**The City Council Chambers are open to the public. Due to the ongoing COVID-19 public health emergency, unvaccinated attendees are asked to wear a mask and social distance.**

The public may view/listen to the meeting by:

- Calling Toll Free 1-844-992-4726, access code: 2631 809 0439
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Those wishing to speak during “public comment” may do so at the discretion of the presiding officer (the Mayor). Please be advised that the Mayor may set time limits or limit repeat comments.

Persons wishing to make a public comment should contact Angie ([abond@rfcity.org](mailto:abond@rfcity.org) or 715-426-3427) prior to 4 p.m. on the day of the meeting in order to ensure they are added to the list and can be accommodated during the meeting.

AGENDA BEGINS ON NEXT PAGE
CALL TO ORDER – 6:30 p.m.

PLEDGE OF ALLEGIANCE

ROLL CALL

APPROVAL OF MINUTES
1. Minutes of the January 3, 2023 Plan Commission meeting
2. Minutes of the January 3, 2023 Comprehensive Plan Steering Committee

PUBLIC COMMENTS – Non-Agenda Related Topics

ORDINANCES AND RESOLUTIONS
3. PUBLIC HEARING: Special Use Permit for a Personal Storage Facility (Mini-Warehouse) on Old Chapman Drive at Chapman Drive (Capital Investment Partners)
4. Specific Implementation Plan and Final Plat for Thompson Heights on Paulson Road at Radio Road (Derrick Custom Homes)

REPORTS
5. 2022 Community Development Annual Report

ADJOURNMENT

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

NOTES:
Any person who has a qualifying disability as defined by the Americans with Disabilities Act that requires the meeting or materials to be in an accessible location or format, may contact City Clerk Amy White at (715) 426-3408 or in person at 222 Lewis Street, for accommodations. Requests for accommodations should be made at least three (3) business days in advance of the meeting. Every effort will be made to arrange accommodations. Published: 02/01/23 the Pierce County Journal; Posted: 01/26/23
MINUTES
PLAN COMMISSION
JANUARY 3, 2023
CITY COUNCIL CHAMBERS AND VIA WEBEX

Members Present: Patricia LaRue, Chris Holtkamp, Rebecca Prendergast, Mike Woolsey, Lisa Moody, Dan Toland
Members Absent: Diane Odeen
Staff Present: Emily Shively, Sterling Hackney, Amy Peterson, Kendra Ellner
Others Present: Matt Hieb, ACA Engineer; Stephanie Falkers, SRF Consulting; Sean Bohan; Trevor Bohl, Capital Investment Partners; Nick Binder, Eau Claire Realty; Ron Derrick, Derrick Custom Homes

CALL TO ORDER
Meeting convened at 6:30 p.m.

APPROVAL OF MINUTES
M/Moody, S/LaRue to approve minutes. Motion carried 6/0.

PUBLIC COMMENTS
None.

ORDINANCES AND RESOLUTIONS
PUBLIC HEARING: Resolution approving the General Development Plan for a 106-unit Multifamily Development on Radio Road at Paulson Road.

Mayor Toland opened the Public Hearing.

Trevor Bohl of Capital Investments Partners said he is available to answer any questions regarding the GDP for the Multifamily Development on Radio Road at Paulson Road.

Mayor Toland closed the public hearing.

Planner Ellner gave a presentation and noted that the first item on the agenda this evening is a General Development Plan submittal from Capital Investment Partners. A General Development Plan is a conceptual level plan that shows items such as potential land uses, site layout, and location of structures. It is not the final or the highest level of detail for a development plan. More details will be provided when the Specific Implementation Plan comes before the Plan Commission and City Council.

She stated that the development site is located on Radio Road, southeast of Paulson Road, and is a 5 acre parcel of the recently approved Thompson annexation.
Planner Ellner displayed an architectural rendering of the proposed buildings. The developer anticipates a pitched roof, all units to be accessed from the outside, and an exterior deck or patio for all units. There are 106 proposed apartment style units in 4 buildings. The buildings will contain either 24, 28, or 30 units to include 52 one bedroom units, 42 two bedroom units, and 12 three bedroom units.

The developer is seeking flexibility regarding the open space requirement for multifamily development. The current standard is 1 square foot of open space for each square foot of dwelling unit area. The plan includes 25,000 square feet less than what is required. This flexibility may be granted in exchange for increased amenities on site. The developer will include a public trail on Radio Road, a nature trail around the wetland area and pedestrian connections on the site. Other amenities include a tot lot, pet park, and fitness center located in one of the buildings.

Planner Ellner said that staff has reviewed the project submittal and found it to be consistent with the comprehensive plan and official map as the site is zoned R-3 High Density Residential which allows multi-family development. Regarding community benefits, the project will add multi-family housing and the developer will install a trail connection on the east end of the property to connect to neighborhood developments. The character of the proposed buildings is anticipated to be compatible with the surrounding area with quality materials and provide a cohesive layout. The applicant is seeking flexibility on the open space requirement and in exchange will provide a network of trails and outdoor amenities. The development is projected to cost 11.2 M. Engineering Design Standards will be addressed in detail during the SIP phase of the process. Preliminary review by staff has not raised any concerns. Finally, for Parks and Open Space, staff is satisfied with the 2 acres of open space which is approximately half an acre less than what is required. A public trail will be extended along Radio Road, a trail along the wetland in exchange for the flexibility allowed.

Ellner concluded by saying that staff review has found the criteria for GDP has been met. The next steps for the General Development Plan application are to go before the City Council on January 24th. If the GDP is approved, a Specific Implementation Plan application will be provided by the applicant and will be presented to Plan Commission and Council. The GDP and SIP being approved is a requirement for a PUD’s final approval. She said that staff recommends that Plan Commission forward the enclosed Council resolution approving the GDP for the site to the City Council with a favorable recommendation.

Mayor Toland opened the floor for comments.

Commissioner LaRue asked about all of the new units coming to this area, and whether each of the areas talk about the same open space. It seems to be a lot of buildings with very little open space. She asked how large the pet park is planned to be. Sean Bohan, engineer on the project, commented that the dimensions of the pet park are approximately 60-70 feet by 30-40 feet wide. He also stated the tot lot has slides and swings and will be a couple thousand square feet in size. LaRue asked for clarification on the tot lot and pet area and whether it is all green space, and not paved. Sean stated that is all green space. She asked about the outlot. The engineer said it is not included in the green space. LaRue commented she appreciates the two entrance and exit locations on the site.

Holtkamp asked if family housing units are being tracked. He is asking if enough family style units are being offered. Planner Shively stated those metrics are not tracked however she is encouraged by the number of three bedroom units that have been offered by developers. Moody asked if the housing study would be able to track the number of 1, 2 and 3 bedroom units. Shively stated it does not have that level of detail for the market demand for bedroom units desired.
Woolsey commented on the green space being claimed by nearby developments. Shively stated that each development is looked at site by site. Areas that cannot be usable open space do not get included, such as stormwater, or wetlands. She stated if there is not the one-to-one ratio for open space, then enhanced amenities can be provided such as a tot lot and pet play areas. The stormwater and wetlands are being incorporated into open space amenities by adding trails and pedestrian connections. This allows them not to be actively used, but passively used as open spaces. Holtkamp commented on the parking requirement and how some developments have huge parking lots with wasted space. He stated he hopes the comprehensive plan will address that and be sure to have effective open spaces.

M/Woolsey, S/LaRue made a motion to approve the General Development Plan for a 106-unit Multifamily Development on Radio Road at Paulson Road. Motion carried 6/0.

REPORTS
Amy Peterson, Community Development Director, provided an update on projects and upcoming meetings. The department annual report is being completed and should be ready to share at the next meeting. The City Engineer is working with the DOT on the design of the Powell Avenue bridge to include both vehicular and pedestrian traffic. This will still be covered by the grant. The old Burger King building is beginning renovations. The draft of the Comprehensive Plan should be ready this month.

Shively stated the City Council approved the SIP for the Uplands Apartments which is north of Tattersall. At least one planning application for review will be on the next meeting agenda for February 7.

La Rue asked about the total number of residential units added in 2022 and if that information could be provided. Shively stated it would be included in the annual report at next months meeting. LaRue also asked if a dashboard is available to see where we are at with the housing study needs. Emily said staff is tracking this information and it can be provided to the Plan Commission.

