

# **PLANNING COMMISSION MINUTES**

**DATE:** April 12, 2021

**TIME:** 4:30 p.m.

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

**ABSENT:** Commissioners Ballard and Hahn

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

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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.

## PLANNING COMMISSION MEETING MINUTES

APRIL 12, 2021

PAGE 2

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.



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Luke Sims

Assistant City Planner

**PLANNING COMMISSION MEETING MINUTES**  
**APRIL 12, 2021**  
**PAGE 3**

**APPENDIX A**  
**Roll Call Vote Sheet**

<b>Name</b>	<b>Approval of Minutes from March 8, 2021</b>	<b>1058 Homer Road Final Plat</b>
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