



222 Lewis Street
River Falls, WI 54022

(715) 425-0900
FAX (715) 425-0915

**AGENDA
PLAN COMMISSION
June 7, 2016 at 6:30 p.m
City Council Chambers
222 Lewis Street River Falls, WI 54022**

CALL TO ORDER/ROLL CALL

APPROVAL OF AGENDA/MINUTES

NOTE: Minutes of May 3, 2016 Meeting

PUBLIC COMMENTS – Non-Agenda Related Topics

CURRENT PLANNING PROJECTS

1. Extension of Preliminary Plat Approval Spring Creek Estates 1st Addition
2. Resolution of the Plan Commission calling for a Public Hearing on Proposed Amendment to Tax Incremental District No.10.
3. Resolution of the Plan Commission calling for a Public Hearing on Proposed Tax Incremental District No.12.
4. Mann Valley Property Overview and Discussion

UPDATE AND INFORMATION

5. Discussion of next meeting, July 5th
6. City of River Falls Monthly Status Report

ADJOURNMENT

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

Notice: River Falls Journal, June 2, 2016
Post: City Hall Bulletin Board June 2, 2016



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**MINUTES
PLAN COMMISSION
MEETING
Tuesday, May 3, 2016 at 6:30 pm
City Hall – Council Chambers**

CALL TO ORDER/ROLL CALL – Meeting convened at 6:30 pm

Members Present: Dan Toland, Scott Morrissette, Susan Reese, Lisa Moody, Andrew Brown, Mary Van Galen, Reid Wronski

Members Absent: Todd Schultz, Aleka Powell

Staff Present: Buddy Lucero – *Community Development Director*, Amy Peterson – *Assistant Community Development Director*, Ray French – *Management Analyst*, Crystal Raleigh – *Engineer*, Jason Blatz – *GIS Intern*

Others Present: Members of River Church – Mark Miraldi and Jim Kiadi, Students from UWRF

APPROVAL OF AGENDA/MINUTES

Toland/Morrissette to approve the Plan Commission minutes of the April 5th meeting - unanimous

PUBLIC COMMENT

River Church request for rezoning of Property 551-599 Cemetery Road. There was no public comment at the meeting.

CURRENT PLANNING PROJECTS

Rezoning Property 511-599 Cemetery Road from P (Park) to R2-(Multiple-Family-Medium Density) and amend the Comprehensive Plan Land Use Map to reflect the change.

Peterson provided an overview of the project and process of the change. Staff received one comment from the public, concerned about the rezoning and if the church does not build in the future, then the rezoning would allow multi-family to be built on the property. Morrissette and staff voiced that R2 fit better in that area than R1. Brown questioned whether the process had been followed, with the majority of property owners

signing the rezoning petition. Representatives from River Church clarified that they had completed that process and submitted it to staff.

MSC Morrissette/Reese to approve and forward the proposed rezoning as shown on the exhibit attached hereto the Plan Commission with a favorable recommendation – unanimous.

LONG RANGE PLANNING PROJECTS

Ray French, Management Analyst provided an overview of the Wellhead Protection Ordinance. The DNR has advised that the ordinance and map needed to be updated to include MW6 and a draft ordinance amendment is provided. Brown questioned why the definition of “aquifer” was included, but was not used in the document. He also asked why G.4 regarding impermeable storm water holding vessels was included; French stated that both items could be stricken if the Commission so desired.

Wronski/Brown to approve and forward proposed update to Wellhead Protection Ordinance attached to the City Council with recommended to two above mentioned items stricken from the ordinance – unanimous.

STORM WATER PRESENTATION

Crystal Raleigh provided an overview on storm water runoff management.

ADJOURNMENT

MSC Morrissette/Toland to adjourn at 7:08 p.m.

Respectfully submitted,

Tony Steiner, City Planner



PLANNING DEPARTMENT

222 Lewis Street
River Falls, WI 54022

(715) 425-0900
FAX (715) 425-0915

PLAN COMMISSION

June 7, 2016

STAFF REPORT

FILE: Spring Creek Estates 1st Addition Preliminary Plat Extension

REQUEST: 24 Month Extension of Preliminary Plat Approval

LOCATION: Spring Creek Estates PUD

APPLICANT/AGENT: West View Construction/Matt Hieb

OWNERS: West View Construction

PURPOSE: The applicant is requesting a 24 month extension to the Preliminary Plat for Spring Creek Estates 1st Addition.

BACKGROUND:

In May 2005 the City Council approved the Developer's Agreement for Spring Creek Estates PUD along with a preliminary plat. A specific implementation plan for Spring Creek Estates 1st Addition PUD was subsequently approved in 2006. However the housing bubble burst in 2007 and the original build out schedule was never realized due to economic conditions. In 2013 the property was sold a new developer. In the spring of 2013 the developer received a 24 month extension to the original preliminary plat /PUD approval. That extension has now expired.

It has taken longer to absorb the existing vacant lots within River Falls than originally expected and therefore, the developer is requesting an additional 24 month extension to the preliminary plat/PUD approval for the area shown in the attached Exhibit # 3. The area includes lots 104-140 on the attached exhibit and is known as Spring Creek Estates 1st Addition.

SURROUNDING ZONING:

- North of the property land is zoned (R1) (Single Family Low Density) with a PUD overlay
- East of the property land is zoned (R1) (Single Family Residence Town of River Falls ETZ)
- South of the property land zoned (R1) (Single Family Low Density)
- West of the property land is zoned (R1) (Single Family Low Density)

ANALYSIS:

Section 16.08.030 C.1 of the City Code states, “*Final plats shall be submitted to the Plan Commission within 24 months of preliminary plat acceptance.*” Section 5.1 of the approved Spring Creek Estates PUD Developer’s Agreement granted a variance to this requirement and gave the Developer five-years to seek final plat approval for all phases of the development with the option to request a five-year extension at anytime prior to the expiration of the original time limit of the Agreement. The Developer’s Agreement has passed the five year mark. However as long as both parties (City and Developer) are acting in good faith the agreement can be extended at the discretion of the City Council.

The Developer has requested an additional 24 month (two year) extension. A two year extension would allow the Developer additional time to complete Spring Creek Estates 1st Addition PUD. The two year extension would begin on the date of final approval of the extension by Council.

NEIGHBORHOOD/PUBLIC COMMENTS:

This approval process does not require notification to surrounding property owners.