ADJOURNMENT
Commissioner Moody made a motion to adjourn at 6:59 p.m. S/Woolsey; motion carried 6/0.

Respectfully submitted,

Angie Bond, Community Development Assistant
MINUTES
PLAN COMMISSION COMPREHENSIVE PLAN STEERING COMMITTEE WORKSHOP
JANUARY 3, 2023
VIRTUAL

Members Present: Lisa Moody, Patricia LaRue, Chris Holtkamp, Dan Toland, Mike Woolsey, Rebecca Prendergast

Members Absent: Diane Odeen

Staff Present: Amy Peterson, Emily Shively, Kendra Ellner, Sterling Hackney

Others Present: Stephanie Falkers, SRF Consulting

CALL TO ORDER
Meeting convened at 7:05 p.m.

DISCUSSION
SRF Consultant Stephanie Falkers reviewed the agenda for the meeting which focuses on the Outdoor Recreation Plan, reviewing the Plan, going over any questions or comments and then acting on the Plan.

She then stated there are six chapters included Outdoor Recreation Plan. These chapters are WI DNR requirements. Ms. Falkers reviewed each chapter which include Introduction, Key Themes and Goals, Community Context, Existing Park Inventory and Trail Network, Needs Assessment, and Recommendations and Implementation.

Ms. Falkers discussed the next steps for the Plan and went over a few changes and updates that were made to the plan.

After review of the plan, Ms. Falkers opened for comments and questions. LaRue mentioned that Sean Downing is listed on the Recreation Advisory Board, and he is not currently on the board. Alyssa Mueller is the representative. Falkers stated at the start of the plan, Mr. Downing was on the board, so they want to recognize that. LaRue also commented on DeSanctis Park does not have the native plant area listed, Glen Park does not have drinking fountains listed and the Kinnikinnic Pathway key features is missing that there is access to the river and kayaking.

Holtkamp commented on the new residential areas on the northwest area of town an whether the paths will be open to the public and if there are plans for other park development in that area. Shively and Peterson stated that area is being considered and the paths and trails will not be maintained as City parks but are publicly accessible. Falkner explained that they are not inventoried as City parks but are recognized as available.

With no other comments or questions, Falkner stated that a motion could be made for recommendation to forward the Plan to City Council for approval. She mentioned Patricia’s comments and changes can be added to the recommendation. The plan is to have the Bike and Pedestrian Plan and Outdoor Recreation Plan as the next steps.
Plan posted on Engage RF in mid-January and have public review and open house in February with final adoption in March.

Woolsey commented on the maintenance part of the Plan regarding pocket parks. The resources and staff issues are a concern. Falkers discussed the partnerships that allow for some of these amenities to exist. Collaboration with outside groups helps to provide maintenance and existing relationships with those groups are important.

Holtkamp asked for clarification on the process once the public comments on the plan. Falkner stated the plan could get adjusted after the public reviews it and before the City Council approves it. If there are changes, staff and SRF would work together to adjust.

M/Holtkamp to approve the Outdoor Recreation plan and forward to City Council with a favorable recommendation. S/Toland. Motion carried 6/0.

ADJOURNMENT
The meeting adjourned at 7:40 p.m.

Respectfully submitted,

Angie Bond, Community Development Assistant
PLAN COMMISSION
STAFF REPORT

ITEM: Special Use Permit for a Personal Storage Facility in the B-3 Highway Commercial District
APPLICANT: Bill Albright, Capital Investment Partners
OWNER: Thompson Family, LLC
STAFF: Sam Burns, Planner
PROJECT: 465-unit Self-Storage Facility on Old Chapman Drive at Chapman Drive
MEETING DATE: February 7, 2023

BACKGROUND
An application has been submitted by Capital Investment Partners for a special use permit to construct a 10-building storage facility on a 5.3 acre site immediately south of Old Chapman Dr. The subject site is zoned B-3 Highway Commercial which allows personal storage as a use with a special use permit.

Plan Commission has the authority to approve, approve with conditions, or deny special use permits. Once granted, a special use permit remains in effect as long as the conditions upon which the permit was issued are followed, or until the duration of the permit expires, or any other conditions outlined in the resolution. If a special use permit application is denied, the applicant may appeal the decision to the Board of Appeals.

Site location is outlined in blue
ANALYSIS
The subject property is zoned B-3 Highway Commercial. Section 17.04.010 of municipal code states the B-3 District is intended to provide for service-oriented enterprises and for quasi-industrial and commercial enterprises that have considerable contact and a dependence upon transient trade and traffic.

Among the varied permitted uses of B-3 Highway Commercial, municipal code allows a personal storage facility with a special use permit. Per section 17.104.040 (C) (4) the plan commission should evaluate the application for a special use permit based upon the following applicable conditions: existing and proposed structures, architectural plans, neighboring uses, parking areas, driveway locations, highway access, traffic generation and circulation, drainage, sewerage and water systems, and the proposed operation.

The Plan Commission may impose conditions, such as landscaping, architectural design, type of construction, lighting, fencing, planting screenings, operation control, hours of operation, improved traffic circulation, duration, transfer, or renewal. Any condition imposed by the Plan Commission must be related to the purpose of the ordinance and be based on substantial evidence. Compliance with all other provisions of the ordinance, such as lot width and area, yards, height, parking, loading traffic, highway access, and performance standards, are required of all special uses.

Proposed Site Plan
Existing and Proposed Structures
The site is currently undeveloped with no existing structures. The proposed storage unit structures consist of 10 free-standing buildings of varying lengths that together will hold 465 independent storage units. Each building is individually accessible via paved alley.

Architectural Plans
The applicant proposes steel facades, roofs and doors in addition to an opaque khaki-colored vinyl fence on the perimeter of the site (examples below provided by the applicant). Trees will be planted along Old Chapman Drive and Melgard Court and shrubs and ornamental grasses planted on the east and south sides of the property.

Example Building Design

Example Fence Design

Neighboring Uses
The uses of the neighboring properties are a mix of agriculture, industrial/commercial, undeveloped land, and the nearby Sterling Ponds Corporate Park. The proposed use is not anticipated to have an adverse impact on the existing uses.

Parking Areas
The use of the site is not anticipated to require significant parking. Users of the site will enter the gate, park in the alley in front of their personal storage unit and then leave. The site is not intended to generate long term trips or uses.
**Driveway Locations**
The entrance to the site is proposed to be off Old Chapman Dr. The engineering and fire department had no concerns regarding access to the site.

**Highway Access**
The nearby state highway 35 entrance and exit will provide easy access to the site and will not result in traffic traveling through commercial and residential areas to access the personal storage facility.

**Traffic Generation and Circulation**
Staff anticipates the traffic generated from this development to be minimal and sporadic throughout the day. The use of the site is likely to not cause inconvenience to the neighboring properties. City staff had no concerns about the circulation on the interior of the site.

**Drainage**
The proposed site has 176,276 sq ft of impervious surface with 54,730 sq ft of green space. The proposed development will include its own storm water ponding on site. Staff have reviewed the submitted plans and have raised no drainage or stormwater concerns.

**Sewerage and Water Systems**
The applicant has proposed extending water service approximately 1000 ft from the existing water main on Chapman Drive. The water main will be extended to serve two fire hydrants on site. No sanitary sewer will be needed to be extended to the site at this time.

**Proposed Operation**
The applicant proposes a fenced in storage facility composed of 465 units housed in 10 buildings. Users will come sporadically, and entry will require a keycode or card to swipe. The site will be secured with a 6 ft opaque fence, well lit, and be monitored by a camera security system.

**NOTIFICATION**
Per the requirements laid out by section 17.104.40 of municipal code, staff has physically posted notification of the proposed special use on site and sent mailers to property owners and residents within 500 ft. As of the time of this meeting, staff has not received any comments on the proposed special use.

**SUMMARY**
An application has been submitted for a special use permit for a 465-unit personal storage facility. The current B-3 Highway Commercial zoning permits a personal storage facility with a special use permit. The proposed application is in conformance with standards laid out by municipal code.

