

Community Development Department

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MINUTES
PLAN COMMISSION
April 3, 2018 at 6:30 p.m.
City Council Chambers

Members Present: Scott Morrissette, Lisa Moody, Susan Reese, Bill Stuessel, Dan Toland, Craig Hinzman
Members Absent: Michael Woolsey
Staff Present: Brandy Howe, Sam Wessel, Amy Peterson, Reid Wronski, Max Erickson
Others Present: Matt Hieb, Auth Consulting and Joe Plummer, C&M Land Holdings,

CALL TO ORDER

Meeting convened at 6:30 p.m.

APPROVAL OF MINUTES

M/Morrissette, S/Reese – motion carried 6-0

PUBLIC COMMENTS

Mayor Toland welcomed new planner, Sam Wessel, and new Plan Commissioner, Craig Hinzman.

CURRENT PLANNING

PUD GDP Amendment for SouthPointe

Howe presented the proposal from C&M Land Holdings, LLC to amend the PUD for SouthPointe. The original PUD was approved in 2005 with Phase 1 and parts of Phase 2 having been developed since then. C&M proposes to modify the general development plan (GPD) in a way that increases density to provide a small-lot, senior-focused single-family homes. One of the features of a PUD is that it allows for flexibility in development requirements. The staff memo itemizes the areas that the proposed PUD deviates from the City's zoning and subdivision standards. Those deviations include reductions in side and rear yard setbacks for the single-family zoning district, reductions in the minimum lot size of 7,500 square feet, and a layout that includes two twin homes to be on adjacent lots. Howe noted that when considering whether or not to recommend approval of a GDP, staff reviews PUD and zoning regulations as well as site-specific considerations. The City's steep slope and shoreland regulations affect the proposed PUD area; the draft resolution includes conditions of approval that protect slopes and the shoreland area. Other suggested conditions of approval include requiring specifications on the type of house plan for each lot (e.g. walk out versus slab on grade) to ensure appropriate grading and provision of a landscape buffer and berm along the rear yards of the lots that abut STH 29.

Howe noted that the PUD ordinance itemizes five approval criteria for the Plan Commission consider. 1. *Community Benefits* - the proposed PUD provides a different type of housing product. 2. *Character and Intensity of Land Use* - staff worked with the developer to modify the original proposal to provide more variation in the building types. The developer also indicated that they will mimic the architectural style of Comforts of Home to the south. 3. *Economic Feasibility and Impact*. It is not anticipated that the PUD will adversely affect the economic prosperity of the city or the values of surrounding properties. 4. *Engineering Design Standards*. The GDP, in its conceptual stage, meets the City's engineering design standards. 5.

Preservation and Maintenance of Open Space. The project dedicates 1.7 acres of conservancy area to the City. Howe noted that staff recommends approval of the draft resolution related to this project.

At the conclusion of Howe's presentation, Peterson added that based on discussions with the developer and Comforts of Home, there may be the potential to adjust the PUD boundary to include two undeveloped outlots from earlier development phases that were originally slated for tennis courts. Both outlots are currently unused greenspace owned by Comforts of Home and could potentially be used for home sites. She noted that the undeveloped portion of land in the Comforts of Home circle is also up for discussion at this point as well. Peterson noted that she met with Comforts of Home after the Plan Commission agenda had been noticed. Given this timing, she suggested that the Plan Commission has a couple of options. 1) consider the amendment for approval as presented, 2) allow staff to take the lead without additional Plan Commission review on a potential PUD boundary adjustment if an agreement is reached between the developer and Comforts of Home in the next month or so before it goes to Council.

Morrisette asked for the approximate square footage of the smaller single-family units. Mr. Plummer said they vary in size at about 1,200 to 1,400 square feet. Moody asked what type of home would be placed on the larger of the two outlots if an agreement was reached with Comforts of Home. Mr. Plummer indicated that his partner, Jeff Husby, would likely build a traditional single family home on that site. Reese asked if the developer proposed to install a trail in the conservancy area that will be dedicated to the public. Peterson noted that a trail is not in the City's plans or the GDP for this area due to steep slopes making it unsuitable for a trail. Reese asked about yard maintenance for the small lot housing. Mr. Hieb responded that there would be a homeowner's association that would handle the yard maintenance for those lots between Steelhead Drive and Aurora Circle; the rest would maintain their own yards. Stuessel asked for clarification on what remained for recreational area in the PUD. Staff confirmed that only the 1.7 acres of conservancy will remain if two outlots are developed as housing. Mayor Toland asked for clarification of staff's suggestion for a motion for this project, given the additional information about the potential development of the two outlots. Peterson responded that if the Commission is amenable, staff would request that the developer revise the GDP to adjust the boundary and include plan information for the added outlots. Staff would then review and take to City Council for consideration without an additional Plan Commission meeting.

