

**MINUTES OF THE ALTOONA, WI
REGULAR PLAN COMMISSION MEETING
August 17, 2021**

(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, 1303 Lynn Avenue, Altoona, WI.

(II) Roll call.

Members present: Brendan Pratt, Tim Sexton, Matthew Biren,
 Andraya Albrecht and Bill Hoepner.

Also Present: City Planner Joshua Clements
 City Clerk Cindy Bauer

Also Present: Tim Blied and Keith Baldwin, CUP Applicants for the carwash.
 Adam Stein via phone for Multi-Tenant Site Plan
 Mark Seidl, Developer for Multi-Tenant Site Plan.
 Mark Erickson

Absent: Commission Member Dean Roth

(III) Citizen Participation Period.

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

(IV) Approval of minutes.

Motion by Biren/Hoepner to approve the minutes of the July 20, 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 an appeal for a Conditional Use Permit and Site Plan to allow a car wash in the C Commercial District as submitted by Tim Blied, Applicant for parcel number 201105005000 located at the intersection of 10th Street West and North Hillcrest Parkway.

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

City Planner Josh Clements referred to the following information:

- Staff Report 21-08A for description and analysis
- Conditional Use Permit Application
- Proposed Site Plan
- Public Notice Documentation
- Written Public Comment (2)

Clements explained that Executive Car Wash seeks to construct a 1,244 ft² single-bay automated car wash structure at the 0.88-acre property located at the intersection of 10th Street West and North Hillcrest Parkway, adjoining Highway 12. The property is zoned C Commercial District and car wash facilities are a conditional use.

The following people spoke:

Steve Harmon, Owner of property at 2411 N. Hillcrest Pkwy across the street from the proposed car wash had opposition to the car wash and stated his reasons why.

Motion by Sexton/Hoepner to close the public hearing at 5:48 p.m. **Motion carried.**

(VI)(2) Discuss/consider appeal for a Conditional Use Permit and Site Plan for parcel number 201105005000 located at the intersection of 10th Street West and North Hillcrest Parkway.

Keith Baldwin, Applicant, was present to describe the design of the carwash structure.

City Planner Clements noted that Staff recommends conditional approval with the following conditions (1):

- (1) Existing trees in the vicinity of the north property line and east property line shall be preserved to the maximum extent possible. Particular attention shall be paid to preserve large, healthy individuals. Trees to be preserved shall be fenced and/or clearly marked to communicate protection status. These areas shall be protected through the land disturbance and construction process. Disturbance within the critical root zone, including soil compaction, shall be avoided. The resulting site shall feature sufficient trees in these two areas indicated on the proposed plan to create visual screening from adjoining properties. Additional trees shall be provided if sufficient existing trees are not present or may not be preserved. Although this area is not identified as a “woodland area”, see Chapter 19.15.080 for tree preservation guidelines.

Discussion followed with Plan Commission Members regarding concerns from the neighbors and the potential noise factor and aesthetics of the proposed building.

Motion by Sexton/Hoepner to not approve the conditional use permit and site plan for parcel #201105005000 located at the intersection of 10th Street West and North Hillcrest Parkway. Plan Commission Members commented that by denying the permit, it did not stop the applicant from coming back at a future meeting with a more conventional plan, aesthetic appearance, noise factor and lighting use. **Motion carried.**

(VI)(3) Discuss/consider recommendation to Council regarding a proposed Specific Implementation Plan for a multi-tenant building occupying the eastern half of parcel number 201100209060 located between Woodman Drive and River Prairie Drive in the River Prairie Mixed Use District.

City Planner Clements referred to Staff Report 21-08B and the Proposed Specific Implementation Plan. Clements explained that the proposed Specific Implementation Plan (SIP) for a 6,200 ft² commercial multi-tenant building architecture and site design elements for property located between Woodman Drive and River Prairie Drive, east of Bluestem Boulevard. 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. The 2.101-acre site is proposed to be subdivided via CSM to create two parcels. This proposed SIP applies to the easterly 1.12 acres. The vehicle ingress/egress is taken from Woodman Drive, a private road.

