



CITY HALL

207 Lafayette Street
P.O. Box 378
Winona, MN 55987-0378
FAX: 507/457-8212

January 22, 2015

Planning Commissioners
Winona, Minnesota 55987

Dear Commissioner:

The next meeting of the Planning Commission will be held on **Monday, January 26, 2015, at 4:30 p.m. in the Wenonah Room** of the Winona City Hall.

1. **Call to Order**
2. **Minutes – January 12, 2015**
3. **Revised Site Plan – Automotive Enterprises, LLC**
4. **Discussion – Revised Site Plan Amendments (Attachment)**
5. **Other Business**
6. **Future Action Items**
7. **Adjournment**

Sincerely,

A handwritten signature in black ink, appearing to read "Mark Moeller".

Mark Moeller
City Planner

PLANNING COMMISSION MINUTES

DATE: January 12, 2015

TIME: 4:30 p.m.

PRESENT: Vice Chair Hahn, Commissioners Boettcher, Porter, Buelow, Ballard, M. Olson, Fritz, and L. Olson

ABSENT: Chairperson Davis

STAFF PRESENT: City Planner Mark Moeller; Assistant City Planner Carlos Espinosa

The meeting was called to order at 4:30 p.m. by Vice-Chair Hahn.

Approval of Minutes – December 8, 2014

The minutes from December 8, 2014 were approved without changes upon motion by Commissioner Porter and second by Commissioner L. Olson.

Public Hearing – Proposed Amendments to Floodplain Ordinance

Vice Chair Hahn opened the public hearing and called on Mr. Moeller to present the staff report. Mr. Moeller reviewed the item with the Commission and stated that he checked into the process for the floodplain map updates. According to a representative from the DNR, the following would occur:

1. Maps are distributed in draft form.
2. FEMA and DNR hold public open house to review maps.
3. Property owners may initiate appeal process (could take a number of months to a number of years depending on nature and number of appeals).
4. After appeal process is complete, FEMA adopts maps.
5. City has 6 months to also adopt maps.

Following the staff presentation, Vice Chair Hahn asked if there was anyone else who would like to speak for or against the item. There being no one who desired to speak, Vice Chair Hahn closed the public hearing.

Commissioner Porter motioned to approve the proposed amendments as written. The motion was seconded by L. Olson.

Commissioner Boettcher noted that his floodplain insurance statement has gone down in the most recent year and reiterated the importance of participating in the floodplain discussion.

There being no further comments or questions from Commissioners, Vice Chair Hahn called for a vote and the motion passed unanimously.

Other Business

Mr. Moeller distributed a draft version of the proposed site plan amendments and stated that the City Attorney had few concerns. Those concerns were:

1. The current site plan ordinance does not define who approves site plans.
2. The reference to a complete site plan should be changed to a “complete site plan application”.
3. The ordinance amendments do not address the level of discretion available to the Planning Commission during site plan review. As such, verbiage should be added stating that if the site plan meets the zoning ordinance standards it must be approved.

Commissioner Fritz stated that he would be concerned about the zoning standards statement because it could limit the Commission’s options while the zoning ordinance is being amended. Mr. Fritz stated that there are grey areas in the code that are still up to interpretation.

Mr. Espinosa stated that a definition of the scope of the conditions that may be added to a site plan is one of the potential amendments to be made during the zoning code re-write.

Mr. Moeller stated that he would bring the proposed changes back to the Planning Commission again for review before forwarding them to Council.

Future Action Items – Zoning Ordinance Update

Mr. Espinosa stated that the list of items for the zoning ordinance update represents potential topics to address during the zoning ordinance update over the next couple years. Mr. Espinosa stated that there is \$100,000 in the City budget to complete the update and that funding would be used to hire a consultant to assist with the process.

Commissioner Fritz asked about the process of deciding what is and isn’t included in the zoning ordinance update.

Mr. Moeller stated that the process details haven’t been determined yet, but the list attached to the Commissioner’s agenda was meant as a starting point for discussion of topics to potentially address during the update.

Commissioner Porter stated that the scope of services will be dependent on the project budget.

Commissioner Fritz stated that he doesn’t think the code needs a complete overhaul. The basic zoning scheme and framework seems to function well, there are just a number of sections that need updating.

Mr. Espinosa asked what sections or topics Commissioners would like to see updated.

PLANNING COMMISSION MEETING MINUTES

JANUARY 12, 2015

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Mr. Moeller stated Commissioners could either mention topics at today's meeting or contact staff with suggestions.

Commissioner Fritz stated that following topics should be examined:

1. Parking requirements related to different unit sizes. For example, both a one-bedroom and a four-bedroom apartment require two parking spaces.
2. Outside storage – i.e. boats and RVs.
3. Property maintenance.
4. Abandoned buildings – requiring tear-down after a certain amount of time.

Mr. Moeller stated that one additional topic to examine might be big-box versus small scale commercial parking requirements.

Commissioner Buelow and other commissioners also mentioned the need for sidewalks in new developments.

