



CITY HALL

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

October 23, 2014

Planning Commissioners
Winona, Minnesota 55987

Dear Commissioner:

The next meeting of the Planning Commission will be held on **Monday, October 27, 2014, at 4:30 p.m. in the Wenonah Room** of the Winona City Hall.

1. Call to Order
2. Minutes – October 13, 2014
3. Review of Site Plan Ordinance/Process (Attachment)
4. Other Business
5. Future Action Items (Attachment)
6. Adjournment

Sincerely,

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

Mark Moeller
City Planner

PLANNING COMMISSION MINUTES

DATE: October 13, 2014

TIME: 4:30 p.m.

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

ABSENT: Commissioner Davis and Porter

STAFF PRESENT: Mark Moeller, City Planner and Carlos Espinosa, Assistant City Planner

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

Approval of Minutes – September 22, 2014

The minutes from the Commission's meeting of September 22, 2014 were reviewed and upon motion by Commissioner Boettcher and second by Commissioner Buelow were unanimously approved as submitted.

Public Hearing – CUP Ordinance Amendments

Vice Chair Hahn called on Carlos Espinosa to provide a summary of this item.

Mr. Espinosa stated that during Commission's last meeting, this item had been forwarded to a public hearing. As currently proposed, highlights of the ordinance would:

1. Present New Conditional Use Permit (CUP) Standards – These standards would apply to all CUP applications, and then would be in addition to specific standards for each conditional use, as outlined under applicable zoning districts. Outside of district standards, he explained that the revised ordinance presents 10 general standards that the Planning Commission would need to consider in approving or denying a Conditional Use Permit. During the Commission's discussion of the draft ordinance, a fair amount of Commission review had been made of the third condition applying to diminished value as originally drafted, this provision read as follow:

“(3) Considering existing circumstances and potential uses under existing zoning, the conditional use will not substantially impair the use and enjoyment of other property in the neighborhood and will not substantially diminish the value of such property.”

As modified during the Commission's last meeting, this provision now reads as follows:

“(3) Considering existing circumstances and potential uses under existing zoning, the conditional use will not substantially impair the use and enjoyment of other property in the neighborhood and may not adversely affect neighboring property values.”

PLANNING COMMISSION MEETING MINUTES
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Given the previous, Mr. Espinosa stated that the term "will not substantially diminish the value of such property" would be removed while the term "may not adversely affect neighboring property values" would be added.

Mr. Espinosa stated that under the revised ordinance, Conditional Use Permits would be fully reviewed by the Planning Commission as opposed to the current process of review by the Board of Adjustment.

Under the proposal, minor staff amendments, to approved conditional use permits, would be permitted. Given this, staff would notify the Commission of minor amendment approvals. Those amendments which might affect neighborhood compatibility or public health, safety, and welfare must be approved by the Planning Commission through the full CUP process.

The ordinance would also require that approved CUPs be implemented within a one year time frame from approval. If this is not conceivable, an applicant could request an extension from City Council. At this point, Mr. Espinosa presented a brief power point presentation reflecting a simplified example as to how the revised process would work, and what would be considered during that process.

In concluding, he explained that following its consideration of this item, the Commission has three alternative actions this afternoon. These include:

1. Approving the ordinance as presented.
2. Making additional modifications prior to approval.
3. Tabling the ordinance for further consideration at a future meeting.

At this point, Vice Chair Hahn opened the public hearing and called for any person who wished to speak to present first their name and address.

Kay Shaw, 2281 Goodview Road, noted that she and her husband presently reside in a home that they acquired in 1990. The home is located approximately one quarter mile from the Hemker sand processing site on Goodview Road.

In her presentation, Mrs. Shaw alluded to a recent conversation she had had with Mr. Espinosa relative to the Hemker sand processing facility. In response to that, Mr. Espinosa had forwarded a study which had been considered by the Commission some time ago, defining the present use and generally explained why it is currently being considered a nonconformity.

Although Mrs. Shaw indicated that her presentation did focus on the Hemker facility, Mr. Hahn stated that the purpose of today's meeting is to hear proposed code amendments related to a modification of the conditional use permit process. Given that, the meeting is not designed to facilitate site specific problems related to current sand processing facilities. If desired, that discussion could occur at a later date.

Mrs. Shaw stated that her primary concern at this point were the number of trucks that are serving the facility. Although the earlier nonconformity study had indicated a maximum

PLANNING COMMISSION MEETING MINUTES
OCTOBER 13, 2014
PAGE 3

number of trucks to the facility, she has observed trucks entering and exiting the facility every 4-5 minutes.

Mr. Espinosa reaffirmed that the purpose of this afternoon's hearing was to consider proposed CUP Ordinance amendments.

