



**Planning Commission
Agenda**

**Monday, April 26, 2021, 4:30 p.m.
City Council Chambers – City Hall
3rd Floor - 207 Lafayette Street
Winona, MN 55987**

- 1. Call to Order**
- 2. Approval of Minutes - April 12, 2021**
Recommended Motion:
To approve the minutes from April 12, 2021.
- 3. Public Hearing - Echostone Final Plat**
Recommended Motion:
Approval of the Plat.
- 4. Discussion - UDC Text Amendments**
Recommended Motion:
A motion to set the public hearing would be in order.
- 5. Other Business**
- 6. Adjournment**

Zoom Procedures for Planning Commission

All interested parties are invited to participate via electronic means. This meeting is open to the public via web or phone. This meeting begins at 4:30 pm; please log in prior to the start of the meeting. You may exit the meeting at any time.

Planning Commission and Staff:

To join the Zoom Meeting via web, go to:

<https://us02web.zoom.us/j/85285016416?pwd=cFJvWkFNNmlzQXRGUGw4Q1hobUpQUt09>

Meeting ID: 852 8501 6416

Passcode: 55987

Dial by your location

+1 312 626 6799 US (Chicago)

Meeting ID: 852 8501 6416

Passcode: 55987

For participants:

- Only use one audio source; audio from computer is preferred if available.
- Be aware of background noise from your location.
- If using phone, do not use the speaker function.
- If using a web cam, be aware of what is in your background.
- If you have headphones, please use them as that will limit background noise
- Please mute your audio until you wish to speak. Then unmute your audio, and ask the Chairman for permission to talk.
- If using web access, note the options for you to view the meeting (gallery shows all participants same size)

Other notes:

- Staff will “host” the meeting on a city computer and will manage when participants’ audio is muted / unmuted.
- The public hearing notices included the Zoom meeting information, and also indicated that written comments could be submitted to staff by a set date prior to the Planning Commission meeting. These written comments will be provided to the Commissioners either in advance or at the public hearing.

PLANNING COMMISSION MINUTES

DATE: April 12, 2021

TIME: 4:30 p.m.

PRESENT: Chairman Buelow, Commissioners Hahn, Hall, Marks, Shortridge, Boettcher, Olson, and Paddock

ABSENT: Commissioners Ballard, Hahn,

STAFF PRESENT: City Planner Carlos Espinosa, Assistant City Planner Luke Sims

The meeting was called to order at 4:31 p.m. by Chairman Buelow.

Approval of Minutes – March 8, 2021

The minutes from the Planning Commission meetings of March 8, 2021 were reviewed. Commissioner Paddock moved to approve the minutes. Commissioner Hall seconded the motion and the minutes were approved unanimously via roll call vote (Appendix A).

Public Hearing – Kwik Trip 1058 Homer Road Final Plat

Mr. Espinosa provided an overview of the proposed final plat, which will have a new Kwik Trip facility. Buildings crossing property lines are required to combine parcels. The site plan has been reviewed by staff and the final plat is required to proceed.

Dax Connely, Real Estate Manager for Kwik Trip, mentioned that this final plat solves problems for building code, taxes, and other agencies.

Chairman Buelow opened the public hearing.

No members of the public coming forward to speak, the public hearing was closed.

Commissioner Hall moved to approve the final plat. Commissioner Boettcher seconded the motion.

No comments forthcoming, the Commission voted on the motion at hand. The motion was approved unanimously via roll call vote (Appendix A).

Comprehensive Plan Request for Proposals Review

Mr. Sims provided an overview of the RFP planning process to-date.

Commissioner Boettcher mentioned he was enthused as to the basis of it. He noted the key to it is the City moving forward not only for today but for years to come.

Commissioner Marks mentioned that having Engage Winona be part of the process is nice and will help reach out to the community for input. She noted that this will help expand this Comprehensive Plan over the last one.

Commissioner Shortridge mentioned that there is a real opportunity for this to dovetail nicely with Winona State University's Comprehensive Plan that they are also issuing an RFP for right now.

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Commissioner Boettcher mentioned that the new buildings in downtown have been very impressive and he believes the future is similar rebuilding in some areas of the City. He added that the Commission should keep looking for Winona's expansion.

Commissioner Paddock mentioned that he has comments for the preamble and will send them to Mr. Sims.