Commissioner Porter stated that the changes made to the zoning code should be consistent with the Comprehensive Plan and that looking to the future, the "landlocked" situation of Winona may influence more redevelopment versus new green field development.

Adjournment

There being no further business to come before the Commission, the meeting was adjourned at 5:30 p.m.

Carlos Espinosa
Assistant City Planner

PLANNING COMMISSION

AGENDA ITEM: 3. Revised Site Plan – Automotive Enterprises, LLC

PREPARED BY: Mark Moeller

DATE: January 26, 2015

During the Commission's meeting of July 28, 2014, approval was granted to a site plan facilitating construction of a new GMC Dealership on Highway 61. Preceded (June 2) by R-1 to B-3 rezoning of the former 3.4 acre Community Church site, the site plan, attached as Exhibit 1, called for construction of a 22,000 square foot sales/service building, and associated auto display and required stormwater management areas. Given requirements of B-3 zoning for auto sales uses, the plan also included a required 50 foot no build buffer along the property's west side. As approved, plans for this buffer included a 4 foot berm and landscaping designed to provide a vegetative screen between the dealership site and single family residential use to the west. Given approval of this site plan, development of the site was allowed to proceed.

Following the previous, Automotive Enterprises LLC acquired 1258 Parkview and 794 Johnstone Street, located immediately adjacent to the westerly side of the redevelopment site. These properties were acquired to facilitate future growth of the new dealership, and to meet expanded stormwater management requirements of the site. A subsequent request was made to rezone these parcels to B-3, and a Commission hearing of the request was scheduled for November 10th. Following Commission consideration of the request, it recommended denial of the application to Council. Following this meeting, the applicant immediately withdrew the application for reconsideration.

A second application, again seeking rezoning of 1258 Parkview and 794 Johnstone Street, was submitted on November 12th. This application was subsequently modified by the applicant to exclude 1258 Parkview, and to include the construction of a ten foot berm (with associated fence and landscaping) on the 50 foot berm located at the westerly side of 794 Johnstone Street. Following a November 24th hearing of the modified request, the Commission recommended denial. On December 1st, the applicant submitted a request to defer Council consideration of the request to February 2, 2015. This request was extended to March 3rd in order to facilitate the "full" (hearing to adoption) Council process.

On December 2, 2014, Automotive Enterprises LLC submitted a variance application to the Board of Adjustment with the stated purpose of removing the required 50 foot landscape buffer-as shown on the original (Exhibit 1) site plan. If approved, the intent of this action was to allow the applicant to utilize all of its B-3 zoned land for dealership purposes, and to retain zoning of 1258 Parkview and 794 Johnstone Street as R-1. Although R-1 zoning of these lots would be retained, a revised concept plan, submitted with the application, proposed to use them for stormwater management and landscape

berm/screening purposes (both permitted activities within the R-1 District). Exhibit 2 is a staff memo to the Board that, among other things, includes an Exhibit G that reflects the “schematic” site plan-presuming variance approval.

Following a Board December 17th hearing of the request, unanimous approval was granted, subject to the following conditions:

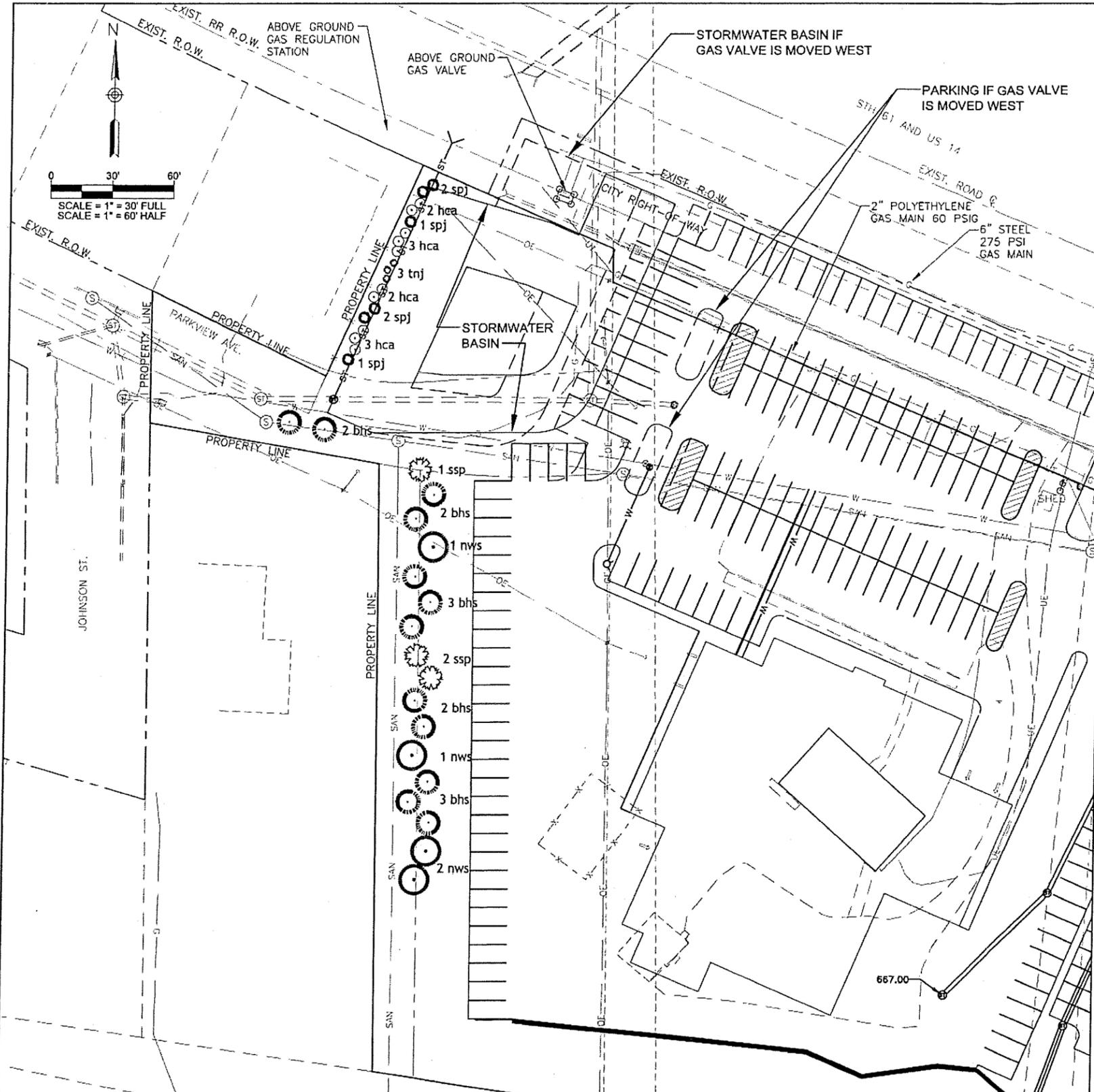
- Construction of a berm as shown on pages F and G of the attached Exhibit 2.
- Berm to be constructed to maximum engineered height topped by a 6 foot opaque fence.
- Berm construction shall retain three existing (2 crabapples, 1 honey locust) located on the west side of 794 Johnstone Street.
- The landscape plan on page F of Exhibit 2 shall be reflected in the final site plan.
- As many lights as possible shall be turned off during non-business hours.
- LED lights shall be installed in as many locations as possible.
- Lighting details shall be fully addressed during review/approval of modified site plan review.

The Board’s approval of the application was not appealed to Council within the required 10 day appeal period. As such, the Board’s action stands. In accordance with that action, the applicant has now submitted revised project site, grading, and landscape plans, for Commission review. These plans are found under Exhibit 3, and will be reviewed during the Commission’s January 26th meeting. In part, a comparison of Exhibits 1 and 3 reflects the following principal changes to the site plan:

- The addition of approximately 60 parking spaces – 18 of which will be devoted to employee parking.
- The proposed “raingarden” initially located at the northwest corner of the development site, has been split into two raingardens.
- A landscaped berm to a maximum height of 10 feet will be constructed along the westerly site of 794 Johnstone (former Brendel property). This berm will be capped by a six foot solid fence for screening purposes. Additionally, a screening fence and associated landscaping will be constructed between the northerly raingarden and home to the west of 1258 Parkview. Plans now include a walking path to be located between raingardens.

Outside of the previous, staff proposes to hold an internal review of all plans, relating to the project on the 23rd. A summary of this meeting will be provided during the Commission’s meeting. For Commission reference, notice of the Commission’s pending review of the site plan on the 26th was provided to all property owners within 350 feet of the development site. In part, notices included a copy of current plans, as reflected on Exhibit 3 of the Commission agenda.

Attachments



Plant Summary					
Quantity	Code Name	Common Name	Scientific Name	Planting Size	Comments
Conifer Evergreen					
6	spj	Star Power Juniper	Juniperus communis 'Star Power'	5' B&B	
3	tnj	Taylor Narrow Juniper	Juniperus virginiana 'Taylor'	#10	
4	nws	Norway Spruce	Picea abies	6' B&B	
15	bhs	Black Hills Spruce	Picea glauca densata	6' B&B	
3	ssp	Serbian Spruce	Picea omorika	6' B&B	
Shrub					
10	hca	Lucidus Cotoneaster	Cotoneaster lucidus	#5	



BLACK HILLS SPRUCE



NORWAY SPRUCE



STAR POWER JUNIPER



LUCIDUS COTONEASTER



SERBIAN SPRUCE



TAYLOR NARROW JUNIPER

DAVY ENGINEERING APPRECIATES THE ASSISTANCE AND PROFESSIONAL EXPERTISE PROVIDED FROM WINONA NURSERY WHILE PREPARING THE LANDSCAPE PLAN.