FINDINGS OF FACT AND CONCLUSIONS OF LAW:

Findings of Fact:

1. Construction activity for new housing units slowed in past years due to the economic downturn in the housing market. Currently it is on the upswing.
2. Additional time will be necessary to build out the project.
3. The requested extension is compatible with the intent of Section 5.1 of the approved Spring Creek Estates PUD Developer’s Agreement.

Conclusions of Law:

The request has been processed in accord with the terms of Spring Creek PUD Developer’s Agreement and Chapter 16 of the River Falls Municipal Code (RFMC).

STAFF RECOMMENDATION:

Staff recommends approval of the requested 24 month extension based upon the Findings of Fact and Conclusions of Law herein described in the staff report.

CITY PLAN COMMISSION OPTIONS:

1. Approve the requested 24 month extension to the original preliminary plat/PUD as recommended by staff.
2. Approve the requested extension to the original preliminary plat/PUD with conditions
3. Table the item to a later hearing date with just cause.
4. Do not approve the request.

EXHIBITS:

1. Resolution
2. Vicinity Map
3. Memo from Developer’s Engineer and Attachments
4. Section 5.1 of Spring Creek Estates PUD Developer’s Agreement

**RESOLUTION
REGARDING EXTENSION OF
SPRING CREEK ESTATES 1ST ADDITION
PRELIMINARY PLAT/ PUD**

WHEREAS, the City Council approved a Developer's Agreement for Spring Creek Estates PUD in May of 2005; and

WHEREAS, Section 5.1 of the original agreement granted the developer five-years to complete all projected phases of development of the PUD, with the option to request a five-year extension any time prior to the expiration of the original time limit; and

WHEREAS, a Specific Implementation Plan for Spring Creek Estates 1st Addition was approved in 2006; and

WHEREAS, after the PUD was approved the development became inactive due to economic conditions; and

WHEREAS, a two year extension was granted by Council in 2013; and

WHEREAS, the extension has expired, and

WHEREAS, the developer has requested an additional extension 24 months (two years); and

WHEREAS, the Plan Commission reviewed the request at its regular meeting of June 7, 2016 and found it to be acceptable

NOW, THEREFORE, BE IT RESOLVED that the Plan Commission approves the request for a two-year extension to Spring Creek Estates 1st Addition Preliminary Plat / PUD and forwards the request to the Common Council with a favorable recommendation.

BE IT FURTHER RESOLVED that the 24 month (two year) extension shall begin on the date of final approval by Council.

Dated this 7th day of June, 2016

Dan Toland, Mayor

ATTEST:

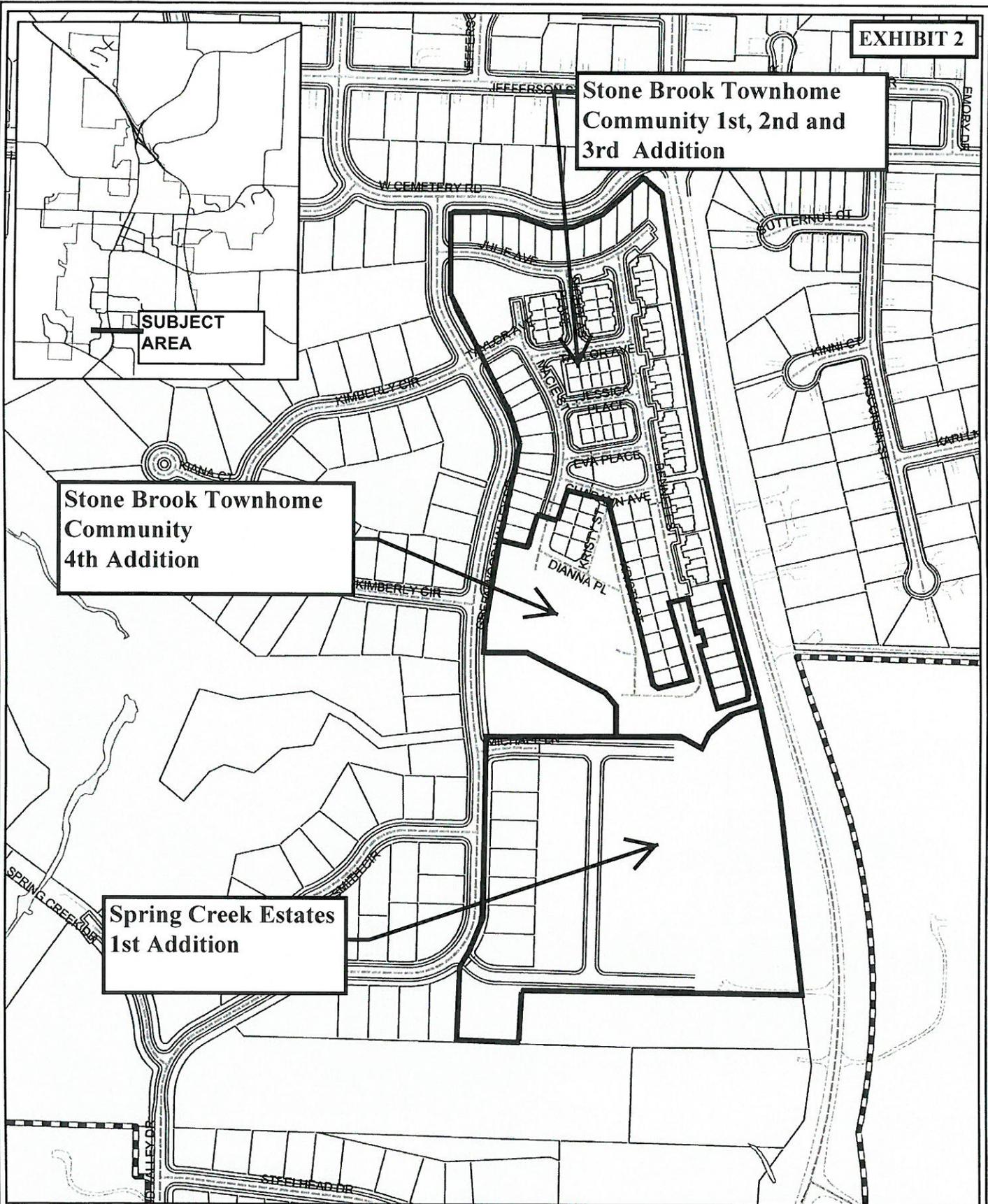
Lu Ann Hecht, City Clerk

Stone Brook Townhome Community 1st, 2nd and 3rd Addition

Stone Brook Townhome Community 4th Addition

Spring Creek Estates 1st Addition

SUBJECT AREA



The City makes no warranties, expressed or implied, as to the use of this data. This data is provided "as is" without warranty or any representation of accuracy or completeness and is strictly for use in accordance with the request under which it was obtained.