**RECOMMENDATION**
Staff recommends that Plan Commission approve the special use permit application subject to conditions regarding maintenance of the fence and landscaping and a prohibition on residential use of the storage units.
RESOLUTION NO. 2023-01

RESOLUTION APPROVING THE SPECIAL USE PERMIT (SUP)
FOR A PERSONAL STORAGE FACILITY

WHEREAS, Capital Investment Partners submitted an application for a special use permit (SUP) to construct a personal storage facility on the southern portion of 772 Old Chapman Dr; and

WHEREAS, 772 Old Chapman Dr is located in a (B3) Highway Commercial zoning district and personal storage facilities are permitted via Special Use Permit; and

WHEREAS, a public hearing is required to review the project, take public comments, and approve or deny the Special Use Permit application; and

WHEREAS, the Plan Commission reviewed the Special Use Permit request for personal-storage facility at 772 Old Chapman Drive and held a public hearing on February 7, 2023, and found it to be acceptable and consistent with City plans for the area;

NOW, THEREFORE, BE IT RESOLVED, that the Plan Commission of the City of River Falls hereby approves the Special Use Permit for a personal-storage facility subject to the following conditions:

1. The opaque fence shall be maintained in good condition.
2. The landscaping shall be maintained according to submitted plans, including all trees, shrubs, and grasses.
3. No storage unit shall be used for residential purposes.

Dated this 7th day of February 2023.

CITY OF RIVER FALLS

________________________________________
Dan Toland, Mayor

ATTEST:

________________________________________
Amy White, City Clerk
PLAN COMMISSION
STAFF REPORT

ITEM: Specific Implementation Plan (SIP) and Final Plat for an 86-unit twin home development (Thompson Heights)

APPLICANT: Derrick Homes, LLC
OWNER: Derrick Homes, LLC
LOCATION: SE corner of Radio Road and Paulson Road
STAFF: Sam Burns, Planner

BACKGROUND
Derrick Homes, LLC have submitted a Specific Implementation Plan (SIP) and Final Plat for an 86-unit twin home development on Paulson Road at Radio Road. The SIP is the final step for development review for a planned unit development (PUD) which includes detailed architectural, engineering, landscaping, and stormwater plans and the final plat creates the lots, outlots, new streets, and easements for the neighborhood.

City Council approved the General Development Plan (GDP) for the development on November 22, 2022. The previously approved GDP established the density and general design of the site.

Location Map
PROJECT DESCRIPTION
Derrick Homes’ proposal is for 86 twin home units in a new neighborhood called Thompson Heights. The twin homes will be intended for owner occupants and offer much needed housing in a community and market with a demonstrated need for additional housing options.

Access to the development is from Paulson Road and the developer is coordinating with the proposed development to the north to align the access drives to both neighborhoods. An emergency vehicle access will be provided via a 12’ trail connection to Paulson Road that will be designed to carry the weight of fire vehicles if needed. Sidewalks will be provided on both sides of the street to provide a safe and connected pedestrian network throughout the neighborhood. A 10 ft trail is planned along Paulson Road as part of the North Loop water and sewer infrastructure project and will connect the new neighborhood to Whitetail Ridge Corporate Park and areas to the south with its employment and retail amenities.

The R-3 zoning district requires 10-foot side yard setbacks for two-family dwellings; the Thompson Heights neighborhood proposes 5-foot side yard setbacks. As part of the flexibility granted for reduced setbacks, the developer will provide an unpaved natural trail along the perimeter of the wetland area as an additional open space amenity. This natural trail will continue into the parcel to the west upon development of that parcel and further connect the twin home development to a future shared use trail on Radio Rd. The Home Owners Association (HOA) will be responsible for the maintenance of this natural trail. The neighborhood will also have an area for play facilities on Outlot 2 that will also be maintained by the HOA.

The proposed development will consist of two twin home styles at different price points. It is anticipated that many of the buyers will be empty nesters, but this is not an age-restricted community.

Model A Example – Side View
Model A Example – Rear View

Model B Example - Front View

Model B Example – Rear View
SIP ANALYSIS
Staff review of the Derrick Homes, LLC Specific Implementation Plan has found it to be consistent with the approved General Development Plan in maintaining the same number of units, street layout, and open space. The applicant has requested flexibility for reduced side-yard setbacks; in exchange, the neighborhood will include a mown trail on the east side of the wetland and a play area in the development.
The streets proposed in the development will be public, however the developer will be responsible for the plowing all sidewalks, the trail connection to Paulson Road, and the areas stubbed for future streets on the south and east sides of the development.

**Final Plat for Thompson Heights**

**FINAL PLAT ANALYSIS**

The final plat for Thompson Heights creates 86 twin-home lots for development, one outlot for stormwater management (Outlot 1), one outlot to preserve the existing wetland on the site (Outlot 2) and one outlot for a tot lot to be constructed and maintained by the Home Owners Association. Drainage and utility and trail easements have been provided and streets are designed per subdivision requirements. Future road connections have been provided to the east and south.
**Consistency with Official Map**
The development is consistent with the Official Map; public sewer and water services will be provided and the proposed connections to existing roads are consistent with topography and natural features.

**Consistency with Comprehensive Plan**
The future land use map identifies this area as high density residential, which means density should fall within 8-12 dwelling units per acre. The overall density for the three residential projects in the Thompson annexation area will be approximately 9.8 dwelling units per acre.

**Consistency with Preliminary Plat/General Development Plan**
The applicant submitted a General Development Plan in lieu of a preliminary plat. The Final Plat is consistent with the GDP with no changes in layout or the overall number of lots in the subdivision.

**Consistency with Subdivision Ordinance**
The final plat is consistent with the subdivision ordinance. The design of streets, blocks, and lots are all in conformance with code.

**Consistency with Zoning Ordinance**
The area is zoned R3 multi-family high-density residential. Some of the lots do not meet the setback requirement mandated by code, however the applicant is pursuing a PUD and seeking flexibility in exchange for amenities provided.

**Site Characteristics**
The final plat creates an outlot to preserve the existing wetland on the western edge of the site and engineering has no concerns regarding slopes, stormwater or other site characteristics.

**SUMMARY**
The SIP is the final design phase of a PUD where detailed engineering specification are provided to ensure the civil, stormwater, and architectural details meet the Municipal Code and function appropriately for the site. The project meets the requirements for SIP approval with regard to engineering aspects and is consistent with the approved GDP from November 2022.

The proposed final plat will include 86 lots. The proposed plat is consistent with the General Development Plan, Comprehensive Plan, and meets relevant subdivision requirements.

**STAFF RECOMMENDATION**
Staff recommends forwarding the enclosed resolutions for the Specific Implementation Plan and Final Plat for Thompson Heights to City Council with a favorable recommendation.
RESOLUTION NO.

RESOLUTION APPROVING THE PLANNED UNIT DEVELOPMENT (PUD) SPECIFIC IMPLEMENTATION PLAN (SIP) FOR AN 86-UNIT TWIN HOME DEVELOPMENT

WHEREAS, Derrick Homes, LLC, filed an application for an 86-Unit Multi Family Planned Unit Development (PUD) on the southeastern portion of the parcel at 207 Radio Rd; and

WHEREAS, the applicant is requesting flexibility regarding the city code’s requirement of providing five feet of side-yard setback; and

WHEREAS, the applicant is dedicating an HOA maintained natural trail around the wetlands on the western side of the development, emergency and pedestrian access via a paved trail connecting Paulson Rd and Anchor Cir, and a tot lot family play area as part of the development; and

WHEREAS, the Council approved the General Development Plan on November 22, 2022, and found it to be acceptable and consistent with City plans for the area;

WHEREAS, the Plan Commission held a public hearing and reviewed the Specific Implementation Plan on February 7, 2022, and found it to be consistent with the General Development Plan;

NOW, THEREFORE, BE IT RESOLVED, that the Common Council of the City of River Falls hereby approves the Specific Implementation Plan for an 86-unit multi-family development.

Dated this 28th day of February 2023.