Steve Schild, 1282 West Broadway, suggested that the ordinance include strong provisions related to enforcement. He noted concern with empowering staff to make minor modifications without "first" advising the Commission, and further suggested that the ordinance be as stringent as possible.

Marie Kovesci, 133 Whispering Lane, suggested that all nonconforming City sand processing facilities be brought back to the Commission for further review. She also had concern of the concept of allowing City staff to approve minor modifications and felt that the public should be fully involved in any changes which are allowed to a conditional use.

In response, Mr. Espinosa noted that the minor amendment provision of the ordinance would apply only after the approval of a conditional use permit. As defined, minor amendments could include changes in the site design of the applicable property that do not affect neighborhood compatibility or the public health, safety, or welfare and that do not violate any of the approved conditions of the CUP. Further, although minor amendments may be approved by the City Planner, the City Planner would need to notify the Planning Commission of the minor amendment approval.

Mr. Espinosa further noted that language about enforcement in the CUP process is included in the draft ordinance at pages 3 and 4.

Stewart Shaw, 1281 Goodview Road, asked what entitles a use to be grandfathered? His concern is that as long as a grandfathered use is maintained and is not modified, it can exist forever. He felt that such uses should be subject to a conditional use process at some point in their life.

There being no one further to speak for or against the proposal, the public hearing was closed.

Commissioner Buelow suggested that the word "county" be added to condition number 10 of the draft ordinance. In addressing the property value issue, he further suggested that language, as presented by Mr. Espinosa, be adopted.

Following brief discussion, it moved by Commissioner Fritz to recommend approval of the proposed CUP ordinance, as presented this afternoon with the following amendments:

1. Insert the word County at condition number 10.
2. Add language to condition part (d) 3 and the end of part d that clarifies the issue of "diminished property value".
3. Require minor amendments to be reviewed by the Commission.

The motion was seconded and when the question was called, the vote of the Commission was unanimous to approve the motion.

Election of Officers for 2015

Vice Chair Hahn called on Dale Boettcher to present a Nominating Committee's recommended slate of officers for the coming year.

Mr. Boettcher noted that in discussing nominations with both persons, Wendy Davis has agreed to serve as Chair, and Ed Hahn for Vice Chair, for the coming year.

Given a motion and second to approve the Nominating Committee's report, the vote of the Commission was unanimous to in accepting it.

Other Business

Commissioner Fritz stated that he would like the Commission to discuss the current site plan review process. As noted during a previous meeting, he is suggesting this review with the intent of better defining when site plans should be reviewed by the Planning Commission. It was noted that this item would be brought back for discussion.

Commissioner M. Olson noted that there may be issues in enforcement of the current Conditional Use Permit that was granted to a sand processing facility in the Commercial Harbor area.

Mr. Espinosa noted that although conditions of that permit require moisture testing of every barge that leaves the facility, it is not fiscally possible for staff to undertake that review. However, spot checks of barges that have left indicate that all have been in compliance with ordinance provisions relative to moisture.

In further addressing grandfathering provisions, Mr. Espinosa stated that most of these are directed by State law as well as City Code. In most cases, grandfather uses have certain protections unless they are somehow modified. In that case, a conditional use permit may be required.

Commissioner M. Olson suggested that the Commission's agenda be modified to include a category entitled something like advanced planning, that the purpose of providing updates of various long range planning activities. Mr. Espinosa responded that this could be done.

There being no further business to come before the Commission, the meeting was adjourned.

PLANNING COMMISSION

AGENDA ITEM: 3. Review of Site Plan Ordinance/Process

PREPARED BY: Mark Moeller

DATE: October 27, 2014

During the Commission's last meeting, Commissioner Fritz requested that the Commission review and discuss the present process for reviewing required new development site plans within the City. Time is reserved to review this request during the Commission meeting of October 27th. For Commission reference, a copy of the present ordinance, defining requirements/processes for the review of site plans, is attached.

Also attached is documentation pertaining to our most recent site plan review process relating to the small commercial strip that will include Caribou Coffee (1570 Service Drive).

To give the Commission a sense of the flow of the process, information includes:

- A copy of the application initiating site plan review. This application was accompanied by copies of the plan.
- Letters to neighboring property owners offering an opportunity to review, and comment on the site plan, and to request Commission review, if desired.
- Submittal of the site plan to various City departments, with an invitation to meet, to review the plan.
- A conditional approval letter to the applicant noting departmental meeting concerns and outlining other requirements that may need to be met for plan approval.

