



CITY HALL

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July 21, 2016

Planning Commissioners
Winona, Minnesota 55987

Dear Commissioner:

The next meeting of the Planning Commission will be held on **Monday, July 25, 2016, at 4:30 p.m. in the Wenonah Room** of the Winona City Hall.

1. **Call to Order**
2. **Approval of Minutes – July 11, 2016**
3. **Proposed Windom Park Historic District – Planning Commission Review**
4. **Discussion – Development Code Update**
5. **Other Business**
6. **Future Action Items**
7. **Adjournment**

Sincerely,

A handwritten signature in black ink, appearing to read "Carlos Espinosa".

Carlos Espinosa
City Planner

PLANNING COMMISSION MINUTES

DATE: July 11, 2016

TIME: 4:30 p.m.

PRESENT: Chairperson Hahn, Commissioners Boettcher, M. Olson, B. Ballard, Porter, L. Olson, Paddock and Shortridge

ABSENT: Commissioner Buelow

STAFF PRESENT: City Planner Carlos Espinosa

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

Approval of Minutes – June 27, 2016

The minutes for June 27, 2016 were approved without changes upon motion by Commissioner L. Olson and second by Commissioner Boettcher.

Public Hearing – Final Plat – Pelzer Properties

Chairperson Hahn opened the public hearing and asked staff to present the report. Mr. Espinosa went through the report and stated that staff recommends approval of the plat subject to comments by the County Engineer and the condition that each outlot only contain one driveway.

Chairperson Hahn asked the petitioner if he'd like to speak. Steve Kohner addressed the Commission and stated that they have a potential buyer for one of the lots and he'd like to maintain the ingress/egress easement on the south side of the project.

Commissioner Porter asked about coordination with the City Engineer on a Pelzer turn lane. Mr. Kohner responded that he had a design approved by the Engineer.

Commissioner Paddock asked about the outlots and if they will be the only ingress/egress points for the subdivision. Mr. Kohner confirmed this.

There being no other comments or questions for the petitioner, Chairperson Hahn asked if there was anyone else who would like to speak as part of the public hearing.

Della Schmidt – Winona Chamber of Commerce – stated that the Chamber supported the proposal.

There being no others wishing to speak, Chairperson Hahn closed the public hearing.

Commissioner L. Olson made a motion to approve the subdivision with the conditions recommended by staff. The motion was seconded by Chairperson Hahn. Upon vote, the motion passed unanimously.

Public Hearing – Temporary Family Health Care Dwelling Units

Chairperson Hahn opened the public hearing and asked staff to present the report. Mr. Espinosa went through the report and stated that staff recommended opting out of the legislation.

Next Chairperson Hahn asked if there was anyone who wished to speak. There being no one, the public hearing was closed.

Commissioner L. Olson made a motion to recommend opting out of the legislation. The motion was seconded by Commissioner Ballard. Upon vote, the motion passed unanimously.

Discussion - Development Code Update

City Planner Carlos Espinosa stated that this item was meant for Commissioners to certify work completed thus far on the Development Code so that the map of proposed zones and use tables could be posted on this project's webpage.

The Commission agreed with previous recommendations related to Areas #2, #3, and #4 on the map included with the agenda item. However, there was no consensus on what to designate Area #1. As a result, the Commission recommended leaving Area #1 as undecided when posting it to the webpage.

The Commission indicated consensus on the current draft use table for posting to the webpage.

Adjournment

There being no further business to come before the Commission, the meeting was adjourned at 5:15 p.m.

Carlos Espinosa
City Planner

PLANNING COMMISSION

AGENDA ITEM: 3. Proposed Windom Park Historic District: Planning Commission Review

PREPARED BY: Myron White

DATE: July 25, 2016

Designation of Windom Park as a Winona Historic District was first considered in 1995. The Heritage Preservation Commission, with encouragement from Windom Park residents, re-visited the project in the spring of 2016. After holding an informational meeting and inviting residents to speak on the proposed designation, the Commission considered and passed a resolution to initiate the process of designating Windom Park as a historic district.

The proposed 2016 district largely follows the boundaries of the proposed 1995 district. Upon request from homeowners, the Commission elected to include structures at 305 Winona Street and 227 West 5th Street. The Windom Park area contains 50 contributing buildings and 1 contributing site. Seven of the buildings within the district are considered non-contributing.

City Code Chapter 22.27 (k) directs the HPC to advise the Planning Commission of the proposed designation and seek the Commission's recommendation/opinion with regard to:

- The designations relationship to the Comprehensive Plan; and
- Effect of the proposed designation upon the surrounding neighborhoods; and
- Opinion and recommendation as to any other planning consideration which may be relevant to the proposed designation.

