

Community Development Department

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**MINUTES
PLAN COMMISSION
APRIL 7, 2022
CITY COUNCIL CHAMBERS**

Members Present: Lisa Moody, Patricia LaRue, Chris Holtkamp, Mike Woolsey, Diane Odeen, Rebecca Prendergast
Members Absent: Dan Toland (excused)
Staff Present: Amy Peterson, Emily Shively, Kendra Ellner
Others Present: None

CALL TO ORDER

Meeting convened at 6:30 p.m.

APPROVAL OF MINUTES

M/Woolsey, S/Moody to approve minutes. Motion carried 6-0.

PUBLIC COMMENTS

None.

ORDINANCES AND RESOLUTIONS

Resolution to approve the general development plan for South Pointe First Addition

Planner Kendra Ellner provided a brief presentation on the Resolution to approve the General Development Plan (GDP) for South Pointe First Addition. She noted that GMTZ, LLC is requesting approval for a GDP for South Pointe 1st Addition an 8.92 acre-property consisting of 29 single family housing units at 3.3 density/acre. The project will complete the entire South Pointe development initially approved as a two-phase plan in 2005. Phase 1 on the western portion of the site and parts of Phase 2 around Aurora Circle have been developed since then. The northeastern part of the development had been planned for 23 single-family homes. A revised plan for this part of the property was previously submitted and reviewed at Plan Commission in 2018. However, the process was not completed thus, warranting an updated GDP for approval now. This project is 8.92 acres out of the original 32 acre planned unit development.

The property will have a variety of housing styles including single story, two story, twin homes, and villa style homes. It is anticipated that the area north of Steelhead Drive (Lots 35-42) will be typical single family housing units. The area to the south and east of Steelhead Drive (Lots 43-63) will be tailored to senior housing units.

Anticipated public improvement construction will be this spring, with home construction tentatively beginning in the summer of 2022. Anticipated full buildout is 1-2 years. The proposed development has

some deviations from the zoning standards, specifically regarding the variation in lot sizes from the standard single-family zoning thus necessitating the flexibility of a PUD GDP. These deviations are recommended to be approved along with the conditions in the resolution.

In addition, further site plan considerations will be requested from the developer. Specifically, lots 35-42 will require infiltration treatments and/or some lots will need individual site plan review to comply with steep slope and shore land ordinances. Further, lots 42-50 will be requested to have extra landscape screening to provide a buffer along the rear yard abutting State Highway 29. These specific issues have been enumerated as conditions of approval for the General Development Plan.

Staff have reviewed the plans as a basis for determining the acceptability of the GDP PUD and believe it satisfies all the criteria specified in the municipal code, is consistent with the Comprehensive Plan, Official Map, and provides many public benefits. A Specific Implementation Plan (SIP) will be submitted after the GDP is approved in which that will provide detailed civil, architectural, and stormwater plans.

Planner Ellner stated that staff is recommending that the Plan Commission forward the resolution to Council with a favorable recommendation. If recommended for approval, the next step in the process is review and approval from City Council on April 26th.

PUBLIC HEARING

Councilmember Odeen opened Public Hearing. No comments. Public Hearing was closed.

M/Holtkamp, S/Woolsey to approve the resolution approving general development plan for a multi-family development at 131-141 W Cascade Ave. Motion carried 5/0.

REPORTS

Discussion regarding notification requirements for planning permits

Planner Ellner presented information regarding notification requirements for planning permits. She noted that in 2021, the City Council amended the Special Use Permit ordinance to require a 500-foot notification requirement rather than the standard 300 feet and required that notification be sent to residents as well as the standard property owner notification. That action initiated this topic to further provide a background for Plan Commission to discuss whether to proceed additional changes or determine that current requirements are satisfactory.

She outlined the planning permits and notification distances from municipal code or when staff have gone above and beyond the code to notify citizens and provided a visual showing the notification boundaries for 700 S Main redevelopment as an example. The diagram showed the distance at which those property owners would be notified not residents. The parcels that were highlighted would be notified at the 300-foot radius (in yellow), 500-foot (in purple) and 1,000-foot distances (in pink). To the right was a table with the approximate number of properties letters would be sent to for each buffer area. Planner Ellner noted that the bulk of the cost to send notifications is for staff time to prepare the letters and prepare the mailings. As number of mailings increase so do the costs.

Staff investigated the Cities of Hudson and Eau Claire to offer some perspective on their approach to notifications. Hudson does not have many notification requirements while Eau Claire has similar or specific set of standards.

The purpose of public notification is to alert property owners of changes that may affect their property if a planning permit is applied for in the adjacent area. The policy items to consider include the distance

for which notification takes place, who is notified (property owner and/or resident), and which permits should require notification. As discussed in the staff report, other items to consider is how much notification is enough or too much and NIMBYism (Not In My Backyard opposition). To date, staff has not had public concerns about additional notification being needed at this time. Staff suggests that consistency among notification practices helps both the public and staff to understand City processes.

The Commission discussed the options for addressing notification requirements and determined that no changes were needed at this time. The Special Use Permit changes have been in place for a short period of time and the impacts of that change should be seen before additional changes are made.

Annual Report and Director's Report

Amy Peterson highlighted some of the department's work from the Annual Report as well as the Director's Report that were both included in the Plan Commission packet. She discussed the 2018 concept for Mann Valley and noted that as 30% design work was being completed, it gave staff time to test this concept and to learn greater detail about how utilities can be planned for the site. At the time the 2018 concept was being developed, staff thought that there would not be an opportunity to phase the corporate park development simply because of how water/sewer and electric needed to be installed. Staff has since learned that there may be opportunity for phasing the development from the south to the north. This provides a lot more flexibility for timing, development, and funding as the project moves forward. Staff continues to push forward to meet the Capital Improvement Plan (CIP) funding targets to have the corporate park infrastructure installed by 2024.

Director Peterson reported on the progress toward items on the Strategic Initiatives list including obtaining funding for the Powell Avenue Bridge and design work related to the reconstruction of South Wasson Lane. She provided an overview of the number of permits issued in 2021, significant construction projects completed and underway, economic development initiatives, and other key department activities. She concluded with the three major plan updates: the Comprehensive Plan, Outdoor Recreation Plan, and Bicycle and Pedestrian Plan.

ADJOURNMENT

Woolsey made a motion to adjourn at 7:04 p.m. S/LaRue; motion carried 6-0.

Respectfully submitted,

Emily Shively, City Planner