AGENDA
PLAN COMMISSION
FEBRUARY 4, 2020 at 6:30 pm
CITY COUNCIL CHAMBERS

CALL TO ORDER/PLEDGE OF ALLEGIANCE/ROLL CALL

APPROVAL OF MINUTES

Minutes of the January 7, 2020 meeting

PUBLIC COMMENTS – Non-Agenda Related Topics

CURRENT ITEMS

1. Consideration of a resolution to approve a preliminary plat for Sterling Ponds Cottages

REPORTS/DIALOGUE

1. Director’s Report

CALENDAR

Next Plan Commission meeting March 3, 2020, at 6:30 p.m.

ADJOURNMENT

Council members may be in attendance for informational purposes only. No official Council action will be taken.
Minutes
Plan Commission
January 7, 2020 at 6:30 p.m.
City Council Chambers

Members Present: Lisa Moody, Susan Reese, Dan Toland, Hal Watson, Bill Stuessel, Craig Hinzman, Michael Woolsey

Members Absent: None

Staff Present: Amy Peterson, Sam Wessel, Crystal Raleigh, Brandy Howe

Others Present: Trevor Bohland, Chippewa Valley Holdings, LLC, Scot Simpson

Call to Order
Meeting convened at 6:30 p.m.

Approval of Minutes
M/Moody, S/Reese – motion carried 7-0

Public Comments
None.

Current Items

1. Consideration of a resolution to approve a SIP for 1300 S. Main Street

Howe presented the specific implementation plan (SIP) for 1300 S. Main Street submitted by Gerrard Development, LLC. The proposal is a 50-unit affordable housing project to be developed by Gerrard Corporation and owned and managed by the West Central Wisconsin Community Action Agency, Inc. (WestCAP). The building includes first-floor walkout units, underground parking (86 spaces), surface parking (11 spaces), and a sandbox play area. The unit mix will include 20 1-bedrooms, 19 2-bedrooms, and 11 3-bedrooms, with 8 units reserved for disabled veterans. A bump-out on S. Main Street and a covered transit stop is included in the site plan which will provide a pick-up location for the shared taxi service. The SIP is the final design phase where detailed engineering specifications are provided to ensure the civil, stormwater, and architectural standards meet city code. In the review of the SIP against the GDP, staff identified the following:

- A 20-foot utility easement was added to the site plan where requested and was approved by the Electric Superintendent.
- A playground on the southeast corner of the site is now proposed as a sand play area. No equipment will be installed that would conflict with buried utilities in the area. The Electric Superintendent reviewed the proposed layout and has approved this change.
• A full stormwater plan was provided. Engineering staff have reviewed the plan and confirmed it meets the municipal code standards.
• A total of 12 bicycle parking spaces are included in the underbuilding garage and four have been added to the courtyard area. Parking for 41 bikes is required per the multifamily design guidelines in the zoning ordinance. This is an area of flexibility for which the PUD is being requested.
• A landscaping plan was provided that depicts the placement of new street trees and shrubs on the site. The City Forester has reviewed and approved the landscape plan.
• The sidewalk on the north side of the site does not extend all the way to the east side of the property line. An existing utility pole does not allow for the sidewalk to be installed in this area at this time. The City intends to remove the pole in the future and construct a sidewalk from this development along Johnson and Sycamore Streets to Wells Park. Given the city requirement for sidewalk, the City asked the developer to escrow $2,500 for sidewalk construction.

Watson made a motion to recommend approval of the SIP for 1300 S. Main Street.

M/Watson, S/Stuessel – motion carried 7-0.

2. Consideration of a resolution to approve a SIP for Peregrine Terrace

Howe presented the specific implementation plan (SIP) for Peregrine Terrace submitted by Chippewa Valley Holdings, LLC. The name has been changed from Wildcat Terrace to Peregrine Terrace to eliminate confusion with the Wildcat Court apartments off of S. Wasson Lane. The project is a 92-unit, 9-building market-rate apartment complex on an 8.4-acre site. The building/unit mix is four 8-unit buildings and five 12-unit buildings. Mix of 1, 2, and 3-bedroom units. The 8-unit buildings will be along 6th Street and Cemetery Road and the 12-unit buildings will be in the middle of the parcel. Individual buildings contain attached garages served by individual parking lots for each side of the building. Ample parking will be provided. The SIP is the final design phase where detailed engineering specifications are provided to ensure the civil, stormwater, and architectural standards meet city code. In the review of the SIP against the GDP, staff identified the following:

• At the time of GDP submittal, a 40’x40’ recreation area for residents was planned but not shown on the site plan. This was later determined to be infeasible to make room for the onsite stormwater facilities.
• A full stormwater plan was provided and approved by engineering staff.
• An electrical plan and utility easement locations was provided and approved by utility staff.
• A landscaping plan was provided that depicts the placement of new street trees and shrubs on the site. The City Forester has reviewed and approved the landscape plan.
• Details for a secondary, emergency access at the southeast corner of the lot were provided at the Fire Department’s request. The access will be limited to emergency vehicles, maintained year-round, and plowed as a fire lane. The Fire Department has reviewed and approved the plan.
• Details for bicycle parking and dimensions for parking stalls were provided per staff’s request. The revised site plan depicting these items was reviewed and approved by staff.
Reese asked about the removal of the recreation area to make room for the stormwater ponds, and whether there is truly no other area on the site plan to add outdoor seating or a play area. Peterson noted that the Plan Commission could include a recommendation in the resolution that staff work with the developer to come up with a solution for the lack of green space. Watson noted that the University’s vacant land to the north of the site would likely become an informal playfield for residents, which may result in a future issue with the University. After a discussion between the Plan Commission and Trevor Bohland, developer, it was suggested that there not be a condition of approval related to this; however, the Mayor urged the developer to work with staff to identify a solution.

Watson made a motion to recommend approval of the SIP for Peregrine Terrace.

M/Woolsey, S/Stuessel – motion carried 7-0.

3. **Consideration of an ordinance to annex and rezone 1110 W. Maple Street**

Howe presented the proposed annexation of 1110 W. Maple Street. Property owners, Travis and Abbey Marson, filed a petition to annex this 0.6-acre parcel on November 25, 2019. A single-family home is on the property that is serviced by a well and septic system that are both nearing replacement. The Marson’s are seeking annexation to hook up to the City water and sewer systems. The existing use of the site is single-family residential – the petitioners intend to continue to occupy the home after annexation. Land to the north and west is zoned and developed as single-family. To the east of Apollo Road is the Habitat for Humanity EcoVillage which was developed as a PUD attached, single-family dwellings. To the south and adjacent to the east of the annexation area are two parcels in the Town of River Falls, each occupied by single-family dwellings in a rural setting. The future land use (FLU) designation for this site is residential, medium density, which is intended for 4-8 dwelling units per acre and includes single-family, duplexes, triplexes, apartments, and condominiums. Per Code, all territory annexed to the City shall be compatible with adjacent districts and the FLU. The R-2 Multifamily (Medium Density) is the most compatible zoning district with the existing and future uses. It permits single-family, two-family, and multifamily dwellings at maximum densities of 6-11 dwellings per acre. The existing SF home is a conforming use in this district.

Hinzman asked about access to the Marson’s property on the north side and whether or not it is a city street and if it will be paved as a result of annexation. Howe responded that it is a private access drive that is owned by the land owner to the north; an access easement was placed on this property at the time of platting. It is essentially an existing non-conforming private driveway that will not be required to be paved.

Watson made a motion to recommend approval of the ordinance to annex and rezone land at 1110 W. Maple Street.

M/Woolsey, S/Woolsey – motion carried 7-0.

**REPORTS/DIALOGUE**

1. **Campus Corridor**

Wessel reviewed the campus corridor project/report and mentioned it was being brought back to Plan Commission to discuss their thoughts on the project’s process and product, since this is
a unique project that was staff and consultant-led with no Plan Commission or public involvement. Wessel reminded Plan Commission that the project aligns with the City’s goal of pursuing infill redevelopment and to explore private public partnerships between UWRF, CVTC, the City, and other business partners regarding redevelopment projects.