Commissioner Olson mentioned he had no comments.

Commissioner Shortridge asked if items could be fleshed out more as proposals come in and the planning process is underway. Mr. Sims responded that this is the case and that the supporting plan components can also be updated. Mr. Espinosa added that there is an element baked into the RFP that two topic areas may be added to the Comprehensive Plan process as public engagement directs.

Discussion – UDC Amendments

Mr. Sims mentioned that the first amendment updates the Unified Development Code to be consistent with language adopted in 2017. Specifically, it addresses manufacturing and conservancy districts that have changed to Industrial and Agricultural/Natural Resources.

Commissioner Shortridge mentioned that the sign ordinance may need to be looked at as the two square feet per linear foot of frontage creates the opportunity for excessively large signs, including in the historic districts. Mr. Sims responded that there has been some discussion regarding that during COA Committee meetings for signage in the historic districts and it was recently brought up regarding a sign along a corner building which was quite large. Mr. Espinosa mentioned that it may be possible to look at in the future.

Other Business

Mr. Espinosa mentioned that there may be a re-zoning proposal coming forward near Olmstead Street and Grand Street along Fourth Street as the Comprehensive Plan's Land Use Plan guides the area to traditional neighborhood and it is currently zoned residential. A property owner has approached City staff about a potential residential use change which would necessitate a re-zoning.

Adjournment

On a motion from Commissioner Olson and second by Commissioner Shortridge the Commission unanimously voted in favor of adjournment at 5:03 p.m.

Luke Sims
Assistant City Planner

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APPENDIX A
Roll Call Vote Sheet

Name	Approval of Minutes from March 8, 2021	1058 Homer Road Final Plat
Brad Ballard	Not Present	Not Present
Dale Boettcher	Aye	Aye
Brian Buelow	Aye	Aye
Ed Hahn	Not Present	Not Present
Dan Hall	Aye	Aye
Amy Jo Marks	Aye	Aye
Lavern Olson	Not Present	Not Present
Todd Paddock	Aye	Aye
Peter Shortridge	Not Present	Aye

