Prairie into two parcels as initiated by the City of Altoona (Public Hearing at the January 23 Council Meeting).

City Planner Clements explained that the proposed CSM subdivides a 1.120-acre parcel (Lot 3 of CSM 3356) owned by the City of Altoona into two parcels to facilitate private development. Lot 1, 0.37 acres, will be sold via existing agreement with Chippewa Valley Holdings LLC (CVH) for the Eau Claire Realty Multi-tenant commercial building. Lot 2, 0.75 acres, will contain the existing City-owned parking lot. The Specific Implementation Plan for this project was approved by the City Council on December 19, 2019. Clements noted that Lot 1 includes a 20' public utility easement along the south boundary to accommodate existing utilities. The lot also includes an easement in the NE corner to accommodate a stormwater pipe.

Motion by Roth/Oas-Holmes to recommend to City Council approval of the CSM. **Motion carried.**

(VI)(5) Discuss/consider recommendation to Council regarding a Specific Implementation Plan for Higgins Travel 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 6,000 sf² one-story multi-tenant building. The site is located south of the Prairie Event Center and west of CrossFit, adjacent to the existing City-owned parking lot. The proposed development area is 0.214 acres (9,328 sf²) 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. Two additional automobile parking stalls located parallel to the existing ingress/egress lane are proposed.

Clements referred to the Staff Report for further description and analysis.

Sean Bohan, Advanced Engineering Concept was present to explain the proposal and the site plan.

Plan Commission Members discussed whether or not to make a recommendation to Council based on the proposed site plan. Member felt the applicant should come back to the February Plan Commission for final approval.

Staff recommends that the Plan Commission **not** recommend approval of the Specific Implementation Plan as failing to be consistent with the River Prairie Design Guidelines and Standards with the following specified findings, and proposed conditions and remedies (most specific deviation(s) in red):

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

1. Connect the walkway along the south side of the building to the existing public sidewalk on either end.
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. Bio-infiltration devices and water quality swales shall be attractively landscaped with horticulturally appropriate rain garden plantings and small trees, and shall not be predominately turf grasses.
2. A final landscape plan illustrating placement and species of plantings shall be provided and approved prior installation.

C. Building and Architectural Standards [RPDG IX 7]

1. Façade design fails to meet River Prairie Design Guidelines and Standards. Architecture must be revised and re-considered for approval (7.3 (C) *Variation in Massing*; 7.3 (D) 6 (b) *Character and Image*).
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.
4. The existing area drain in the north corner of the site, and contributing pipes, shall be reserved via public easement.

E. Operational

1. The petitioner shall enter into an agreement regarding utilization of existing City refuse enclosure if shared use is anticipated.
2. The petitioner / operator(s) shall attempt to coordinate deliveries (if any) to take place during off-peak hours to minimize conflicts with pedestrian and automobile circulation along adjoining walkways and within the public parking lot. [RPDG, IX 7.1 I].

Motion by Biren/Roth to not recommend approval of the Specific Implementation Plan for Higgins Travel as proposed and requested that the architect complete a revision and come back with the suggested staff recommended conditions. Plan Commission members asked that Council do not approve the proposal until after the Plan Commission may consider a revised plan. **Motion carried.**

(VI)(6) Discuss/consider Site Plan for Parcel 201105302000 located on Otter Road for “Otter Road Storage” as submitted by Jason Gripenrog.

City Planner Clements explained that the enclosed Site Plan illustrates a 5,120 sf² storage/warehouse building on a 1.25-acre parcel in the I Industrial District. Staff has determined that the proposal meets Altoona Municipal Code and recommends approval with the following conditions:

1. Add native canopy boulevard trees in the boulevard area along the entire frontage, 30-foot average spacing, consistent with Ch. 19.54. 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% (not including screening trees). 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.
2. Location of storm water infiltration facility within the public right-of-way shall require entering into an agreement wherein if sidewalk or other public improvement were to ever be constructed, the full cost to relocate/redesign the drainage facility would be the responsibility of the property owner.
3. Permits shall be acquired for the corresponding retaining walls (Ch. 15.14), and slope stability measures shall be implemented consistent with Ch. 19.15.110.

Jason Griepentrog was present to explain his site plan for Otter Road Storage and answer any questions Plan Commission Members had regarding his proposal.

Motion by Hoepner/Oas-Holmes to approve the Site Plan with staff recommended modifications.
Motion carried.

(VI)(7) Discuss/consider development of property within the Extraterritorial Jurisdiction.

City Planner Clements explained that the City of Altoona exercises its Extraterritorial Jurisdiction (ETJ) powers provided by WI Statutes pertaining to land division in order to, among other goals, guide and control orderly and efficient development land and provision of infrastructure. The ETJ extends 1.5 miles from the City's corporate boundary. The principal provision is that no new parcels less than 10 acres may be created.

Clements mentioned that one of the purposes of exercising this power is to prevent low-density unsewered subdivisions in the City's future growth and development areas. These developments effectively create a barrier constraining City growth, preventing adjacent and contiguous development at densities appropriate and efficient for the provision of municipal utilities and public services. These developments can "wall off" a city from growing in certain directions, and potentially become reasonably land-locked.

Clements noted that city staff has recently been engaged with a property owner and a potential developer of 30.39-acre area located near but not adjacent to the City's boundary, north of the Altoona Elementary School on County Highway SS. Clements referred to the property as further illustrated and described in his Staff Report. There are constraints to serving this area with municipal utilities and additional variables to consider, including if the City should grow north of the railroad, and what the reasonably anticipated capacity for future development in that vicinity. This is a strategic consideration that warrants discussion and direction by the Plan Commission and City Council.

