

**MINUTES OF THE ALTOONA, WI  
REGULAR PLAN COMMISSION MEETING  
June 8, 2021**

**(I) Call Meeting to Order.**

The meeting was called to order by Mayor Brendan Pratt at 5:30 p.m. held at the Fish House, 418 9<sup>th</sup> Street West, Altoona until further notice.

**(II) Roll call.**

Members present:           Brendan Pratt, Tim Sexton, Matthew Biren,  
Barbara Oas-Holmes, Dean Roth, Andraya Albrecht and Bill Hoepner.

Also Present:                City Planner Joshua Clements  
City Administrator Michael Golat  
Management Analyst Roy Atkinson  
City Clerk Cindy Bauer  
Charles Rau, CUP Applicant

**(III) Citizen Participation Period.**

Motion by Oas-Holmes/Roth to close Citizen Participation Period. **Motion carried.**

**(IV) Approval of minutes.**

Motion by Biren/Hoepner to approve the minutes of the May 11, 2021 Regular Plan Commission meeting. **Motion carried.**

**(V) Old Business - none**

**(VI) New Business**

**(1) - Public Hearing at 5:30 p.m. or as soon thereafter as possible regarding (1) combined General Implementation Plan and Specific Implementation Plan for River Prairie Townhomes in the RP River Prairie Mixed Use District, and (2) a Preliminary Plat for River Prairie Townhomes, for parcels 201211502010 and 201101003010 submitted by GRIP Development.**

Mayor Pratt opened the public hearing at 5:32 p.m.

City Planner Clements referred to the following:

- Staff Report 21-06A
- Preliminary Plat, River Prairie Townhomes
- Declaration of Restrictive Covenants, HOA Incorporation & Bylaws (Draft)
- Preliminary Plat Application
- Community Impact Statement
- Title 18 Environmental Checklist

City Administrator Golat gave an opening statement regarding this development.

City Planner Josh Clements explained that consideration of the General and Specific Implementation Plan for the River Prairie Townhomes, and the proposed Preliminary Plat, is a new proposal to replace those approved or considered previously. This proposal is a new zoning permit revised from the 36-dwelling plan that was previously approved on August 27<sup>th</sup>, 2020. Due to the significant changes, the application is an entirely new process from an entitlement

process treatment. Clements said the property was previously owned by the City and marketed for development through a Request for Proposal process. The City and Developer hosted a public open house on May 5, 2021, attended by approximately 50 residents to present and discuss the proposal.

City Planner Clements explained that the General and Specific Implementation Plan for the River Prairie Townhomes reflects 24 townhouse dwellings in four buildings. The four dwelling structures are generally identical with three different unit layouts, attached vehicle garages, and basements. The buildings are intended to be varied slightly in façade material patterns and colors. Vehicle access is proposed from two points on Lake Road, connected via a private drive to be managed by HOA. There are a total of 40 attached garage stalls, 40 spaces in front of those garages, 12 detached garage stalls and 12 spaces in front of those garages to a total of 104 spaces for the 24 dwellings. There is sufficient space for future expansion for visitor parking, as needed. The 3.933-acre property is relatively flat, partially wooded, and undeveloped, bordering the Union Pacific railroad southwesterly. The property is encumbered by a 50-foot easement benefiting Union Pacific along the southwest property line, and no stormwater or other permanent improvements in this area. The west end of the property is encumbered by a utility easement for water and overhead electrical. All stormwater shall be handled on site to meet or exceed the City's Title 14 stormwater performance requirements and those of the WI DNR.

Carolyn Carlson, 2204 Moonlight Bay Drive questioned the possibility of a separate sidewalk that connects to the existing bike trail.

Motion by Sexton/Hoepner to close the public hearing at 5:47 p.m. **Motion carried.**

**(VI)(2) Discuss/consider recommendation to Council regarding a combined General Implementation Plan and Specific Implementation Plan for River Prairie Townhomes.**

Mayor Pratt responded to Carlson's comment regarding individual sidewalks to the existing trail.

Kristi Goetl, 2120 Moonlight Bay Drive, questioned not having the final covenants documents available to the Plan Commission until the Final Plat is presented.

City Planner Clements said Staff recommends approval of the proposed General Implementation Plan and Specific Implementation Plan as being in substantial conformance with the River Prairie Design Guidelines and Standards, with staff recommended modifications (10).