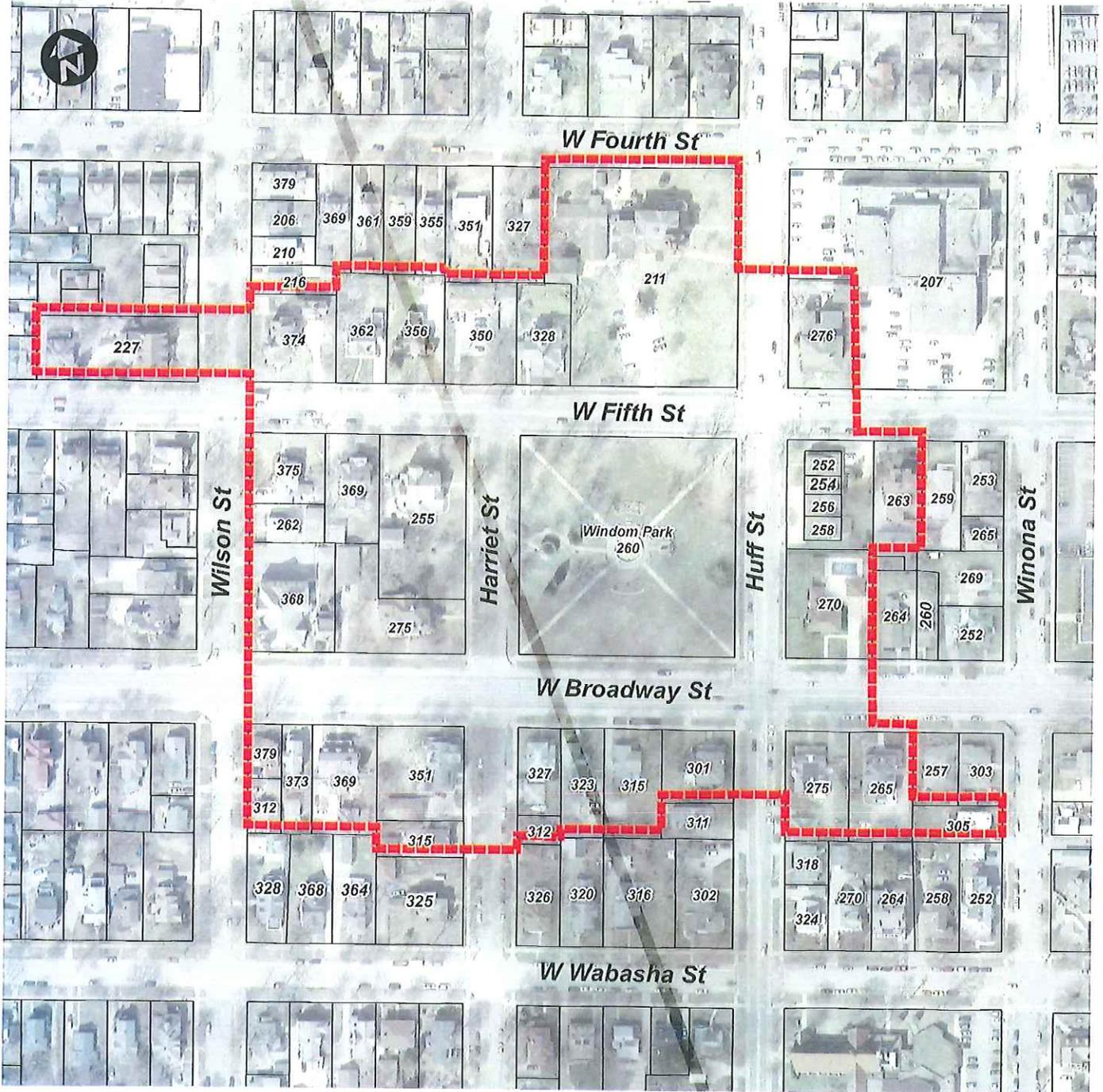
Action Requested: The Heritage Preservation request its recommendation of approval, rejection or modification of the proposed district.

Attachments:

- 1) Map of proposed Windom Park District
- 2) City Code 22.27 (k) Designation or Change of Heritage Preservation Sites/Districts
- 3) Heritage Preservation Commission Resolution #68

Windom Park Local Historic District

Winona, Winona County, Minnesota



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.



March 2016

(1) Continuing Surveys/Preservation Catalog. Following careful historic resource surveys, the Commission shall undertake to establish and maintain a preservation catalog of community structures, sites and areas having documented historical, architectural, cultural, archaeological, or engineering interest or value. Such documentation shall be used to support the criteria found in Subsection (k)(5) below. The catalog may include single structures or sites, exterior portions of structures, groups of structures, man-made or natural landscape elements, works of art, or integrated combinations thereof and shall serve as the primary source of future district designations. In establishing the catalog, the Commission shall notify and solicit the views of property owners and residents of structures, sites, and areas proposed to be included in it on forms prescribed for that purpose.

(2) Procedure for Site/District Designation. Proceedings to establish or change boundaries of a property listed within the preservation catalog as a preservation site or district may be initiated in one of the following ways:

(i) By petition of an owner of his/her residential or commercial property within a proposed heritage preservation site.

(ii) By petition of 60 percent of the owners of property within a proposed heritage preservation district.

