

**MINUTES OF THE ALTOONA, WI
REGULAR PLAN COMMISSION MEETING
September 13, 2022**

(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.

(II) Roll call.

Members present: Brendan Pratt, Matt Biren, Ben Trachsel, Bill Hoepner.

Also Present: City Planner Taylor Greenwell
City Clerk Cindy Bauer
Cody Filipczak,
Sean Bohan, Advanced Engineering Concepts (GIP-Hillcrest II)

Absent: Committee Members Dean Roth and Andraya Albrecht
Council Member Sue Rowe

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

(III) Citizen Participation Period.

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

(IV) Approval of minutes.

Motion by Biren/Hoepner to approve the minutes of the August 16, 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 is possible regarding a conditional use permit to allow for the operation of a full-service bar holding a “Class B” Liquor License as regulated by Section 19.46.025 A. of the Altoona Municipal Code as submitted by Elixir Group, LLC, located at 1444 Front Porch Place, Altoona.

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

City Planner Taylor Greenwell explained that Helix is the DBA of Elixir Group LLC, which owns the Wine Bar, a restaurant / tavern currently under construction. The property is zoned River Prairie Mixed Use District, which refers to uses permitted in any zoning district (19.46.025). “Bars, taverns, off-sale liquor stores” are listed as a Conditional Use in the C Commercial District, and as such, uses requiring a liquor license in River Prairie are identified as a Conditional Use. The permit would allow operations associated with the use of a Class B liquor license to allow the retail sale of intoxicating liquor for consumption on -premises.

City Planner Greenwell explained that Helix is proposing to occupy a 4,120 square foot commercial building currently under construction on Front Porch Place in the Northwest Quadrant of River Prairie, between the Prairie Event Center and Cowboy Jacks. The proposed business will be called Helix. The property is approximately 0.75 acres and is a prepared “pad ready” site. The building once completed will feature a single-story wine cafe with bar, seating,

retail, kitchen, and associated facilities. The site is immediately adjacent to the North Plaza in River Prairie Park, and the site will have a 1,175 square foot outdoor patio overlooking Prevea Amphitheatre. There will be a roof deck also accessible from the building exterior.

The parking area will contain 23 spaces with 0 being removed from the existing parking area for ingress / egress. The parcel is bounded on the east and south by an existing regional public sidewalk. All accesses are off of Front Porch Place. The owners hope to begin operations mid-October.

Motion by Hoepner/Trachsel to close the public hearing at 5:39 p.m. **Motion carried.**

(VI)(2) Discuss/consider appeal for a Conditional Use Permit to allow for the operation of a full-service bar holding a “Class B” Liquor License as regulated by Section 19.46.025 A. as submitted by Elixir Group, LLC, located at 1444 Front Porch Place, Altoona (parcel 201239102010).

City Planner Greenwell recommended the following conditions:

Staff Recommended Conditions:

- (1) An aesthetically appealing barrier shall be provided and maintained between the private patio and public property.
- (2) Owner/operator shall reasonably cooperate with the City of Altoona, or designated event agents, regarding coordination during concerts and permitted special events concerning aspects including, but not limited to, sound (such as for nearby wedding proceedings) and access.
- (3) No amplified outdoor sound, other than ambient music, without City of Altoona event permit.
- (4) Owner/operator shall police areas immediately adjacent to the building and patio for refuse or other impacts of pub operation.
- (5) The applicant shall secure a Class B Liquor License prior to operating.

Motion by Biren/Hoepner to approve a Conditional Use permit as regulated per Section 19.46.025 of the Altoona Municipal Code as requested by Elixir Group LLC, for property located at 1444 Front Porch Place, Altoona, WI 54720 (parcel #201239102010) with staff recommended conditions. **Motion carried.**

(VI)(3) Discuss/consider recommendation to Council regarding modifications to the General Implementation Plan for Hillcrest Greens II (Will be discussed at the September 22, 2022 Council Meeting).

