

**MINUTES OF THE ALTOONA, WI
REGULAR PLAN COMMISSION MEETING
July 23, 2020**

(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, Matthew Biren, Bill Hoepner,
 Andraya Albrecht, Barbara Oas-Holmes and Dean Roth.

Also Present: City Planner Joshua Clements
 Management Analyst Roy Atkinson
 City Clerk Cindy Bauer
 Pete Gartmann, Surveyor
 Sean Bohan, Advanced Engineering Concepts for Preliminary Plat for
 the Hillcrest Greens condominium.
 Michael Markgren and Heidi Eliopoulos, Altoona School District Reps.
 Peter Hoeft, Hoeft Builders regarding the River Prairie Wellness Center.

(III) Citizen Participation Period.

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

(IV) Approval of minutes.

Motion by Sexton/Oas-Holmes to approve the minutes of the June 9, 2020 Regular Plan Commission meeting and the June 23, 2020 Special 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 Preliminary Plat (Condo Plat) for Hillcrest Greens Condominium.

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

City Planner Joshua Clements referred to the Proposed Condominium Plat for Hillcrest Greens Condominium, the Proposed Covenants for Hillcrest Greens Condominium and the Proposed Certified Survey Map - Hillcrest Greens Condominium. Clements explained that the proposed Condominium Plat is consistent with the approved Specific Implementation Plan for Whisper Ridge Townhomes approved by the Plan Commission on February 11, 2020 and City Council on February 13th. City Planner Clements also referred to the CSM and explained that the CSM reshapes existing parcels as an interim step to prepare the Condo instrument. Condo Plats cannot create lots or parcel lines.

Motion by Sexton/Biren to close the public hearing at 5:36 p.m. **Motion carried.**

(VI)(2) Discuss/Consider recommendation to Council regarding Preliminary Plat for Hillcrest Greens Condominium.

City Planner Clements said that if recommended for approval by the Plan Commission, the City Council will consider approval on July 23rd. The Final Plat may be subsequently considered for approval in August.

Plan Commission Member Roth questioned the parking availability for any visitors. Sean Bohan, AEC was present to explain the additional parking availability.

Motion by Hoepner/Roth or Sexton to recommend approval of the Preliminary Plat for Hillcrest Greens Condominium. **Motion carried.**

(VI)(3) Discuss/Consider recommendation to Council regarding a Certified Survey Map to combine parcels of common ownership to prepare for Condominium Plat as submitted by Rooney Properties (Public Hearing at July 23rd Council meeting).

City Planner Clements explained that the proposed CSM is an interim step to combine the individual lots and common property to create new lot boundaries in preparation for the Condominium instrument. Condo Plats cannot create new parcels or more boundaries, and thus the CSM is required to accomplish this step in the process.

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

(VI)(4) Public Hearing at 5:35 p.m. or as soon thereafter as possible regarding a Conditional Use Permit application for 754 Bartlett Avenue to allow a Childcare Facility in the C Commercial District as submitted by the School District of Altoona.

Mayor Pratt opened the public hearing at 5:41 p.m.

City Planner Clements explained that the Altoona School District seeks to purchase and renovate the existing 6,246 ft² building located at 754 Bartlett Avenue for use as a 4K site. The 1.343-acre property is currently zoned I Industrial District and most recently used by Half Moon Education. School uses are permitted in residential zone districts and conditionally permitted in the C Commercial District. The desired student capacity is 72, with 10 staff. The interior renovation creates four classrooms, inside play space, with associated restrooms and other support spaces. The property features vehicle access to Bartlett Avenue as well as Garfield Avenue, connected with a direct private drive from which the parking and other building access is located. Two speed bumps are currently placed in the drive to slow vehicles, as there does appear to be cut-through traffic.

The proposed site modifications to the site illustrated in the plan are exclusive to adding an enclosed outdoor play space to the rear (north) of the building. This includes a 5' chain link fence w/vinyl slats and playground equipment. City Planner Clements said if the appeal for Conditional Use is approved, the City Council must approve the appeal for rezoning prior to achievement of zoning entitlement and subsequent issuance of building permits.

Motion by Sexton/Hoepner to close the public hearing at 5:50 p.m. **Motion carried.**

(VI)(5) Discuss/Consider approval of a Conditional Use Permit to allow a Childcare Facility at 754 Bartlett Avenue in the C Commercial District as submitted by the School District of Altoona.

City Planner Clements said Staff recommends approval of the appeal for conditional use with the following conditions:

1. Approval of the Conditional Use Permit is subject to approval of the Appeal for Rezoning of the property to C Commercial District and satisfaction of any and all conditions attached to the rezoning.