PLANNING COMMISSION

AGENDA ITEM: 3. Public Hearing – Echostone Final Plat

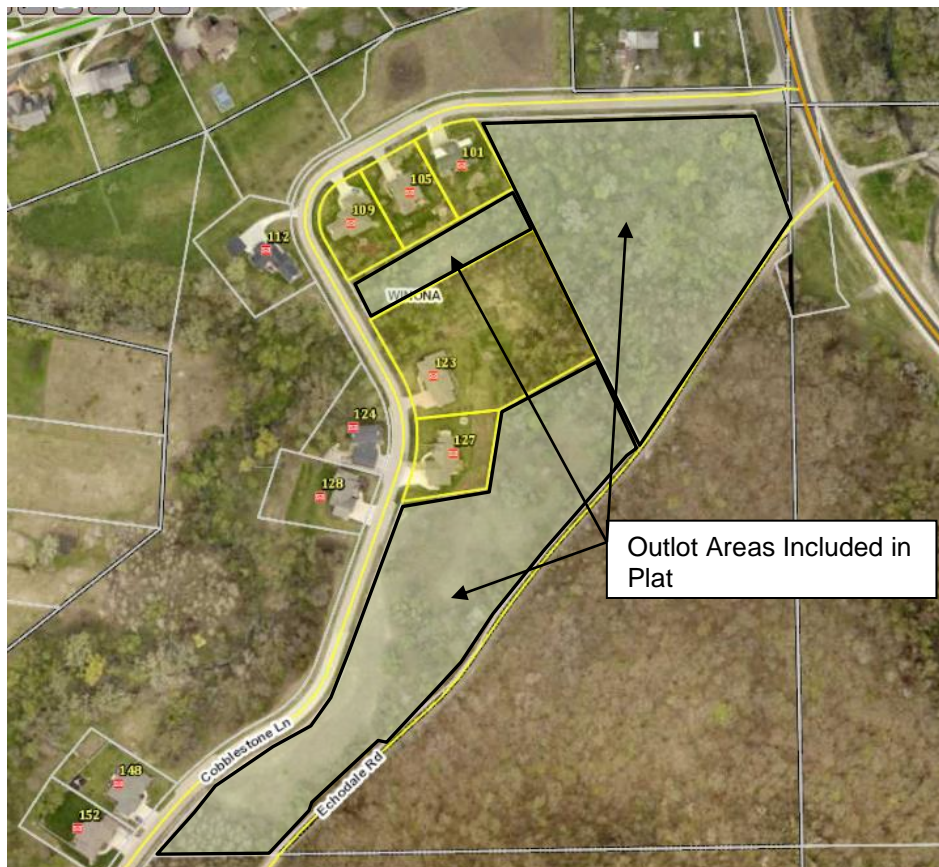
PREPARED BY: Carlos Espinosa

DATE: April 26, 2021

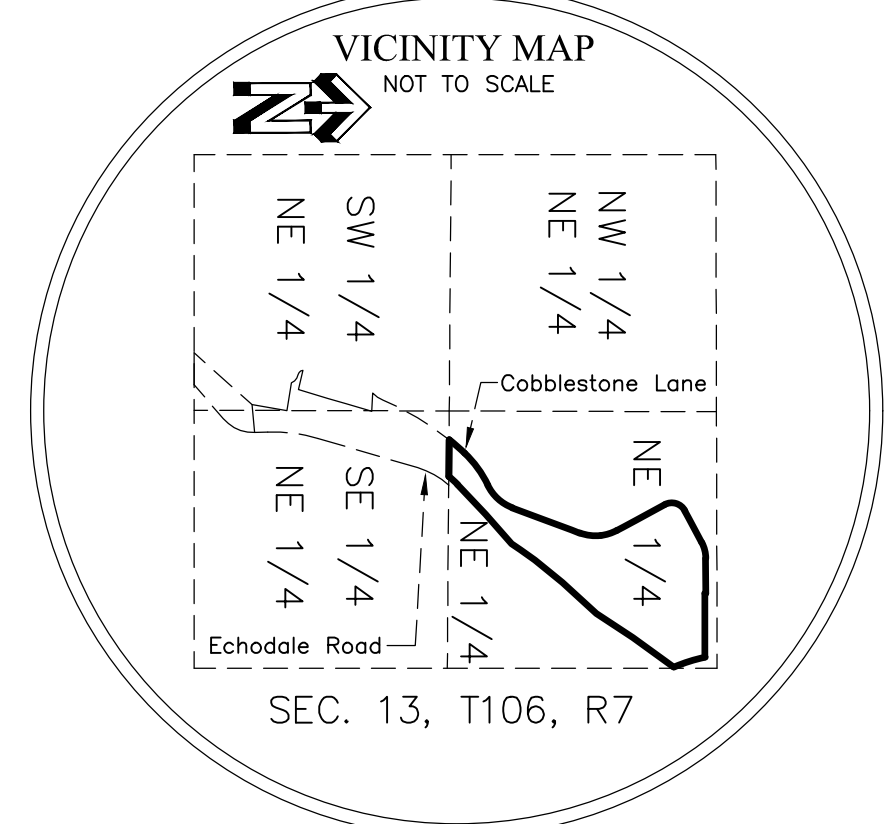
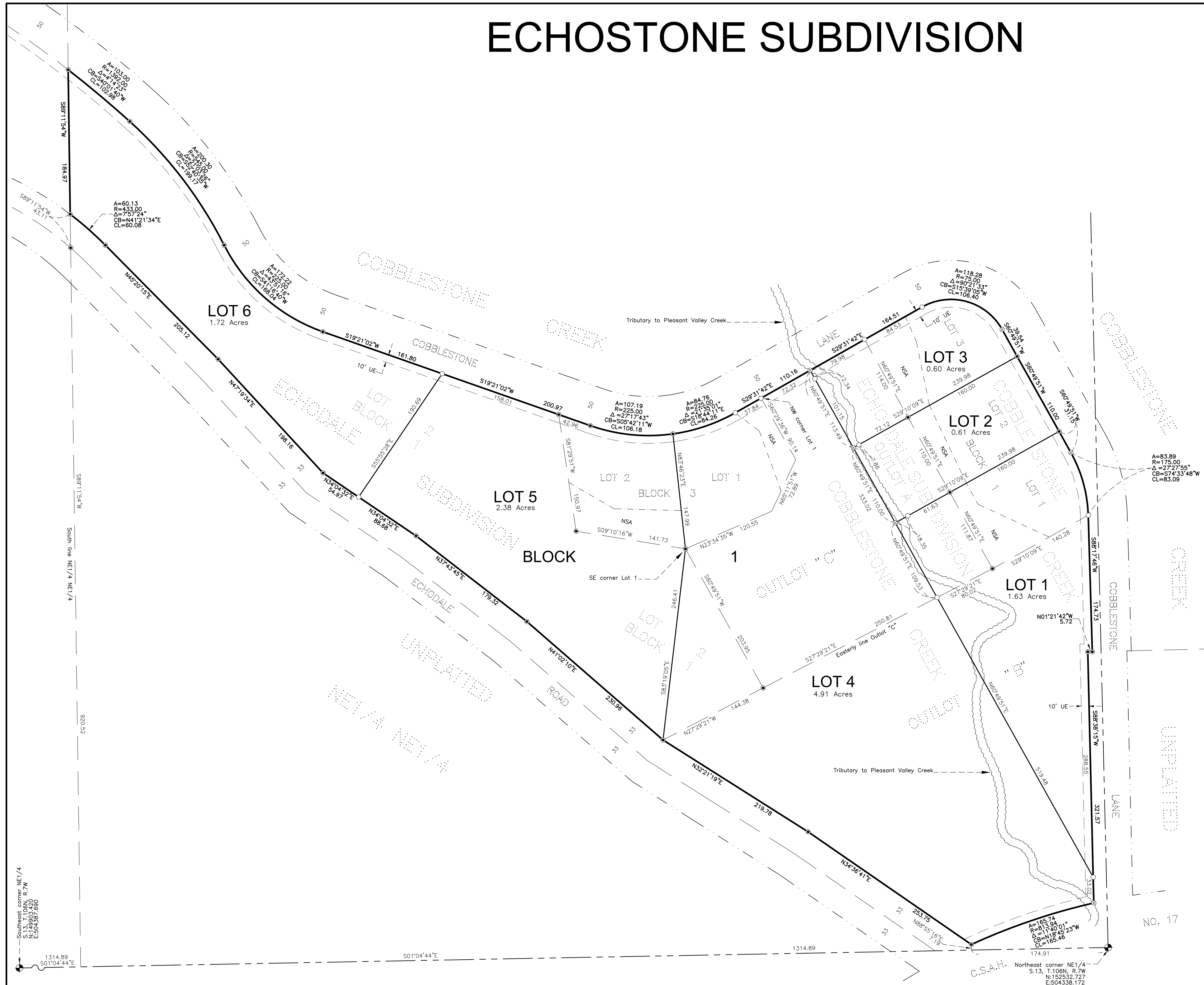
A public hearing is required for this plat to combine five (5) parcels addressed as 101, 105, 109, 123, and 127 Cobblestone Lane with adjacent outlot areas in the Cobblestone Subdivision (see below). The final layout of the lots combined with adjacent outlots is shown on the attached plat. Although the parcels are proposed to be combined, there will be no changes to existing Natural State Areas (NSAs) and no new development. Given this, staff recommends approval of the plat.