City Planner Greenwell explained that the General Implementation Plan (GIP) is a collection of narrative, maps and other documents that, together, provides an overall plan for the development of property within a Planned Community Development District (PCD). PCD is a common zoning tool with mechanics that varies by jurisdiction around a similar concept of providing a procedure and set of general standards to create plans for an area that may require flexibility or creativity that other zoning districts do not provide.

The last GIP amendment was approved in 2019 by the City Council to include Parcel D - Third Street into the GIP. The developer, C&M Properties, has proposed in this new GIP amendment application to amend the 2019 GIP to modify the first approval condition for the Hillcrest GIP in its current state. Specifically, to remove the standard requiring compliance with the 2009 Comprehensive Plan Design Guidelines.

The applicant has applied simultaneously for a final implementation plan (FIP) which has its approval conditioned upon the approval of this GIP amendment application. The FIP is for Lot 168 (Parcel C) and while the proposal of a multifamily building complies with the intent for the parcel, the design is not compliant with 2009 Comprehensive Plan design standards, which is condition 1 in the current GIP. As a result, they are submitting this application with staff support to enable approval of the FIP.

Staff recommends approval with the following conditions:

1. All buildings and sites shall match the surrounding community character and design.
2. All buildings shall be comprised of high quality, long-lasting finish materials such as kiln-fire brick, wood, and fiber cement siding. All exposed sides of the buildings should have similar or complementary materials as used on the front facade.
3. Commercial properties shall fit parking below the building or on the side or back, wherever feasible.
4. All sites shall provide generous landscaping, with an emphasis on native plant species.
5. Landscaping shall be placed along street frontages, between incompatible uses, along parking areas, and in islands of larger parking lots.
6. All lights should full-cutoff fixtures that are directed toward the ground to minimize glare and light pollution.
7. Existing mature trees shall be maintained whenever possible, be they located in a public right-of-way or private lot.
8. The proposed multi-use trails adjacent to single-family lots shall be maintained by the adjacent property owners consistent with AMC 12.04.040, and consistent with preapplication conferences, due to substitution for sidewalks along that frontage.
9. The multi-use trail between Lot 193 & 194, 180 & 181 shall be 20-foot-wide all-weather surface and clear of obstructions consistent with NFPA Fire Code. This corridor shall be preserved via easement or dedicated as right-of-way.
10. Sidewalk shall be provided in the following areas not reflected in the provided illustrations:
 - a. Along the north side of Whistling Straits Drive from the existing trail crossings adjacent to Lot 106 to Lot 117.
 - b. Along the west side of Third Street East from St. Andrews Drive to Windsor Forest Drive.
11. Sidewalks may be deferred along frontages not identified for sidewalk or multi-use trails in the provided illustrations or otherwise required per approval condition.
12. A pedestrian refuge island of City specifications shall be provided at the multi-use trail crossing of Third Street East at St. Andrews Drive.

Motion by Hoepner/Trachsel to recommend to Council approval for an amendment to the conditions of the Hillcrest Greens II General Implementation Plan, specifically condition of approval #1 as well as the addition of other conditions of approval. **Motion carried.**

(VI)(4) Discuss/consider recommendation to Council regarding modifications to the Final Implementation Plan for Multi-Family Building for Hillcrest Greens, Phase V. Will be discussed at the September 22, 2022 Council Meeting).

City Planner Greenwell explained that the Final Implementation Plan (FIP) describes the general plan implementation for the 1.34 acre commercial / multifamily lot of the Hillcrest Greens II General Implementation Plan (GIP) in the Planned Community Development District. The original Hillcrest Greens II GIP was approved by the City Council, with conditions, in 2019. An amendment to the approved GIP is being run concurrently with this application and approval of the FIP is contingent upon the approval of the GIP amendment.

The proposed action does not include the 4.29-acre commercial lot that is included in the GIP. A separate FIP shall be required to permit development on that parcel.

The GIP addresses the general uses and spatial arrangement of the infrastructure and properties through a collection of narrative, maps and similar materials. The approval of that GIP included approval conditions which, along with the proposed documents and Altoona Municipal Code, provide for the regulatory approval standards and requirements for subsequent Final Implementation Plans. "Hillcrest Greens II" refers to the GIP, while "Hillcrest Greens IV" refers to the land division version.