CITY OF RIVER FALLS

______________________________
Dan Toland, Mayor

ATTEST:

______________________________
Amy White, City Clerk
RESOLUTION NO.
APPROVING THE FINAL PLAT FOR THOMPSON HEIGHTS

WHEREAS, Derrick Homes, LLC submitted a final plat for Thompson Heights located on Paulson Road at Radio Road and;

WHEREAS, the final plat is consistent with the Official Map and Comprehensive Plan and is in substantial conformance to the General Development Plan approved by Council on November 22, 2022; and

WHEREAS, the Plan Commission reviewed the final plat at their February 7, 2023 meeting and forwarded it to the Common Council with a favorable recommendation; and

WHEREAS, the Common Council reviewed this item at its regular meeting of February 28, 2023 and found it to be acceptable.

NOW, THEREFORE, BE IT RESOLVED that the Common Council for the City of River Falls hereby approves the Final Plat of Thompson Heights Addition subject to the following conditions:

1. All of the developer obligations have been satisfactorily met or addressed as determined by the City Engineer as outlined in the Developer’s Agreement for Thompson Heights.
2. The final plat shall not be recorded until the City has received an irrevocable letter of credit in an amount approved by the City Engineer for all public improvements that are required to be installed in accordance with the plans and specifications;
3. The final plat shall not be recorded until the City has received notice of certification from the State of Wisconsin.

Dated this 28th day of February 2023.

CITY OF RIVER FALLS

________________________________________
Dan Toland, Mayor

ATTEST:

Amy White, City Clerk
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Welcome!

The Community Development Department at the City of River Falls is responsible for guiding the future growth and development of the City. Comprising economic development, engineering, planning, building services and code enforcement, the staff in the department are here to serve the community in a sustainable way by taking care of the needs of the present generation without compromising the ability to meet the needs of future generations. We hope that you find our annual report and the work we do interesting and intriguing and feel free to reach out to us with any thoughts or questions.

Strategic Initiatives

On August 10, 2021 the Common Council passed a resolution acknowledging the Administration’s 2021-2023 Strategic Initiatives Report. These initiatives are guided by the City’s strategic Plan and identified priorities. The identified priorities include Connected Community, Economic Vitality, Ensuring Financial Stability, and Quality Municipal Services. The 2018-2022 Strategic Plan, previous work plans and reports can be found on the City Website. The following Strategic Initiatives have been the focus of the Community Development Department.

1. Implement North Sewer Interceptor Plan

The north sewer area serves 27 percent of the City’s existing development area and is planned to serve 42% percent of future growth. The primary function of the North Sewer Interceptor project is to remove an existing wastewater lift station and construct a gravity sewer main from the lift station to eliminate future capacity constraints and avoid lift station replacement.

This project was substantially complete in 2022.

2. Powell Avenue Bridge

In 2020 the City discovered major deficiencies in the Powell Avenue Bridge deck. The bridge load rating was reduced to 10 Tons and is routinely inspected for further damage. The City received grant funding through the Wisconsin DOT (WisDOT) local bridge replacement program. WisDOT is expected to bid the project in May and begin construction summer 2023. The project is anticipated to be complete by November 2023.

3. North Water Tower

The North Water Tower is a 500,000-gallon elevated water storage tank located in the bluff above the White Tail Corporate Park. Final design was completed and bid in 2022. Construction commenced in September and work done date includes water main and foundation construction. Work is currently paused for winter and the contractor expects to return in Spring. Construction will be complete in Fall 2023. The North Water Tower will provide improved reliability for water users in Sterling Ponds and is critical to the development of the Mann Valley Corporate Park and proposed growth in the recently annexed Thompson Property.
4. **North Utility Loop**

The North Utility Loop will extend municipal water and service north along Paulson Road from Prairie Drive to Radio Road. Final design was completed and bid in 2022. This schedule was accelerated in response to expected long-lead times for the necessary large diameter watermain. The North Utility Loop will connect the North Water Tower to Sterling Ponds and allow a future connection to the proposed Mann Valley Utility Project. This project will also provide critical water and sewer service to the proposed growth in the recently annexed Thompson Property.

5. **Complete preliminary engineering design for Mann Valley Corporate Park**

The future Mann Valley corporate park will play an important part in the future of River Falls. In early 2022 Common Council adopted an updated concept plan that allowed a more phased and flexible development. Subsequently, final design for this project began in earnest for spring 2023 bid and summer 2023 construction. Key components of this development include approximately five miles of water main construction, three and half miles of sanitary sewer construction, a wastewater pump station, and significant roadway, trail and stormwater management improvements.

6. **Cemetery Road**

Cemetery Road (State Highway 29) was reconstructed from S. Main Street to STH 65 by the Wisconsin Department of Transportation. This project was primarily roadway resurfacing but included closure of Emory Circle access to Cemetery Road to provide additional vehicle stacking in the intersection of Cemetery Road and South Main Street. The project has required ongoing coordination with WisDOT, their consultants, City staff, RFMU, and private landowners. The City, outside of the WisDOT, replaced or reconstructed all stormwater catch basins within the project area to utilize the safety provided by WisDOT partial closures and ensure Cemetery Road remains a low-maintenance roadway for the foreseeable future.

7. **S. Wasson Lane**

In 2020 the City was awarded a WisDOT grant to reconstruct S. Wasson Lane from its current rural section to an urbanized section with curb and gutter between Cemetery Road and Cascade Avenue. This project will also include a roundabout at the intersection of S. Wasson Lane and Cascade Avenue. Design work is in progress with expected final design submittal to WisDOT in 2023 for 2024 construction.

8. **Update the City’s Comprehensive Plan, Outdoor Recreation Plan, and Bicycle and Pedestrian Plan**

In 2021 the City issued a Request for Proposals for the update to the City’s Comprehensive Plan and two companion plans: the Outdoor Recreation Plan and the Bicycle/Pedestrian Plan. SRF Consulting Group in partnership with Alta Planning + Design was selected in 2022 to complete the project. Steering Committees were formed, contracts were approved, and the planning foundation and timelines were laid for a project completion time of Q1 2023. The public outreach was delayed due to the spike of Covid-19 through the winter months, and the public Open House was held February 24, 2022. Throughout the rest of 2022 data collection, analysis, steering committee meetings, and public engagement took place as the three plans were drafted. To date the Bicycle and Pedestrian Plan and the Outdoor Recreation Plan have both been recommended for adoption by their respective steering committee and the plan commission. Public engagement of the draft plans will take place in February with the plan commission making a recommendation on the comprehensive plan in March and the City Council making recommendations on all three plans on March 28th, 2023.
9. **Investigate, purchase, and implement a customer relations management tool (CRM)**

Investing in a Customer Relationship Management system, or a CRM, will help to collect and organize the business prospect information that the City receives along with information regarding the City’s existing businesses. After researching and interviewing four CRM companies that work with municipalities and large organizations across the country, the City purchased a CRM system from Executive Pulse in late 2021. The City’s Economic Development Intern began the implantation process over the summer and full implementation of the CRM by staff is expected in early 2023.

10. **Complete shovel ready sites process for Sterling Ponds and Whitetail Ridge Corporate Park**

The Gold Ready Shovel program is offered by Momentum West in coordination with the Wisconsin Economic Development Corporation (WEDC). This program assists communities in packaging and marketing development ready land to site selectors and business owners looking to locate in the region. Staff has submitted the application for the Gold Shovel Ready status for the available lots in the Sterling Ponds Corporate Park. Staff continues to work on the application for the available lot in the Whitetail Ridge Corporate Park and the application will be submitted in early 2023.
Building and Development

Residential and commercial construction increased last year after an exceptional year in 2021. Community Development staff work with developers to take projects from the conceptual stage through construction, monitoring the projects against developer’s agreements, plan approval, building permits, and city infrastructure changes. Total units added and total project value for the past two years are indicated in the table below.