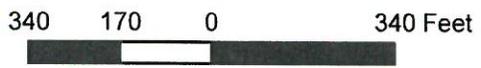


EXHIBIT 3

TO: Plan Commission Members and City Staff
FROM: Matt Hieb
COPY: Aaron Clay
DATE: 05/17/2016
SUBJECT: Spring Creek Estates 1st Addition
5237-001



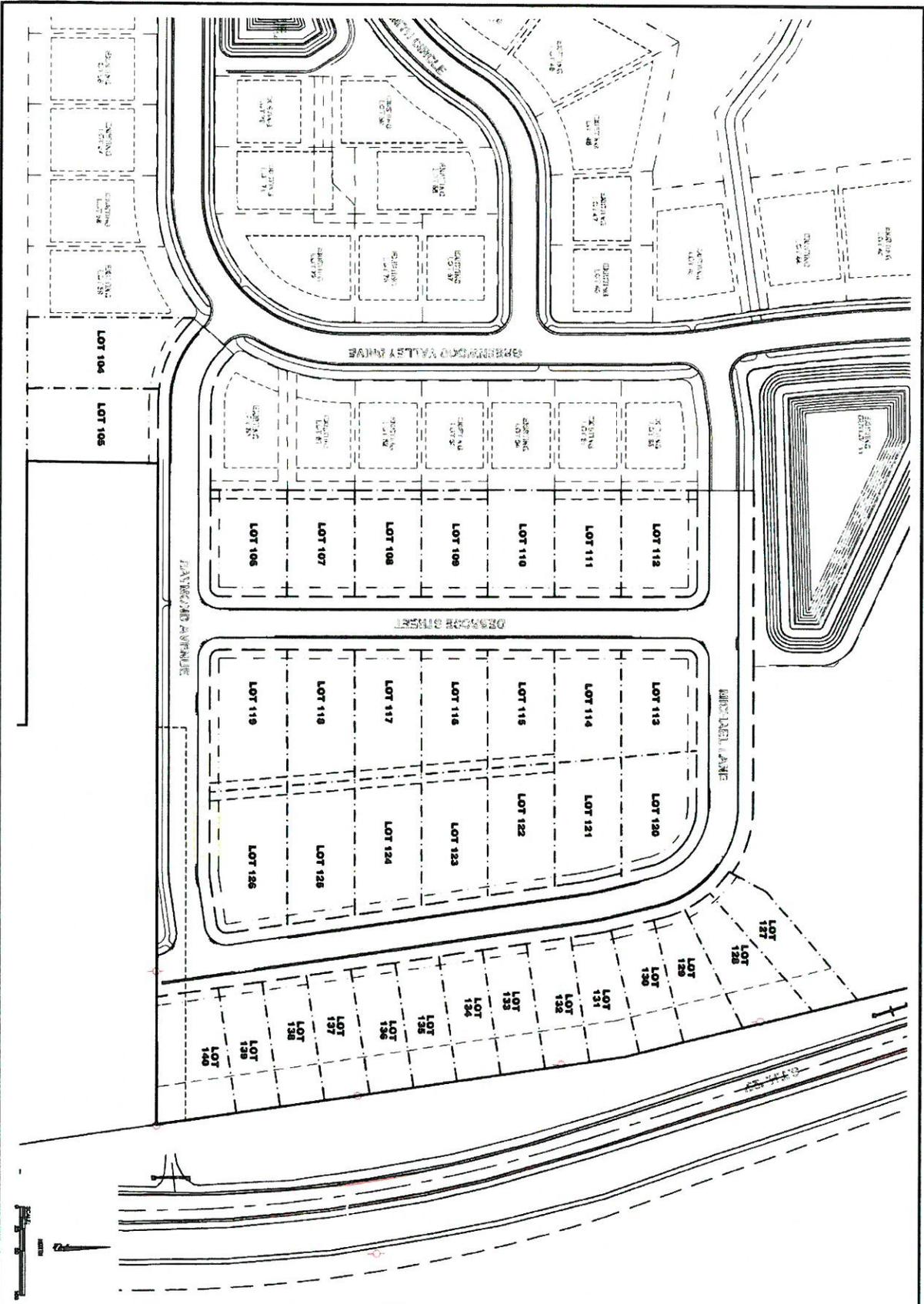
Corporate Office:
406 Technology Drive E., Suite A
Menomonie, WI 54751
715-232-8490, fax 715-232-8492

Hudson Office:
2920 Enloe Street, Suite 101
Hudson, WI 54016
715-381-5277, fax 715-381-5338

We requesting an additional 24 month extension to the preliminary plat/ PUD approval for the area shown in the attached exhibit. The area includes lots 104-140 on the attached exhibit and is known as Spring Creek Estates 1st Addition.

We did request a 24 month extension in the Spring of 2013 anticipating that final platting would occur within that timeframe. It has taken longer to absorb the existing vacant lots within River Falls than originally expected and therefore, we are requesting an additional 24 month extension to the preliminary plat.

Thank you for your consideration.



PROJECT:
SPRING CREEK ESTATES 1ST ADDITION
WESTVIEW CONSTRUCTION
 CITY OF RIVER FALLS, WISCONSIN



Auth-Consulting/associates
 425 Technology Drive East
 Suite 100
 Brookfield, WI 53005
 Tel: 762-441-4400
 Fax: 762-441-4401



S&N Land Surveying
 6200 State Street
 Suite 100
 Brookfield, WI 53005
 Tel: 762-441-4400
 Fax: 762-441-4401

