



COMMUNITY DEVELOPMENT

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

July 8, 2020

Planning Commissioners
Winona, Minnesota 55987

Dear Commissioner:

The next meeting of the Planning Commission will be held on **Monday, July 13, 2020, at 4:30 p.m. electronically via Zoom. Instructions for access to Zoom are attached to this meeting notice.**

1. Call to Order
2. Approval of Minutes – June 8, 2020
3. Public Hearing – Final Plat – Bay State Milling Company Subdivision
4. Public Hearing – Final Plat Review – Port Authority Riverview Park Outlot D
5. Other Business
6. Adjournment

Sincerely,

A handwritten signature in blue ink, appearing to read 'Carlos Espinosa', is written over a horizontal line.

Carlos Espinosa
City Planner

Zoom Procedures for Planning Commission

All interested parties are invited to participate via electronic means. This meeting is open to the public via web or phone. This meeting begins at 4:30 pm; please log in prior to the start of the meeting. You may exit the meeting at any time.

Planning Commission and Staff:

- To join the Zoom Meeting via web, go to: <https://zoom.us/j/575007967>
and enter Meeting ID: 575 007 967
- To join via phone, dial either phone number:
+1 312 626 6799 US (Primary)
+1 646 558 8656 US (Backup)
When prompted, enter the following Meeting ID: 575 007 967
Then enter your participant ID if you have one; if not, enter #

For participants:

- Only use one audio source; audio from computer is preferred if available.
- Be aware of background noise from your location.
- If using phone, do not use the speaker function.
- If using a web cam, be aware of what is in your background.
- If you have headphones, please use them as that will limit background noise
- Please mute your audio until you wish to speak. Then unmute your audio, and ask the Chairman for permission to talk.
- If using web access, note the options for you to view the meeting (gallery shows all participants same size)

Other notes:

- Staff will “host” the meeting on a city computer and will manage when participants’ audio is muted / unmuted.
- The public hearing notices included the Zoom meeting information, and also indicated that written comments could be submitted to staff by a set date prior to the Planning Commission meeting. These written comments will be provided to the Commissioners either in advance or at the public hearing.

PLANNING COMMISSION MINUTES

DATE: June 8, 2020

TIME: 4:30 p.m.

PRESENT: Chairman Buelow, Commissioners Hahn, Ballard, Olson, Marks, Hall, Paddock, and Shortridge

ABSENT: Commissioner Boettcher

STAFF PRESENT: City Planner Carlos Espinosa, Assistant City Planner Luke Sims, and Director of Community Development Lucy McMartin

The meeting was called to order at 4:30 p.m. by Chairman Buelow.

Approval of Minutes – May 26, 2020

The minutes from the Planning Commission meeting of May 26, 2020 were reviewed. Commissioner Olson moved to approve the minutes. Commissioner Hahn seconded the motion and the minutes were approved unanimously via roll call vote (roll call vote sheet attached to these minutes as Appendix A).

Public Hearing – Final Plat of Target Lake Park Retail Subdivision

Mr. Sims provided an overview of the proposed subdivision which will house a new Burger King Restaurant in space currently operated as a parking lot for Target. Mr. Sims noted that the applicant has undergone the variance process for the extant Target sign which will remain on the newly created lot as an off-premise sign and recommended that the Planning Commission include a condition that there be an access easement recorded with Target to allow access to the property.

Applicant, John Kayser, of CAVE Enterprises Operations LLC spoke about the project, noting that the applicant has an easement drafted and ready to be recorded when the subdivision is approved.

Chairman Buelow opened the public hearing.

No member of the public coming forward to speak, the public hearing was closed.

Commissioner Olson moved to recommend approval of the subdivision. Commissioner Hahn seconded the motion. The motion was approved unanimously via roll call vote (roll call vote sheet attached to these minutes as Appendix A).

