

**MINUTES OF THE ALTOONA, WI
REGULAR PLAN COMMISSION MEETING
April 12, 2022**

(I) Call Meeting to Order.

The meeting was called to order by Mayor Brendan Pratt at 5:30 p.m. held on zoom Teleconference/video conference due to Coronavirus COVID-19.

(II) Roll call.

Members present: Brendan Pratt, Tim Sexton, Dean Roth, Ben Trachsel, and Bill Hoepner.

Also Present: City Administrator Mike Golat
City Planner Joshua Clements
Assistant City Administrator Roy Atkinson
City Clerk Cindy Bauer
Bill Boettcher, Representative of the Eau Claire County Veterans Tribute Foundation

Absent: Member Andraya Albrecht
Member Matt Biren

(III) Citizen Participation Period.

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

(IV) Approval of minutes.

Motion by Sexton/Hoepner to approve the minutes of the March 8, 2022 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 a modification to an approved Conditional Use Permit to place a cellular telecommunications device on the City of Altoona Water Tower, 1501 Knollwood Trail, Parcel 201101405000, in the P zone district. Dish Wireless, applicant.**

Mayor Pratt opened the public hearing at 5:31 p.m.

City Planner Josh Clements referred to the following:

- Staff Report 22-04A
- Revised Site Plan
- Cooling Equipment Specifications Sheet (Dantherm ThermoFlo 120)

City Planner Clements explained that at its January 11, 2022 Plan Commission Meeting, the Plan Commission approved the Conditional Use Permit for Dish Wireless to place telecommunications equipment at the city water tower located at 1501 Knollwood Trail, subject to approval of a lease agreement by the City Council with added conditions.

The City Council, at its March 10, 2022 Meeting, approved the Lease Agreement between the City of Altoona and Dish Wireless with the amendment as suggested by City Administrator Golat that the conditional use could be brought back before the Plan Commission and address or enforce the sound concerns, including addressing sound attenuation structure. City Administrator Golat mentioned that the City can add a provision to the contract with some of the language similar to the conditional use language.

The applicant has provided an updated site plan following a detailed survey of the property and previous approval of the CUP. The update moves the ground-based equipment to the east and would require removal of three existing trees. The applicant has provided updated sound performance information, and is committed to utilizing a fence product that provides sound attenuation, consistent with the conditions.

The following residents had concerns with the potential Dish Network and suggested that if the Plan Commission approves the Dish Network proposed plan, they move the location of the equipment across the street to the north:

Ross Warner, 1503 Knollwood Trail, commented on the Dish Network plans and reiterated his concerns from the previous Plan Commission Meeting.

Elizabeth Hilts, 1004 Village Square

Bobbie Lenz, 1411 Knollwood Trail

Linda Peterson, 1203 Edgewood Dr

Sandy Moore, 1228 Edgewood Dr

Kate Warner, 1503 Knollwood Trail

Bonnie Young, 1423 Knollwood Trail

Motion by Sexton/Hoepner to close the public hearing at 6:07 p.m. **Motion carried.**

(VI)(2) Discuss/consider amendment to the Conditional Use Permit and Site Plan to place a cellular telecommunications device on the City of Altoona Water Tower, 1501 Knollwood Trail, Parcel 201101405000, in the P zone district.

Brian Kabat, representing Dish Network was virtually present to answer any questions Plan Commission Members or residents had regarding the proposal.

City Administrator Golat commented on the Knollwood Restrictive Covenants.

City Planner Clements noted that Staff recommends approval of the amendment to the Conditional Use Permit with the following conditions (strikethrough removal or modification of existing conditions, bold text addition to existing conditions):

1. Install a **sound attenuating** screening fence ~~such as vinyl or similar~~ around the equipment cabinet that is maintained in a workman like manner. **Barrier product shall be approved by the City as meeting sound attenuating purpose.**
2. Direct any fan exhaust devices on ground-based equipment away from adjoining properties.
3. Property corners shall be clearly staked prior to undertaking any installation activities.
4. Sound levels resulting from the equipment shall be monitored to be maintained within a reasonably acceptable range.
5. Landscape screening of evergreen shrubs **and/or screening trees** shall be installed and maintained around the perimeter of the fence.