REVISION DATE	REVISIONS
FIELDBOOK: XXX	SCALE: AS SHOWN
DRAWN: SRS	CHECKED: DFC
DATE: 07/18/2014	
DAVY ENGINEERING DAVY ENGINEERING CO. LA CROSSE, WISCONSIN	
LANDSCAPING PLAN DAHL GM WINONA, MINNESOTA	
PROJECT NUMBER	8214-001.020
SHEET NO.	X OF X

H:\AutoCad Drawings\2014\DWG\14-001 D:\Btl Automotive\CAD Drawings\Civil\8214-001 PRLANDSCAPING PLAN.dwg, 7/18/2014 3:05:52 PM, Adobe PDF

MEMORANDUM

DEPARTMENT OF COMMUNITY DEVELOPMENT

TO: Board of Adjustment

FROM: Mark Moeller, City Planner

DATE: December 12, 2014

SUBJECT: Variance Request – Automotive Enterprises LLC (Dahl)

The following is designed to bring the Board up to speed of the history that has preceded Automotive Enterprises LLC variance request.

Given recent acquisition of its current downtown GMC dealership site by MnDOT, Automotive Enterprises LLC (Dahl) has started redeveloping an approximate 3.4 acre site located westerly of its Toyota dealership on Highway 61 (Exhibit A). This activity was preceded by rezoning of the former Cornerstone Community Church property from R-1 (One Family Residence) to B-3 (General Commercial) on June 2nd, and approval of a site plan on July 28th of this year. As reflected on Exhibit B, primary components of the site plan included a new 22,000 square foot sales/maintenance building, auto display area to the north, west, and east of the building, a required stormwater detention area (rain garden) at the northwest corner, and a 50 foot “buffer” along the sites westerly side. Per City Code Section 43.61 (4), such buffers are required between auto dealer “structure and surface display/parking areas” and any residential district (both 794 Johnstone and 1258 Parkview, to the west, are zoned R-1) residential. Although code is silent as to how such buffers are to be treated, Commission/developer site plan approval discussions did generate a plan to construct a small berm and associated landscaping (Exhibits C and D) that would over time, provide a vegetative visual screen between the dealership and residentially zoned property to the west. As a side note, although the buffer applies to auto dealer buildings and display/parking areas, it would not apply to the rain garden proposed at the northwest corner of the site. Such facilities are permitted within any zoning district. As shown on the current site plan (Exhibit B), the size of the rain garden provides a buffer exceeding the 50 foot requirement.

Following the previous approvals, and per recommendations of the GMC home office Automotive Enterprises, acquired residential properties at 794 Johnstone and 1258 Parkview for future expansion purposes. On October 23rd, the company submitted an application seeking that both properties be rezoned from R-1 to B-3. Presuming approval, the submittal included a revised site plan (Exhibit D) showing expanded display/employee parking, rain garden, and a “relocated” 50 foot landscaped buffer along the westerly side of the site.

During a November 10th Planning Commission hearing, the proposal met with significant neighborhood resistance, and the Commission ultimately recommended denial (to the City Council). Following this action, the applicant withdrew its application in order to rework the site plan and meet with neighbors.