Moody moved to recommend approval of the resolution to approve the GDP for SouthPointe 1st Addition, with the possible amendment as discussed.

M/Moody, S/Morrisette – motion carried 6-0

Final Plat for Villas of Sterling Ponds Phase 3

Howe presented the final plat proposal for Villas of Sterling Ponds, Phase 3. The preliminary plat for the entire development was originally approved by the Plan Commission in 2003; the preliminary plat for the Villas of Sterling Ponds phases 2 and 3 were approved in 2017 along with a 60-month extension for the remaining undeveloped area of Sterling Ponds. Howe noted that staff reviews plats to ensure that they are consistent with the preliminary plat, Official Map, Comprehensive Plan, code of ordinances, and the developer's agreement. The proposed plat depicts slight lot line adjustments that differ from the preliminary plat; however, staff deemed these differences to be minor and they do not change the overall density or number of lots. Howe noted that the steep slopes and shoreland buffer regulations affect portions of this plat as well, and that the draft resolution includes conditions of approval that protect slopes and the shoreland area. Howe noted that any outstanding developer obligations itemized in the developer's agreement are also included in the draft resolution as conditions of approval.

Howe also noted that in the review of this plat, staff realized that the subdivision ordinance requires 16-foot utility easements. This requirement has not been adhered to; instead, staff has required 10-foot easements. Conversations with utility staff indicate that 10-foot easements are adequate. This issue may be addressed

in a future amendment to the subdivision ordinance, but for now staff is considering it a permanent policy decision. In addition, Howe noted that the Traditional Neighborhood Development zoning district may not be most appropriate for the Sterling Ponds area given the development pattern. She suggested this might be an area for a future zoning amendment.

Moody asked if the City was going to require a berm next to the corporate park as had been required for earlier phases in Sterling Ponds. Wronski noted that the earlier residential phases were built before the corporate park was conceived, therefore, it was determined that a buffer was important. In the case of this plat, the homes will be built after the establishment of the corporate park; thus, those future residents know what to expect in terms of development to the east.

Morrisette made a motion to recommend approval of the final plat of the Villas of Sterling Ponds Phase 3.

M/Morrisette, S/Reese – motion carried 6-0

UPDATES AND INFORMATION

Gravel Parking Presentation

Erickson provided a presentation to the Commission on a project he worked on during the summer and fall of 2017. He was asked to inventory existing gravel parking areas throughout the City. He found a total of 65 gravel parking areas, the majority of which are residential and two on University property. The inventory includes an excel database of parcel info, site photos, and map. He noted that gravel parking, once compacted, does not filter water and the runoff from these areas carries greater phosphorus loads than paved areas.

Morrisette suggested that code enforcement efforts might begin with the University given the proximity of their two gravel parking areas to the South Fork. He noted that many property owners may simply be unaware of the code requirement and that an informational letter might be an effective first step in notifying property owners that they are not in compliance. Peterson clarified that presentation was intended to be an informational item and that enforcement of gravel-specific code violations is not at the top of staff's priority list; however, staff wanted to get a handle on the data behind the issue. She also noted that this information can be useful in the Kinni Corridor planning process.

Community Development Annual Work Plan Report

Peterson presented the departmental annual report which includes an organizational chart, data pertinent to community development, community survey comments, and major departmental projects.

Development Review Update

Howe informed the Commission of current development projects that staff is reviewing. These include an expansion to CVTC, Dick's Fresh market expansion, and a new deck/outdoor bar at Junior's.

CALENDAR

The next Plan Commission meeting will be held on Tuesday, May 1, 2018.

AJOURNMENT

Morrisette made a motion to adjourn at 7:26 p.m. and move into the Plan Commission workshop.
M/ Morrisette, S/Stuessel – motion carried 6-0

Respectfully submitted,



Brandy Howe, AICP, Senior Planner