- Attachment: Echostone Final Plat

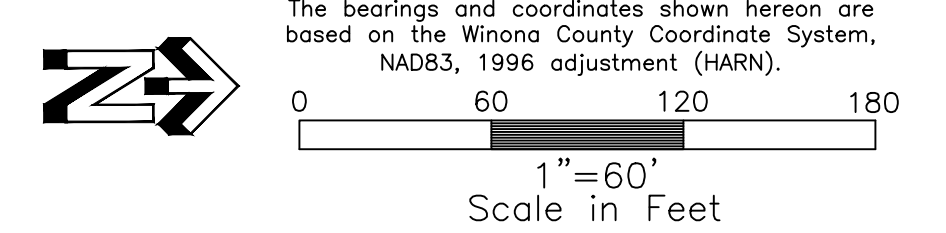
101, 105, 109, 123, and 127 Cobblestone Lane



ECHOSTONE SUBDIVISION



- Legend**
- Denotes a placed 1" by 18" iron pipe having a plastic cap bearing land surveyor license no. 46559.
 - Denotes a found 5/8" rebar.
 - ⊙ Denotes a plat corner, no monument set due to obstruction.
 - NSA Denotes "Natural State Area" as shown on record plat of COBBLESTONE CREEK.
 - 10' UE Denotes a "Utility Easement" dedicated in the plat of COBBLESTONE CREEK.