Attachments

44.06 SITE PLANS

Site plans shall be required for any development, except the following:

- (1) One and two family dwellings, unless they are part of a cluster development;
- (2) When the Department of Community Development finds that a new development will have minimal impacts on existing conditions of a proposed development site. In making this finding, consideration shall be given to proposed land use, adjoining land uses and zoning, modified storm drainage volumes and patterns, new public utility extensions, parking, driveway, loading, exterior storage areas, and lighting, police and fire protection concerns, development lot slopes, modifications to adjoining streets or street rights-of-way and conformance with the general principles of design listed under (d) below.
 - (a) Required Fees. Any site plan submitted under this section shall be accompanied by the fee as set forth in Section 51.01 herein.
 - (b) Required Information. Plans and specifications shall be drawn to scale and shall be of sufficient clarity to indicate the nature and extent of the work proposed and shall show in detail that it will conform to the provisions of all relevant laws, ordinances, rules and regulations. The site plan shall be signed by the person responsible for preparation of building plans and shall contain the following information:
 - (1) Name and address of the developer;
 - (2) Name and address of the property owner;
 - (3) Survey information including distances with angles or bearings and north points;
 - (4) Small key map;
 - (5) The recommended plan scale is one inch equals 20 feet or larger in size;
 - (6) Zoning classification of the site plan land and the zoning classification of adjacent lands;

- (7) Existing and proposed street curb cut radii and curb cut width;
- (8) Location dimensions and area of existing building(s) to remain or be removed;
- (9) Proposed buildings with location dimensions, area and number of stories, occupancy classification and type of construction pursuant to State Building Code;
- (10) Existing and proposed contours or spot grades;
- (11) Distance on all sides between buildings and property lines and between buildings;
- (12) Building use including number of employees or apartments or family units;
- (13) Area of land in square feet;
- (14) Drainage design for roof areas, parking lot and driveways, showing area for or method of disposal of surface runoff;
- (15) Location of proposed or existing streets and curbs, sidewalks, easements and rights-of-way;
- (16) Location, size and elevation of proposed and existing sanitary sewers, storm sewers, water mains, hydrants, gas lines, underground power communication lines, catch basins and drywells, along with information as to how new utilities will be connected to existing utilities; and
- (17) Location and approximate diameter of proposed or existing trees and other woody stemmed plantings together with the common names of the plantings;
- (18) Limits and location of plantings or physical structures designed to screen vehicle lights preventing illumination of residential areas;
- (19) Limits, location and size of retaining walls and the type of materials to be used in construction;

- (20) Location of parking lots, driveways, parking bays, outside storage, burning, rubbish and garbage areas, loading and unloading areas and surfacing and screening thereof;
 - (21) Directions of vehicular traffic flow to, from and within the area, together with locations of traffic-control signs and markings.
 - (22) Locations, height and type of all outside lighting including street, sign, and security lighting;
 - (23) Locations, size, height and overall dimensions of outside signs;
 - (24) Such other or different information as may be required by the design standards set forth hereinafter or as required elsewhere in this Code.
- (c) Principles of Design. The site plan required by subsection (a) above shall incorporate the following general principles of design:
- (1) Landscaping. All sites shall be landscaped as approved by the Department of Community Development; existing trees shall be preserved where possible; surfaces denuded of vegetation shall be appropriately landscaped or surfaced to prevent soil erosion.
 - (2) Light glare from vehicles. When a parking lot adjoins a residential area, provisions shall be made to screen all vehicle lights to curtail direct illumination of the residential area.
 - (3) Drainage designs. Runoff water from parking lots, roofs and driveways shall not be allowed to cross sidewalks or to run onto private property that is not a part of the site unless easements have been obtained; surface runoff waters shall be directed into municipal facilities; where municipal facilities are not available, a drywell or drainage area owned or controlled by the owner or developer shall be provided; sanitary sewage shall be directed into municipal facilities where such facilities are available; where municipal facilities are not available and

approval of the city engineer is secured, a septic tank shall be provided; retaining walls shall be constructed where necessary for land stabilization.