City Planner Clements noted that Staff recommends approval of the Specific Implementation Plan as being in substantial compliance with the River Prairie Design Guidelines and Standards with the following modifications:

- A. **Access, Circulation & Parking** (RPDG IX. 1)
 1. Walkways shall be a minimum of six feet in width [IX. 1. (C)(5)].
- B. **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)].

C. **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.

City Planner Clements noted that there were some minor modifications to the SIP, that being that the site will have a single access driveway, not a shared driveway.

Mark Seidel, Developer was present to answer questions Plan Commission Members had regarding the site plan.

Motion by Sexton/Hoepner to recommend approval of the proposed Specific Implementation Plan as being in substantial compliance with the River Prairie Design Guidelines & Standards with staff-recommended modifications. **Motion carried.**

(VI)(4) Discuss/consider recommendation to Council regarding a proposed Certified Survey Map to divide parcel 201100209060 located between Woodman Drive and River Prairie Drive (Public Hearing proposed for August 26th Council Meeting).

City Planner Clements explained that the proposed Certified Survey Map subdivides the 2.101-acre parcel into a 1.12-acre and 0.981-acre parcel. The easterly parcel, 1.12-acres, is subject to a proposed Specific Implementation Plan discussed earlier.

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

(VI)(5) Discuss/consider recommendation to Council regarding the Final Plat for Prairie View Ridge II.

City Planner Clements explained that the Preliminary Plat for Prairie View Ridge II was conditionally approved by the City Council on May 13, 2021. Clements noted that a portion of the subject area was also rezoned from R1 to TH during that same meeting. The proposed Final Plat is substantially consistent with the approved preliminary plat. Clements mentioned that the City Attorney recommends writing and recording an easement document further defining and describing the "no cut" provision on the face of the plat and condition of the preliminary plat approval. The City Attorney is working on a draft of this document for the August 26th Council Meeting.

Mark Erickson, representing C&E Lighthouse commented on the "no cut" easement being proposed on the Final Plat.

Motion by Biren/Sexton to recommend approval of the Final Plat for Prairie View Ridge II subject to preparation of the "no cut" easement. **Motion carried.**

(VII) MISCELLANEOUS BUSINESS AND COMMUNICATIONS

(1) Discussion Regarding Plan Commission Meetings

City Planner Clements commented that during the August 12, 2021 Council Meeting, the Council discussed and determined that Council meetings will be held via virtual format (Zoom) commencing as soon as possible due to current public health concerns. Staff expects the September Plan Commission meeting will be held virtually, and that meeting format will be evaluated on a monthly basis thereafter. Consensus of the Committee Members present was to go virtual starting with the September 14, 2021 Plan Commission Meeting.

(VII)(2) Commissioner Training Opportunities

A. Wisconsin Housing & Economic Development Authority (WHEDA) Annual Conference, Sept 1 - 2 (Virtual)

City Planner Clements mentioned that this year's WHEDA Conference is virtual, providing Commissioners a great opportunity to engage in housing-related educational opportunities without travel. Clements said that the City has funds available for Commissioners and Councilpersons to attend.

B. American Planning Association - Wisconsin Chapter Annual Conference

City Planner Clements mentioned that the American Planning Association Wisconsin Chapter Annual Conference will be held September 16-17 in Green Bay. Conference registration is now open, and the City has funds for a limited number of Commissioners and/or Councilpersons to attend.

C. American Planning Association, Policy & Advocacy Conference (Virtual)

City Planner Joshua Clements mentioned that he has attended the Conference each of the past five years, including the advocacy meetings with elected officials, and will be leading the legislative meetings with Rep. Kind's Office, Sen. Baldwin's Office and Sen. Johnson's Office. Conference registration is now open, and the City has funds for Commissioners and/or Councilpersons to attend.

D. Retrofitting Bedroom Communities for an Equitable and Sustainable Future (Webinar)

Fri, Dec 17, 2021 12:00 PM - 1:30 PM

City Planner Clements mentioned that there is a webinar entitled "Retrofitting Bedroom Communities for an Equitable and Sustainable Future. Registration is open, and the City has funds for Commissioners and/or Councilpersons to attend.

(VIII) Adjournment.

Motion by Biren/Hoepner to adjourn at 6:58 p.m. **Motion carried.**

Minutes transcribed by Cindy Bauer, Altoona City Clerk