Public Hearing – Comprehensive Plan Amendment Request – Low Density to Urban Residential at 22839 County Road 17

Mr. Espinosa provided an overview of the proposed project coming before the Commission and its substantive change from four floors to three as compared to the

PLANNING COMMISSION MEETING MINUTES

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previous application heard by the Commission and City Council earlier in the year. The same proposed change from Low Density to Urban Residential is requested by the applicant for purposes of a co-op living facility.

Melissa Nelson spoke on behalf of the applicant, noting the change in the proposal and the continued desire of the applicant to be in the Winona Community and market, highlighting the demonstrated demand that the proposal has revealed in the market.

Chairman Buelow asked if the first floor would still remain parking. Ms. Nelson responded that this was correct. Commissioner Shortridge asked if the parking would be dug-in or under the three floors. Ms. Nelson responded that it would be dug-in in the rear.

Commissioner Paddock asked why the building was being set back 500 feet from County Road 17. Ms. Nelson responded that the goal, as expressed to her by City staff, was to provide a buffer of lower density easing into higher density development. Commissioner Shortridge asked to clarify that the buffer would be higher density. Ms. Nelson responded that just the co-op would be high density.

Chairman Buelow opened the public hearing.

Jim Vrchota, 1406 Highland Drive and the chair of the Housing Task Force came forward to speak about the demonstrated need the community has for housing. He mentioned that he supported the project and asked the Commission to do so.

Jerry Pappenfuss, 225 Main Street, came forward to speak and mentioned that he supported the change to the Comprehensive Plan to support the project.

Alison Plemmons, 23171 County Road 17, came forward to ask why the proposal was only for three acres when there is a much larger portion of land in that location. Mr. Espinosa responded that the Comprehensive Plan Map Amendment relates only to the three acres being proposed for use by the applicant.

Leon Bowman, 22827 Garvin Heights Road and Chair of the Wilson Township Board, came forward to speak and mentioned that this was another example of the City of Winona jumping into the Township again. He noted that this was pushing too far into the Township when the project could be done elsewhere and he recommended that it should be done elsewhere.

Mike Littrell, 23273 Blackberry Road, came forward to voice his opposition to the project and asked if there were any plans for a park, sidewalks, and other amenities for the potential tenants of the project. He noted that there were better places elsewhere for a high density housing development.

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Alison Plemmons returned to speak and asked what would be in the 500-foot setback of the property between the building and the road. Mr. Espinosa responded that sidewalks would be recommended when the site plan came forward.

No further members of the public coming forward to speak, the public hearing was closed.

Commissioner Marks noted that Commissioner Boettcher was having issues joining the meeting and wanted that communicated to the Commission.

Commissioner Olson moved to approve to approve the application as presented. Commissioner Hall seconded the motion.

Commissioner Shortridge asked City staff to confirm the concerns from the City Council when this was last heard. Mr. Espinosa mentioned that the City Council had concerns regarding the lack of connectivity to surrounding amenities and other higher-density locations and the same concern with its height and relative unproportionality in comparison to the surrounding area.

Commissioner Shortridge mentioned that this does not appear to be growth in an orderly fashion and wondered if annexation should come first.

Chairman Buelow noted that the issue of sidewalks and connectivity is a valid concern.

Commissioner Paddock mentioned that he was concerned over the distance from every other area, not much else was being developed in the area, and had a concern about the nature of the surrounding area ecologically as well.

Commissioner Shortridge returned to the concerns about the site not being urban residential and that this was an attempt to call it something that it isn't. He mentioned that it is an attempt to say something fits when it clearly doesn't.

Ms. McMartin spoke to remind the Commission that the Comprehensive Plan is 13 years old at this point and that City staff had worked with the developer to find an adequate site for their product and to address the items in the Comprehensive Plan. She reminded the Commission that this would be \$11 million in development, free up single-family homes elsewhere in the city, and that other sites in the community were not suitable.