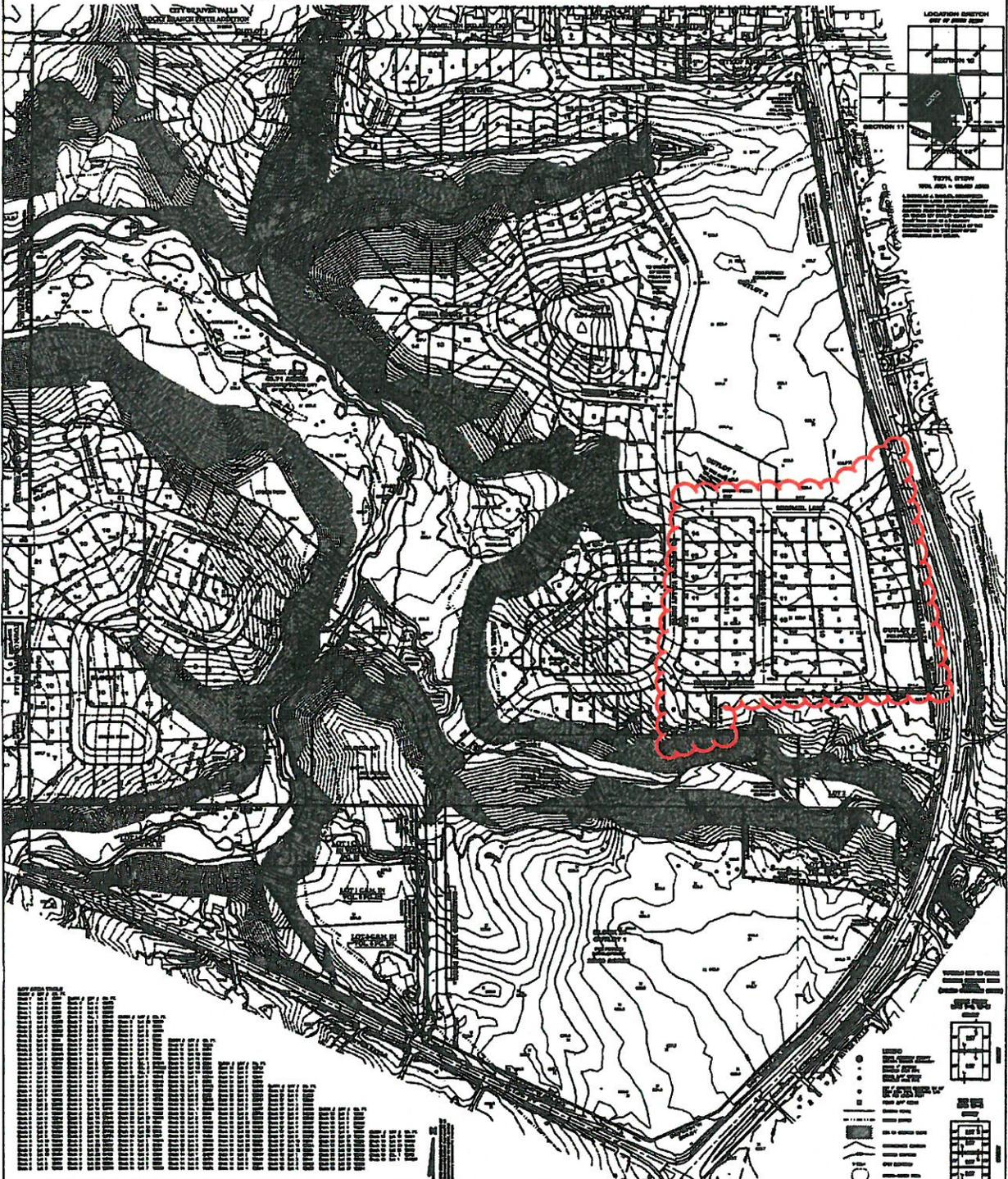
DRAWN BY:	MOH
CHECKED BY:	MOH
DATE:	03/18/13
DWG FILE:	511351YE
REV FILE:	5237-001rev
ADD NUMBER:	5237-001
RELEASED FOR REVIEW	MOH
REVISION DESCRIPTION:	NAME
	DATE
	03/18/13

C10

PREPARED BY: [Name] CHECKED BY: [Name] DATE: [Date] PREPARED BY: [Name] CHECKED BY: [Name] DATE: [Date]

PRELIMINARY PLAT OF: SPRING CREEK ESTATES

THIS PLAT IS SUBJECT TO THE RECORDS OF THE COUNTY OF [County Name], STATE OF [State Name], AND TO THE RECORDS OF THE COUNTY OF [County Name], STATE OF [State Name], AND TO THE RECORDS OF THE COUNTY OF [County Name], STATE OF [State Name].



Lot No.	Area (sq. ft.)	Area (sq. ft.)	Area (sq. ft.)
1	10,000	10,000	10,000
2	10,000	10,000	10,000
3	10,000	10,000	10,000
4	10,000	10,000	10,000
5	10,000	10,000	10,000
6	10,000	10,000	10,000
7	10,000	10,000	10,000
8	10,000	10,000	10,000
9	10,000	10,000	10,000
10	10,000	10,000	10,000
11	10,000	10,000	10,000
12	10,000	10,000	10,000
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97	10,000	10,000	10,000
98	10,000	10,000	10,000
99	10,000	10,000	10,000
100	10,000	10,000	10,000

SPRING CREEK ESTATES, L.L.C.
 PRELIMINARY PLAT
 [Additional text and symbols including a north arrow and scale information]

ARTICLE V.
FINAL PLAT

Section 5.1. Submission of Final Plat. The Developer shall submit the Final Plat(s) in conformance with Chapter 236, Wis. Stats. and the River Falls Municipal Code. Easements shall be granted at the time of final platting to the City as determined necessary by the City to operate sidewalks, paths, utilities, and drainage of facilities. The Developer shall show that all easements recorded over the platted property are accurately reflected on the plat and obtain a release of any easements not shown on the plat acceptable to the City Attorney. Upon approval and recording of the Final Plat, sale of lots shall be authorized. Final Plat approval shall be subject to filing of a bond or other acceptable financial instrument in accordance with Section 4.2.

Building permits shall only be issued for lots within any platted portion of the subdivision if the following conditions have been met:

- (1) Final Plat has been approved.
- (2) Sewer and water infrastructure therein has passed all required testing.
- (3) Roadways therein are constructed through the aggregate base course.
- (4) Rough grading of the site shall be such that the ground elevations at property corners are in conformance with the property corner elevations indicated on the Construction Plans and all property corners are in place and set to finish grade.
- (5) All drainage easements on the site shall be graded in accordance with the Construction Plans, and shall have permanent and temporary erosion and sediment control measures in place as indicated on the Construction Plans.
- (6) All storm water conveyance facilities located within easements and right-of-way, through which storm water from the site flows, shall be complete in accordance with the Construction Plans, and shall have permanent and temporary erosion and sediment control measures in place as indicated on the Construction Plans.

(7) All ponds and other storm water facilities to which storm water from the site flows shall be complete in accordance with the Construction Plans, and shall have permanent and temporary erosion and sediment control measures in place as indicated on the Construction Plans.

Certificates of Occupancy shall only be issued for lots within the subdivision if curb, gutter, sidewalk, City sewer and water service, electric/gas/phone, and bituminous base/binder are in place.