- (4) Parking lots and loading areas. Parking lots shall be desired to avoid creating large open expanses of paving; parking lots and loading areas shall be designed to avoid the problem of vehicles backing onto streets, alleys and, sidewalks; vehicular traffic flow to, from and within the land containing a parking lot shall be controlled by appropriate traffic-control signs and surface markings; adequate provision shall be made for vehicle egress from the land to the street and ingress to the land; provision shall be made for a safe and convenient circulation pattern within any parking lot consistent with vehicular and pedestrian safety; curb cut radii shall allow safe ingress and egress of vehicles from and to the proper lane of traffic on the street which they adjoin; existing curb cuts and curb cut radii shall be used only if they comply with the standards for proposed curb cuts and curb cut radii; vehicular bumper guards or wheel stops shall be provided to prevent encroachment of vehicles on sidewalks.
- (5) Rubbish, garbage, storage and burning areas. Outside rubbish, garbage, storage and burning areas shall be permanently screened from view to a height of 6 feet and shall be constructed to prevent accidental dispersal of the materials contained therein.
- (6) Parking lot lighting. A parking lot shall be lighted for vehicular and pedestrian safety. In residential areas, the maximum height above ground level of lights shall be 15 feet; maximum foot candles at ground level shall be 1; minimum foot candles at ground level shall be .5; flood and spotlights shall be shielded to prevent glare on adjoining lands. In commercial or industrial areas the maximum height above ground level of lights shall be 30 feet; minimum foot candles at ground level shall be 2 in shopping centers, 1 in self-parking areas, 2 in attended or shelter parking areas and 1 in industrial areas.
- (7) General Site Lighting. Lights should be directed towards the structures or areas to be illuminated. Site lighting shall empty full cut-off style lights, lighting shields or fixtures as appropriate to keep glare on-site and minimize glare onto adjacent properties. The design and placement of lighting

fixtures shall not have an adverse effect upon abutting properties.

Ord. No. 3893 3/13/2012

- (d) Administrative Procedures. The following procedures shall apply to review of a site plan:
- (1) Upon receipt of a site plan, the Community Development Department shall (within one day) submit copies of the site plan to the City Engineer, Public Works Department, Police Department and Fire Department. In addition, mailed notice offering an opportunity to review said plan shall be given to property owners within 100 feet of the property upon which the proposed development is to be located. A person who has submitted a site plan, a reviewing department head, or any other party of interest may file, with the Department of Community Development, a written request for review of the site plan by the Planning Commission. Such a request shall be made within seven (7) calendar days of the date of the mailed notice and shall state specific reasons for Planning Commission review. If specific reasons are not stated, the request will not be considered by the Planning Commission. The Commission shall review the site plan within eleven (11) calendar days following receipt of the written request. Failure to review the plan within this time period shall result in automatic approval of the plan. A request shall serve to stay the issuance of required development permits until final action by the Commission has been taken. The decision of the Planning Commission shall be incorporated into a site plan and shall be a condition of any permit or certificate issued pursuant to this section.
 - (2) Following review and approval of a site plan, no departure from the plan shall be permitted without the express written consent of the Department of Community Development which shall consult with concerned department heads prior to rendering a decision. A substantial change to an approved site plan shall result in resubmittal of the plan and the procedure for review and approval or disapproval shall be the same as for the initial application.
 - (3) The Department of Community Development shall not issue a final certificate of occupancy until the development complies with all provisions of the site plan.

- (4) The Department of Community Development may issue a temporary certificate of occupancy where the approved site plan has been substantially complied with but the owner or developer is prevented from complete compliance by reason of occurrences beyond his control. Prior to issuance of the temporary certificate of occupancy, the owner or developer following consultation with the Director of Community Development or his/her designated representative and City Engineer shall file with the city clerk a corporate bond or certified check to the city and for the use of the city in a sum sufficient to cover the cost of completion of the unfinished items required by the approved site plan. The bond or check shall be executed by the owner or developer and shall be approved by the city attorney. The condition of the bond or check shall be that if the owner or developer shall comply with the approved site plan and provide the unfinished items, and shall fully indemnify and save the city harmless from all cost and damage which it may suffer by reason of failure of the owner or developer to do so, and shall fully reimburse and repay the city all outlay and expense which it may incur in making good any default of the owner or developer, and shall pay all persons who have contracts directly with the owner or developer for labor, equipment or materials, and shall indemnify and save harmless the city from any and all costs, damage and expense occasioned by or arising directly or indirectly out of supplying all labor, equipment or materials necessary for compliance and provision of the unfinished items, terms of the bond or checks, if action is brought on the bond or check, including reasonable attorney fees in any case where such action is successfully maintained and will appear in and defend and pay and satisfy any final judgment, if any is obtained, in any suits or actions arising out of supplying all labor, equipment or materials necessary for compliance and provision of the unfinished items, or occasioned by any act or omission on the part of the owner or developer, their sub-contractors, agents, employees and servants, then the obligation shall be null and void. A further condition of a bond, check, or escrow shall be that the penalty shall attach and the surety shall be liable if the owner or developer shall not have complied with the condition of the bond or check within one year after date of its execution. As an alternative to filing a bond or check, the owner or developer may, by written agreement with the City Manager, establish an escrow of money. Such agreement shall provide that the money shall be invested in the name of the city in a savings account in a

local financial institution for the benefit of the city and depositor. The depositor shall be entitled to any interest earned by the money while it is invested. The agreement shall set forth the conditions stated in the ordinance and that the escrow agent shall pay the entire sum together with interest to the depositor if he meets the conditions. The agreement shall also set forth that the city shall be entitled to the principal and the depositor to the interest if the conditions are not met. The agreement shall state that the agreement is made pursuant to section 44.06 of the City Code of Winona, 1979. Any fees for service charged by an escrow agent shall be paid by the owner-depositor.