City Administrator Scot Simpson led a discussion following the presentation. He noted that this document is a marketing tool, rather than a policy document, that is intended to provide developers with a sense of the type of development that city leaders will likely support. It is for this reason that staff asks for acceptance rather than adoption of this document. Plan Commission provided the following feedback to staff:

- It’s good that the CVTC and UWRF are working together to improve connectivity between the two campuses
- Concepts are useful but a city-wide plan containing subarea recommendations is ideal. Planning is complicated because the City is catching up with a reactive approach, such as small, scattered projects such as this one. The City should focus on updating its comprehensive plan.
- It’s a good idea to build housing for young professionals working for the campuses rather than just student housing.
- Plan Commission feels the intensity of development near the South Fork west of South Main Street is too tall and dense. There is also a big difference between the 60 unit complex to the north of the South Fork and the 14 unit complex to the south of the South Fork.
- The concept is helpful like the South Main Study by providing a variety of ideas without locking the City into specific decisions.
- The concept is dependent on property sales and housing demand, as well as the number of housing units that will be built outside the corridor.
- There is an opportunity to redevelop the block southwest of the Main and Cascade intersection which could involve collaboration with Boy Scouts and preservation of green space.
- If a development proposal matches site plans contained in this concept, neighbors might be frustrated that their opinion was not considered when the concept was created. Although the concept specifically avoids many areas with single family homes and uses cautionary language to be sensitive towards neighbors.

Moody made a motion to accept the Campus Corridor Concept report.

M/Moody, S/Reese; motion carried 7-0

2. 641 S. Main Conceptual Review

Peterson introduced Gordon Awsumb, a developer with a contract to purchase 641 S. Main Street who is proposing market-rate rentals on the site with plans to utilize Opportunity Zone funding, which would require him to keep the property in his ownership for 7 years to receive the capital gains tax forgiveness. Awsumb presented several residential development concepts for 641 S. Main Street that featured a variety of layouts and a mix of townhomes and twin homes, some oriented parallel to the South Fork and some parallel to S. Main Street. Peterson mentioned that the site was included in the Campus Corridor concept and she asked that the
Plan Commission consider density and shoreland setbacks when providing feedback for Mr. Awsumb.

Plan Commission noted their preference for the lower profile (two story) and marketability towards young professionals and UWRF employees rather than more student housing. Members also preferred that the buildings front S. Main Street rather than the South Fork. There was a discussion about the setbacks possible under the current shoreland ordinance, and the ability to average with Planning Director approval; the setback shown in the concepts is 75 feet. There was some concern about the proposed 75 feet setback as revisions to the shoreland ordinance is still under review. Finally, it was also discussed that the site will have to accommodate a potentially wider bridge and bicycle-pedestrian pathway where S. Main Street crosses the South Fork.

3. Director’s Report

Peterson reported that a Board of Appeals (BOA) meeting is set for January 22, 2020 to discuss a variance request. She reported that proposals are due January 10th for residential development on the city-owned property next to DeSanctis Park. Peterson mentioned that the Recreation Department shifted out of Community Development and now reports to the Assistant City Administrator. She also read the 2019 figures regarding building permits, describing that 2019 new construction value was $60 million, nearly doubling the over $30 million in new construction in 2018.

ADJOURNMENT
Watson made a motion to adjourn at 7:48 p.m.

M/Watson, S/Woolsey; motion carried 7-0

Respectfully submitted,

Brandy Howe, AICP, Sr. Planner

Sam Wessel, AICP, Planner
ITEM: Sterling Ponds Cottages Preliminary Plat
APPLICANT: E.W. Homes – Mark Sylla
OWNER: E.W. Homes – Mark Sylla
STAFF: Brandy Howe, Sr. Planner

BACKGROUND
E.W. Homes submitted a preliminary plat and preliminary engineering plans for Sterling Ponds Cottages, a development project to be located on a 7.2-acre site at the southwest corner of Huppert Street and Chapman Drive (CTH U). This agenda item was conceptually reviewed by Plan Commission on November 5, 2019, and it was found to be acceptable to move forward as a preliminary plat.

PROJECT DESCRIPTION
E.W. Homes is proposing to develop 5.9-acres of the 7.2-acre site with nine twin homes (18-individually owned units). The existing parcel line for this 7.2 acre overlaps with the centerline of Triton Avenue, which is a private street that is a right-turn only from Chapman Drive. It is staff’s understanding that Outlot 1 is being created to separate private right-of-way from the site’s buildable area. Outlot 2 will be used as open space and will provide an additional landscape buffer from Chapman Drive. Outlot 3 is proposed for a stormwater pond. The plan extends New Castle Drive to the northeast to terminate in a cul-de-sac, which is generally consistent with the overall layout of the original subdivision design. Sidewalk is proposed on one side of the new road terminating at the cul-de-sac. A berm is planned at the northeast corner of the site behind Lot 9. A homeowner’s association will be responsible for private drive and landscaping maintenance.