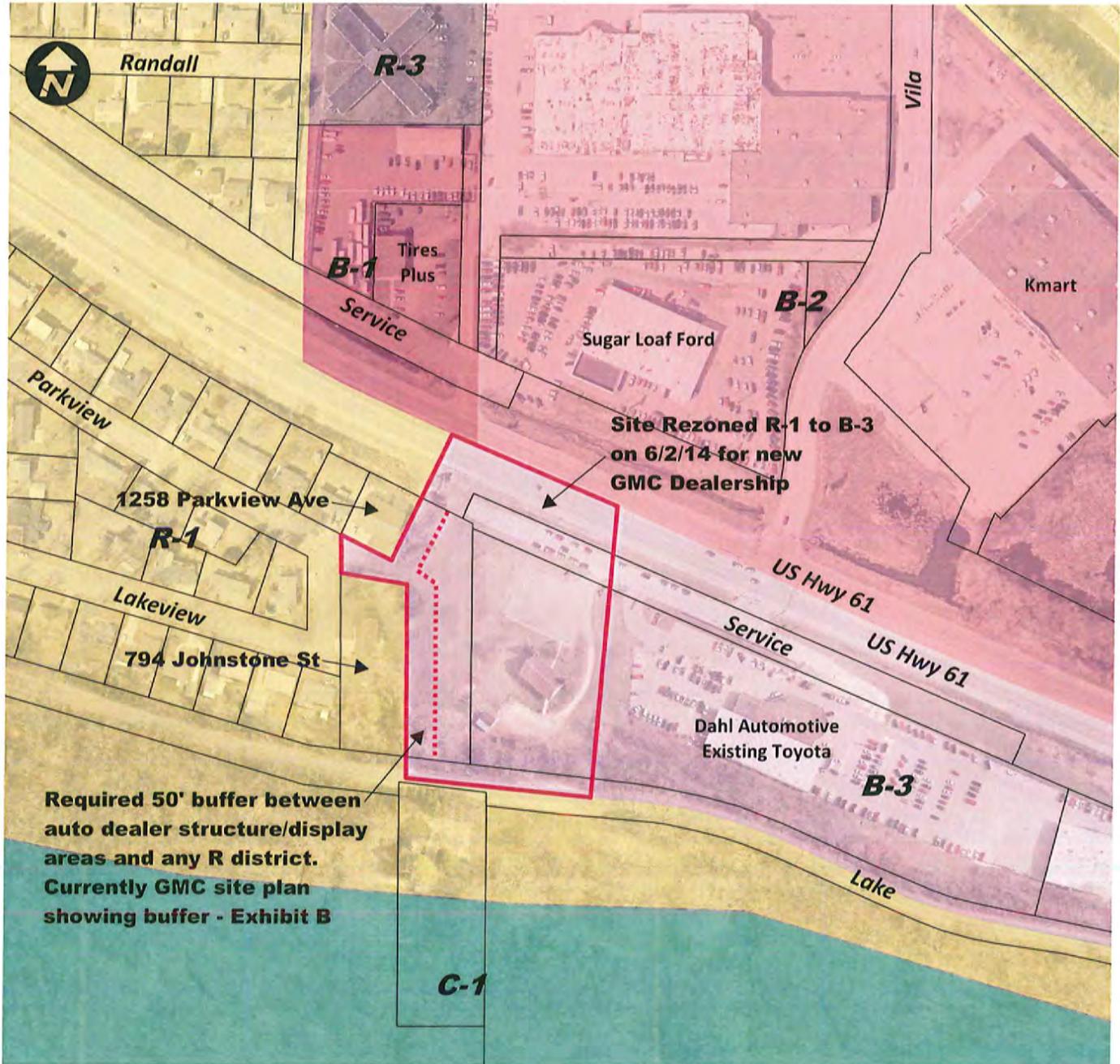
On November 12th, the applicant submitted a second request seeking R-1 to B-3 zoning of 794 Johnstone and 1258 Parkview. With that application, a modified site plan (Exhibit F) was presented. Although similar to the previous (Exhibit E) layout, this proposal called for an amended buffer plan to include an 8 – 10 foot landscaped berm to be capped by a six foot solid fence (details for these are reflected on Exhibit F). During a Commission November 24th hearing, the petition met with resistance from the residential neighborhood and on a split vote, denial of the application was again recommended.

Following the Commission's action, the applicant submitted a request to defer a Council decision of the rezoning request to February 2, 2015. Along with this request, Automotive Enterprises submitted an application seeking Board of Adjustment approval to modify the 50 foot buffer requirement of the current site plan. The purpose of this modification being to facilitate the expansion of auto display/parking areas "to" the easterly line of 794 Johnstone, and "to within" 30 feet of the easterly line of 1258 Parkview. As shown on the 3rd revised concept plan (Exhibit G), approval of the variance would enable the applicant to "convert" the presently approved buffer (zoned B-3) to expanded display/employee parking. This plan would impact the large rain garden located at the northwest corner. As a result the proposal would call for creating two smaller facilities, on both 794 Johnstone and 1258 Parkview. Outside of these, the applicant would commit to constructing the visual buffer (landscaped raised berm and fence) concept shown on Exhibit F. Under this plan then, both 794 Johnstone and 1258 Parkview would be used for passive stormwater management and visual screen purposes. Neither would include expanded display/parking area, as was previously proposed.

Although not fully discussed with the applicant, it is presumed that the applicants pending rezoning request would be withdrawn if the variance is approved. Should that occur, the applicant would need to prepare a final revised site plan for Commission consideration. That plan will need to include any conditions that may be applied by either the Board, or, upon appeal, favorable action by Council.

Should any Board Member have questions please feel free to contact me at 457-8250, or mmoeller@ci.winona.mn.us .

EXHIBIT A



This map was compiled from a variety of sources. This information is provided with the understanding that conclusions drawn from such information are solely the responsibility of the user. The GIS data is not a legal representation of any of the features depicted, and any assumptions of the legal status of this map is hereby disclaimed.



December 10, 2014

SURFACE LANDSCAPING PLUS FENCINGS REFER TO CONCEPT OF EXHIBIT F

CURRENT APPROVED BUFFER TO BE MODIFIED BY VARIANCE REQUEST.