Following discussion, City Administrator Golat asked the Plan Commission Members to not take any action at this time, until further legal counsel.

No action taken.

(VI)(3) Discuss/consider Site Plan for Lot 13 in Prairie View Ridge.

City Planner Clements referred to the Proposed Site Plan, Prairie View Ridge, Lot 13 and Staff Report 22-04B. City Planner Clements explained that the proposed Site Plan for **Lot 13** of Prairie View Ridge illustrates a 4-dwelling building with approx. 5,915 ft² footprint fronting Hong Street. The property

is 0.460-acres (20,037 ft²) and is zoned R3 Multiple Family Dwelling District. The property is part of the Prairie View Ridge neighborhood, with a general conceptual arrangement of buildings provided by the subdivision developer.

All dwellings have 2-vehicle attached garages, and driveway space for an additional two vehicles in front of each garage. Vehicle access to the site is proposed directly from Hong Drive with two separate driveways, each connecting two dwellings. The site features small storm water infiltration areas as well as connection to neighborhood-wide storm water pond.

Motion by Roth/Hoepner to approve the Site Plan for Lot 13 in Prairie View Ridge. **Motion carried.**

(VI)(4) Discuss/consider recommendation to Council regarding an appeal to amend the Specific Implementation Plan for parcel 201100209080 to allow a sign larger than standards permit for Shopko Optical.

City Planner Clements referred to the Proposed Sign Plan, Shopko Optical and Staff Report 22-04C. Clements explained that the SIP for the “Starbucks Multi-Tenant” was approved by the Council in August, 2021. The building is approximately 6,200 ft² three-tenant building. Other than Starbucks, other tenants were not known or disclosed at that time. The property is accessed from Woodman’s Drive and is also visible from River Prairie Drive and US Highway 53. This site is part of the Woodman’s Crossing General Implementation Plan in the River Prairie Mixed Use District zoning.

The applicant, on behalf of Shopko Optical, is seeking to install a wall sign on the Woodman Drive frontage larger than permitted by the Design Guidelines and Standards. Additionally, the applicant is requesting signage on three sides of the building, where two is permitted, due to the property abutting three travel corridors.

Staff recommends approval to the SIP amendment, subject to the following modifications/conditions:

1. The sign package is approved as submitted regarding wall sign size and placement, permitting one sign larger than otherwise permitted and signage on a third façade.
2. Window signs may not occupy greater than 15% of glazing area, per RPDG IX 5 E.3.

Motion by Hoepner/Sexton to recommend to Council the amendment to the Specific Implementation Plan, subject to staff-recommended conditions. **Motion carried**

(VI)(5) Discuss/consider recommendation to Council regarding the Phase 2 plans for the Veterans Trail Improvements.

City Administrator Golat explained that the Chippewa Valley Veterans Tribute Group will present updates and details regarding the construction of the proposed Tribute Trail in accordance with the DNR Grant. The Chippewa Valley Veterans Tribute Group would also like to introduce a proposed Flag Education Station as well as a monument sign and location of the said sign.

Bill Boettcher, representative of the EC County Veterans Tribute Foundation was present to explain his intentions of Phase 2 plans for the Veterans Trail Improvements.

Motion by Roth/Trachsel to recommend to Council approval of the Phase 2 Veteran’s Trail Improvements. **Motion carried.**

(VII) Miscellaneous Business and Communications.

None.

(VIII) Adjournment.

Motion by Sexton/Hoepner to adjourn at 6:44 p.m. **Motion carried.**

Minutes transcribed by Cindy Bauer, Altoona City Clerk