Commissioner Olson mentioned that this housing type is needed in Winona. He also mentioned that he hopes similar projects take off someplace else but right now it appears that the projects can only go out to the valleys and into Wilson Township.

No further comments forthcoming, the Commission voted on the motion at hand via roll call vote. The motion failed 4-4. (Roll call vote sheet attached to these minutes as Appendix A).

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Adjournment

On a motion from Commissioner Olson and second by Commissioner Hahn, the Commission unanimously voted in favor of adjournment via roll call vote (Roll call vote sheet attached to these minutes as Appendix A).

Luke Sims
Assistant City Planner

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APPENDIX A
Roll Call Vote Sheet

NAME	Approval of Minutes from May 26, 2020	Motion to Approve Final Plat for Target Lake Park Retail Subdivision	Motion to Approve Comprehensive Plan Map Amendment at 22839 County Road 17	Motion to Adjourn the Meeting
Brad Ballard	Aye	Aye	Aye	Aye
Dale Boettcher	Absent	Absent	Absent	Absent
Brian Buelow	Aye	Aye	Aye	Aye
Ed Hahn	Aye	Aye	Nay	Aye
Dan Hall	Aye	Aye	Aye	Aye
Lavern Olson	Aye	Aye	Aye	Aye
Amy Jo Marks	Aye	Aye	Nay	Aye
Todd Paddock	Aye	Aye	Nay	Aye
Peter Shortridge	Aye	Aye	Nay	Aye

PLANNING COMMISSION

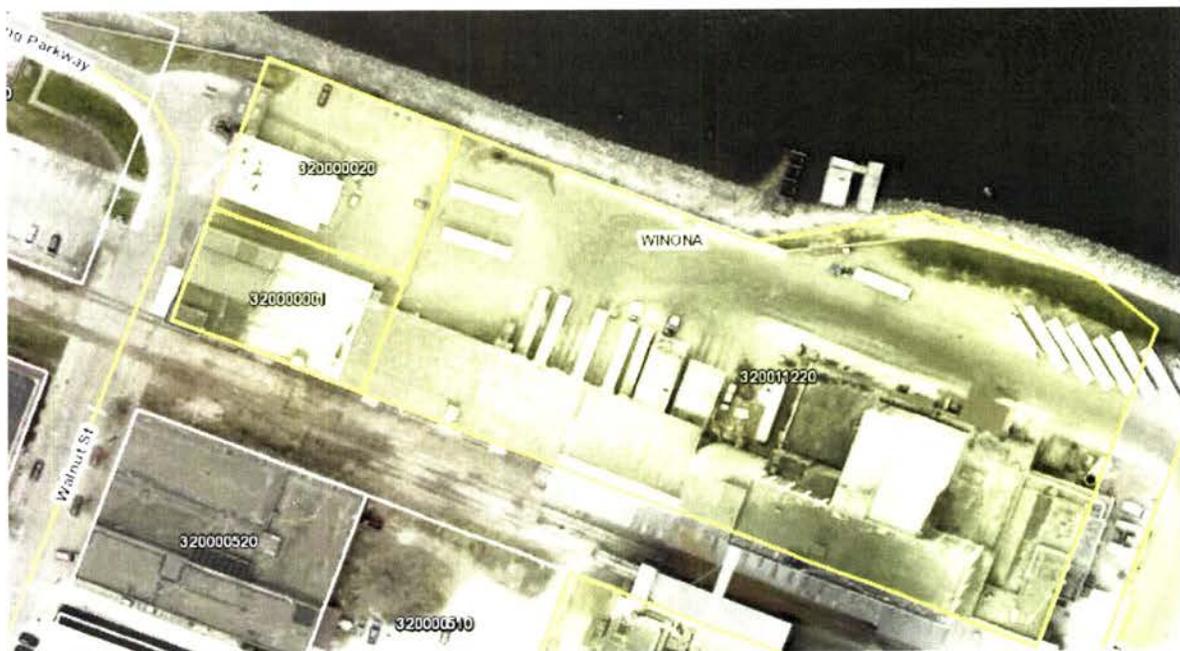
AGENDA ITEM: 3. Final Plat – Bay State Milling Company Subdivision

