CITY HALL
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October 6, 2016

Planning Commissioners
Winona, Minnesota 55987

Dear Commissioner:

The next meeting of the Planning Commission will be held on **Monday, October 10, 2016, at 4:30 p.m. in the Wenonah Room** of the Winona City Hall.

1. **Call to Order**
2. **Approval of Minutes – September 26, 2016**
3. **Report of Nominating Committee**
4. **UDC Calendar**
5. **Other Business**
6. **Future Action Items**
7. **Adjournment**

Sincerely,

Carlos Espinosa
City Planner

PLANNING COMMISSION MINUTES

DATE: September 26, 2016

TIME: 4:15 p.m.

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

ABSENT: None

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

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The meeting was called to order by Chairman Hahn at 4:15 p.m.

Approval of Minutes – September 12, 2016

Minutes from the Commission's meeting of September 12, 2016 were reviewed, and it was noted that minutes from the Commission's meeting of May 23, 2016 had been tabled, rather than approved, as noted. Given that correction, it was moved by Commissioner M. Olson and seconded by Commissioner Shortridge to approve the minutes.

Chairman Hahn noted that, since minutes from the Commission's meeting of May 23rd had been tabled at the last meeting, the Commission needed to consider approval at this time. Commissioner M. Olson noted that minutes from the meeting had included a number of amendments which she felt deserved additional review prior to formal approval. Given her review of amended minutes, she recommended approval of them. The motion was seconded, and when the question was called, the vote of the Commission was unanimous to approve the motion.

Proposed Zoning Map Amendments – Development Code Update

Chairman Hahn called on Mark Moeller, City Planner, to provide a summary of this item. Mr. Moeller noted that although staff was not expecting any form of approval from the Commission on this issue this afternoon, its intent was simply to provide an introduction of potential zoning map amendments that will evolve from adoption of the unified development code. At this point, it was anticipated that a total of 3 new zoning districts would be added to the Code while 3 would be removed. Those to be added would include Mixed Use Downtown Core, Mixed Use Downtown Fringe, and Mixed Use Neighborhood Districts. Those to be deleted will include C-1 (Conservancy), B-2.5 (Mixed Use Business District), and R-MHP (Residential Mobile Home Park). At this point, Mr. Moeller provided maps showing where proposed districts would be located, as well as, the present location of districts to be deleted. In this discussion, it was noted that, staff was presently working with the City's UDC consultant in developing a plan to

implement planned amendments. Once that plan is firmed up, staff will return to the Commission for more specific discussion.

Final Review of 2017-2026 Capital Improvements Plan (CIP)

Chairman Hahn called on Carlos Espinosa, City Planner, to provide a summary of this item.

Mr. Espinosa stated that since the Commission's joint meeting with Council, a few amendments have been made to the Capital Improvement Plan. These changes were reflected on the version of the plan included in the Commission's agenda. He also noted that if the plan looks acceptable to the Commission, it should introduce the resolution included in this afternoon's agenda. In adopting the resolution, Mr. Espinosa emphasized that it would certify the Commission's finding that the proposed plan is in compliance with the Comprehensive Plan of the City of Winona. If desired, the resolution could include specific comments related to the plan.

Commissioner M. Olson asked if added comments would need to be unanimous. The consensus of those present was that comments would be added by simple majority vote of the Commission.

Chairman Hahn and Commissioner Boettcher stated that they appreciated the format of the joint meeting with Council this year. In part, the format allowed for greater amount of time to discuss projects. Commissioner Porter agreed.

Commissioner M. Olson stated that, in her review of the document, she did have concerns related to:

- The construction expense, maintenance, and long term upkeep of the Sobieski Pavilion.
- Costs associated with the continued maintenance and repair of City tennis courts.

Commissioner Boettcher stated that he felt the City has languished in terms of building and maintaining sport facilities. As such, he supported those recreational projects as proposed in the CIP.

Commissioner M. Olson noted that her comment related to tennis courts pertained to the observation that courts, located in Valley Oaks, where she lives, are rarely used.

Chairman Hahn stated that if there are low demands for existing recreational facilities in certain areas of the City, he agreed that those facilities should be reevaluated before improvements to them are made.