<table>
<thead>
<tr>
<th>Housing</th>
<th>2021</th>
<th>2022</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Permits (Units)</td>
<td>Value</td>
</tr>
<tr>
<td>New Single Family</td>
<td>76 (102 units)</td>
<td>$19,020,920</td>
</tr>
<tr>
<td>New Multifamily</td>
<td>4 (32 units)</td>
<td>$2,797,384</td>
</tr>
<tr>
<td>Addition/Alteration</td>
<td>212 (n/a)</td>
<td>$2,412,131</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>324 permits</strong></td>
<td><strong>$24,230,435</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Commercial/Industrial</th>
<th>2021</th>
<th>2022</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Square Feet</td>
<td>Value</td>
</tr>
<tr>
<td>New construction</td>
<td>11,033</td>
<td>$1,700,000</td>
</tr>
<tr>
<td>Addition/Alteration</td>
<td>Not collected</td>
<td>$7,596,120</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>11,030</strong></td>
<td><strong>$9,296,120</strong></td>
</tr>
</tbody>
</table>
Development Projects - Multi-Family/Commercial

Dawes Place

This project is the final phase in the Highview Meadows neighborhood. The overall Dawes Place project includes 110 units in 14 buildings to be completed in two phases. Phase I of the PUD was originally submitted and began construction in 2021, with approximately 40 units spread over six buildings. Dawes Place Phase II is located on 5.75 acres to the North of Phase I; consisting of 70 units spread over eight buildings, each with three bedrooms and an attached two-car garage. The development is projected to be fully built out by 2024.

Lake George Place

Lake George Place is the third phase of the University Falls Development. The first two phases were completed in 2010. The third phase includes 24 units at market rate with a mix of unit types, 6 units at 80% AMI and 2 units at 50% AMI. The 0.76-acre site will consist of 24 covered parking spaces and 28 surface parking spaces. A new public pedestrian sidewalk connection between W Cascade and the Kinnickinnic Pathway will be constructed along the east side of the building.
Renaissance Academy

The River Falls School District, in partnership with River City Roundabout, LLC, is planning to construct an alternative learning high school on the SE corner of Cemetery Rd and S. Wasson Lane. The 10,800 sq ft building will serve 64 students in grades 9-12. The school is anticipated to open for Fall 2023.

BOH Electronics

A 45,000 sq ft building for the BOH Electronics wiring manufacturing facility was approved by the Architectural Review Committee of the Economic Development Corporation in September 2022. The project is located on the northwest side of Whitetail Blvd and northeast of Prairie Drive in Whitetail Ridge Corporate Park. The 4-acre lot will consist of the manufacturing building, loading docks, and a parking lot. The approximate maximum employees on a shift will be about 75 people. There is a proposal for 17 additional stalls if an expansion or future tenant is considered. Development is projected to be completed by summer 2023.
The Uplands

The Uplands is a planned 106-unit multifamily building located north of Tattersall Distilling on Paulson Road. The Uplands will offer a variety of unit types including studio, 1-bedroom, and 2-bedroom units. The 4.27 acre site will include 212 parking spaces with 77 being in underground parking. Additional site improvements include updated stormwater ponding for the site and surrounding area and other exterior site improvements for residents.

Thompson Heights

The Thompson Heights development area was brought into the City as a part of an approximately 40-acre Thompson annexation on Paulson Road at Radio Road that occurred in 2022. Thompson Heights is an 86-unit twin home development on approximately 21.8 acres. In addition to the 86-unit twin homes, the development will feature trail connections to other developments and corporate parks, a natural mowed walking trail, and a tot lot.
Saturday Townhomes

A General Development Plan was approved for Saturday Townhomes located at the northeast corner of Paulson Rd and Radio Rd. This project will develop 13.5 acres of the north portion of the recently approved Thompson annexation. The proposal includes 190 townhome-style units in 10 residential buildings. Each building will hold 19 units and 10 single-car garages, with private ground-level entrances to each home. In addition to the attached garages, detached garages and surface stalls will be available for residents and their guests. Units will range from one to three-bedrooms. SIP submittal is slated for early 2023, if approved, construction will commence with full build-out occurring over 2-3 years.
Development Projects - Single Family Residential

Sterling Ponds (4th Addition)

The fourth and final phase of the Sterling Ponds neighborhood consists of a 28-lot single-family and twin home subdivision that continues to the southeast of the Sterling Ponds neighborhood. Development will continue for several years as lots continue to get purchased.

South Pointe (1st Addition)

An updated General Development Plan was approved for the South Pointe 1st Addition. The area includes the final development phase of 8.92 acres of the original 32-acre Planned Unit Development (PUD) originally approved in 2005. To the west, Phase I (single-family) and south, Phase II (multi-family) have been completed. The proposed development consists of 29 single-family units with various housing types including single story, two story, twin-home, and villa style homes. It is anticipated that the area north of Steelhead Drive be typical single family housing units. The area to the south and east of Steelhead Drive will be tailored to senior housing units. Anticipated public improvement construction was spring of 2022. Home construction was slated to begin in the summer of 2022 but currently an SIP needs to be submitted before further construction progress on the development occurs. Anticipated full buildout is still projected for 1-2 years.
Oak Hill (River Falls Wells)

A second annexation occurred in 2022 southwest of W. Maple Street and S. Apollo Road consisting of approximately 37 acres. A Planned Unit Development General Development Plan was approved in September 2022 for a new neighborhood consisting of 117 lots that will include 69 detached single-family homes and 48 attached twin homes. The Specific Implementation Plan and plat is anticipated to be submitted in early 2023. The site grading and the existing home demolition is planned to commence the spring of 2023 with all necessary approvals. The neighborhood will be constructed in phases within 3-4 years.
Highview Meadows 7th Addition

The Highview Meadows neighborhood was initiated in 2004. A final plat was approved in 2022 to complete the Highview Meadows Development. The 7th addition will consist of 28 single family home lots. The 7th addition will be located on the continuation of Westwood Dr. and on the newly constructed Overlook Ct.
Partnerships and Intergovernmental Coordination

The Community Development Department expands the City’s capacity, breadth and impact through both partnerships and intergovernmental coordination. Partnerships help to spread the workload, navigate complex issues and provide different knowledge and wisdom to accomplish goals. This cooperation is essential as cross jurisdictional boundaries affect our community and region; whether it’s land use, watersheds, transportation or markets, our world spills across jurisdictional boundaries every day. Decisions that take this interconnectedness into account help to ensure that issues are addressed from a broader aspect when needed, may provide cost savings, and reduce litigation thereby allowing for consistency, understanding and trust.

Key partners include the River Falls School District, UW-River Falls, Chippewa Valley Technical College, the River Falls Chamber of Commerce, the River Falls Economic Development Corporation, St. Croix Valley EDC, Pierce County EDC, Momentum West, Wisconsin Economic Development Corporation, Wisconsin Housing and Economic Development Authority, Small Business Development Corporation, River Falls Housing Authority, River Falls Business Improvement District, Pierce and St. Croix Counties, WisDOT, West Central Regional Planning Commission, State of WI Historical Society, WI Department of Administration, WI Department of Safety and Professional Services, consultants.
Projects

Kinni Corridor Plan Implementation

In 2022 the City was contacted by the U.S. Army Corps of Engineers regarding a grant program that may assist with the implementation of the Kinni Corridor Plan. After further investigation the Utility Advisory Board and the City Council voted to enter into a study with the USACE to determine the ecological benefits and feasibility of removing one or both dams and restoring the river. The study will begin in early 2023 and will take 18-24 months to complete. At that time the City Council may determine whether to go forward with the USACE preferred alternative recommendation from the study.

Budget

The bi-annual budget process was completed in 2022 for the 2023/2024 budget years.

2022 Annual Maintenance

Throughout 2022, engineering staff developed plans and specifications, hired contractors, and implemented projects to maintain infrastructure as shown below:

- Significant areas of chip seal and/or fog seal including the entire Rolling Hills subdivision, Cedar Street, Spring Street, and miscellaneous areas throughout the City.
- Replacement of the asphalt trail along East Division Street adjacent to Hoffman Park
- Installation of asphalt pavement in the City of River Falls Dog Park
- Installation of asphalt pavement on Hanson Drive in Hoffman Park
- Extension of concrete sidewalk at Hoffman Park to provide ADA restroom access
- Significant sidewalk spot repairs to mitigate trip hazards and increase pedestrian safety throughout the City but focused on the downtown area.
- Veterans Park and Swinging Bridge maintenance as identified in the 2022 bridge inspection report
Economic Development

The Economic Development division within the Community Development department works to serve the River Falls business community. Finding and assisting new businesses that want to locate in the city, particularly in our four corporate parks, and business retention and expansion of existing businesses are staff’s main priority. Through connections staff made at events and through the connections of the County and State EDC’s, staff sent 36 Request for Information (RFI) packets in 2022 to industrial, commercial, and residential developers who were interested to learn more about the community and sites available for development. Staff, along with representatives of the River Falls Economic Development Corporation, held ten Business Retention and Expansion (BRE) meetings with existing businesses in the corporate parks.