If public improvements have not received final acceptance from City within 24 months after Final Plat is recorded, the City shall suspend Issuance of Building Permits for initial construction on lots within the development until City grants final acceptance of public improvements.

The Developer shall have five (5) years from the date of signature on the Developer's Agreement to seek Final Plat approval for all phases of the development. The Developer shall have the option to request a five (5) year extension from the Council at anytime prior to the expiration of the original time limit for the Final Plat approval. This is in accordance with Section 16.04.040, Variances of the City of River Falls Subdivision and Platting Code. This section shall vary the requirements of Section 16.08.030 with respect to the 12-month submission of the Final Plat. All other applicable requirements of the City Code and Chapter 236, Wis. Stats. shall be adhered to.

Section 5.2. Parkland Dedication.

(a) Approximately 61.46 acres of land, which shall be dedicated at the time the Plat is approved, and a second parcel, Outlot 2 of Block 6, which may be dedicated in the manner herein specified.

(b) The dedication of the 61.46-acre parcel shall be deemed complete upon approval of the Plat by the City and ownership thereof shall be transferred to the City at that time in a manner and by means of a warranty deed, free and clear of all incumbrances and liens, to be



**Finance Department
Memorandum**

To: Mayor Toland and Plan Commission Members

From: Julie Bergstrom, Finance Director/Assistant City Administrator

Date: June 7, 2016

Re: **Resolution Setting Public Hearing Date - TID #10 Amendment**

Proposed plan boundary amendment of tax increment district #10 (Sterling Ponds Corporate Park) requires a public hearing at the Plan Commission for public input. The attached resolution will set the public hearing date of July 5, 2016, with publication and notice to affected parties to follow.

Boundary Amendment

An amendment to TID #10 – Sterling Ponds Corporate Park is requested to adjust the boundaries to the current limits of the corporate park. At the time TID # 10 was created, the area in the attached map was outside of the City limits, and could not be included in the district.

The City has approved a development agreement with two companies that will be constructing in the park this year. The proposed development lots fall both within and outside of the current tax increment district, and resolution of the district boundaries is needed.

Attached is the proposed schedule for modification of the boundary for the district. The Plan Commission will receive a draft project plan for review before the public hearing.

Please contact me if you have any questions.

**PLAN COMMISSION
RESOLUTION NO.**

**Resolution of the Plan Commission Calling For A Public Hearing
on Proposed Amendment of Project Plan for Tax Incremental District No. 10 in the City
of River Falls, Wisconsin**

WHEREAS, Wisconsin Statutes, Section 66.1105, provides a procedure for the amendment of tax incremental districts;

WHEREAS, the Plan Commission is required to conduct a public hearing in accordance with Wisconsin Statutes, Section 66.1105(4), after written notice has been mailed to the chief executive officer of all local government entities having the power to levy taxes on property located within a proposed tax incremental district and to the school board of any school district which includes property located within a proposed tax incremental district and published as a Class 2 notice under Wisconsin Statutes, Chapter 985, prior to recommending the amendment and adoption of a Project Plan;

WHEREAS, the Plan Commission proposes to amend the District's boundaries in order to add additional territory, and to amend the Project Plan to update and/or provide for the undertaking of additional expenditures; and

NOW, THEREFORE, BE IT RESOLVED that the City Clerk give proper notice of a public hearing on July 5, 2016, at the River Falls City Hall, for the purpose of amending the above described District in and for the City and for the purpose of consideration of proposed Project Plan Amendment for said District.

Passed and adopted this 7th day of June, 2016.