1Outlots described herein are depicted on page 3.
ANALYSIS
The submittal includes a preliminary plat and preliminary engineering plans. Staff reviewed the submittal against the comprehensive plan, zoning ordinance, official map, subdivision ordinance, and developer’s agreement. Staff’s analysis of each is described below.

Consistency with the Overall Sterling Ponds Development
This site is part of the Sterling Ponds subdivision which was initially platted in 2003 as a master-planned, traditionally designed, pedestrian-oriented neighborhood. This site was originally envisioned to be developed with either institutional or neighborhood commercial uses; however, market conditions, ownership, and development interests have changed such that it has been determined by the developer/property owner that nonresidential uses are not viable for this corner at this time.

Comprehensive Plan Consistency
The Comprehensive Plan future land use map identifies Sterling Ponds as a Traditional Neighborhood Development (TND). This land use category, which is similar to but not exactly the same as the zoning district, means a mix of commercial, civic, and religious uses; offices; residential units; and services to meet the needs of neighborhood residents. The proposed land use fits within the TND future land use category as well as the TND zoning district. The neighborhood has been developed to include each of these types of land uses, except for the neighborhood commercial. It is staff’s understanding based on market conditions and anecdotal evidence from the development community that commercial development isn’t likely or feasible at this corner in the near term. A commercial hub may work at the corner of Chapman Drive and Huppert Street in many years; however, more likely is that commercial will locate at the Radio Road interchange. Staff will monitor new development proposals as they come in to ensure a space is reserved for commercial in the overall Sterling Ponds development per TND zoning.

Zoning Consistency
The subject site, as well as each of the remaining developable areas in Sterling Ponds, are zoned Traditional Neighborhood Development (TND). The TND district is required to include a mix of housing types as well as a mixed-use area of commercial, civic or institutional, and open space land uses. The neighborhood as developed, as well as this proposed project, are consistent with the TND zoning. There is a mix of single-family, twin homes, apartments, and townhomes throughout the neighborhood, and Hope Lutheran Church fulfills the civic/institutional land use category of the TND. However, commercial is the one land use that has not yet been accounted for in this TND. As noted above, staff is monitoring each new development as proposals come in to ensure that each of the land use types will be accounted for at full build-out. If this project moves forward, a couple of development areas remain for a commercial use.

Official Map
Public sewer and water services will be provided and the proposed connections to existing roads are consistent with the Official Map.

Subdivision Ordinance
The preliminary plat complies with the subdivision ordinance, with the exception of 16.20.010(A) - Parkland Dedication, which requires 10 percent of the gross area of all property proposed for a subdivision be dedicated to the public for park or recreation purposes. As an alternative to land dedication, if the Plan Commission or City Council determine it is not in the public interest to dedicate parkland, it shall alternatively impose a dedication parkland fee in an amount as determined by Council and listed in the fee schedule. If it is determined that land dedication will not be required, a statement shall be included on the face of the final plat that park dedication...
fees are due and payable by the owner of each lot at the time of building permit issuance. The statement will also include the percentage of dedication fee due, if less than 100 percent.

**Developer’s Agreement**

A 2003 Developer’s Agreement for Sterling Ponds controls the Sterling Ponds development phases, including this Sterling Ponds Cottages plat. Section 2.2(f) of the agreement requires construction of a 5-foot sidewalk on both sides of all streets. The developer has requested that this provision be reviewed by Plan Commission and ultimately waived by City Council. The developer intends to construct a 5-foot sidewalk on one side of the new street leading up to the cul-de-sac; no sidewalk is proposed for the west side of the development that runs along Triton Avenue (see image below). If the Plan Commission is amenable to this change, staff will prepare an amendment to the 2003 developer’s agreement to allow this change for the Sterling Ponds Cottages subdivision. Said amendment would not apply to future Sterling Ponds subdivisions. No other deviations from the developer’s agreement are noted.
PLAN COMMISSION ROLE
The Plan Commission is the approval authority for preliminary plats. The Plan Commission shall approve, conditionally approve, or reject the preliminary plat within 90 days after submission. Approval of the preliminary plat shall entitle the subdivider to final approval of the layout as it pertains to lots, streets and other dedicated lands, provided that the final plat conforms substantially to the layout and all conditions of approval (if any) have been met.