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Southwest corner NE1/4
S.13, T.106N, R.7W
N:149905.420
E:504367.690

Northeast corner NE1/4
S.13, T.106N, R.7W
N:152332.727
E:504338.172

PLANNING COMMISSION

AGENDA ITEM: 4. Discussion – UDC Text Amendments

PREPARED BY: Carlos Espinosa

DATE: April 26, 2021

Over the past year, staff has proposed the following text amendments to the Unified Development Code. The commission has been supportive of these amendments. The next step in codifying these amendments would be for the Commission to initiate a public hearing on them. After discussion, should this be appropriate; a motion to send these items to a public hearing would be in order.

Proposed Amendments

- 1) Remove language tying the bluffland ordinance to the cluster ordinance plat procedures:

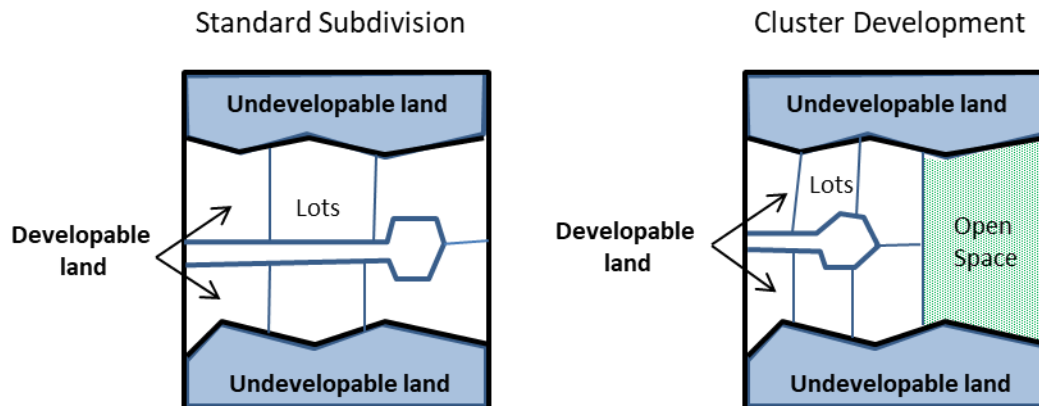
43.02.32 8)b)ii.

Any Land Disturbance Activity Permit Application associated with the platting of land shall be subject to public hearings in front of the Planning Commission and City Council for both preliminary and final plats. ~~be processed in accordance with preliminary cluster development plat procedures~~

- 2) Add the following language and diagrams to the definition of cluster development:

A) General Requirements and Definition.

1. A cluster development shall be permitted in any residential district of the city.
2. A cluster development is a development providing housing. It is not a development providing any commercial or other services except those incidental and necessary to the main use. A cluster development shall group homes closer together on smaller lots than standard subdivisions in order to preserve developable open space. An example of this is below:



3) Limit the size of garages in relation to floor area of dwellings:

43.03.79 A) Accessory Building or Structure.

- 1) In any R district, no detached accessory building or structure shall be erected in any required front or side yard.
- 2) Corner Lots. In any R district, where a corner lot adjoins in the rear a lot fronting on the side street and located in an R district, no part of an accessory building shall be nearer to the side street lot line than the principal building to which it is necessary.
- 3) Setbacks. In addition to the other restrictions of this Section, no accessory building or structure shall be located closer than 5 feet to a property line, except for lots of record as provided in 43.01.17.
- 4) Yard Requirements. Except as provided in Section 43.02.16B)2), an accessory building, if located in a front or side yard, shall be an integral part of or connected with the principal building to which it is accessory and shall be so placed as to meet all yard and court requirements for the principal building.
- 5) Not to be Built Prior to Construction of Main Building. In any R district no accessory building or structure shall be erected or constructed prior to the erection or construction of the principal or main building.
- 6) Garage Doors. Every garage building or portion of a main building used for garage purposes shall be so equipped that the doors when open or being opened will not project beyond any lot line of the lot on which such building is located. When such doors open to an alley the wall or portion thereof containing such doors shall be at least 6 feet from the line forming the common boundary between such lot and the alley.