PREPARED BY: Carlos Espinosa

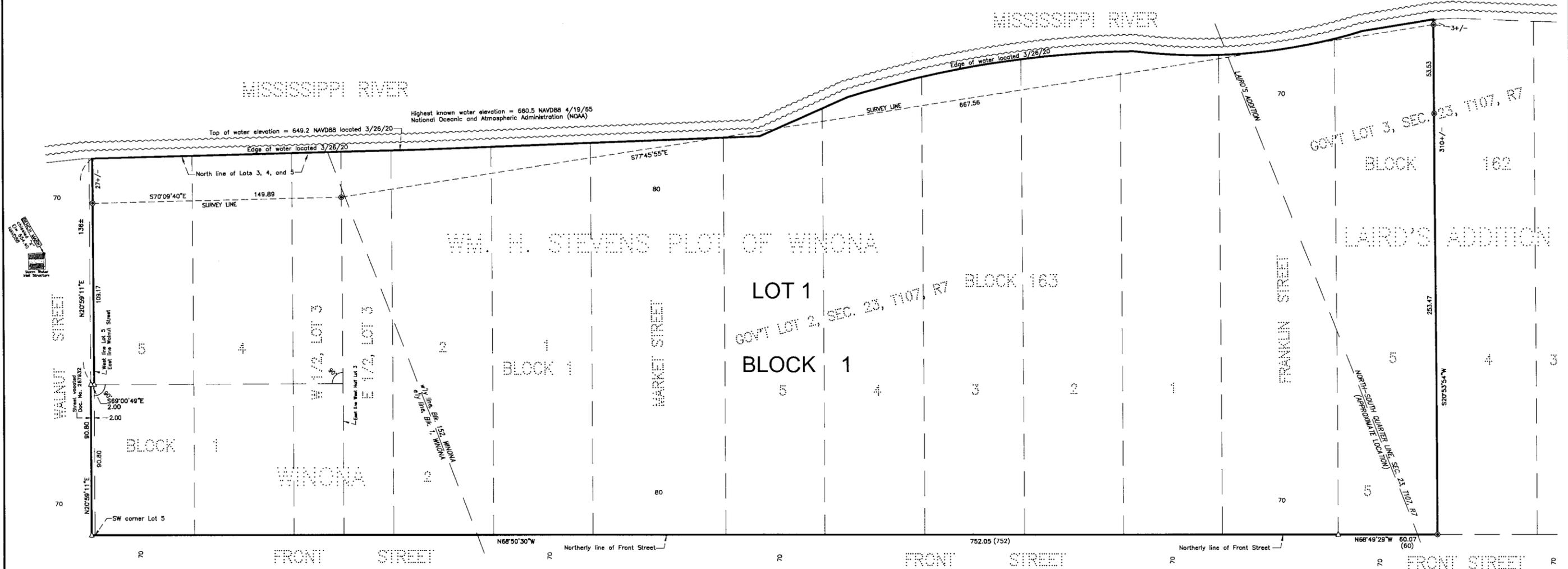
DATE: July 13, 2020

The three parcels shown below are required to be combined as part of the site plan approval for the new Bay State Milling warehouse at 30 Walnut Street. This project went through the City approvals process last year. Given combination of the lots is being done simply to conform with City Code and does not change the project in any way, staff would recommend approval of the attached plat.