Another main goal the city has for economic development is the creation of corporate parks to ensure that there are options for manufacturing companies and professional offices that are seeking high visibility, high value, convenient, and affordable locations. In 2022, BOH Electronics Inc. broke ground on an approximately 45,000 sq/ft industrial/office building on a four-acre lot in the Whitetail Ridge Corporate Park. The city is pleased to welcome BOH Electronics Inc. to the community and will continue to work with prospects who have interest in River Falls.

The Mainstreet Bounceback Grant program is administered by the Wisconsin Economic Development Corporation and was created to help businesses during the COVID-19 pandemic. The goal of the Main Street Bounceback Grant program is to provide financial support to businesses that move into existing vacant commercial properties, helping to create a foundation for long-term success for themselves and their communities. In 2022, staff wrote 10 acknowledgement letters for the grant program. Overall, 71 WI Bounceback Grants totaling $710,000 were provided to businesses in River Falls.

The River Falls Economic Development Corporation (RFEDC) is another tool used by the city for economic development. Since their creation in 1988, the RFEDC has played an important role in the development of River Falls. City staff attend the monthly RFEDC meetings as well as performing secretary and treasurer duties for the corporation. One important role that the RFEDC continues to play in the City’s economic development is their continued support of the St. Croix Valley Business Innovation Center (SCVBIC), which is a partnership between the RFEDC, University of Wisconsin – River Falls, Chippewa Valley Technical College, and the City. The Center’s mission is to provide incubation space, training, and support to foster entrepreneurship and enhance success of businesses. City staff serve on the St. Croix Valley Business Innovation Center Management Committee and is the treasurer for the Center.
Planning and Zoning

Planning and zoning staff work with residents and customers as needed throughout the year. The following table provides an overview of the number permits and types of requests made from 2020-2022.

<table>
<thead>
<tr>
<th>Planning and Zoning</th>
<th>2020</th>
<th>2021</th>
<th>2022</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fence permits</td>
<td>63</td>
<td>63</td>
<td>42</td>
</tr>
<tr>
<td>Sign permits</td>
<td>18</td>
<td>26</td>
<td>13</td>
</tr>
<tr>
<td>Home occupation permits</td>
<td>5</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Special use permits</td>
<td>Denied 1</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Variance</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Rezoning</td>
<td>3</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Annexation requests</td>
<td>1</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>Annexation acres (total)</td>
<td>0.7</td>
<td>0</td>
<td>80</td>
</tr>
<tr>
<td>Certified survey maps</td>
<td>5</td>
<td>5</td>
<td>Denied 1</td>
</tr>
<tr>
<td>Preliminary/Final Plat</td>
<td>1</td>
<td>3</td>
<td>1</td>
</tr>
<tr>
<td>Planned Unit Development</td>
<td>1</td>
<td>2</td>
<td>6</td>
</tr>
<tr>
<td>Development Review</td>
<td>4</td>
<td>3</td>
<td>3</td>
</tr>
</tbody>
</table>
Ordinance Amendments

The following ordinance amendments were completed in 2022.

Subdivision Ordinance Amendment – Condominium Developments

An amendment to the Subdivision Ordinance was introduced in late 2021, approved in early 2022, and took effect on May 11, 2022 to address condominium developments. It had been determined that the ordinance must be amended to expressly state that relevant provisions of the subdivision code apply to condominium developments per Wis. Stats. Sec. 703.27(1). The amendment applies to condominium developments within the City boundary and within the City’s Extraterritorial Jurisdiction.

The ordinance states that a condominium unit and any associated common elements shall be considered equivalent to a lot or parcel created by a subdivision. The ordinance applies the requirements of the subdivision ordinance as appropriate to condominium subdivisions, but not in a way that imposes burdens upon that type of subdivision that other land subdivisions are not subject to (in conformance with State Statute); recognizes that condominium developments do differ from other types of subdivisions, so not all provisions of the subdivision code ought to apply; and acknowledges that condominium developments can place impacts on community resources in the same manner as other types of subdivisions with regard to density, land use, and infrastructure capacity and should be regulated accordingly.

Code Enforcement Ordinance Amendments

Code compliance is a vital component of community development and enhances the overall quality of place for the community. The goal of any code compliance effort is to reduce blight and encourage an attractive, safe, and desirable community. Code compliance is a partnership with River Falls residents and businesses to preserve and enhance the safety and appearance of our community.

In June 2021, Council approved a strategy to give staff the support and structure they need in order to provide the consistency that Council and the community expect with regard to code compliance. This strategy includes a staff code compliance manual that prioritizes cases and establishes a unified stepwise efficient approach/process to code compliance that will give customers and staff clear guidance. The Council also directed staff to bring forward ordinance amendments to provide clarity and consistency for achieving code compliance, which were completed in 2022:

1. Parking on residential properties: There was a need for standards regarding location of parking, storage of vehicles, and surfacing requirements for parking areas.
   - Consolidates parking provisions into one section of the code instead of occurring in multiple places.
   - Establishes performance standards for residential parking to address common parking-related nuisance issues such as parking locations and surfacing.
2. Public nuisances including inoperable vehicles and exterior storage of household items: Current ordinances did not specifically address some common public nuisance conditions which made it difficult to address resident complaints and communicate community expectations to property owners and residents.
   - Defines public nuisances including debris and abandoned and inoperable vehicles to provide more clarity for property owners and staff.
   - Prohibits exterior storage of debris and inoperable vehicles on public or private property.
   - Establishes standards for storage of goods and vehicles on private property.
3. Residential rental uses: Recent State law changes affected how the City regulates rental properties and the code must be updated to be compliant with State law while ensuring the health and safety of residential rental properties.

Requires licensure of plumbers and electricians who work in the City, consistent with state law.

Amends the housing code to address habitability violations per state statute.

Clarifies residential rental registration and complaint and enforcement procedures to ensure the health and safety of residential housing units in a manner consistent with state statutes.

Defines Rental Income and Residential Rental Uses; this allows for additional enforcement of rental property via performance standards the zoning code.

Establishes minimum space and occupancy standards for rental uses to be consistent with the building code and subject to the requirements in the housing code.

Classifies Residential Rental Uses as a permitted use in all zoning districts that allow residential uses.

4. **Signage in the right-of-way (ROW):** Recent Supreme Court decisions required that we change the code in order to ensure appropriate placement of signage on private property outside of the ROW.

   - Clarifies a property owner may place a sign between the curb and property line in the downtown overlay district (sandwich boards).
   - Added a 15’ setback from pavement for construction and political signs to be consistent with garage sale and residential real estate signs.
   - Added “signs” after “flashing” and “moving” in Section 17.84.040.
   - Removed the time/place/manner restrictions which only apply to political campaign signs. Those restrictions are not content neutral (i.e., they only apply to political campaign signs) and do not comply with recent Supreme Court decisions.

5. **Zoning Ordinance and City Code enforcement:** It is important to provide a clear and consistent process for addressing code violations to ensure compliance with City standards and regulations.

   - Articulates the code enforcement and abatement process for public nuisances.
   - Establishes processes and procedures for enforcement of the Zoning Ordinance based on best practices and consistent with enforcement of other code violations.
Employees

In 2022 the engineering team hired a Senior Civil Engineer, Chris Bunjter. Chris along with four other 2021 hire’s spent 2022 learning about the City, their roles, and department and organization processes. Our staff thrive on planning and building the city, including both development and infrastructure. Divisions within the Department include Building Services and Code Enforcement, Economic Development, Engineering and Planning/Zoning which all together forge a strong development and long-range planning team for the City. Department configuration allows staff to seamlessly focus on the city’s growth and future. Below is the 2022 department organizational chart.