(iii) By resolution of the Heritage Preservation Commission. Such resolution shall be approved by a majority vote of the Commission. A copy of the resolution shall be submitted to the affected property owner(s) within three working days and shall serve as official notice that designation is being considered.

(3) Planning Commission Review. The Heritage Preservation Commission shall advise the City Planning Commission of the proposed designation of a heritage preservation site/district, including boundaries and secure from the City Planning Commission its recommendation with respect to the relationship of the designation to the comprehensive plan of the City of Winona, its opinions as to the effect of the proposed designation upon the surrounding neighborhoods, and its opinion and recommendation as to any other planning consideration which may be relevant to the proposed designation, together with its recommendation of approval, rejection, or modification of the proposed designation. The Heritage Preservation Commission may make such modification, changes, and alterations concerning the proposed designation as it deems necessary in consideration of the recommendations of the City Planning Commission.

(4) State Historic Preservation Office's Review. Prior to making its recommendation to the Council, every proposal of designation by the Commission shall be sent to the State Historic Preservation Office for review and comment in writing within sixty days.

(5) Finding and Recommendations. The eligibility of a property for designation shall be determined by the Commission following a public hearing. Notice of the hearing shall be given to the owner or any person having a legal or equitable interest in the property being proposed for designation, to all property

**City of Winona Heritage Preservation Commission Resolution #68
Stating that the Heritage Preservation Commission Desires to Initiate the Process
of Designating the Windom Park Neighborhood as a Local Historic District**

WHEREAS the City of Winona has a significant number of historic buildings located throughout the community; and

WHEREAS the City of Winona Heritage Preservation Commission desires and has a duty to preserve the historic nature of the community; and

WHEREAS the City of Winona Comprehensive Plan sets a goal to identify, value and preserve the unique and diverse characteristics of Winona's architectural and built environment; and

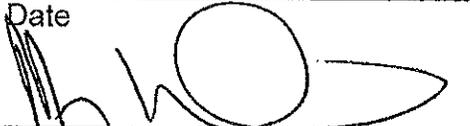
WHEREAS a number of residents in the Windom Park neighborhood (please reference attached map) have requested the Heritage Preservation Commission to consider a historic designation for their neighborhood; and

WHEREAS the proposed Local Historic District is composed of at least 53 buildings (at least 41 identified as contributing) and one contributing site.

Now, therefore, be it RESOLVED that the City of Winona Heritage Preservation Commission hereby initiates the process of creating the Windom Park Historic District as provided for and by the terms of section 22.27 (k) of the Winona City Code; and that the City of Winona Heritage Preservation Commission will:

- Provide all the necessary information to the State Historic Preservation Office and the City of Winona Planning Commission for comment.
- Provide proper notification to all property owners within the proposed District.
- Hold a public hearing to allow comment on the proposed formation of the district.
- Provide the Winona City Council with an overview of information and comments along with a request for the Council to hold a public hearing on the designation and make a determination on its appropriateness.

Adopted this 9th day of March, 2016.

march 9, 2016
Date

Attest, Myron White


Kendall Larson, Chair

PLANNING COMMISSION

AGENDA ITEM: 4. Discussion – Development Code Update

PREPARED BY: Carlos Espinosa

DATE: July 25, 2016

Commissioners please see attached for Development Code update items from HKGI.

MEMORANDUM

Hoisington Koegler Group Inc.



TO: Winona Planning Commission

FROM: Jeff Miller, HKGi
Rita Trapp, HKGi

SUBJECT: Development Code Update Project – June 25th PC Meeting

DATE: July 20, 2016

CC: Mark Moeller, City Planner
Carlos Espinosa, City Planner

Greetings –

At our meeting with you on Monday, July 25th, we will be reviewing and discussing the various development requests and required procedures that will be incorporated into the new Unified Development Code (UDC). These development procedures include existing zoning procedures (e.g. conditional use permit, variance, cluster development, and rezoning/amendment), subdivision procedures (e.g. platting), and site plan procedures.

As a reminder, one of the major issues identified with the City's current codes was that the various administrative procedures for different types of development requests are located in multiple locations, including multiple chapters, throughout the City Code. There are also inconsistencies in notification, application, and review/approval timing requirements that should be addressed across the different types of development procedures. In addition, City Staff has identified some development procedures that are not used and could be removed. There are a number of code sections that have been recently updated that can be reformatted but do not need to be rewritten, including conditional uses, shoreland, floodplain management, and bluffland protection.

The intent of the UDC project is not to completely rewrite all of these development procedures. Rather, the goal is to better unify, organize, format, streamline, and achieve consistency across the various development procedures. At this point, we have completed our review of each of the development procedures, identified inconsistencies and opportunities for simplification, and reorganized them. Similar to the zoning districts, uses, and dimension standards, we have created a table that summarizes all of the development procedures in one place. At Monday's meeting, we will review each of the development procedures with you to discuss your questions and input prior to making our final recommendation for updates to the development procedures.

We look forward to discussing all questions, feedback, and ideas on Monday.