-Attachment



BAY STATE MILLING COMPANY SUBDIVISION



KNOW ALL PERSONS BY THESE PRESENTS: Bay State Milling Company, a Minnesota Corporation, fee owner of the following described property located in the City of Winona, County of Winona, State of Minnesota, to wit:

Lots 1 and 2 and the East One-half of Lot 3, Block 1, Original Plat of Winona;

Lots 1, 2, 3, 4, and 5, Block 163, Original Plat of Winona;

Lot 5, Block 162, Original Plat of Winona;

Lot 5, Block 162, Laird's Addition to the Town of Winona;

That part of Market Street, vacated, in the City of Winona, Minnesota, lying between Front Street and the Mississippi River;

That part of Franklin Street, vacated, in the City of Winona, Minnesota, lying between Front Street and the Mississippi River.

AND

The Westerly Half (W 1/2) of Lot Three (3) and all of Lots Four (4) and Five (5), Block One (1), Original Plat to Winona, excepting the following described property:

Commencing at the Southwest corner of said Lot Five (5); thence Northerly along the West line of said Lot Five (5) and along the East line of Walnut Street, a distance of 90.80 feet to the point of beginning of the parcel herein conveyed; thence at a deflection angle to the right of 90° to the East line of the West one-half of Lot Three (3), Block One (1), Original Plat of the City of Winona; thence at a deflection angle to the left of 90° and along the East line of the West one-half of said Lot Three (3) to the North line of said Lot Three (3), thence Westerly and along the North lines of said Lots Three (3), Four (4) and Five (5) Block One (1), Original Plat of the City of Winona to the West line of said Lot Five (5); thence South along the West line of said Lot Five (5) and along the East line of Walnut Street to the point of beginning, being located upon and forming a part of Government Lot Two (2), in Section Twenty-three (23), Township One hundred seven (107) North, of Range Seven (7), West of the Fifth Principal Meridian, Winona County, Minnesota.

Also, that part of the Easterly Two (2) feet of that part of Walnut Street, lying between the North line of Front Street and the Mississippi River which is adjacent to that part of said Lot Five (5), Block One (1), described above.

AND

That part of Lots Four (4), Five (5) and the West Half (W 1/2) of Lot Three (3), Block One (1), Original Plat of the City of Winona, described as follows:

Commencing at the Southwest corner of said Lot 5; thence Northerly along the West line of said Lot 5 and along the East line of Walnut Street a distance of 90.80 feet to the point of beginning of the parcel herein conveyed; thence at a deflection angle to the right of 90° to the East line of the W 1/2 of Lot 3, Block 1, Original Plat of the City of Winona; thence at a deflection angle to the left of 90° and along the East line of the W 1/2 of said Lot 3 to the North line of said Lot 3; thence Westerly and along the North lines of said Lots 3, 4, and 5, Block 1, Original Plat of the City of Winona to the West line of said Lot 5; thence South along the West line of said Lot 5 and along the East line of Walnut Street to the point of beginning.

Has caused the same to be surveyed and platted as BAY STATE MILLING COMPANY SUBDIVISION.

In witness whereof said Bay State Milling Corporation, a Minnesota Corporation, has caused these presents to be signed by its proper officer this _____ day of _____, 2020.

William G. Quigley, Vice President of Risk Management
STATE OF _____, COUNTY OF _____
This instrument was acknowledged before me on _____ by William G. Quigley
Notary Public, _____ County, _____
My Commission Expires _____

I, Brian Wade, do hereby certify that this plat was prepared by me or under my direct supervision; that I am a duly Licensed Land Surveyor in the State of Minnesota; that this plat is a correct representation of the boundary survey; that all mathematical data and labels are correctly designated on this plat; that all monuments depicted on this plat have been, or will be, correctly set within one year; that all water boundaries and wet lands, as defined in Minnesota Statutes, Section 505.01, Subd. 3, as of the date of this certificate are shown and labeled on this plat; and all public ways are shown and labeled on this plat.

Dated this _____ day of _____, 2020.

Brian Wade, Licensed Land Surveyor
Minnesota License Number 46559
STATE OF _____, COUNTY OF _____
This instrument was acknowledged before me on _____ by Brian Wade, Licensed Land Surveyor, Minnesota License Number 46559.