Amy Peterson, Community Development Director
Keri Schreiner, Economic Development Manager
Todd Nickleski, City Engineer
Community Development Department

Annual Report 2022

Emily Shively, City Planner

David Hovel, Building Inspector

Angie Bond, Community Development Assistant

Zach Regnier, Sr. Civil Engineer

Tamarra Jaworski, Engineering Technician and GIS Mapper

Tyler Galde, Planning and Engineering Technician

Kendra Ellner, Planner

Sam Burns, Planner

Chris Buntjer, Sr. Civil Engineer
Appendix – Committee Work

City Council

1/11/22  Sterling Ponds 4th Addition Development Agreement amendment
1/11/22  Comprehensive Plan Public Participation Plan
1/11/22  Sterling Ponds 4th Addition Final Plat
1/11/22  Subdivision condominium ordinance (Second Reading)
1/25/22  Resolution Awarding Troy Pomeroy Watermain Construction to Skid Steer Guy
1/25/22  Development Agreement Between the City of River Falls and LB River Falls, LLC.
1/25/22  Amending Development Agreement Between City of River Falls and River Falls QOZB, LLC
2/8/22   Bi-Annual Strategic Plan Update - Housing Numbers
2/22/22  Kinni Corridor Collaborative Letter of Agreement #1 - Dam decommissioning and removal
2/22/22  Traffic Control/Parking Control Ordinance (Map) Update (First Reading)
2/22/22  Annual MS4 Stormwater Report Approval
2/22/22  Mann Valley & Project Horseshoe Closed Session
3/8/22   Traffic Control/Parking Control Ordinance (Map) Update (Second Reading)
3/8/22   Baseball Facility Lease Area Expansion
3/22/22  Lake George Lofts General Development Plan
4/12/22  Thompson - Annexation; refer to PC
4/26/22  South Pointe General Development Plan
4/26/22  Award North Water Tower
5/10/22  2022 Economic Development Week Proclamation
5/10/22  SRF contract for Focus River Falls
5/24/22  Thompson Annexation Petition; Budget Study, Capital Cost Study, Temp Zoning, Comprehensive Plan Map Amendment (First Reading)
5/24/22  Dawes Ph. 2 Specific Implementation Plan and Development Agreement
5/24/22  Highview Meadows 7th Addition Final Plat
5/24/22  TID #8/Gerrard Project & Project Amcon - Closed Session
5/24/22  Parkland Un-dedication referral to Plan Commission
6/14/2022 Thompson Annexation Petition; Budget Study, Capital Cost Study, Temp Zoning, Comprehensive Plan Map Amendment (Second Reading)
6/14/2022 Powell Ave Bridge SMA
6/14/2022 West locust no parking ordinance (First Reading)
6/14/2022 TID #8/ Gerrard Project & Project Horseshoe - Closed Session
6/28/22  Mann Valley Concept Plan Approval
6/28/22  SEH Mann Valley Final Design Contract Approval
6/28/22  Milltown public acceptance
6/28/22  West locust no parking ordinance (Second Reading)
6/28/22  Refer Wells Annexation to Plan Commission
6/28/22  Appoint member(s) to ETZ committee
7/12/22  Lake George Lofts Specific Implementation Plan and Development Agreement; housing fund budget adjustment
8/9/2022  2022 Chip Seal Project
8/10/2022  Code enforcement ordinances (First Reading)
8/10/2022  Valu Stay
8/23/2022  Wells Annexation Petition, Capital Cost Study, Budget Study, Annexation Agreement (First Reading)
8/23/2022  Renaissance School Rezoning and Future Land Use Map Amendments (First Reading)
8/23/2022  Resolution authorizing funding for the redevelopment of 708 N Main Street
8/23/2022  Code enforcement ordinances (Second Reading)
9/13/2022  Wells Annexation Petition, Capital Cost Study, Budget Study, Annexation Agreement (Second Reading)
9/13/2022  Renaissance School Rezoning and Future Land Use Map Amendments (Second Reading)
9/13/2022  Development Agreement for Renaissance Academy (water/sewer extension)
9/13/2022  Resolution Accepting Revisions to the WisDOT F-Class Map
9/27/2022  Paulson Road Apartments General Development Plan
9/27/2022  Kinni Corridor Update
10/11/2022  Utility and Trail Easement with River Falls School District
10/25/2022  Resolution approving Feasibility Study with the US Army Corps of Engineers
10/25/2022  Saturday Properties General Development Plan
10/25/2022  Wells General Development Plan
10/25/2022  Closed Session - Paulson Rd Apartments
11/22/2022  Paulson Road Apartments Specific Implementation Plan
11/22/2022  Thompson Heights General Development Plan
12/13/2022  Closed Session - Lot C Whitetail Ridge Corporate Park
12/13/2022  Updated Housing Study Presentation

Plan Commission

  2/2/22  Comprehensive Plan Steering Committee (CPSC) review of existing conditions data collected for the planning process, discussion of population projections, and review of upcoming engagement activities
  3/1/22  Lake George Lofts General Development Plan
  4/7/22  South Pointe General Development Plan
  4/7/22  Notifications and Process Discussion
  4/7/22  Annual Report Presentation
  5/3/22  Thompson Annexation Petition
5/3/22 Dawes Place Phase 2 Specific Implementation Plan
5/3/22 Highview Meadows 7th Addition Final Plat
6/7/22 Lake George Lofts Specific Implementation Plan
6/7/22 Sterling Ponds Park un-dedication
6/7/22 CPSC – Key themes and goals; land use planning discussion
7/5/22 Code enforcement ordinances
7/21/22 CPSC – Key themes and goals; land use planning workshop
8/2/2022 Renaissance School rezoning and future land use map amendments
9/6/2022 Paulson Road Apartments General Development Plan
9/14/22 CPSC – Goals for all three plans; land use categories, planning boundaries, future land use map; plan element priorities and policies
10/4/2022 Saturday Properties General Development Plan
10/4/2022 Wells Neighborhood General Development Plan
11/1/2022 Paulson Road Apartments Specific Implementation Plan
11/1/2022 Thompson Heights General Development Plan
11/17/22 CPSC – Implementation plan
12/15/22 CPSC – Review of the Bicycle and Pedestrian Plan

Extraterritorial Zoning Committee
- No meetings in 2022

Board of Appeals
- No meetings in 2022

Historic Preservation Commission
The HPC held a total of thirteen meetings in 2022. The following items and projects were discussed this year:
- 2022 HPC Workplan
- WHS Exhibit: How Rivers Shape Wisconsin Pop-up Museum (September 1st – October 31st)
- Partnership with the Wisconsin Historical Society – HPC continued their efforts for training, obtaining historic information/photos and CLG grant funding from the state historical society.
- Applied for CLG grant in December to assist in the nomination of properties to the National Register for Historic Places.
- Glover School construction was completed in Summer 2022. HPC is working on inside photos and outside kiosk information.
- HPC did two lunch and learns this Summer and Fall for the City employees to learn about the historic Glen Park and the Mound.
- Promotions – HPC utilized part of their budget to purchase mini posters, post cards, apparel and more for special events and speaking engagements.
- HPC did presentations at River Falls Days and local schools.

Business Improvement District

In 2022, BID approved grants for the following improvements:

- Façade and/or signage for Tarnation Tavern, Radisson Hotel, Old Man Golf Apparel, Edward Jones, Hub70, Junior’s, 103 E Elm St, 114 E Elm St, and 208 North Main St.

Additional projects include:

- Main Street flowers and hanging baskets
- Main Street benches, trash bins, and cigarette receptacles
- Maintenance of completed murals and signs downtown
- Programs that encouraged local commerce and promoted local businesses.
- Contributed to half the cost for the mural under the Maple St Bridge in partnership with River Falls Creates
Introduction

This report is provided monthly to update the Plan Commission on Community Development efforts for the past month, as well as to provide a look forward to the upcoming Plan Commission work.