A. Access & Circulation [RPDG IX. 1]

1. Crosswalk striping of the multi-use trail shall be thermoplastic (or similar) maintained by the developer / HOA consistent with city standards. Traffic control and circulation safety signage and related devices shall be maintained by the developer / HOA.

B. Landscaping [RPDG IX. 6]

1. Minimum species diversity - Tree selection shall be native species with minimum diversity and planting size as illustrated in the RPDG [IX 6 (D)]. 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 15%. All species shall be native or native hybrid as recommended by the WI Department of Natural Resources. Trees along the street frontage shall be selected

from the WI DNR “Suggested Trees for Streetside Planting in Western Wisconsin USDA Hardiness Zone 4” or City recommended boulevard tree list, confirmed by city staff. Utilizing ash trees is prohibited due to prevalence of emerald ash borer in this region.

2. Bio-infiltration facilities and water quality swales shall be attractively landscaped with horticulturally appropriate rain garden plantings.

C. Building and Architectural Standards [RPDG IX 7]

1. Any/all mechanical equipment shall be appropriately screened by building-compatible materials or landscaping [RPDG, IX 7 H].
2. 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)].
3. Architectural design and materials comprising the detached garage structure shall be consistent with the dwelling structures in the project.

D. Utilities

1. 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.
2. If the buildings feature sprinkler systems, the Fire Department Connection (FDC) shall be 4” STORTZ and final placement shall be reviewed and approved by Altoona Fire Department.
3. 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.

E. Administration

1. The Developer shall provide updated dwelling pricing information, consistent with the RFP response and terms of the property sale agreement, upon request by the City.

Motion by Biren/Sexton to recommend to Council approval of the General and Specific Implementation Plan for River Prairie Townhomes, as being in substantial conformance with the River Prairie Design Guidelines and Standards, with staff recommended modifications, with an additional modification that the sidewalks between the street facing doors and the trail be removed, and walkways be added from the rear doors to the trail as illustrated by staff. **Motion carried.**

**(VI)(3) Discuss/consider recommendation to Council regarding the Preliminary Plat for River Prairie Townhomes.**

City Planner Clements said Staff finds the proposed Preliminary Plat to be consistent with the proposed Plan for the property, and meeting or exceeding the minimum standards and requirements for plats and recommends approval of the Preliminary Plat with the following condition (1):

(1) Proposed final property covenants and HOA documents shall be provided with the Final Plat for review by the Plan Commission and City Council.

Motion by Biren/Sexton to recommend to Council approval of the Preliminary Plat with staff recommended conditions. **Motion carried.**

**(VI)(4) Public Hearing at 5:35 p.m. or as soon thereafter as possible regarding an appeal for a conditional use for a proposed automobile engine and business machine repair use at 903 Harlem Street, parcel 201210609000.**

Mayor Pratt opened the public hearing at 6:19 p.m.

City Planner Clements referred to the following:

- Staff Report 21-06B
- Appeal for a Conditional Use (May 19, 2021)
- Public Hearing Notice

City Planner Clements explained that Charles and Cori Rau, owners of 903 Harlem Street, propose to relocate a business that repairs and rebuilds automobile engines and small business machines to an existing commercial building at 903 Harlem Street. The property is 9,000 ft<sup>2</sup> and located at the intersection of Harlem Street and Hamilton Avenue. Property to the east, west and south are zoned C Commercial, and property to the north is zoned R2 One- and Two-Family Dwelling District. The existing building is approximately 3,200 ft<sup>2</sup>.

City Planner Clements said the proposed use is conditionally permitted in the zoning district, per Section 19.40.020. 21. of the Altoona Municipal Code. Modifications are not proposed to the structure or site. Minor interior renovation is underway to accommodate the business.

Charles Rau, CUP applicant was present to explain his intentions and answer any questions Plan Commission Members had regarding his conditional use permit.

Motion by Sexton/Hoepner to close the public hearing at 6:24 p.m. **Motion carried.**

**(VI)(5) Discuss/consider appeal for a conditional use at 903 Harlem.**

City Planner Clements said that staff recommends approval of the conditional use permit without conditions but noted that the permit may be reviewed, and conditions added or modified pursuant to the procedure provided in the Chapter if operation of the use is documented to result in material nuisance.

