

**MINUTES OF THE ALTOONA, WI
SPECIAL PLAN COMMISSION MEETING
September 20, 2022**

(I) Call Meeting to Order.

The special 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, Matt Biren, Sue Rowe, Dean Roth, Andraya Albrecht, Bill Hoepner.

Also Present: City Planner Taylor Greenwell
City Clerk Cindy Bauer

Absent: Committee Member Ben Trachsel

Council Member Sue Rowe was appointed to fill the Council Rep position vacated by Tim Sexton.

(III) Citizen Participation Period.

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

(IV) Unfinished Business

(VI) New Business

(1) Discuss/consider approval of a Site Plan for Lot 14 of the Prairie View Ridge Subdivision

City Planner Taylor Greenwell explained that the proposed Site Plan for Lot 14 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. The site features small stormwater infiltration areas as well as connection to a neighborhood-wide stormwater pond. Vehicle access to the site is proposed directly from Hong Drive with two separate driveways, each connecting two dwellings.

The Planning Department recommends that the Plan Commission approve the Site Plan for Prairie View Ridge Lot 14 with the following condition:

1. No outdoor storage or waste will be permitted at this location. The hydrant location will need to be revised to the satisfaction of the Altoona City Engineer
2. The driveway aprons must be of a material compliant with Altoona Engineering standards.
3. A structural analysis shall be submitted for the retaining walls.
4. The applicant is responsible for cost of removal or replacement of retaining walls if stormwater sewer lines must be serviced.

Motion by Hoepner/Roth to approve the Site Plan for Lot 14 of the Prairie View Ridge Subdivision with the recommended condition. **Motion carried.**

(VI)(2) Discuss / consider recommendation to the City Council for a Specific Implementation Plan Amendment for Phase III of the River Ridge Townhome project at River Prairie.

City Planner Greenwell explained that the proposed Specific Implementation Plan amendment is to get approval of apartments for the Phase III for River Ridge Townhomes. The proposed amendment is a density increase from the prior design, with the new proposal providing 55 apartment units instead of 26 units for a total development count of 130 units instead of the originally approved 101. This establishes a density of 26.3 dwellings per acre from 20. The phase will feature below grade parking totaling 43 stalls and 39 surface parking spaces. The larger building design, which adds a third story, will feature two rooftop decks, private patios or decks, garage space, dog walking areas, patios, a community grilling area, common space, and a pickleball court.

Vehicle access is proposed at four points into the site from adjacent private roads. Storm water for the site has been planned for and provided with the existing regional pond located between Woodman Drive and River Prairie Drive. Utilities will be extended from those installed at Phase I.

The Planning Department recommends the Plan Commission **approve** the proposed Specific Implementation Plan amendment, finding it to be in compliance with the River Prairie Design Guidelines and Standards with specified modifications and conditions (17):

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

1. ~~Add 6 additional parking stalls to comply with the 88-stall requirement with a site plan and / or garage plan to the satisfaction of city staff.~~ **Provide a site plan, floor plan, or garage plan demonstrating compliance with required parking numbers to the satisfaction of city staff.**

B. Landscaping [RPDG IX 6]

1. Boulevard trees shall be provided by the Developer around the entire perimeter of the site and adjacent storm water pond, 30-foot spacing. Additional trees added approximately as illustrated in the staff report. Trees shall be canopy species, native or hybrid native as defined by the WI DNR. \
2. 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. Boulevard trees 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.

3. Areas where street boulevard width is constrained (less than four feet), boulevard tree species selection shall be those that are specifically recommended for such an environment that yield canopy height and spread, as approved by city staff.
4. Utilizing ash trees is specifically discouraged due to prevalence of emerald ash borer in this region.
5. Enhanced screening shall be provided and maintained along the north and east frontages to reduce light and sound trespass into the site from commercial traffic and adjacent commercial uses
6. Ground areas immediately surrounding all outdoor grills shall be hardscaped (so as to prevent grease or cooking debris causing fire). Any natural gas or LP cooking areas shall include emergency shut off.

C. Building and Architectural Standards [RPDG IX 7]

1. Any/all mechanical equipment, including roof-mounted units, shall be appropriately screened by building-compatible materials or landscaping [RPDG, IX 7 H].
2. Sign permits will be required for all building and ground signs and meet design requirements outlined in the River Prairie Design Guidelines, IX 5.
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)].

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. Easements shall be dedicated for the water main to service the dwellings, and the main shall be looped to the west through the driveway corridor, or other means as approved by the City Engineer.
3. 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.
4. 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.

Other department conditions:

Fire:

1. Fire Department Connection will need to be on the parking lot side of the building near the entry door (left side as entering from parking lot).
2. Fire Department Connection shall be 4” Storz fitting.

3. Key lock box (from Trulock) should be located on the parking lot side of the building near the Fire Department Connection.
4. Key Fob and Master Key for the entire building are needed for key lock box.
5. Dumpster enclosures shall be at least 10 feet away from building as indicated on the provided plan.
6. Standpipe connections in stairwell need to have 2.5 inch to 1.5-inch reducer on each floor.
7. If there is any plan for a grill at the Pergola, it will need to be sprinklered.
8. No parking on one side of street of Woodman Service Drive to ensure 20-foot clearance per fire code.

Motion by Biren/Hoepner to recommend to Council the Specific Implementation Plan Amendment for Phase III of the River Ridge Townhome project at River Prairie. **Motion carried.**

(VI) Miscellaneous Business and Communications.

(VII) Adjournment.

Motion by Roth/Hoepner to adjourn at 5:52 p.m. **Motion carried.**

Minutes transcribed by Cindy Bauer, Altoona City Clerk