2. The District shall coordinate with the City to accomplish direct, dedicated and separated pedestrian connections to and through the site, connecting building entrances to existing public ways.
3. Vehicle circulation to and through the site shall be revisited as needed to ensure safe circulation and management of conflicts. Conditions may be added or modified through the procedure provided by ordinance. The intended manner of vehicle circulation shall be clearly indicated through on-site signage and pavement markings.
4. Bicycle parking fixtures with capacity for no fewer than four bicycles shall be provided consistent with § 19.52.030 D. and § 19.52.06.

Motion by Sexton/Roth to approve the Conditional Use Permit with staff-recommended conditions. **Motion carried.**

(VI)(6) Discuss/Consider recommendation to Council regarding an appeal to rezone 754 Bartlett Avenue from I Industrial District to C Commercial District as submitted by the School District of Altoona (Public Hearing at the July 23rd Council meeting).

Motion by Sexton/Roth to recommend to Council approval of the appeal for rezoning. **Motion carried.**

(VI)(7) Discuss/consider recommendation to Council regarding an appeal to rezone 2999 Hamilton Avenue from R-1 One-Family Dwelling District to R-2 One and Two-family Dwelling District as submitted by Lila Cross (Public Hearing at the July 23rd Council meeting).

City Planner Clements explained that a CSM was approved by the Plan Commission on June 9, 2020 and Council on June 11, 2020 to subdivide this property into three parcels, one with the existing home accessed from Hamilton Avenue, and two accessed from Gloede Avenue via an access easement. The four adjoining properties to the west are duplexes, each zoned R-2. Property to the east is Centennial Park, zoned P Park and Conservancy. City Planner Clements said Staff recommends approval of the appeal for rezoning. The CSM has been recorded and is documented as Lots 1, 2, and 3 of CSM 3573, Vol. 20 CSM, Page 151.

Motion by Roth/Hoepner to recommend to Council approval of the Rezoning. **Motion carried.**

(VI)(8) Discuss/consider recommendation to City Council regarding approval of Ordinance 7A-20, an Ordinance amending the Official City Map per Altoona Municipal Code 12.02 (Public Hearing is scheduled at the 2020 July 23 Council meeting).

City Planner Clements explained that the City has the authority to dedicate and reserve property for future planned public facilities, including roadways, parks, and other features. This dedication prevents private development to take place within the illustrated boundaries, and at such time a land division occurs, that the land for future public use be dedicated to the City, and in some cases provide for construction of the facility. "The official map is declared to be established to conserve and promote the public health, safety, convenience or general welfare" (Wis. Stats § 62.23(6)(c)) In order for amendments to the Official Map to become effective, Wis. Stats § 62.23(6)(c) requires that the City Council refer action to the Plan Commission for recommendation, and then a public hearing be held before Council, with class 2 legal notice, and Council must approve the amendment. The Public Hearing is scheduled for the July 23rd Council meeting.

Plan Commission Members were provided with copies of an exhibit which included a proposed right-of-way addition to the City's Official Map along with a recent version of the map with air photo and parcel lines for examination purposes. The proposed Official Map will ensure that the backage road (Hillcrest Parkway) is contiguous at some point in the future. City Planner Clements provided Plan Commission Members with an updated Official Map prior to the Plan Commission Meeting.

City Planner Clements said City Planning and City Engineering recommend approval of the amended Official Map to improve circulation and safety, to promote public health, safety, and general welfare. There is only one entrance/exit from Hillcrest Estates, which is onto a State Highway, which creates constrained circulation for vehicles and safety hazards. The only pedestrian or bicycle route into Hillcrest Estates is via an existing bike trail connection through the elementary school site. This future roadway would improve vehicle access while also providing for a future sidewalk or trail connection.

Curt Tambornino, Owner of Curt Manufacturing had some concerns with the possibility of a road going through the Curt Manufacturing Parking Lot and/or his property off Mayer Road.

City Planner Clements commented on the letter the City received from Neil Trombly who had concerns with the proposed road through his property on Carol Street.

Plan Commission Members thought the proposed roadway as reflected by the white dotted line (as presented by Clements) would make more sense to have the continuation of North Hillcrest Parkway to Industrial Drive to provide access to properties versus the DOT proposed roadway between North Mayer Road and Industrial Drive through property owned by Curt Manufacturing.