Motion by Sexton/Roth to approve the conditional use permit for 903 Harlem Street. **Motion carried.**

**(VI)(6) Discuss/consider recommendation to Council regarding the Specific Implementation Plan for River Prairie Multi-Tenant, Lot 2 in the Northwest Quadrant of River Prairie, parcel 201100201130.**

City Planner Clements referred to the following:

- Staff Report 21-06C
- Proposed Specific Implementation Plan, River Prairie Multi-Tenant

City Planner Clements explained that the proposed Specific Implementation Plan (SIP) illustrates architecture and site design elements for a 12,524 ft<sup>2</sup> commercial multi-tenant building to be located at the 1.89-acre (82,476 ft<sup>2</sup>) property located on Bluestem Boulevard, between

Westconsin Credit Union and Staybridge Suites in the Northwest Quadrant of River Prairie. This site is part of the River Prairie General Implementation Plan in the River Prairie Mixed Use District zoning. The property is a prepared “pad ready” site.

The west face of the building, presenting to Bluestem Boulevard, includes customer entrances, with employee entrances on the east face toward Highway 53. Vehicle circulation is provided around the entire building, with drive-up windows shown on the north and the south building faces. Guest parking is located on the west portion of the site, between the building and the public street, with staff parking to the east of the building. Vehicle access to the site is via Bluestem Boulevard via a driveway shared with Staybridge Suites along the north side of the site. The site arrangement includes 64 automobile spaces. Public parking is available on Bluestem.

City Planner Clements noted that the exterior materials are proposed to be predominately split-faced and precast blocks, fiber cement panels (wood print), prefinished metal trim and accents. Stormwater at this site will be collected via one bioretention cell in the landscaping area near the west property line and connected to the regional stormwater system. Stormwater from the eastern portion of the site is conveyed to the stormwater easement along the east property line.

Staff recommends approval of the Specific Implementation Plan for River Prairie Multi-Tenant with the following modifications (16):

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

1. Walkways along the west face of the building and those connecting to the public sidewalk shall be a minimum of six feet in width [IX. 1. (C)(5)].
2. The walkways connecting the sidewalk to the building shall feature ramps meeting ADA requirements.
3. Provide and maintain pavement markings to guide motorists to and through drive-up windows [IX. 1 (H)].
4. Add a minimum number of bicycle fixtures to securely accommodate six bicycles (AMC §19.52.030 D) at appropriate(s) 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 basin shall be attractively landscaped with horticulturally appropriate rain garden plantings and shall not be predominantly turf grasses.
2. Native canopy shade trees shall be planted along the west frontage (Bluestem Boulevard) at not greater than 25-foot average spacing [RPDG IX 6(D)(2)(a)].
3. Native canopy shade trees shall be planted along the south drive lane at not greater than 40-foot spacing stem-to-stem [RPDG IX 6 (D)], not less than 5 specimens (~185’ boundary x 40’ avg spacing). 30-foot average spacing is recommended. This condition is referenced upon [RPDG IX 6 (D) & (E)] as well as the purpose of shading of pavement and parking areas ([RPDG IX 1(M)]).

4. Tree selection shall be native species with minimum diversity and planting size as illustrated in the RPDG [IX 6 (D)].
5. Screening between the west parking area and Bluestem Boulevard shall be achieved with plantings or other landscaping features consistent with [RPDG IX 6 (E)(4)(b)].

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

1. The Council recognizes that the proposed site arrangement *does not* meet the design guidelines insofar as allowing automobile circulation and parking between the building and the primary street [RPDG IX 7.3 (B)(2)], and greater setback than otherwise permitted, due to the proposed uses that include vehicle drive-through facilities [RPDG IX 7.3 (B)].
2. Any/all mechanical equipment, including roof-mounted units, shall be appropriately screened by building-compatible materials or landscaping [RPDG, IX 7 H].
3. Sign permits will be required for all building and ground signs and meet design requirements outlined in the River Prairie Design Guidelines, IX 5.
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 similar to the primary building.

**D. Utilities**

1. If the building features a sprinkler system, the Fire Department Connection (FDC) shall be 4” STORTZ with final placement reviewed and approved by Altoona Fire Department.
2. 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.

Motion by Sexton/Oas-Holmes to recommend to Council approval of the Specific Implementation Plan for River Prairie Multi-Tenant, as being in substantial conformance with the River Prairie Design Guidelines and Standards, with staff recommended modifications.  
**Motion carried.**

**(VD)(7) Discuss/consider recommendation to Council regarding the Specific Implementation Plan for Royal Credit Union for parcel 201100206060 in the Southwest Quadrant of River Prairie.**

City Planner Clements referred to the following Staff Report 21-06D and Proposed Specific Implementation Plan, Royal Credit Union. Clements explained that the proposed Specific Implementation Plan (SIP) for Royal Credit Union illustrates architecture and site design elements for a 4,500 ft<sup>2</sup> personal/financial services building to be located at the 2.149-acre (93,604 ft<sup>2</sup>) property located at the NE corner of Blazing Star Boulevard and Woodman

Drive, also fronting River Prairie Drive in the Southwest Quadrant of River Prairie. The site arrangement includes a potential 1,500 ft<sup>2</sup> building addition. This site is part of the Woodman's Crossing General Implementation Plan in the River Prairie Mixed Use District zoning. The property is a prepared "pad ready" site.

