

Community Development Department

222 Lewis Street
River Falls, WI 54022
715.425.0900
www.rfcity.org



AGENDA PLAN COMMISSION WORKSHOP APRIL 2, 2019 at 6:30 pm Foster Conference Room

UPDATES AND INFORMATION

1. Complying with Wisconsin Act 243 Housing Report Requirements
2. 2019 Trends Report
3. PUD Amendments - Discussion

CALENDAR

Next Plan Commission meeting May 7, 2019

ADJOURNMENT

*Council members may be in attendance for informational purposes only.
No official Council action will be taken.*

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PLAN COMMISSION MEETING

APRIL 2, 2019

STAFF REPORT

ITEM: 2017 Wisconsin Act 243 – Housing and Local Regulation of Property Development

APPLICANT: Not Applicable

STAFF: Amy Peterson, Development Services Director

BACKGROUND

2017 WI Act 243 made a number of changes to the development process that broadly includes impact fees, land division and plat approval, stormwater, building inspection timelines and other. The majority of these items are minor in nature that require a small shift in how we do business, or don't affect our normal procedure at all. However, there are two local reporting requirements that were included in the Act and these are what we will be focusing on here.

The Act requires cities and villages with populations of 10,000 or more to prepare and post two distinct reports by January 1, 2020, and to update the reports annually thereafter. Both reports are in regard to a city's or village's implementation of the housing element of its comprehensive plan. The first report, the "Housing Affordability Report" must contain specified information relating to plat approvals, proposed new dwelling units, undeveloped parcels, and an analysis of the city's or village's residential development regulations, including a calculation of the financial impact of those regulations. The second report, "Housing Fee Report" must contain the amounts of specified types of fees, the total amount of relevant fees imposed in the prior year, and the amount of such fees imposed per new residential dwelling unit in the prior year. The Act prohibits a city or village from imposing a fee that it does not properly post in the report.

ANALYSIS/RECOMMENDATION

Staff participated in a webinar from the Local Government Center and UW Extension to learn more about the reporting requirements. After reviewing the requirements and assessing current workload and priorities, staff will move forward with the following plan of action.

The Housing Fee Report will be prepared based on 2018 data, will be posted on the City website prior to January 1, 2020 and will be updated annually. The items contained in this report will include the following:

- Building permit fee
- Impact fee
- Park fee
- Land dedication requirement
- Fee in lieu of land dedication
- Plat approval fee
- Stormwater management fee
- Water or sewer hook-up fee

- Total sum of above amounts collected in the prior year
- Average fees collected per dwelling unit in the prior year

Much of this information we have readily available, so this will be a simple report to complete and post. It is important to note that the state requires this report to be posted on the website, or the municipality cannot charge the fee.

The Housing Affordability Report is much more comprehensive than the Fee Report. The Affordability Report is intended to a report on the implementation of the City's housing element of the Comprehensive Plan. The Act requires the following information be included in the report:

- The number of subdivision plans, CSMs, condo plats, and building permit applications approved in the prior year.
- The total number of new residential dwelling units proposed in all subdivision plats, CSMs, condo plats and building permit applications that were approved in the prior year.
- A list and map of undeveloped parcels in the municipality that are zoned for residential development.
- A list of all undeveloped parcels that are suitable, but not zoned for residential development and a description of the zoning requirements and availability of public facilities and services for each property.
- An analysis of the municipality's residential development regulations, such as land use controls, site improvement requirements, fees and land dedication requirements and permit procedures. The analysis shall calculate the financial impact that each regulation has on the cost of each new subdivision. The analysis shall identify ways in which the municipality can modify its construction and development regulations, lot sizes, approval processes, and related fees to do each of the following:
 - Meet existing and forecasted housing demand
 - Reduce the time and cost necessary to approve and develop a new residential subdivision in the municipality by 20%

This report is one that we have discussed as staff, at least to the function of determining the costs and impediments to development in the City. This report, while important analysis for the City to complete, will take considerably more staff time and is not currently included in our 2019 workplan. It is important to note that there are items included in our 2019 workplan that will directly provide support to this report. These include the impact fee review as well as the capital cost analysis. Therefore, staff will prepare of mandate waiver for Council to exempt the City from this report for four years (standard waiver timeframe). The mandate waiver is offered by the WI Dept of Revenue and requires action by Council, a public hearing and statement regarding the effect on public health and safety.

Future action from staff will be to complete the Affordability Report in 2020. As staff considers this report, the fact that our Comprehensive Plan does not include a strong housing element and the recently completed Housing Affordability Study staff is proposing to work with the Plan Commission in 2020 to complete a new Housing Element of the Comprehensive Plan. Now is the ideal time for staff to capitalize on the recently completed Housing Affordability Study and to utilize the data provided in an update to the Comprehensive Plan Housing Element. Ultimately, this housing element work can morph into a phased approach for the Comp Plan update, whereby staff and Plan Commission work on it chapter by chapter in the coming years. This approach is still under consideration.

For your refence I've included the Housing Element requirement from the 1999 WI Comprehensive Planning Law. These items are required to be include in a municipal comprehensive plan. It is speculative that the Housing Affordability Report is an attempt to increase municipal knowledge and action regarding, arguably the weakest element of most municipalities' comprehensive plans. It is also important to note that the 2005 City Comprehensive Plan identifies affordable housing as the main housing action item in the Plan.

WI Planning Law: Housing Element

- A compilation of objectives, policies, goals, maps and programs of the local government unit to provide an adequate housing supply that meets existing and forecasted housing demand in the local government unity.

- The element shall assess the age, structural, value and occupancy characteristics of the local government unit's housing stock
- The element shall identify:
 - Specific policies and programs that promote the development of housing for residents of the local governmental unit and provide a range of housing choices that meet the needs of all income levels and of all age groups and persons with special needs,
 - Policies and programs that promote the availability of land for the development or redevelopment of low to moderate income housing, and
 - Policies and programs to maintain or rehabilitate the local governmental unit's existing housing stock.

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PLAN COMMISSION MEETING

APRIL 2, 2019

STAFF REPORT

ITEM: 2018 City of River Falls Trends Report

APPLICANT: Not Applicable

STAFF: Sam Wessel, Planner

BACKGROUND

In 2005, the City of River Falls adopted the City of River Falls Comprehensive Plan, which “guides future decisions regarding physical, social, and economic character of the City.” The document is designed to be a “living” document, to be updated as conditions in the City change. Shortly after its initial adoption, economic conditions changed considerably with the recession in 2008, followed by recovery and growth. While elements such as the Future Land Use map have been amended following rezonings, for example, much of the demographic data and projections haven’t been updated since 2005. As a result, the City has relied upon a new Trends Report every 1-2 years to provide the most recent data and projection. This document compiles data from the U.S. Census, various state departments, and internal City sources in an accessible document.

Staff took a closer look at past reports and created a new and updated version for 2018. The new Trends Report avoids excessive data and narratives by providing a visually-appealing snapshot of the City’s character, current conditions, and upcoming projects. The result is a document that is as useful for internal City staff as well as residents and businesses looking to relocate to River Falls. Long paragraphs and tables from previous Trends Reports are now summarized concisely in charts, highlights, and maps, containing the most recently-available data. The document will not be readily available in hard copy format, but rather will be offered on the City’s website, or in hardcopy by request. We expect that it will be frequently used as a marketing tool in Economic Development-related activities.