210 STAIRS WEST OF ENTRY

LANDSCAPE FROM PLUS FENCE REFER TO CONCEPT OF EXHIBIT F



PROFESSIONAL ENGINEER
I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.
Print Name: Mark S. Davy
Signature: [Signature]
Date: 08/27/2014 License # 28010

PARKING SPACES ARE TYPICALLY 8'x18'
R - REVERSE SLOPE GUTTER SECTION
C - CURB IS BELOW FLOWLINE
SEE OTHERS FOR LIGHT PLAN DETAILS

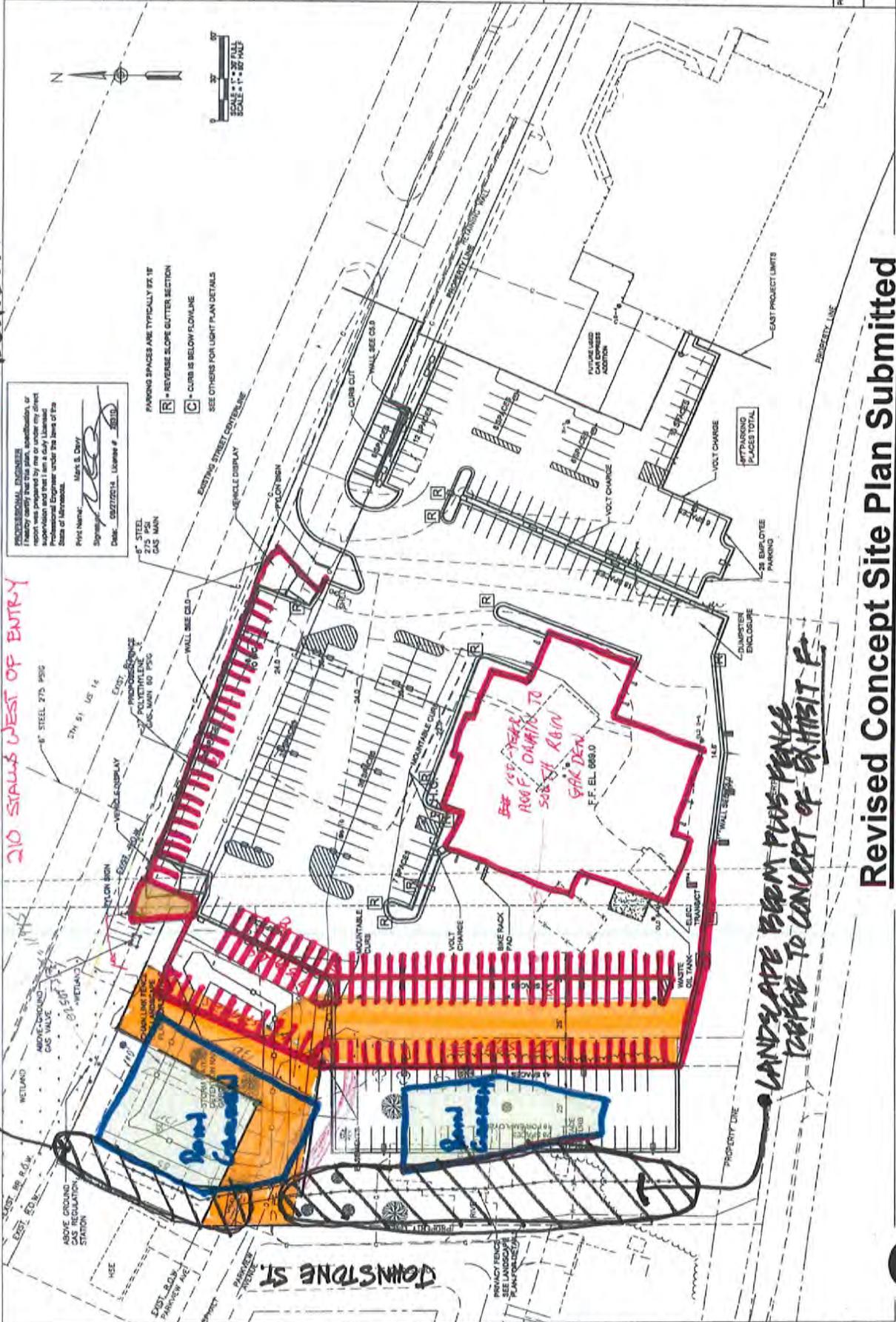
REVISION DATE	DESCRIPTION
08/27/2014	ADDED STAIRS & TOTE
08/27/2014	NOVA VEH. TRAILER & SITE
08/27/2014	MOVING S. CURB & WALL
11/09/2014	CHECKED: DMC
11/09/2014	CONSTRUCTION PLAN
DATE: 08-09-2014	