Notary Public, _____ County, Minnesota
My Commission Expires: _____

CITY COUNCIL, CITY OF WINONA, MINNESOTA
This Plat of BAY STATE MILLING SUBDIVISION COMPANY was approved and accepted by the City Council of the City of Winona, Minnesota at a regular meeting thereof held this _____ day of _____, 2020, and said plat is in compliance with the provisions of Minnesota Statutes, Section 505.03.
By: _____, City Clerk

I hereby certify that in accordance with Minnesota Statutes, Section 505.021, Subd. 11, this plat has been reviewed and approved this _____ day of _____, 2020.

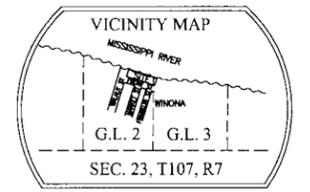
Brian Wade, Winona County Surveyor
Minnesota License No. 46559
COUNTY AUDITOR/TREASURER, WINONA COUNTY, MINNESOTA
Pursuant to Minnesota Statutes, Section 505.021, Subd. 9, taxes payable in the year 20____ on the land hereinbefore described have been paid. Also, pursuant to Minnesota Statutes, Section 272.12, there are no delinquent taxes and transfer entered this _____ day of _____, 2020.

Sandra J. Suchla, Winona County Auditor/Treasurer

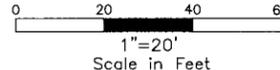
COUNTY RECORDER, COUNTY OF WINONA, STATE OF MINNESOTA
I hereby certify that this plat of BAY STATE MILLING COMPANY SUBDIVISION was filed in the office of the County Recorder for public record on this _____ day of _____, 2020, at _____ o'clock _____ M. and was duly filed as Document No. _____.

Robert J. Bambenek, Winona County Recorder
By _____, Deputy
COUNTY REGISTRAR OF TITLES, COUNTY OF WINONA, STATE OF MINNESOTA
I hereby certify that this plat of BAY STATE MILLING COMPANY SUBDIVISION was filed in the office of the Registrar of Titles for public record on this _____ day of _____, 2020, at _____ o'clock _____ M. and was duly filed as Document No. _____.

Robert J. Bambenek, Winona County Registrar of Titles
By _____, Deputy



- Legend:
- △ Denotes a set PK nail.
 - ⊗ Denotes a found drill hole in concrete.
 - ⊙ Denotes a found 1/2" iron pipe.



The bearings and coordinates shown hereon are based on the Winona County Coordinate System, NAD83, 1996 adjustment (HARN).

NOTES:
A Town Plat of Winona appears to have been originally recorded in Fillmore County, and entered into the Winona County Register of Deeds office on September 16, 1854. The plat was filed in the Winona County Register of Deeds Office on November 27, 1861 in Bk. A of Plats. The plat contains a note that the proprietors of the plat changed the name of the plat from Mantlesma to Winona prior to the recording of the plat. A Town Plat of Winona does not show any lots in Block 1. The plat of WINONA shows Lots 2, 3, 4 and 5 contained within Block 1. The plat of Winona shows a different east boundary of Block 1 than A Town Plat of Winona.

The plat of Laird's Addition to the Town of Winona was recorded November 27, 1861. The plat of WINONA was recorded November 27, 1861. Blocks 162, 163, and part of Block 1 were originally platted as part of WM. H. STEVENS PLOT OF WINONA, which was recorded March 2, 1854. Lots in Blocks 1, 162 and 163 are recorded to be 60 feet wide in an easterly-westerly direction, and extending in a northerly-southerly direction from the northerly line of Front Street to the Mississippi River.

Lots in Blocks 1, 162 and 163 are recorded to be 60 feet wide in an easterly-westerly direction, and extending in a northerly-southerly direction from the northerly line of Front Street to the Mississippi River.