The entire GIP is 49.0 acres including the commercial lots, road right-of-way, and stormwater facilities. The FIP includes a 10-unit building comprising 5 contiguous duplex type units. The proposed building type would be considered duplexes under UDC code, but due to the connection between all 5 structures, it is considered a multifamily building under city land use ordinances, which is why it is referred to as a multifamily building in this document. The FIP also includes the specifications for construction of the public improvements (transportation and utilities) and stormwater.

The petitioner has included a summary narrative that describes general adherence to the General Implementation Plan, approval conditions, and applicable Altoona Municipal Code.

Staff recommends approval with the following conditions:

1. Approval of this FIP is contingent upon approval of the concurrently run amendments to the Hillcrest Phase II GIP.
2. The proposed building and site shall comply with all GIP conditions prior to release of the building permit.
3. The petitioner shall agree to construct the portion of 3rd Street East south of the intercept with St. Andrews Drive, and all associated public improvements, on behalf of the City of Altoona subject to a development agreement addressing the final design and cost.
4. All prior conditions and agreements from prior FIPs shall apply to this proposal.

Motion by Biren/Hoepner to recommend to Council approval of the Final Implementation Plan for the Multi-Family Building for Hillcrest Greens, Phase V. **Motion carried.**

(VI)(5) Discuss/consider recommendation to Council regarding modifications to the Shopko Optical sign in River Prairie Development. Will be discussed at the September 22, 2022 Council Meeting.

City Planner Greenwell 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 monument sign on the Woodman Drive frontage larger than permitted by the Design Guidelines and Standards.

Staff is recommending approval of the Specific Implementation Plan amendment subject to the following conditions:

1. The sign package is approved as submitted regarding sign size and placement, permitting one sign larger than otherwise permitted.
2. A sign permit shall be secured prior to further installation of the sign.

Motion by Hoepner/Trachsel to recommend to Council approval of modifications to the Shopko Optical sign in River Prairie Development. **Motion carried.**

(VI)(6) Discuss/consider recommendation to Council regarding amending Title 19 “Zoning” specifically Chapters 19.12 and 19.61 relating to zoning certificates and to accessory structures. (Public Hearing at the September 22, 2022 Council Meeting)

City Planner Greenwell referred to the attached memo summarizing the proposed changes to the Altoona Municipal Code. These changes are proposed by staff.

The following are a list of proposed changes:

19.12.060: Zoning Certificates:

- Specifying that the requirement for a zoning certificate does not apply to non-residential accessory structures or single-family dwellings.

19.61.010: Determination

- Remove “and shall issue a Zoning Certificate upon receipt of a completed application as necessary for those which are determined to be accessory and which comply with all provisions of this Chapter and Altoona Municipal Code.” for vagueness, and leaving the language up to 19.12.060.

19.61.030(B): General Provisions

- Remove language requiring a Zoning Certificate or Conditional use for accessory structures
- Specify that a building permit is not required for structures less than 200 square feet in size.

19.61.040(1): Accessory Building, General

- Specifies that accessory structures must:
- Match the design and materials of the primary building
- Be four sided and full enclosed
- Remove language stating accessory building larger than 48 feet requires a building permit.

19.61.040(2): Accessory Dwelling Unit - Specify that a Zoning Certificate must be applied for and granted prior to establishing an ADU

Motion by Trachsel/Hoepner to recommend to Council approval the amendments to Title 19 “Zoning” specifically Chapters 19.12 and 19.61 relating to zoning certificates and to accessory structures. **Motion carried.**

(VII) Miscellaneous Business and Communications.

City Planner Greenwell mentioned that Staff proposes a special Plan Commission meeting for September 20, 2022 to review the third phase of the River Prairie Townhomes development.

(VIII) Adjournment.

Motion by Hoepner/Trachsel to adjourn at 6:18 p.m. **Motion carried.**

Minutes transcribed by Cindy Bauer, Altoona City Clerk