Commissioner Paddock noted that one concern of his is the lack of indoor winter recreational facilities. He felt that more space should be provided for this.

Commissioner M. Olson agreed and suggested that the City look to moving toward the creation of appropriately located multi-use facilities.

Following further review, it was moved by Commissioner Boettcher and seconded by Commissioner Shortridge to approve the 2017-2026 Capital Improvements Plan. Upon additional discussion, Commissioner Paddock presented a motion to amend the main motion by recommending that the City consider recreation costs due to use and the recreational needs of the community. This motion was seconded by Commissioner Hahn. Upon discussion of the amendment, Commissioner L. Olson stated that he strongly favored the development and maintenance of recreational facilities in that they ultimately represent a community attraction.

When the question was called on the amendment, the vote of the Commission was unanimous to approve it.

The question on the main motion was then called. The main motion was unanimously approved as submitted.

Mr. Espinosa stated that he would forward the approved resolution to Council.

Ordinance for Telecommunication Facilities

Chairman Hahn called on Carlos Espinosa to provide staff comment of this item.

Mr. Espinosa then summarized the agenda item for this issue by noting that one of the gaps in the City's current zoning ordinance is a more comprehensive approach to regulating large cell towers and small cell telecommunication facilities. Although Winona's zoning ordinance does address large towers by requiring a Conditional Use Permit, and stipulating that structures be at least 50 feet from property lines, other cities have adopted more detailed regulations. These regulations include location restrictions by zoning district, maximum heights by zoning district, requirements for ground mounted equipment, and requirements to help reduce visual impacts. In addition, an updated telecommunications ordinance would address new "small cell" technology which is currently not regulated in the zoning code. Mr. Espinosa emphasized that although staff has identified the need for new telecommunication regulations, the issue is outside the scope of the Development Code Update process. As such, the topic is being brought forward separately from the Code. Another reason for bringing this item forward is Council's recent approval of a new ordinance for small cell telecommunications facilities to be located in city right-of-way areas. The next step is to apply similar regulations to non-right of way areas through the zoning code.

Given the previous, Mr. Espinosa stated that the agenda item for this subject included a League of Minnesota Cities memo addressing the topic. In part, the memo references a sample ordinance from the City of Minnetonka. He noted that staff's intent is to base

new zoning regulations for telecommunication facilities on this ordinance. This approach is being favored by the City Attorney's Office.

In summary, he noted that staff will be coming forward in the near future with an ordinance for Commission consideration.

Appointment of Nominating Committee

Chairman Hahn explained that it was necessary to appoint a nominating committee to provide a slate of officers for the coming year. This slate would be presented at the Commission's next regular meeting. Those agreeing to serve on the committee were Commissioners Buelow and M. Olson.

Adjournment

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

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Mark Moeller
City Planner

PLANNING COMMISSION

AGENDA ITEM: 3. Report of Nominating Committee

PREPARED BY: Mark Moeller

DATE: October 10, 2016

As referenced during the Commission's last meeting, a nominating committee consisting of Mandi Olson and Brian Buelow will present its suggested slate of officers for the coming year.

PLANNING COMMISSION

AGENDA ITEM: 4. UDC Calendar

PREPARED BY: Carlos Espinosa

DATE: October 10, 2016

Per recent discussion between staff and consultants, the following represents a time line of anticipated Unified Development Code (UDC) actions through May of 2017.

- **October 10th** – Commission Regular Meeting – Draft UDC document distributed to Planning Commission.
- **October 18th** - Commission submits UDC comments along with ideas for key topics to be discussed during its joint meeting with City Council.
- **October 24th** – Joint Planning Commission/City Council Meeting (Meeting is set to be held in Council Chambers at 4:30 pm).
- **November 4th** – Consultant completes Draft UDC Update revisions per Commission and Council Joint Meeting.
- **Week of November 14th** – Public Open House.
- **Through Middle of February, 2017** – Finalize UDC, zoning map revisions, etc. Prepare for required hearings in March, 2017.
- **March/April 2017** – Commission and Council hearings related to adoption of UDC text.
- **April/May 2017** – Commission and Council hearings related to zone map amendments.

Of the previous, the October 24, 2016 joint meeting with Council has been set. We will send out time and place specifics of the November open house as soon as they are determined.