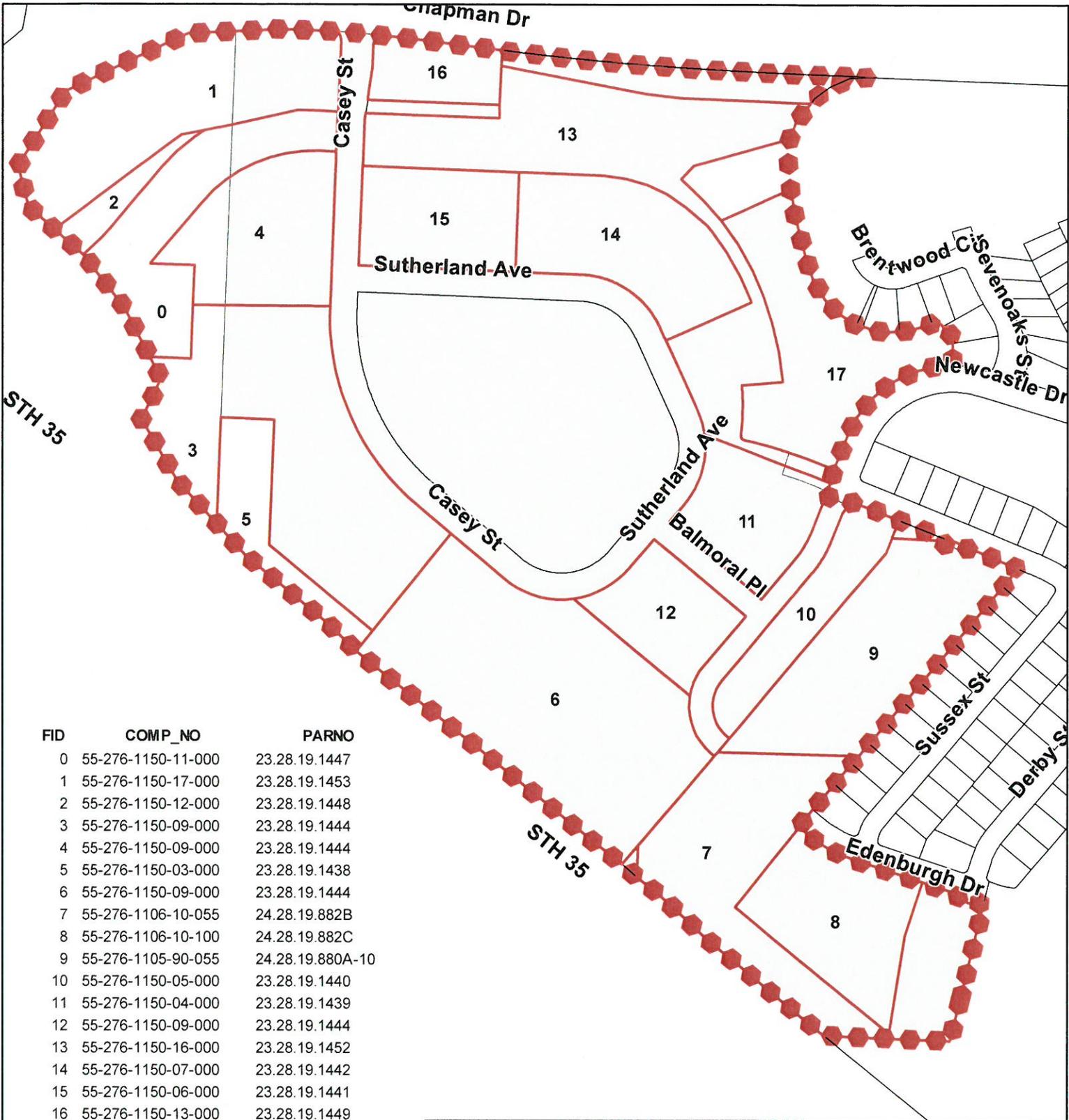
Dan Toland, Mayor

Lu Ann Hecht, City Clerk

CITY OF RIVER FALLS, WI
TAX INCREMENTAL DISTRICT NO. 12 INDUSTRIAL CREATION AND
TAX INCREMENTAL DISTRICT NO. 10 MIXED-USE PROJECT PLAN & BOUNDARY AMENDMENT
Timetable May 26, 2016

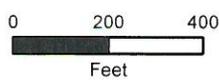
<u>ACTION DATE</u>	<u>STEP</u>
	City will provide Ehlers with a list of the parcel tax key #'s within the Districts, pertinent parcel information, the maps, list of projects and costs, etc.
	Ehlers will prepare & provide the City with a feasibility analysis report, options, and/or draft project plan documents
June 7	Plan Commission makes a motion to call for a public hearings (optional)
June 10	Ehlers' will e-mail a Notice to Official City Newspaper of organizational JRB meeting & public hearings. (cc: City)
	Ehlers will mail notification letters, along with required enclosures, to overlapping taxing jurisdictions of JRB organizational meeting & public hearings, as well as the agenda - to be posted by the City. (cc: City & attorney) <i>(Letters must be postmarked prior to first publication).</i>
June	Ehlers will e-mail City, overlapping taxing entities, and/or City Attorney with [revised] draft Project Plan documents, if not yet provided and/or necessary, as well as agenda language (City to post) & resolutions for first meetings, and will also request legal opinion of the plans.
June 14 & 28	Common Council adopts resolutions to annex territory. ...This must be done prior to Council approval of the District creation.
June 16	First Publication of Public Hearings & JRB Meeting Notice <i>(Week prior to second notice & at least 5 days prior to JRB meeting)</i>
June 23	Second Publication of Public Hearings & JRB Meeting Notice. <i>(At least 7 days prior to public hearing)</i>
June 29 @ 4:00	Joint Review Board meets to review plans, appoint chairperson and public member and set next meeting date. <i>(Prior to public hearing)</i>
July 5 @ 6:30	Plan Commission Public Hearings on Project Plans and approval of TID boundaries. <i>(Within 14 days after second publication)</i>
	Plan Commission reviews plans & approval of District Project Plans and boundaries.
July	Ehlers will e-mail City & City Attorney with revised draft Project Plans, if necessary, as well as agenda language (City to post) & resolution for Common Council meeting.
July 26 @ 6:30	Common Council reviews Plans & adopts resolutions approving District Project Plans and boundaries. <i>(at least 14 days after hearing)</i>
July 27	Ehlers' will e-mail a Class 1 Notice to Official City Newspaper of JRB meeting. (cc: City)
	Ehlers will mail notices & required attachments to JRB of the final meeting, along with the Agenda (City to post). (cc: City & Attorney) <i>(Letters must be postmarked prior to publication).</i>
Aug. 4	Publication of JRB Meeting Notice <i>(At least 5 days prior to meeting)</i>
Aug. 9 – Sept. 23	Joint Review Board consideration. <i>(Within 45 days of notification of meeting / receipt of Plan Commission & Common Council resolutions)</i>
July – Oct.	Ehlers will gather, prepare, and submit state forms & required documents to the state, once the 2016 assessed parcel values available (following the BOR) & we receive all remaining maps, legal descriptions, parcel information, documents, etc. from the City. DOR filing deadline October 31.

Plan Commission meets 1st Tuesday @ 6:30 P.M.
City Council meets 2nd and 4th Tuesday @ 6:30 P.M.
River Falls Journal, publishes: Thursdays, deadline: Friday prior
Phone: 715-425-1561, e-mail: sloosmore@rivertowns.net



FID	COMP_NO	PARNO
0	55-276-1150-11-000	23.28.19.1447
1	55-276-1150-17-000	23.28.19.1453
2	55-276-1150-12-000	23.28.19.1448
3	55-276-1150-09-000	23.28.19.1444
4	55-276-1150-09-000	23.28.19.1444
5	55-276-1150-03-000	23.28.19.1438
6	55-276-1150-09-000	23.28.19.1444
7	55-276-1106-10-055	24.28.19.882B
8	55-276-1106-10-100	24.28.19.882C
9	55-276-1105-90-055	24.28.19.880A-10
10	55-276-1150-05-000	23.28.19.1440
11	55-276-1150-04-000	23.28.19.1439
12	55-276-1150-09-000	23.28.19.1444
13	55-276-1150-16-000	23.28.19.1452
14	55-276-1150-07-000	23.28.19.1442
15	55-276-1150-06-000	23.28.19.1441
16	55-276-1150-13-000	23.28.19.1449

Tax Incremental District No. 10 City of River Falls



- REV A TID 10 Parcels
- REV A TID 10
- Current TID 10



**Finance Department
Memorandum**

To: Mayor Toland and Plan Commission Members

From: Julie Bergstrom, Finance Director/Assistant City Administrator

Date: June 7, 2016

Re: **Resolution Setting Public Hearing Date-TID #12**

INTRODUCTION

The creation of tax increment district #12 (Mann Valley Corporate Park project) requires a public hearing at the Plan Commission for public input on the proposed plan. The attached resolution will set the public hearing date of July 5, 2016, with publication and notice to affected parties to follow.

DISCUSSION

The City purchased 85 acres of land in Mann Valley in 2011 and an additional 240 acres in 2013 to be developed into a corporate park. There is interest in creating a tax increment district for an estimated 5 acre portion of the City owned property for development. The City is still in discussions with the developer, and more information will be available at the public hearing. Creation of a tax increment district requires the property to be within the City limits. An ordinance annexing approximately 300 acres to the City will be presented to the City Council in June for consideration.