Jason Griepentrog, potential interest in developing the lot briefly spoke on options whether to develop the property with or without utilities.

Consensus of the Plan Commission Members was for staff to pursue further discussion and development/enforcement within the Extraterritorial Jurisdiction.

(VI)(8) Discuss / consider recommendation to Council regarding Resolution 1B-20 confirming parkland dedication fees for 2020.

City Planner Clements explained that providing adequate parkland is widely accepted as a fundamental function of government throughout the U.S. One method of ensuring provision of adequate and desirable public lands is to require dedication of land or impact fees to support acquisition of property. This tactic is practiced by many communities throughout Wisconsin, and is specifically enabled through several provisions within Wisconsin Statutes.

Clements referred to his Staff Report 20-01D, and noted that Altoona has required parkland

dedication since at least 1981. The most recent revision to that area of municipal code was 2002 (Ord 4A-02), wherein, among other things, a procedure and formula was established to annually adjust fees in lieu of land dedication. This procedure stipulates that the City Council annually consider a Resolution where those fees would be illustrated.

The proposed Resolution 1B-20 refers to existing municipal code and State Statute to enumerate the parkland dedication fees for 2020. The resolution does not change any existing ordinance, code or policy. Despite the Council having not considered a similar resolution in many years, the parkland dedication requirements have been enforced. Clements mentioned that the Parks Board will discuss this Resolution at their meeting scheduled for January 20th at 6:00pm.

Staff recommends approving the Resolution confirming the parkland dedication fees for 2020. Staff recommends examining the sufficiency of the dedication provision and existing fee levels in the code in relationship to achieving the parkland service levels outlined in the Comprehensive Plan and Parks Plan (once adopted). City Planner Clements noted that the Park & Rec Board recommended approval at its January 20, 2020 meeting.

Motion by Roth/Hoepner to recommend to Council approval of Resolution 1B-20 confirming parkland dedication fees. **Motion carried.**

(VII) MISCELLANEOUS BUSINESS AND COMMUNICATIONS

(1) – Staff Updates (Discussion – No Action)

City Planner Clements updated Plan Commission Members with the following:

Parks Plan – Staff time has been dedicated to current planning (permitting and process) and future development area planning. No Updates. Remains top priority project.

Official Map – Comments have been transmitted to WCWRPC for updating the current draft. Considering scheduling an open house in early February for land owners in the area.

Comprehensive Plan – The Annual City Newsletter is currently under development, and long-range planning and comprehensive plan is among the central themes. Staff is planning a short introductory article to kick-off the process, as well as include a Phase I survey instrument. Staff is still 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. Dates are being discussed for the week of March 16-20.

Transit Development Plan – As of the Transit Commission meeting on January 15, no updates. The consultant is compiling public input and survey data.

Energy & Climate Resolution – No update at this time.

(VII)(2) Supplemental Materials (Discussion-No Action)

The American Planning Association (APA) is the primary professional organization comprised of professional community planners. The American Institute of Certified Planners (AICP) is a certification program to serve as one method of verification of a planners' qualifications and commitment to continuing education. Professionals must pass an examination and complete certification maintenance credits on a two-year cycle.

The AICP *Code of Ethics and Professional Conduct* that illustrates the pledge and commitment to uphold high standards of practice, ethics and professional conduct. The code is a guide to the ethical conduct *required* of AICP certified planners. This code was most recently amended in 2016.

Code of Ethics and Professional Conduct: <https://www.planning.org/media/document/9121296/>

APA Ethics in Planning: <https://www.planning.org/ethics/>

The Code also serves as a professional aspirational ethic to guide and remind of the role of community planning in advancing community ideals. Ethical considerations underpin many recommendations provided by staff.

This discussion is enclosed to elevate awareness of the Code to Commissioners, as citizen-planners who render recommendations and decisions that influence the lives of all our citizens.

(VII)(3) Staff Service (Discussion-No Action)

The following is provided for your information and disclosure.

City Planner Clements mentioned that as of January 1, 2020 he began service as the President of the Wisconsin Chapter of the American Planning Association. Clements was elected to this role in 2017, and has served as President-Elect for calendar years 2018 and 2019. This two-year term as President will be followed by an additional two years as Past President to ensure continuity. APA-WI is a Chapter of the national APA, and has approximately 600 members. APA-WI is an independently chartered 501©3 organization. In this role, Clements will continue to serve as one of 16 volunteer board members that provide coordinate professional development, networking, and advocacy activities on behalf of its members. The Chapter receives some support and coordination from APA national in this mission.

The duties include, but not limited to:

- Quarterly face-to-face Board Meetings
- Conference Calls as needed
- Service on Board Committees
- Seat on the Chapter President’s Council of APA, one of the governing components of the association
- Corporate officer for the association

In a related note, the 2nd Annual “Planners Advocacy Day” in Madison organized by APA-WI is March 10. Organized by the APA-WI VP. for Chapter Affairs with support from the WI League of Municipalities, this event provides a structured opportunity for planners and others to receive structured presentations on current issues being debated in the State Government, APA-WI legislative priorities, and meet with their elected officials and/or staff to discuss.

<https://wisconsin.planning.org/>

(VIII) Adjournment.

Motion by Oas-Holmes/Biren to adjourn at 7:33 p.m. **Motion carried.**

Minutes transcribed by Cindy Bauer, Altoona City Clerk