Motion by Hoepner/Sexton to recommend to Council approval of Ordinance 7A-20 amending the Official City Map as modified with one being an alternative alignment of North Hillcrest Parkway to Industrial Drive as presented by staff, removing the connection between Industrial Drive and North Mayer Road; two being removal of the connection between North Mayer Road to Cty Road SS; and third eliminating the future extension of Cty Road SS to the south of Hwy12 to Carol Street with keeping the extension of Pleasant View. **Motion carried.**

(VI)(9) Discuss/consider recommendation to Council regarding a Specific Implementation Plan for River Prairie Wellness Center.

City Planner Clements referred to the Staff Report 20-07D and Proposed SIP River Prairie Wellness Center. Clements explained that the proposed Specific Implementation Plan illustrates architecture and site design elements for a 31,000 ft² two-story building to be located on Rivers Edge Trail (private drive) between DeFatta ENT to the north and Hoeft Builders to the south. This site is part of the Rivers Edge Trail General Implementation Plan in the River Prairie Mixed Use District. The proposed development area is 1.67 acres (73,180 ft²) and is a prepared "pad ready" site.

The building is designed to be an attractive four-sided building with entrance features on the south and east sides of the building. Emergency lower-level exit is on the west façade. The exterior materials are proposed to be predominately brick, stone, and prefinished metal trim. The building footprint is approximately 15,582 ft² that appears as a one-story building at the entrance level with a two-story atrium entrance feature, and utilizing the site topography to create a lower level walk-out design to the west. The lower level is fully occupied space. Vehicle access to the site is via Rivers Edge Trail, with shared access to DeFatta ENT to the north and Hoeft Builders to the South. The existing driveway north to DeFatta will be reconstructed as a vehicle drive isle with parking. A total of 85 additional vehicle parking spaces are proposed, and shared with adjacent sites. The proposal also includes modifying the existing parking area to add 3 stalls,

curb line, and pedestrian connectivity of the adjoining site, 1450 Rivers Edge Trail. Clements indicated that most of the stormwater at this site will be collected via two bioretention facilities on-site and conveyed to regional facilities serving the River's Edge Trail development area.

Peter Hoeft of Hoeft Builders was present to answer questions Plan Commission Members had regarding the site plan.

Staff recommends approval of the Specific Implementation Plan with the following modifications (conditions of approval):

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

1. 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. Add landscape trees (7) approximately as illustrated in the staff report. Trees shall be canopy species, native or hybrid native as defined by the WI DNR.
2. Bioretention basins and parking lot islands shall be attractively and appropriately landscaped, including canopy trees.

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. If the building features a sprinkler system, the Fire Department Connection (FDC) shall be 4” STORTZ and shall be located on the east facade. 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 locations 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.

E. Outstanding Elements

1. The conditions of approval of the SIP modification for 2420 Rivers Edge Trail, approved by the Council on 2018 Oct 11, remain incomplete. These modifications shall be accomplished.

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

(VI)(10) Discuss/consider recommendation to Council regarding design for Veterans Memorial Tribute within River Prairie Park.

City Planner Clements noted that the Veterans Foundation did not have the materials ready for this meeting and asked to move this agenda item to the August Plan Commission Meeting.

(VII) MISCELLANEOUS BUSINESS AND COMMUNICATIONS

(1) Date of the August meeting of the Plan Commission.

City Planner Clements mentioned that due to the fall primary election held on August 11th, Clerk Bauer asked to reschedule the Plan Commission meeting for Tuesday, August 18th at 5:30pm. Any business referred from that meeting will go to the August 27th Council meeting.

Consensus of the Plan Commission Members was to move the August meeting to August 18, 2020 at 5:30 p.m. **Motion carried.**

(VII) (2) Supplemental Materials.

City Planner Clements referred to the enclosed materials for reading materials:

- Planning Magazine, July 2020. “Confronting Systemic Inequity with Institutional Change”
- Planning Magazine, July 2020. “Building Better Cities for All”

Planning and governance functions and the relationship with racial & economic equity and inclusion (in both process and outcomes) continues to be of tremendous interest to planners and many allied disciplines. Enclosed are two recent articles from Planning Magazine for your reading, as well as links to two APA blog articles on climate action planning.

APA Blog: “7 Ways to Plan a Strong Climate Change Response”

<https://www.planning.org/blog/9202574/7-ways-to-plan-a-stronger-climate-change-response/>

APA Blog: “Congress Looks to Planning as a Climate Crisis Solution”

www.planning.org/blog/9202538/congress-looks-to-planning-as-a-climate-crisis-solution/

(VIII) Adjournment.

Motion by Biren/Hoepner to adjourn at 7:04 p.m. **Motion carried.**

Minutes transcribed by Cindy Bauer, Altoona City Clerk