DAVY ENGINEERING CO. LA CROSSE, WISCONSIN



SITE PLAN
DAHL GM
WINONA, MINNESOTA

PROJECT NUMBER
R14-011.03
SHEET NO.
C1.0



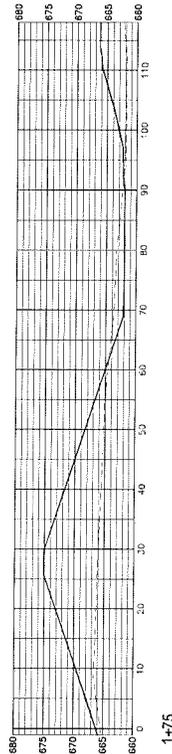
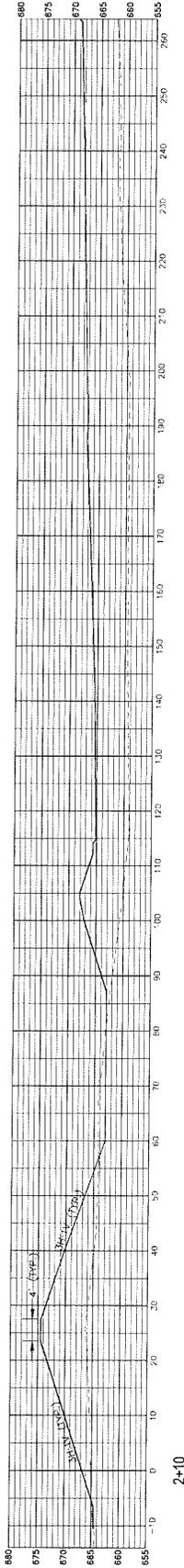
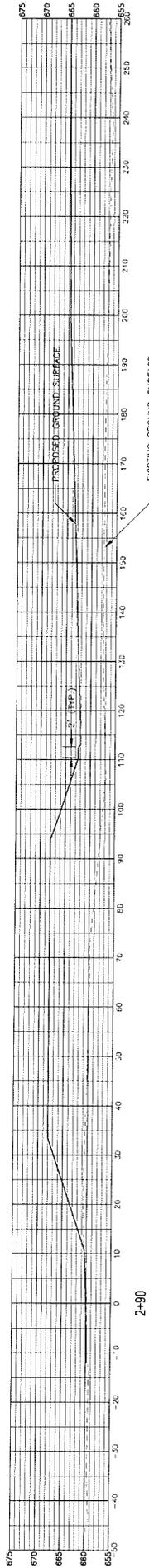
Revised Concept Site Plan Submitted