Vehicle circulation is provided around the entire building, with vehicle drive-up bays and associated canopy to the east of the building. Guest entrance is on the south building face, oriented toward the interior of the site and parking area. Guest parking is provided in 36 spaces to the south of the building, in addition to substantial pavement area for vehicle movements and cue lines approaching the drive-up windows. Vehicle access to the site is via Blazing Star Boulevard via the existing driveway, as well as a new driveway connection to Woodman Drive.

The exterior materials are proposed to be full bed stone base, face brick with a few rows of soldier course and blue and gray metal panels, prefinished metal trim and accents. Stormwater at this site will be collected via one bioretention cell in the landscaping area in the southern portion of the property and connected to the regional stormwater system.

City Planner Clements referred to Staff Report 21-06D for analysis. Notably, the number of proposed automobile parking spaces are approximately twice the number permitted, and landscape features within the pavement area do not meet the minimum requirements.

Staff recommends approval of the Specific Implementation Plan for Royal Credit Union with the following modifications (15):

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

1. Provide justification satisfying alternative compliance of vehicle parking spaces in excess of the maximum number permitted [RPDG IX (1)(K)(3)].
2. The sidewalk along Blazing Star Boulevard, connecting walkway, and building-fronting walkway shall be a minimum of six feet in width [IX. 1. (C)(5)].
3. Add a minimum number of bicycle fixtures to securely accommodate four bicycles (AMC §19.52.030 D) at appropriate(s) 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. Stormwater quality and infiltration facilities shall be attractively landscaped with horticulturally appropriate rain garden plantings and shall not be predominately turf grasses.
2. Native canopy shade trees shall be planted along the Woodman Drive frontage at not greater than 25-foot average spacing [RPDG IX 6(D)(2)(a)].
3. Native canopy shade trees shall be planted in the Woodman Drive boulevard at not greater than 30-foot average spacing [RPDG IX 6 (D)].
4. Native canopy shade trees shall be planted along the vehicle parking and circulation areas at not greater than 30-foot spacing [RPDG IX 6 (D)] approximately as indicated in the staff-provided illustration. The 30-foot spacing is closer than the 40-foot spacing indicated in the design guidelines in consideration of the less amount of landscape area internal to the pavement area [RPDG IX 6 (M)(1)]. This condition is

referenced upon [RPDG IX 6 (D) & (E)] as well as the purpose of shading of pavement and parking areas ([RPDG IX 1(M)]).

5. 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 Council recognizes that the proposed site arrangement *does not* meet the design guidelines insofar as allowing automobile circulation and parking between the building and the primary street [RPDG IX 7.3 (B)(2)], and greater setback than otherwise permitted, due to the proposed uses that include vehicle drive-through facilities [RPDG IX 7.3 (B)].
2. Any/all mechanical equipment, including roof-mounted units, shall be appropriately screened by building-compatible materials or landscaping [RPDG, IX 7 H].
3. Sign permits will be required for all building and ground signs and meet design requirements outlined in the River Prairie Design Guidelines, IX 5.
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 similar to the primary building.

**D. Utilities**

1. If the building features a sprinkler system, the Fire Department Connection (FDC) shall be 4” STORTZ with final placement reviewed and approved by Altoona Fire Department.
2. 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.

Member Oas-Holmes recused herself from discussion and motion.

Motion by Biren/Hoepner to recommend to Council approval of the Specific Implementation Plan for Royal Credit Union, as being in substantial conformance with the River Prairie Design Guidelines and Standards, with staff recommended modifications. **Motion carried.**

**(VII) MISCELLANEOUS BUSINESS AND COMMUNICATIONS**

City Planner Clements commented on the Comprehensive Plan process and timeline for the near future.

**(VIII) Adjournment.**

Motion by Roth/Hoepner to adjourn at 6:55 p.m. **Motion carried.**

Minutes transcribed by Cindy Bauer, Altoona City Clerk