- 7) Size. On lots with a residential use, accessory buildings or structures shall be no larger than the floor area of the dwelling/s on the same property.
- 4) Update Comprehensive Plan Map and Text Amendment voting requirements to align with state statute:

43.06.43 (5) and 43.06.44 (7)

In its deliberation, the council shall consider, among other things, the amendment, records, files, reports, and minutes of the commission. A decision shall be a recommendation to grant the amendment, or a modification thereof, or to reject the application. The decision shall be accompanied by appropriate reasons incorporated into a resolution. In accordance with Minnesota Statute 462.355, except for amendments to permit affordable housing development, a resolution to amend a Comprehensive Plan must be approved by a two-thirds vote of the City Council. When a vote on a resolution or properly made motion to approve a request fails for any reason, the failure shall constitute a denial of the request provided that those voting against the motion state on the record the reasons why they oppose the request.

- 5) Clarify reference to “Commission” in Performance Standards.

Continued Enforcement. The Community Development Department shall investigate any purported violation of performance standards. If there has been a violation of the performance standards and the applicant has not complied within 30 days of notification, the Community Development Department shall document the violation/s and forward such information to the City Attorney’s office. If the City Attorney finds that a violation occurred or exists, subsequent action shall be taken as appropriate by the City Attorney’s office. The services of any qualified experts employed by the ~~commission~~ City to advise in establishing a violation shall be paid by the violator if such violation is established, otherwise by the City.

- 6) Clarify Application of Design Standards to Historic Districts and Sites

43.03.62 Historic ~~District~~ Design Guidelines

A) A new building or addition within a historic district or site shall be in substantial conformance with applicable historic design guidelines ~~the New Construction Design Guidelines established in the city’s Historic District Design Guidelines document~~. Development proposals will be reviewed as part of the Certificate of Appropriateness and Site Plan processes for conformance with the Historic ~~District~~ Design Guidelines and City Codes.

B) In cases where standards of this section conflict with historic ~~district~~-design guidelines, the historic guidelines shall govern.

7) Update the sign code to address dynamic displays (electronic signs) in mixed use zoning districts and the Agricultural/Natural Resources District.

43.05.14 F)1)

Dynamic displays are permitted for all uses in industrial, mixed-use, and business districts (I-1, I-2, MU-N, MU-DF, MU-DC, B-1, B-2, and B-3). Dynamic displays are prohibited in residential districts (R-R, R-S, R-1, R-1.5, R-2, R-3), the Agricultural/Natural Resources District (AG/NR), and all historic districts.

8) Address Fowl in Residential Districts

The Unified Development Code does not currently clearly discern that fowl are not permitted to be kept in residential districts. The updates below address fowl in residential districts by clearly referencing them in the sections below:

City Code 43.02.22(C) Table 43-2 Accessory Use Table

Table 0-1: Accessory Uses Table

P = Permitted *PS = Permitted with Standards*

Use Type	RESIDENTIAL						MIXED USE			BUSINESS			INDUSTRIAL		AGRICULTURAL	USE SPECIFIC STANDARDS
	R-R	R-S	R-1	R-1.5	R-2	R-3	MU-DC	MU-DF	MU-N	B-1	B-2	B-3	I-1	I-2	AG/NR	
Accessory structure	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	Yes
Accessory dwelling unit	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS				Yes
Agriculture – raising of chicken hens		PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS		Yes
<u>Agriculture – raising of other fowl</u>	<u>PS</u>														<u>PS</u>	
Agriculture temporary or seasonal roadside stand	PS	PS								PS	PS	PS	PS	PS	PS	Yes
Building or structure relating to permitted agricultural activities	PS	PS													PS	Yes
Billboard or outdoor advertising										PS	PS	PS	PS	PS		Yes
Construction site home	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	Yes
Detached heating system	PS	PS													PS	Yes
Emergency Shelter							C	C	C	C	C	C				Yes

43.07.12 Definitions

121. Noncommercial Garden and household pets not including fowl or farm animals: A garden involving the growing of plants and associated vegetative matter and keeping of household pets which shall not include farm animals or any fowl except chicken hens as

permitted under City Code 43.02.22(C) Table 43-2 Accessory Use Table and 43.03.79 (C) – Raising of Chicken Hens