The area is proposed to be included in a tax increment district in order to recover the initial development costs through increases in the tax base from new construction. The first step for district creation is to hold a public hearing at the Plan Commission on the proposed plan.

Attached is a proposed schedule for creation of the new district. The Plan Commission will receive a draft project plan for review before the public hearing.

RECOMMENDATION

Approval of the resolution setting the public hearing date of July 5th is requested. Please contact me if you have any questions.

Resolution No. _____

**RESOLUTION OF THE PLAN COMMISSION CALLING FOR A PUBLIC HEARING
ON PROPOSED TAX INCREMENTAL DISTRICT NO. 12 CREATION IN THE CITY
OF RIVER FALLS**

WHEREAS, Wisconsin Statutes, Section 66.1105, provides a procedure for the creation of tax incremental districts;

WHEREAS, the Plan Commission is required to conduct a public hearing in accordance with Wisconsin Statutes, Section 66.1105(4), after written notice has been mailed to the chief executive officer of all local government entities having the power to levy taxes on property located within a proposed tax incremental district and to the school board of any school district which includes property located within a proposed tax incremental district and published as a Class 2 notice under Wisconsin Statutes, Chapter 985, prior to recommending the creation of a district and prior to adoption of a project plan;

The District is expected to be an industrial district based on the identification and classification of the property included within the district; and

NOW, THEREFORE, BE IT RESOLVED that the City Clerk give proper notice of a public hearing on July 5, 2016 at 6:30 p.m., at the River Falls City Hall, for the purpose of creating the above described District in and for the City and for the purpose of consideration of proposed Project Plan for said District.

Passed and adopted this ___ day of _____, 2016

Dan Toland, Mayor

Lu Ann Hecht, City Clerk

CITY OF RIVER FALLS, WI
TAX INCREMENTAL DISTRICT NO. 12 INDUSTRIAL CREATION AND
TAX INCREMENTAL DISTRICT NO. 10 MIXED-USE PROJECT PLAN & BOUNDARY AMENDMENT
Timetable May 26, 2016

<u>ACTION DATE</u>	<u>STEP</u>
	City will provide Ehlers with a list of the parcel tax key #'s within the Districts, pertinent parcel information, the maps, list of projects and costs, etc.
	Ehlers will prepare & provide the City with a feasibility analysis report, options, and/or draft project plan documents
June 7	Plan Commission makes a motion to call for a public hearings (optional)
June 10	Ehlers' will e-mail a Notice to Official City Newspaper of organizational JRB meeting & public hearings. (cc: City)
	Ehlers will mail notification letters, along with required enclosures, to overlapping taxing jurisdictions of JRB organizational meeting & public hearings, as well as the agenda - to be posted by the City. (cc: City & attorney) <i>(Letters must be postmarked prior to first publication).</i>
June	Ehlers will e-mail City, overlapping taxing entities, and/or City Attorney with [revised] draft Project Plan documents, if not yet provided and/or necessary, as well as agenda language (City to post) & resolutions for first meetings, and will also request legal opinion of the plans.
June 14 & 28	Common Council adopts resolutions to annex territory. ... This must be done prior to Council approval of the District creation.
June 16	First Publication of Public Hearings & JRB Meeting Notice <i>(Week prior to second notice & at least 5 days prior to JRB meeting)</i>
June 23	Second Publication of Public Hearings & JRB Meeting Notice. <i>(At least 7 days prior to public hearing)</i>
June 29 @ 4:00	Joint Review Board meets to review plans, appoint chairperson and public member and set next meeting date. <i>(Prior to public hearing)</i>
July 5 @ 6:30	Plan Commission Public Hearings on Project Plans and approval of TID boundaries. <i>(Within 14 days after second publication)</i>
	Plan Commission reviews plans & approval of District Project Plans and boundaries.
July	Ehlers will e-mail City & City Attorney with revised draft Project Plans, if necessary, as well as agenda language (City to post) & resolution for Common Council meeting.
July 26 @ 6:30	Common Council reviews Plans & adopts resolutions approving District Project Plans and boundaries. <i>(at least 14 days after hearing)</i>
July 27	Ehlers' will e-mail a Class 1 Notice to Official City Newspaper of JRB meeting. (cc: City)
	Ehlers will mail notices & required attachments to JRB of the final meeting, along with the Agenda (City to post). (cc: City & Attorney) <i>(Letters must be postmarked prior to publication).</i>
Aug. 4	Publication of JRB Meeting Notice <i>(At least 5 days prior to meeting)</i>
Aug. 9 – Sept. 23	Joint Review Board consideration. <i>(Within 45 days of notification of meeting / receipt of Plan Commission & Common Council resolutions)</i>
July – Oct.	Ehlers will gather, prepare, and submit state forms & required documents to the state, once the 2016 assessed parcel values available (following the BOR) & we receive all remaining maps, legal descriptions, parcel information, documents, etc. from the City. DOR filing deadline October 31.

Plan Commission meets 1st Tuesday @ 6:30 P.M.
City Council meets 2nd and 4th Tuesday @ 6:30 P.M.
River Falls Journal, publishes: Thursdays, deadline: Friday prior
Phone: 715-425-1561, e-mail: sloosmore@rivertowns.net



MEMORANDUM

TO: Mayor and Plan Commission

FROM: Tony Steiner, City Planner *LAS*

DATE: June 7, 2016

TITLE: Plan Commission –Upcoming Meetings June 21st and July 5th

The Mann Valley Annexation project is on a fast track and moving along quickly. July 5th falls on the week of the 4th and in past years we have occasionally cancelled the July meeting for convenience of members who may have vacation plans that week. However this year we will need to meet on the 5th. At the public hearing on July 5th, we will need a quorum (5 members). Also on July 5th we will have a public meeting to review the proposed annexation and assign a temporary zoning designation for the Mann Valley Annexation. Staff has put this on the agenda for discussion at our June 7th regular meeting.

Staff looks forward to your discussion.

