



**CITY HALL**

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October 20, 2016

Planning Commissioners  
Winona, Minnesota 55987

Dear Commissioner:

The next meeting of the Planning Commission will be a joint meeting with City Council and held on **Monday, October 24, 2016, at 4:30 p.m. in the Council Chambers** of the Winona City Hall. Immediately prior to the agenda below, the City Council will review a contract for Downtown Wayfinding Signage. Following Council review of this item, the joint meeting will begin.

1. **Call to Order**
2. **Approval of Minutes – October 10, 2016**
3. **Joint Planning Commission/City Council Meeting – Presentation and Discussion of draft Unified Development Code (UDC)**  
Representatives from the consulting firm of the Hoisington Kogler Group will be in attendance to coordinate this discussion. A summary of issues/information they plan to cover during this presentation is attached. The basis of this discussion will be the draft UDC document distributed to the Commission and Council on October 10<sup>th</sup> & 11<sup>th</sup>.
4. **Other Business**
5. **Adjournment**

Sincerely,

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

Carlos Espinosa  
City Planner

## **PLANNING COMMISSION MINUTES**

**DATE:** October 10, 2016

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

**PRESENT:** Chairperson Hahn, Commissioners Boettcher, Shortridge, Ballard, L. Olson and Paddock

**ABSENT:** Commissioners Porter, M. Olson, and Buelow

**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 4:30 p.m.

### **Approval of Minutes – September 26, 2016**

Minutes from the Commission's meeting of September 26, 2016 were reviewed, and upon motion by Commissioner Paddock and seconded, were unanimously approved as submitted.

### **Report of Nominating Committee**

Chairman Hahn noted that during the Commission's last meeting, Commissioners M. Olson and Buelow had been appointed to serve on a Nominating Committee to present a slate of officers for the coming year. Mark Moeller, City Planner, stated that although that neither were in attendance this afternoon, he had received an email from Commissioner M. Olson in which it was recommended that Ed Hahn be nominated to serve as Chair and Commissioner Buelow as Vice Chair for the coming year.

Following brief discussion, it was moved by Commissioner Shortridge, and seconded by Commissioner Boettcher, to accept nominations as presented by the Nominating Committee. Upon discussion, it was noted that both nominees had expressed an interest in serving another term in officer positions. When the question was called, the vote of the Commission was unanimous to approve the motion.

### **UDC Calendar**

Carlos Espinosa, City Planner, explained that the intent of this item was simply to provide a general overview of major actions, and timing, pertaining to completion of the Unified Development Code. Given this schedule, a Joint Planning Commission/City Council Meeting will be held on October 24<sup>th</sup> at 4:30 p.m. The meeting will be facilitated by representatives of the Hoisington Koegler Group who will generally provide an overview of the draft Unified Development Code. Mr. Espinosa stated that the first draft of the document will be distributed to the Commission this afternoon, and to Council within the next couple of days.

## PLANNING COMMISSION MEETING MINUTES

OCTOBER 10, 2016

PAGE 2

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Following the joint meeting, additional updates will be made to the document. Following that, the plan was to make it available for a public open house, tentatively scheduled for November 17<sup>th</sup>, 4:30 – 7:00 p.m.

Following the open house and through approximately the middle of February, staff and the consultant would continue to firm up and finalize the UDC document, zoning map revisions, etc. With this, it was anticipated that the first round of hearings related to adoption of the UDC document would be scheduled for March, 2017. At this point, zoning map amendments were scheduled for the April/May 2017 timeframe.

Mr. Moeller added that the open house of November 17<sup>th</sup> may be preceded by a series of meetings with those stakeholder groups that had provided initial input into the plan last spring. Should those occur, the Commission would be advised.

Given distribution of the initial UDC document, Mr. Espinosa requested that, should Commissioners see major red flags or omissions, concerns be brought to staff as soon as possible. Additionally, should Commissioners have ideas for topics to be discussed during the joint meeting, he asked that staff also be advised of those ideas by October 18<sup>th</sup>.

In response to a question from Commissioner Boettcher, Mr. Espinosa stated that any needed grandfathering activity, resulting from adoption of the revised code, would be driven by State law.

Commissioner Shortridge stated that he had received a couple of inquiries from citizens asking how adoption of the Code might impact their property. Mr. Espinosa stated that although the Unified Development Code document will serve to consolidate zoning, subdivision, site plan, and shoreland ordinances into a single code section, the majority of current language will be unaffected by the action. As previously noted, outside of proposed significant changes to the central business district area, staff feels that current regulations are appropriate and do not require significant change.

Commissioner Paddock stated that he had attended a Chamber of Commerce Eggs & Issues session during which Mr. Espinosa had provided an overview of the UDC project. He stated that that presentation was well done while comments from the Chamber's president (Della Schmidt) provided assurances to supporting efforts that would lead to a better downtown.

### **Other Business**

At this point, copies of the UDC were distributed to the Commission. Commissioner Paddock asked how the Commission would be reaching out to citizens to receive various forms of input to the document. Mr. Espinosa replied that outside of the upcoming public open house, which would be well publicized, and stakeholder meetings, he would be more than willing to provide the presentation he had made to the Chamber to other citizen's groups if desired.

**PLANNING COMMISSION MEETING MINUTES**

**OCTOBER 10, 2016**

**PAGE 3**

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Commissioner Shortridge stated that the Heritage Preservation Commission may be interested in such a presentation.

In response to a question from Chairman Hahn, Mr. Espinosa stated that the same set of stakeholder groups, who had been involved in providing initial input into the process last spring, would be invited to participate in the UDC review process.

**Adjournment**

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

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Mark Moeller  
City Planner



## MEMORANDUM

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**TO:** Winona City Council & Planning Commission  
**FROM:** Jeff Miller & Rita Trapp, HKGi  
**DATE:** October 20, 2016  
**RE:** Development Code Update – October 24<sup>th</sup> Joint Work Session with CC & PC

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### **Purpose of Joint Work Session with City Council & Planning Commission**

Over the past year, the Development Code Update project team has completed a comprehensive review and diagnosis of Winona's current development codes, followed by the consolidating, reorganizing, and updating of these codes into an improved Unified Development Code (UDC). The new UDC brings together multiple chapters of the city's code that deal with development in the city, including Zoning, Subdivision, Shoreland Management, and portions of the Building Code, City Administration, and City Planning chapters. The intent of the new UDC is to provide the city with a development code that is better organized, streamlined, consistent (throughout the code and with the Comprehensive Plan), and easier to understand and use.

The project team has work closely and met regularly with city staff and the Planning Commission throughout this process. At this point in the process, we would like to present the draft UDC to the Planning Commission and City Council together in order to provide an opportunity for everyone to gain an overall understanding of the new code, ask questions, discuss any concerns, and provide any suggested changes to this first draft of the UDC. Our intent is to keep our presentation at a high level but we welcome any input that you might have as you reviewed the draft UDC document that was distributed to you last week. The next steps in the process are to revise this draft with input from this meeting and city planning staff/attorney, followed by a public meeting scheduled for November 17<sup>th</sup>.

The agenda topics for this work session are:

- Overall Structure of New Unified Development Code
- Zoning Districts
  - New Uses & Dimension Standards Tables
  - New Mixed Use/Downtown Districts
  - Proposed Zoning Map with New Districts
- Development Standards
  - New Use Specific Standards Section
  - New Form Based Design Standards
  - Parking and Site Planning Standards
- Development Procedures
- Definitions
- Next Steps