With Variance Request

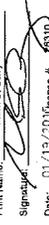


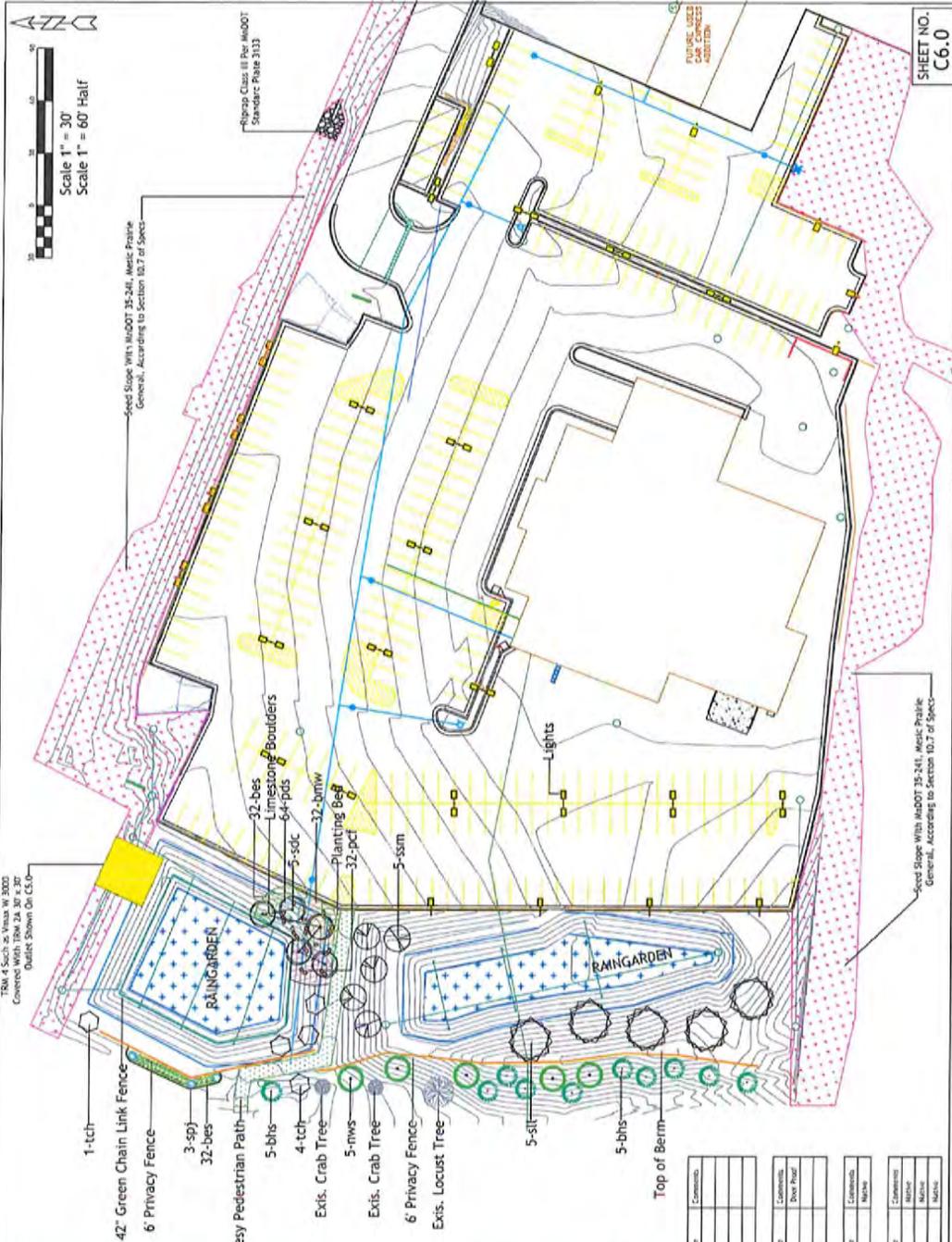
SOUTH STORM DETENTION CROSS SECTIONS

NOTEBOOK	DATE	DRAWN	CHECKED	PROJECT NUMBER	WINONA, MINNESOTA
DAHLGEM	01-08-2015	CSM	DIRC	AS SHOWN	8214-001-020
				REV. 01/12/2015	WEST SIDE



PROFESSIONAL ENGINEER
 I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.

Print Name: Mark S. Dabry
 Signature: 
 Date: 01/13/2015 License # 58310



SHEET NO.
C6.0

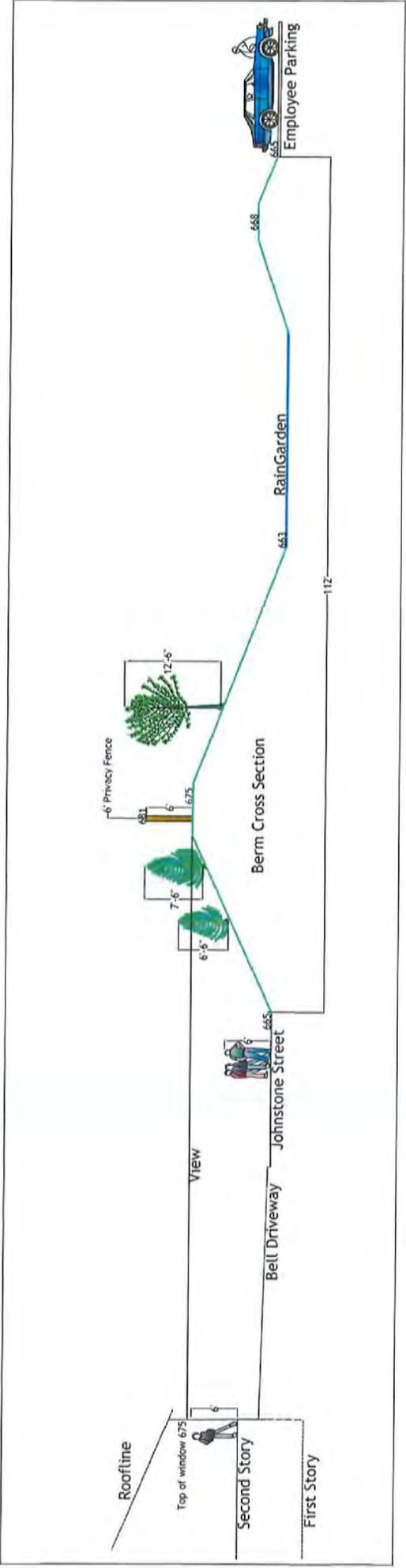
TRM 4 Such as Vista W 3000
Covered With TRM 2A 30 x 30
Outlet Shown On C5.0



Quantity	Code Name	Common Name	Scientific Name	Planting Size	Comments
3	90	Star Power Juniper	<i>Juniperus communis 'Star Power'</i>	5' BSB	Comments
3	91	Norway spruce	<i>Picea abies</i>	7-8 BSB	Door Post
15	92	Black Hills Spruce	<i>Picea mariana</i>	6-7 BSB	
44	93	Prunus Prunifera	<i>Spondylobolus heterophyllus</i>	12' F24	Comments
12	94	Butterfly Milkweed	<i>Asclepias tuberosa</i>	12' F24	Comments
12	95	Purple Cone-Flower	<i>Echinacea purpurea</i>	12' F24	Notes
44	96	Brown Eyed Susan	<i>Rudbeckia hirta</i>	12' F24	Notes

Plant Summary

TRM 4 Such as Vista W 3000
Covered With TRM 2A 30 x 30
Outlet Shown On C5.0



PLANNING COMMISSION

AGENDA ITEM: 4. Site Plan Ordinance Amendments

PREPARED BY: Mark Moeller

DATE: January 26, 2015

As reflected in minutes from the last meeting, the Commission continued its discussion of proposed amendments to City Code Section 44.06 (d) relating to the administration of required site plan submittals. With that discussion, staff and the City Attorney's Office are presently reworking the proposal. The latest draft will be presented during the Commission's meeting on January 26th.