STAFF RECOMMENDATION
Approve the enclosed resolution adopting the preliminary plat for the Sterling Ponds Cottages with the following conditions of approval:

1. Require a parkland dedication fee to be paid in full by the developer per the adopted fee schedule at the time of payment, or to be paid on a per-unit basis by the lot owner at the time of building permit;
2. Require sidewalk on the east side of Triton Street from Newcastle to Chapman Drive;
3. Recommend to City Council an addendum to the 2003 Sterling Ponds developer’s agreement to allow sidewalk along a single side of the new street terminating at the cul-de-sac as depicted on the preliminary plat.

ATTACHMENTS
1. Sterling Ponds Cottages preliminary plat.
RESOLUTION NO. PC 2020-01

APPROVING THE PRELIMINARY PLAT
FOR STERLING PONDS COTTAGES

WHEREAS, E.W. Homes has submitted a preliminary plat for Sterling Ponds Cottages, a 7.2-acre site at the at the southwest corner of County Road U (Chapman Drive) and Huppert Street; and

WHEREAS, the Plan Commission conceptually reviewed the subdivision on November 5, 2019 and found it to be acceptable; and

WHEREAS, staff reviewed the preliminary plat and found it to be consistent with the official map, comprehensive plan, zoning ordinance, and subdivision ordinance; and

WHEREAS, the site is part of the Sterling Ponds subdivision for which a development agreement was approved in 2003 and that development agreement controls all development phases of Sterling Ponds, including this 7.2-acre site; and

WHEREAS, the preliminary plat deviates from the development agreement as related to sidewalk installation in that sidewalk is proposed for only one side of the street in this new subdivision; and

WHEREAS, the Plan Commission reviewed and recommends approval of the preliminary plat subject to the following conditions:

1. Require a parkland dedication fee to be paid in full by the developer per the adopted fee schedule at the time of payment, or to be paid on a per-unit basis by the lot owner at the time of building permit;

2. Require sidewalk on the east side of Triton Street from Newcastle to Chapman Drive;

3. An addendum to the 2003 Sterling Ponds developer’s agreement is recommended by the Plan Commission to allow sidewalk along a single side of the new street that terminates at the cul-de-sac as depicted on the preliminary plat.

NOW, THEREFORE, BE IT RESOLVED, that the Plan Commission of the City of River Falls hereby approves the preliminary plat for Sterling Ponds Cottages subject to the above listed conditions.

Dated this 4th day of February 2020.

______________________________
Dan Toland, Mayor

ATTEST:
______________________________
Amy White, City Clerk
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.

Next Plan Commission Meeting:
March 3, 2020

Items to note:
- Over the next few months I will be setting up meetings individually with each plan commission member
- DeSanctis Park RFP (page 3)
- Sterling Pond’s Park Plan (page 3)