Reporting Period:
Jan 1 – Jan 31, 2023

Next Plan Commission Meeting:
February 7, 2023

2023 Community Development Major Projects

- Ensure sustained development/redevelopment of the City from the prospect stage through construction
- Economic Development
  - Customer Relations Management Software (CRM)
  - Shovel ready sites
- Engineering
  - North Interceptor project - Complete
  - North Water Tower Project
  - North Loop Utilities Project
  - Radio Road Watermain Project
  - WisDOT Wasson Lane design
  - WisDOT Cemetery Rd - Complete
  - WisDOT Powell Avenue bridge design
  - Troy/Pomeroy watermain construction - Complete
  - North Interceptor Sewer Lining Project – On Hold
  - Mann Valley preliminary design
- Planning/Zoning/Inspections
  - Comprehensive Plan update
  - Outdoor Recreation Plan update
  - Bicycle and Pedestrian Plan update
  - Roll out code enforcement changes
  - Permitting/code enforcement software research
Planning and Zoning

- Development Review/Current Planning
  - Currently working with developers that plan to submit over the next few months
  - Fielded questions and review of ETJ potential projects
  - General Development Plan application approved for The Current a multi-family development by Eau Claire Reality. The site is 5 acres located on the southeast side within the Thompson Annexation. Plan Commission recommended approval on January 3, 2023; Council approved January 24, 2023.
  - Council approved a privilege in the street license agreement to allow a private driveway in a portion of undeveloped City right-of-way to provide access to a parcel in the Town of River Falls south of the High School on January 24, 2023.
  - A Special Use Permit application received for a self-storage facility at Radio Road and Chapman Drive. The request will be reviewed by Plan Commission on February 7, 2023.
  - A Specific Implementation Plan and Final Plat application received for a two-family neighborhood by Derrick Homes on Paulson Road at Radio Road (Thompson property) – Plan Commission recommended approval of the General Development Plan on November 1, 2022; Council approved the GDP on November 22, 2022. The request will be reviewed by Plan Commission on February 7, 2023.
  - An application has been received for a rental townhome project by Saturday Properties at Paulson Road and Radio Road (Thompson property) – Plan Commission recommended approval of the General Development Plan on October 4, 2022; Council approved the GDP on October 25, 2022. Next steps are SIP submission and approval process, slated for early 2023.
  - An application has been received for a single- and two-family neighborhood by Creative Homes on S. Apollo Road (Wells property) – Plan Commission recommended approval of the General Development Plan on October 4, 2022; Council approved the GDP on October 25, 2022. Next steps are SIP and plat submission and approval process, slated for early 2023.

- Historic Preservation Commission
  - HPC working on a historical library display for the lower level and some display cabinets upstairs.
  - Fabrication of “The Glen” in process with a company called Pannier. It is to replace the Cascade Mill sign at Glen Park. Installation slated for Spring 2023.
  - Exploring quality Glover Station School images and information to incorporate inside building and kiosk.
  - HPC submitted an application for a Certified Local Government grant from the WI Historical Society in Dec. to nominate properties to the National Register of Historic Places.

- Mapping
  - Map of available sites for development; Click here for map
  - Map of active development projects map; Click here for map

- Projects
  - Focus River Falls – Steering Committees for the Comprehensive Plan, Outdoor Recreation Plan, and Bicycle and Pedestrian Plan have completed their work. The Bike and Pedestrian Plan was recommended for approval by the Steering Committee on November 30th and Plan Commission on December 15th. The Parks and Recreation Advisory Board reviewed and recommended approval of the Outdoor Recreation Plan on December 14th; the Plan Commission reviewed the plan recommended approval on January 3, 2023. The Comprehensive Plan Steering Committee reviewed the draft plan on January 26, 2023 and recommended the plan be released for public comment. Community Engagement – engagerf.org has over 900 registered participants and website homepage refreshed. All three draft plans to be posted online soon. An open house will be held at
City Hall on Thursday, February 9th from 4:30-6:30pm and plans will be available to review at City Hall and the Library throughout the month of February. Review and adoption of the plans is scheduled for March 2023.

- Assist customers with zoning and subdivision questions daily
- Exploring software options for permitting, inspections, and project management

### Economic Development

- Attended online Innovation Center Management Committee Meetings (Schreiner)
- Treasurer duties for the RFEDC and Innovation Center Management Committee (Schreiner)
- Secretary duties for the RFEDC (Burns)
- Sent three RFIs
- Continue Mann Valley project management
- Attended West Central WI EDC Partners Meeting
- Attended Sensible Land Use 2023 Housing Market Update and Forecast
- Attended Momentum West Housing Solutions Forum (Schreiner and Burns)
- Attended River Falls Economic Development Corporation Industrial Event
- Conducted one Business Retention and Expansion (BRE) visit
- Wrote memo and resolution for Development Agreement between the City and Oppidan Investment Company for January 24 City Council meeting

### Building and Inspections/Code Enforcement

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<th>Permits (Jan 1 – Jan 30)</th>
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- 745 Sycamore St, Frisbie/River Falls Senior Living – Multiple inspections for plumbing in basement, fire stopping on 1st floor, insulation inspection 1st floor, Memory Care wing – fire stopping inspection
- 1664 Commerce Court, Shopko Optical – Final/occupancy for new tenant space
- 140 Quarry Road (old Burger King), Dunkin Donuts – Permit issued to finish tenant space
- 137 W. Cascade Avenue, Lake George, LLC/Gerrard – Underground plumbing inspections

### Engineering

- Internal Consulting Projects
  - Mann Valley Design (SEH) – Project is advertised with a March 23 bid date with construction expected in July.
  - Powell Avenue Bridge Rehabilitation – WisDOT Design Study Report approved, temporary easement acquisition complete. Anticipating May 2023 bidding with Summer/Fall 2023 construction.
  - S. Wasson Lane Reconstruct (Strand) design is ongoing.
  - Wells Park Sidewalk (Stevens). Project was put on hold until spring 2023.
  - The Wastewater Utilities Biosolids Design Contract (Strand) kick-off meeting was 9/27, equipment selection and preliminary site layout is ongoing.

- Development review assistance for the following sites:
  - Lake George Lofts
  - BOH Electronics
  - Paulson Road Apartments (The Uplands)
  - Renaissance Academy
  - Saturday Townhomes

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- Derrick Townhomes
- River Falls Wells (Apollo Rd)
- Eurofins
- Thompson Properties West – Multifamily (The Current)
- Benson Commercial Suites
- Thompson Storage
- Stormwater – Erosion control inspections are ongoing
- Public Construction Projects/Subdivisions
  - North Interceptor is substantially complete.
  - North Water Tower – Watermain construction is complete. Concrete foundation is complete.
  - North Loop Utility Loop awarded to Total Excavating for expected spring construction. Telecom utility conflicts were identified and resolved.
  - Residential lateral installation and abandonment inspections (ongoing)
  - Highview Meadows 7th Addition, building permits are being issued
  - Parking Map Updates Complete (Meadows Drive and West Cascade Avenue)
  - Sterling 3/4th Subdivision public improvements accepted by council.
- Private Development Projects
  - Dawes Place Phase II: Majority of water and sewer installed, several building permits issued, and several foundations poured.
  - The Sycamore: Public curb and gutter and roadway construction is complete. Sidewalk is re-opened.
  - Wasson Townhomes: Slow progress is reported due to supply issues
  - Lake George Lofts has commenced underground and foundation work.
  - Public utilities associated with Dawes Place Phase I were accepted by Council on November 22, commencing their warranty period.

**Director**

- Focus River Falls project management
  - Working with consultant team for public review and open house of all three draft plans
  - The draft Bike and Pedestrian Plan and Outdoor Recreation Plan are available on EngageRF and physical copies at City Hall for public comment
  - Comprehensive Plan Steering Committee meeting and Council workshop
  - Outreach:
    - Gearing up for open house and public input on draft plans
    - Focus River Falls update meeting with Grow to Share
  - EngageRF Analytics as of 1/27/22
    - 914 site registrations to date
    - 9,876 total visits
- Department
  - Assistant City Administrator Stroud shifted out of ComDev day to day work
  - Work on CIP and Class & Comp Study
  - Attended Sensible Land Use Coalition, Housing Solutions Forum and APA presentation for Leadership for the Public Sector
  - Preparing Department staffing and organization study
Meetings: Staff 1:1s, consultant check ins, ED meetings, development team, exec team, Merchant McIntyre meetings
Meetings with large landowners
Staff meeting on grants and capital costs
Assist with RF Reader
Prep for annual review

Kinni Corridor implementation
Met with KCC Steve Goff
Met with communications consultant
Community Development Staff

Amy Peterson, CD Director
Keri Schreiner, ED Manager
Todd Nickleski, City Engineer

David Hovel, Building Inspector
Angie Bond, CD Assistant
Emily Shively, City Planner

Zach Regnier, Sr. Civil Engineer
Tamarra Jaworski, Engineering Technician
Tyler Galde, Planning & Engineering Technician