

PLAN COMMISSION MEETING MINUTES – 1/9/2025

Government Unit Conducting Meeting: Plan Commission
Date: January 9, 2025
Time: 5:00 P.M.
Place: 410 Division Street, Park Falls, WI 54552

Members of the Board of Plan Commission Present: Mayor Tara Tervort, Michael Mader, Dixie Weidman, Laurie Hart, Victor Ambrose, Gary Wollerman, Michelle Scharp

Staff: City of Park Falls Zoning Administrator Scott Kluver, Shannon Greenwood, Bill Hoffman

Public: Dennis Wartgow, Terry Wilson, Tony Thier, Dwight Webb, Jason Nelson, Rich Heier, Cheryl Heier, Mary Sammons, Elyn Schloer, Mary Ann Panke, Brent Balsavich, Pete Schuh, Ginger Feit

The meeting was called to order by Mayor Tara Tervort at 5:00 pm.

Public Comment – E. Schloer questioned why she did not receive notice as the Housing Director, and Administrator Kluver noted that it is not a requirement of a Conditional Use Permit to notify the Housing Director. G. Feit questioned why she did not receive notice, but it was noted that the owner's address in GIS is where the notice was mailed to.

Public Hearing – The Pines at Park Falls

Mayor Tervort opened the Public Hearing at 5:11.

P. Schuh inquired if there will be security fencing around the entire perimeter of the project. D. Webb noted that the excess soil and shrubs and trees will be used as a buffer around the perimeter, but no fencing. G. Feit also inquired about the percentage of low-income units there will be, and if this is the final meeting before approval. Mayor Tervort Closed the Public Hearing at 5:21.

Review and Recommendation on Conditional Use Permit

D. Webb noted that there was potentially going to be a lift station, but no longer needed as the project will gravity feed to Hwy 13. Plan Commission reviewed the statement on the nature of the project. Noted a correction on applicant name to North Development PF, LLC. Motion by V. Ambrose and seconded by D. Weidman to approve the Conditional Use Permit with corrections. Motion carried, 7-0.

Site Plan Approval – The Pines at Park Falls

Reviewed the Plan for adequate parking: The road will be a 2-way street, roads will be private and will be maintained by developer. Roads are wide enough for emergency vehicles with parked cars on the roadway. Meets all codes in case it should become public roadway in future. Test borings on the soil and extra boring done showed mostly sand and not a lot of rock. Discussed the retention ponds. Hydrants will be jointly maintained. Discussed connection to manhole on west side on highway 13 and run south. Discussed who would maintain water and sewer lines after installation. Discussed the WHEDA income averaging guidelines. D. Webb noted that the Dalmark Group is well versed in managing and keeping well maintained properties of this size. These units will have water and sewer costs included in the rent, and the property will maintain everything past the hydrants. Flushing of the hydrants will be coordinated with the City. The North side near an empty lot will have clearance for access in emergency situations.

These until will have slab on grade foundations, and they expect to have them poured, and road work in by the fall of 2025. Units will be complete and rented by the end of summer 2026. The State will require this project to maintain certain benchmarks – must meet schedule as funding in incremental. Outdoor lighting is downward

facing to prevent light pollution. The walking trail will be open to the public. Required to have a Bond to receive tax credits from WHEDA. Motion by V. Ambrose and seconded by L. Hart to approve the Site Plan as presented with the condition that it meets the minimum City and State Code Standards. Motion carried, 7-0.

Discussion on Conditional Use Permit Ordinances

Discussion on the current CUP Ordinances, and whether or not the process hampered the progress. It was noted that it still provides oversight as well as a public hearing. It was discussed that the City of Park Falls Zoning Code is out of date and not in step with state law.

The meeting was adjourned at 6:24 p.m.

Prepared by: Shannon Greenwood, City Clerk