Planning and Zoning

- Current Planning
  - Annexations
    - Single parcel annexation at 1110 W. Maple Street – review by City Council on 1/28 and 2/11
  - Development review
    - Wildcat Terrace Apartments – SIP review by City Council on 1/28
    - 1300 S. Main Street – SIP review by City Council on 1/28
    - River Falls Police Department remodel and garage addition – Approved
    - Met internally on Kwik Trip access
  - Variance – Board of Appeals
    - 1209 Emily Circle for a deck variance – review by Board of Appeals on 1/22 – motion to grant the variance passed, 5-0 vote
  - Subdivisions
    - Preliminary plat for Sterling Ponds Cottages – Plan Commission review on 2/4
  - CSMs
    - 1300 S. Main Street for easements and right-of-way dedication
  - ROW Vacation
    - River Street from W. Division St. to W. Cedar St.
  - Extra Territorial Zoning/Subdivision
    - Research options for potential plat submission
- Zoning ordinances/map amendments
  - Continue work on Shoreland and Shoreland – Wetland Zoning Ordinances. Staff met to discuss Pre-1982 setback as well as to review the draft ordinance. We anticipate one more workshop, and then sending the ordinance to the commission.
  - Area-wide rezone (W Division, Clark and Cedar) – City Council 1/28
- Plan Commission prep – February
  - Sterling Ponds Cottages preliminary plat
- HPC projects and meeting prep
  - Update from Kinni Corridor Collaborative
  - Finalize Glen Park pavilion photo board design
  - “The Glen” interpretive sign to replace large wooden Cascade Mill sign
• BID Board meeting prep – January meeting cancelled
• Mapping
  o Ongoing updates for the map highlighting recent development projects; Click here for map
  o Regularly produce maps on an as-needed basis for various City departments
  o Update corporate park maps and create maps for RFIs and Opportunity Zone marketing
• Projects
  o Continued research/report drafting for the power plant project
  o Sterling Ponds Park Plan forwarded by Park and Recreation Advisory Board on Jan. 15, 2020, with a favorable recommendation for adoption to City Council. Said Plan is to be reviewed by Council on Feb. 25, 2020. This plan considers the open space in the Sterling Ponds development in conjunction with the currently developed park and makes recommendations for future park development.
  o Campus Corridor Concept project report accepted by Plan Commission at their Jan. 7, 2020 meeting. The project will be presented to City Council at their Jan. 28, 2020 meeting.
  o RFP for DeSanctis Park released on November 26; proposals were due January 10. Six proposals were received from: Three Sixty Real Estate, LLC, Awsumb & Associates, INC., TBUCK Properties, LLC, Impact Seven, PRE/3, Rick Peterson, and Unique Opportunities, LLC. Review team includes city staff: Brandy Howe, Crystal Raleigh, Keri Schreiner, Mike Ericson, Amy Peterson and Mike Woolsey, Plan Commission member. Submissions included a variety of densities and housing types including townhomes, twin homes, and multi-unit apartment buildings.
  o Met with staff on alley project follow up. Sent update letter to property owners with timeline as follows: survey work to be completed this spring; the next meeting in July; and construction in Fall 2020
  o Project scope and timeline currently being drafted for the City’s upcoming Park and Outdoor Recreation Plan
• Conferences/Trainings/Events
  o Supervisory Leadership training (Howe)
  o Sensible Land Use Coalition – Sustainability and its Implications for both Private and Public Sectors (Peterson/Wessel)
  o Presented to Leadership River Falls (Howe/Peterson)
• Grant Writing
  o Submitted an application for Multimodal Local Supplement (MLS) Grant to fund construction of a Trestle Bridge connecting existing trails across the Kinnickinnic River near Heritage Park
• Customer Service
  o Respond to zoning confirmation requests
  o Handle customer inquiries and code enforcement items

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### Economic Development

- Created 1 RFI
- Attended a BRE meeting with Amplexor and WC Branham (Schreiner)
- Attended Chamber Business Breakfast (Peterson, Schreiner, and Ericson)
- Attended Chamber Coffee (Ericson)
- Attended 2020 Corporate Leaders Breakfast (Peterson, Schreiner, and Ericson)
- Treasurer and Secretary duties as well as Management Committee meetings for the EDC
- Staffed the Architectural Review Committee (Howe and Schreiner)
- Held internal major development meeting
- Began work on TID 15
• Assisted with and attended Corporate Leaders Breakfast

### Building and Inspections

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<tr>
<th>Location</th>
<th>Description</th>
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<tbody>
<tr>
<td>Montessori School, 421 W. Maple St</td>
<td>Roof drain piping, plumbing vent piping and framing inspections</td>
</tr>
<tr>
<td>Westside School, 1007 W. Pine St</td>
<td>Under ground plumbing inspections and framing inspection</td>
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<tr>
<td>Kinnic Falls ADA, 900 Orange St</td>
<td>Rough in inspection for two room remodels</td>
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<tr>
<td>Birchcrest Apts, LLC, 580-588 Birchcrest Drive</td>
<td>Final inspection and occupancy granted</td>
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<tr>
<td>Premier River Falls, LLC, Aberdeen Place</td>
<td>(5) twelve-unit apartment buildings – framing of the first floor has begun on all five</td>
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### Management

- Prepared Community Development internal plan
- Meet with Bonfe Builders, Ben Fochs, MN Rubber, Jim Renslow, Joe Fischer on various developments
- Begin work on Department staffing options
- Increased networking
- Prepared staff annual review
- Completed staff 1:1 meetings; completed initial meetings with engineering staff
- Participated in Major Development Project Meeting
- Researched and prepared information/memos for the City Administrator
- Continue work on Kinnickinnic Cooperative Plan implementation
- Worked with staff on code enforcement solutions

### January Permits

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<td>Sign Permits</td>
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