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**MINUTES  
PLAN COMMISSION  
MEETING  
Tuesday, July 5, 2016 at 6:30 pm  
City Hall – Council Chambers**

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

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

**Members Absent:** None

**Staff Present:** Amy Peterson – *Assistant Community Development Director*, Tony Steiner – *City Planner*, Julie Bergstrom – *Finance Director*, Tyler Galde – *GIS Intern*

**Others Present:** Ben Fochs

**APPROVAL OF AGENDA/MINUTES**

Morrissette/Moody to approve the Plan Commission minutes of the June 7<sup>th</sup> meeting - unanimous

**PUBLIC HEARINGS**

1. ***Public Hearing regarding the proposed amendment of boundaries and project plan for Tax Incremental District No. 10***

Shawn Lentz from Ehlers presented the plan amendment to the Commission. TID # 10 was established in 2014 for the Sterling Ponds corporate Park and is being amended to bring in additional property that was outside of the City limits at the time of creation. The City has approved a development agreement with at least one company that will be constructing in the park this year. The proposed lots were created to maximize the development area, but fall both within and outside of the current tax increment district, and resolution of the district boundaries is needed. A public hearing followed the presentation.

**MSC- Wronski/Reese** to approve resolution recommending to Council Amendment to Tax Incremental Finance District 10, boundaries and project plan – Unanimous

2. ***Public Hearing regarding the proposed project plan, boundaries and creation of Tax Incremental District No. 12***

Sean Lentz from Ehlers presented the proposed plan to the Commission. 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. The City was approached by Winfield Solutions to develop a portion of the property near the University Farm. Creation of a tax increment district requires the property to be within the City limits, and an ordinance annexing approximately 300 acres to the City will be presented to the City Council in July 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 and make a recommendation to Council. A public hearing followed the presentation.

**MSC- Wronski/Reese** to approve resolution recommending to Council the creation of Tax Incremental District #12, its designated boundaries and project plan – Unanimous

## **CURRENT PLANNING PROJECTS**

3. ***Resolution recommending temporary zoning and official map amendment for property being annexed to the City of River Falls, by the City of River Falls, Mann Valley Property.***

Tony Steiner reviewed the report with the Plan Commission. The total area of the property being annexed is 291.9 acres. As part of the process the Plan Commission is required to recommend a temporary zoning designation and to recommend changes to the official land use map that are in sync with the future use of the property.

The plan is to assign a temporary zoning designation of (I1) Industrial and (A) Agricultural. Attached you will find a map (Exhibit 3). The (I1) zoning pattern will accommodate the immediate planned project and the (A) zoning pattern is compatible with the surrounding uses and will stay in place until a plan for the future corporate park is developed. The temporary zoning will be changed to permanent as part of the overall zoning amendments for the greater area to take place after this property is annexed to the City.

The Plan Commission also recommends changes to the Comprehensive Plan future Land Use Map that are compatible with planned uses and zoning. After the property is annexed the City will be preparing a plan for the future corporate park and at that time the Plan Commission will review this plan and recommend appropriate changes to the Future Land Use Plan.

**MSC- Morrissette/Reese** to approve resolution recommending to Council approval of Mann Valley annexation and assignment of temporary zoning – Unanimous

4. ***Resolution Regarding Variance of on Street Parking for Best Maid Cookies***

Amy Peterson reviewed the report with the Plan Commission. Best Maid Cookie Co., Inc. is headquartered in River Falls, and the Company has consistently grown over the years. In 2014 the Company was acquired by Arbor Investments with the intent to keep the headquarters in River Falls and to continue the growth trajectory. The Company currently employs over 150 people and recent staff increases have depleted their on-site parking supply. Future employment growth over the next few years will only exacerbate the problem. The onsite outlet store requires additional parking needs for customers as well.

Currently the Company is drafting plans for a 30,000+ SQFT bakery addition, and plans are anticipated for future expansions as well that may include a 3<sup>rd</sup> production line and possibly expansion to other adjacent properties.

The City of River Falls Industrial Park Covenants state that there shall be no on street parking within the Industrial Park. The Covenants also allow the Common Council in their sole discretion and after recommendation from the Plan Commission to grant a variance from the literal application of one or all of the regulations, restrictions and covenants, if the enforcement of such restriction causes undue hardship on the development and the Council determines a variance is in the best interest of the City.

The Company has requested a two year variance (Exhibit 2) to the no on street parking clause on the west side of Benson Street as well as both sides of Troy Street as shown on Exhibit 3. The resolution (Exhibit 1) requires the on street parking to comply with the City's alternate side parking ordinance, and also requires Best Maid to prepare a future parking plan that complies with both the Industrial Park covenants as well as City ordinances. This plan will be submitted to the City with the Companies upcoming building expansion plans or by December 31, 2016, whichever is sooner.

Planning staff have talked with City Divisions and none have expressed concern over the variance as proposed. This is a short term issue that the Company will plan to alleviate during the extension timeframe. Staff recommended approval of the variance.

**MSC- Schultz/Morrisette** to approve a two-year variance to allow on-street parking between the hours of 6am-1 am, in accordance with the City's alternate side parking ordinance, and along both sides of the east Troy Street cul-de-sac, as well as the west side of Benson Street as shown on Exhibit 2 presented to Plan Commission on July 5, 2016 – Unanimous

#### **ADJOURNMENT**

MSC Morrisette/Reese to adjourn at 7:15 p.m.

Respectfully submitted,



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Tony Steiner, City Planner