City of River Falls Monthly Status Report

Department Name: Community Development

Reporting Period: 5/1/2016

Department Projects and Status

Name of Project	Completed	In Progress	Delayed	Updates
Planning & Development				
Housing Authority	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Staff continue to work with and assist the Housing Authority as needed.
Kinni Corridor Plan	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The RFP is completed and has been sent out and due back on May 30 th . Selection Committee will meet on June 2 nd to start the review.
Park Master Plan	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Staff presented implementation recommendations and options to City Council on May 24. Staff will complete more research on capital campaigns.
Power Plant Substation Discussion	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	A draft site plan was reviewed by staff amendments were recommended.
CIP	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Met with Finance 2x to review items.
SLUC	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Staff attended the May Sensible Land Use Coalition presentation on Neighborhood Improvements.
DNR Trail Grant	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The city has received and signed a contract agreement with the DNR for their share of the trail construction grant for our trail project that terminates at Division street. We expect to see the contract agreement with the Feds as this is a LAWCON funded project in April. The trail will be designed in 2016 and built next year. Our contract requires the project to be finished by 2018. In April an RFP for design services was sent out to qualified firms. On May 24 th Council approved hiring SEH to do the design and engineering for the project
DOT Tap Grant	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The city's application for funds to construct a pedestrian bridge on railroad abutments across the Kinni has been submitted. We have received word that it is currently under review. We expect to have a decision from the DOT later this year.
South Main Street Corridor Study	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Plan Commission planning workshops continue on this project. We anticipate a completed report by September.
2015 Trends Report	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The report is complete and was presented to Council on May 24th.
Wisconsin Historical Society Grant for National Register Nomination	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	In early March the City received notice from the Wisconsin Historical Society that the City's grant

				application for funds to be used to produce a National Register of Historic Places nomination for the Glen Park Swinging Bridge has been approved. We expect to have a consultant on board by summer and work completed on the nomination by the end of the year. The grant contract has been signed and staff will begin drafting the RFP.
Site Plan Review	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	There are a number site plans submitted for review: - St Croix County Communications Tower located in whitetail ridge Corporate Park - St Croix Valley Incubator, Located in Sterling Ponds Corporate Park - TW Vending located in Sterling Ponds Corporate Park - First National Bank Staff has also completed a covenant review for the EDC on the Incubator, TW Vending and REV Materials.
Rezoning for The River Church	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The River Church has purchased land from St. Bridget's Church on Cemetery Road. The River Church plans to build a Church in the coming years and as a first step has submitted a petition to rezone the property. The Plan Commission approved the rezoning on May 3rd and final action by council is expected in early June.
214 & 220 Union Street	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Staff will be working with St Croix Service on the title and closing of these two homes.
Safe Room Hoffman/Glen Park	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Staff held an open house in conjunction with the Fishes opening night, Saturday, May 7 th . On May 6 th An application for a safe room for Glen park was been submitted to the State. We expect to know if we are successful by December.
Arbor Day	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Arbor Day activities were held on April 29 th . A tree planting project took place with students from the Montessori School. Also there was an employee planting project at the City Library and the Lion's club planted trees at the new bike trailhead in Whitetail Ridge Corporate Park.
BID	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application was received for Bo's N Mine's rear patio project.
DRC	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	DRC approved First National Bank; staff approved Mariachi Loco and Bo's N Mine projects.
Parks & Recreation				
Pool Operations	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Working to update the Municipal Pool Operation Manual and staff training.
Park & Rec Fee Study	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Plan to report to Park & Rec Board in the next meeting or two.

Building & Inspection				
Permitting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	New construction and other permitting has increased for the building season. See the department dashboard for details
Upgrade Rental Renewal System	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Converting system from word/excel to Munis for greater efficiencies
Code Enforcement	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Example of recent calls include: abandoned vehicles, vehicle parking in yards, garden regulations, garage sale regulations, business out of the garage and lawns not mowed.

Comments:

Recreation programs have registered 2226 participants in spring/summer programs and received \$80,220 in revenues in the ten weeks since registration started.

Investigating software for Community Development that would include inspections, code enforcement and the potential for site plan review.

Provided Customer Service Staff an update to our Department and staff responsibilities helping our CSRs to provide the best possible customer service.

Beginning ComDev website updates

International Migratory Bird Day Festival was a success, thanks to the St. Croix Valley Bird Club! Numbers were down just a bit on the very busy Mother's Day weekend, but many participants had a good time and a great learning experience.

Good News! (Awards/grants received, accomplishments, employee customer service, etc.)

The Wisconsin Historical Society has awarded a historic preservation grant of \$4,000 to the City of River Falls to prepare a National Register Nomination for the "Glen Park Suspension Footbridge", more commonly referred to as the "Swinging Bridge" The Glen Park Suspension Footbridge is a rare resource type in the state. There are only two other known examples in Wisconsin of pedestrian suspension bridges similar to the Glen Park Suspension Footbridge — one located in Boyd Park in Eau Claire and another in Copper Falls State Park in Ashland County. It is also important for its association with the Planning and Development history of River Falls in general and with Glen Park, specifically. A historic preservation consultant will be selected by mid-summer and the nomination will be completed by the summer of 2017.

Became a Playful City USA for the 4th time in five years. This denotes that the City of River Falls is one of five cities in Wisconsin to be reckoned as a 2016 Playful City USA designee. River Falls is at the vanguard of the playability movement, and they are thrilled to recognize our efforts and accomplishments. They commend us for your community's remarkable work in elevating the importance of play, and look forward to the great ideas and initiatives to make River Falls a more playable place for kids, families and communities.

April – June – Select consultant for Kinni River Corridor Plan. Begin project in July
 June 28 – Downtown Design Review update for Council

Dates and Events of Note (meetings, opportunities for public interaction, community events, etc.)

Service Notices/Heads Up/Challenging Issues

Thank You's/Kudos/Recognition

Personnel Updates (new hires, resignations/retirements, work anniversaries, customer service excellence, babies, weddings, etc.)

Our spring GIS Internship came to an end May 26th; Jason Blatz assisted our department and others with their GIS needs for the past five months.

Tyler Galde will be our GIS Intern for the summer, working full time on GIS projects and staff support. Tyler will graduate from UWRF in December with a BS in Biology with an emphasis in Field Biology.

Spring swim lessons have been completed with our six swim instructors. Dallas Cregor, Emily Oja, Henry Kinney, Katie Kinney, Maddie Seyffer and Natalyn Nelson. For summer instructors and lifeguards we have added Nate Wronski, Cy Young, Kate Barnes, Maddie Garin, Garth Watson and Sydney Mueller.

Summer programs Instructors are: Max Anderson, Maddie Wagner, Alison Thrane, Cain Schneckenberger, Maddie Bond, Molly Morrisette, Taylor Lindemann, Maddie Raverty, Jonah Bell, Autumn Gray, Justice Lehmann, Jacob Hartmon and Taren Weyer. We have gone thru two weeks of spring soccer with several of the staff and it appears we have a great summer staff and are looking forward to a great summer!