- (5) The planning commission may grant a variance to any provision of this section where owing to special conditions the literal enforcement of its provisions or requirements will result in practical difficulty or hardship. However, in all cases, the spirit of the section shall be observed to the greatest extent possible.

Ord. No. 2920 03/21/88

SITE PLAN APPLICATION
COMMUNITY DEVELOPMENT, CITY OF WINONA, MINNESOTA 55987
P.O. BOX 378 507/457-8250 FAX: 507/457-8212

SITE ADDRESS: 1570 Service Dr

Property Owner:		Contractor:	
Company/Individual	<u>VEH Properties</u>	Company/Individual	<u>TJR Supply</u>
Contact Person	<u>Tim Van Eijl</u>	Contact Person	<u>Tim Van Eijl</u>
Mailing Address	<u>707 Rose St</u>	Mailing Address	<u>707 Rose St</u>
City/State/Zip	<u>La Crosse WI 54603</u>	City/State/Zip	<u>La Crosse WI 54603</u>
E-Mail	<u>Tim@VEHproperties.com</u>	E-Mail	<u>Tim@VEHproperties.com</u>
Office Phone	<u>608-385-5371</u>	Office Phone	<u>608-385-5371</u>
Mobile Phone		Mobile Phone	
Permit Applicant:		Engineer/Architect:	
Company/Individual	<u>VEH Properties</u>	Company/Individual	<u>Larson Architect</u>
Contact Person	<u>Tim Van Eijl</u>	Contact Person	<u>Mike Busgarz</u>
Mailing Address	<u>707 Rose St</u>	Mailing Address	<u>200 Mason St #3</u>
City/State/Zip	<u>La Crosse WI 54603</u>	City/State/Zip	<u>Onalaska WI 54650</u>
E-Mail	<u>Tim@VEHproperties.com</u>	E-Mail	<u>mike@larsonarchitect.com</u>
Office Phone	<u>608-385-5371</u>	Office Phone	<u>608-780-8269</u>
Mobile Phone		Mobile Phone	

- NOTE:** The **Contractor and Applicant** assume all responsibility for compliance with approved site plan.
NOTE: Any project involving the disturbance of over one acre of land is subject to an NPDES permit and stormwater management plan.
NOTE: Any project that will generate 200+ semi-truck trips per day or increase the amount of semi-traffic on a non-truck route by more than 20% is required to complete a Transportation Impact Analysis prior to submitting this application. If applicable, contact the Community Development Department to set up a pre-application meeting.

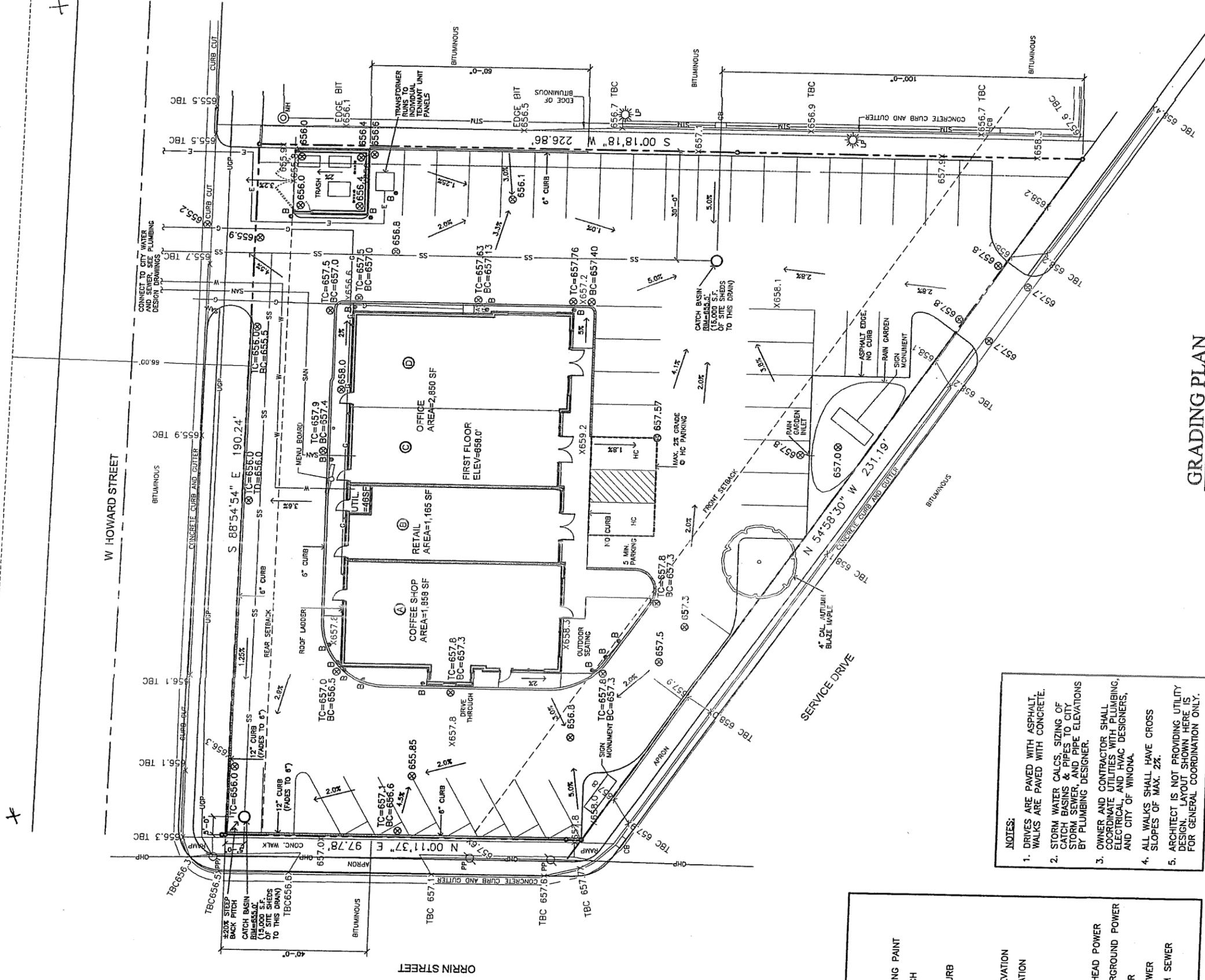
Site plans will not be accepted without the following information:

- Six hard copies of the site plan at a scale of 1" = 20' showing at a minimum the information required under Section 44.06(b) of the Winona City Code (other side of page). Failure to include this information may result in a need to submit six additional copies.
- Type of Development: Commercial
- Payment of the \$137.50 fee.

Tim Van Eijl
 Signature of Applicant

 Signature of Land Owner
 (If different from applicant)

For Staff Use Only		
Date Received:	<u>7/15/14</u>	Site Plan # <u>747</u>
Parcel #:		Receipt # <u>370-758</u>
	Zoning _____	Property Size _____
LEGAL DESCRIPTION OF PROPERTY: _____		



GRADING PLAN
1" = 20'

- NOTES:**
1. DRIVES ARE PAVED WITH ASPHALT. WALKS ARE PAVED WITH CONCRETE.
 2. STORM WATER CALCS, SIZING OF CATCH BASINS & PIPES TO CITY STORM SEWER, AND PIPE ELEVATIONS BY PLUMBING DESIGNER.
 3. OWNER AND CONTRACTOR SHALL COORDINATE UTILITIES WITH PLUMBING, ELECTRICAL, AND HVAC DESIGNERS, AND CITY OF WINONA.
 4. ALL WALKS SHALL HAVE CROSS SLOPES OF MAX. 2%.
 5. ARCHITECT IS NOT PROVIDING UTILITY DESIGN LAYOUT SHOWN HERE IS FOR GENERAL COORDINATION ONLY.

NING PAINT	CH
URB	B
E	E
LEVATION	VATION
HEAD POWER	ER
ERGROUND POWER	ER
SEWER	SM
SEWER	SM

I hereby certify that this plan was prepared by me or under my direct supervision and that I am a duly

WINONA MALT

200



CITY HALL

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

July 18, 2014

Dear Property Owner:

The City of Winona, Community Development Department, has received an application for approval of a site plan. The plan has been submitted by **VEH Properties** and proposes to **construct a retail center at 1570 Service Drive.**

Pursuant to City Code Section 44.06(d), the purposes of this communication are to inform you of this pending project and to offer you an opportunity to inspect the plan during normal business hours (7:00 a.m. to 4:30 p.m.) of the Community Development Office, Room 210, City Hall, 207 Lafayette Street. For your convenience, a reduced copy of the plan is enclosed. Following your review of the plan, you have the right to request that the Planning Commission review it. This request must be in writing, must include specific reasons for the request, and must be received, by the Community Development Office, no later than seven (7) calendar days from the date of this letter. Following receipt of the request, the Commission will consider it within eleven (11) calendar days. At that time, you will be given an opportunity to present your concerns/comments to the Commission.

For more information, please feel free to contact the Community Development Office at (507) 457-8250.

Sincerely,

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

Mark Moeller
City Planner

<u>PIN</u>	<u>PROPERTY A</u>	<u>OWNER FIRS</u>	<u>OWNER ADDR</u>	<u>OWNER CITY</u>	<u>OWNER STAT</u>	<u>OWNER ZIP</u>
320800150	471 WAYNE ST	CHRISTOPHER W BEST & CHRISTON J BEST	471 WAYNE ST	WINONA	MN	55987
320800180	1558 10TH ST W	HAROLD E SCHUPPENHAUER & DONNA M SCHUPPENHAUER	1558 10TH ST W	WINONA	MN	55987
320800190	1564 10TH ST W	ROBERT C SHOUP & ROSEMARY T SHOUP	1564 10TH ST W	WINONA	MN	55987
320800210	1570 10TH ST W	GENE I OLSTAD & JULIANE S OLSTAD	1570 10TH ST W	WINONA	MN	55987
320800220	1576 10TH ST W	LINDA M HOJALMEN	1576 10TH ST W	WINONA	MN	55987
320800370	1558 SERVICE DR	DELAWARE 1558 LLC	1406 SALEM LN SW	ROCHESTER	MN	55902
320800400	1570 SERVICE DR	ROBERT A HEMKER & NANCY A HEMKER	32588 COUNTY RD 12	WINONA	MN	55987
320800420	1551 10TH ST W	MORGAN ENTERPRISES INC	1558 SERVICE DR	WINONA	MN	55987
3227002510	463 ORRIN ST	NAZARENE CHURCH VEH Properties	469 ORRIN ST	WINONA	MN	55987
			707 ROSE STREET	LA CROSSE	WI	54603

MEMORANDUM

DEPARTMENT OF COMMUNITY DEVELOPMENT

TO: Jason Theusch, Assistant Fire Chief

Public Works Department
Keith Nelson, Director
Brian DeFrang, City Engineer
Bob Dunn, Water Department
Paul Drazkowski, Sewer Department

FROM: Mark Moeller, City Planner

DATE: July 15, 2014

SUBJECT: Site Plan # 747 – VEH Properties – Construct a Retail Center

Attached is the site plan from **VEH Properties** to **construct a retail center at 1570 Service Drive.**

A meeting of the Site Plan Review Committee has been scheduled for **Thursday, July 17, 2014 at 1:30 p.m. in the Dakota Room, second floor, of the Winona City Hall** to review the plan.

Attachments



CITY HALL

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

July 29, 2014

Tim Van Eijl
VEH Properties
707 Rose Street
La Crosse, WI 54603

RE: Site Plan Proposal – 1570 Service Drive – Winona

Dear Mr. Van Eijl:

The City of Winona has completed its review of your site plan submittal relating to construction of a retail center at 1570 Service Drive. Given that review, the plan has been approved subject to the following comments/requirements:

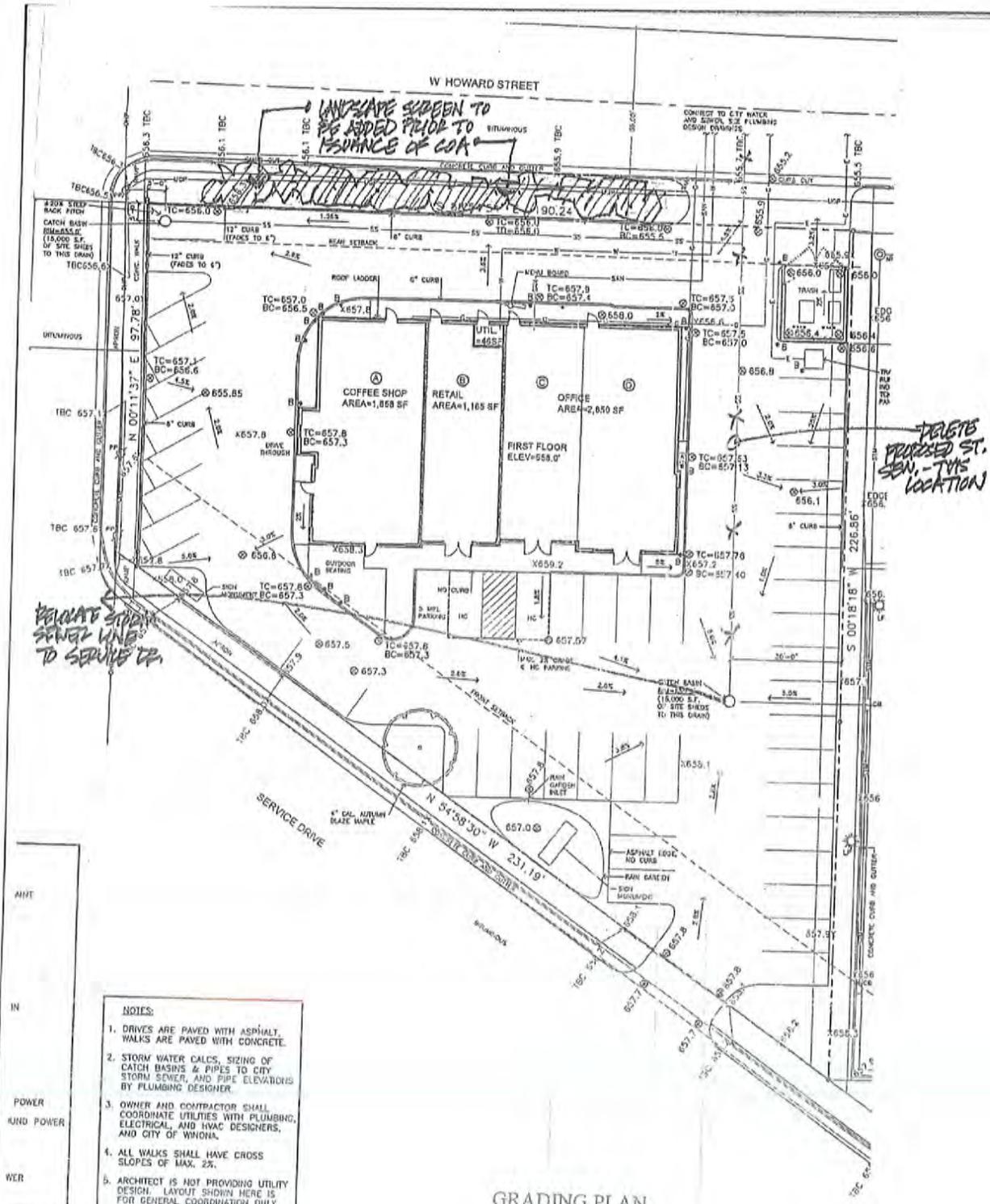
- Each retail/office component, within the complex, will need to be served by its own water meter.
- Proposed water and sewer lines, serving the complex, can be constructed in a straight line from Howard Street mains. There is no reason to jog these into the site as presently shown.
- As part of demolishing the existing building, the present 1" water line will need to be abandoned. The tap for the present line could be used as the location for the proposed 4" water line.
- Although the plan implies a storm sewer main on Howard Street, the City Engineer advises that the nearest main location is at the Orrin Street/Service Drive area. The City Engineer (Brian DeFrang – 507-457-8269) should be advised before utility work begins.
- Given residential use of land north of the development, lighting used to illuminate building/parking areas on that side, will need to be arranged to reflect light "away from" the residential area.
- Although proposed landscaping consists of a single tree and raingarden at the south border, an additional vegetative screen will be required along the Howard Street boulevard. The form of this screening should include a minimum of 2-3 street trees combined with deciduous and/or evergreen shrubs with planned mature heights of 5-6 feet. A plan, reflecting this requirement, will be required prior to issuance of a building permit for the project.

Should you have questions of this letter, please feel free to contact me at your convenience.

Sincerely,

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

Mark Moeller
City Planner



- NOTES:**
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 4. ALL WALKS SHALL HAVE CROSS SLOPES OF MAX. 2%.
 5. ARCHITECT IS NOT PROVIDING UTILITY DESIGN. LAYOUT SHOWN HERE IS FOR GENERAL COORDINATION ONLY.

GRADING PLAN
1" = 20'

AIRT
 IN
 POWER
 AND POWER
 WER

PLANNING COMMISSION

AGENDA ITEM: 5. Future Action Items

PREPARED BY: Mark Moeller

DATE: October 27, 2014

The following are a couple of issues that will be before the Commission within coming months:

- **Floodplain and Shoreland Ordinance Revisions.**
Anticipated Timeline – Commission will review in November.
Purpose: During the past number of months, staff has been working with the DNR in drafting various amendments to the City Floodplain Ordinance. In part, revisions to this ordinance as well as the City Shoreland Ordinance will reflect proposed amendments to the CUP Ordinance, approved by the Commission during its last meeting.
- **Zoning Ordinance Rewrite**
Anticipated Timeline – Start Project in May.
Purpose: The City's present Zoning Ordinance was adopted in 1959. Although the document has been subject to a number of amendments over the years, it has not been updated "as a unit" since adoption.

Given consideration of this issue by Council, approval was granted to a budget of \$50,000 to initiate an update process in 2015. At this point, we anticipate soliciting for consultant services during the March/April timeframe, with consultant activity beginning in May. Given this tentative schedule, staff will begin working with the Commission, most likely in December, in discussing present problem areas, and in defining the overall scope of the update. Additional information will be forthcoming.