JOHNSON & SCOFIELD INC.
SURVEYING AND ENGINEERING
4240 West 5th Street, Winona, MN 55987
(507)454-4134, FAX(507)454-2544
brianw@jstmail.com

PLANNING COMMISSION

AGENDA ITEM: 4. Final Plat Review – Port Authority Riverview Park Outlot D

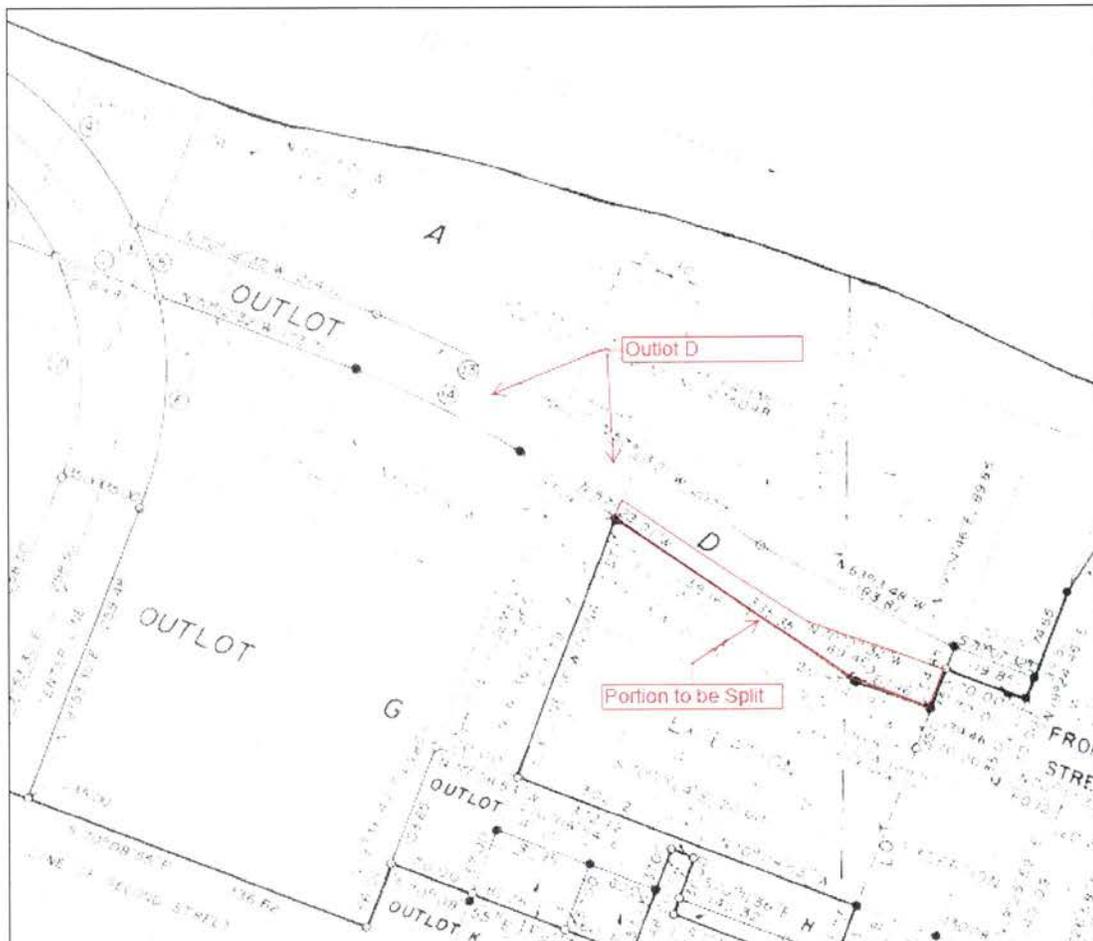
PREPARED BY: Carlos Espinosa

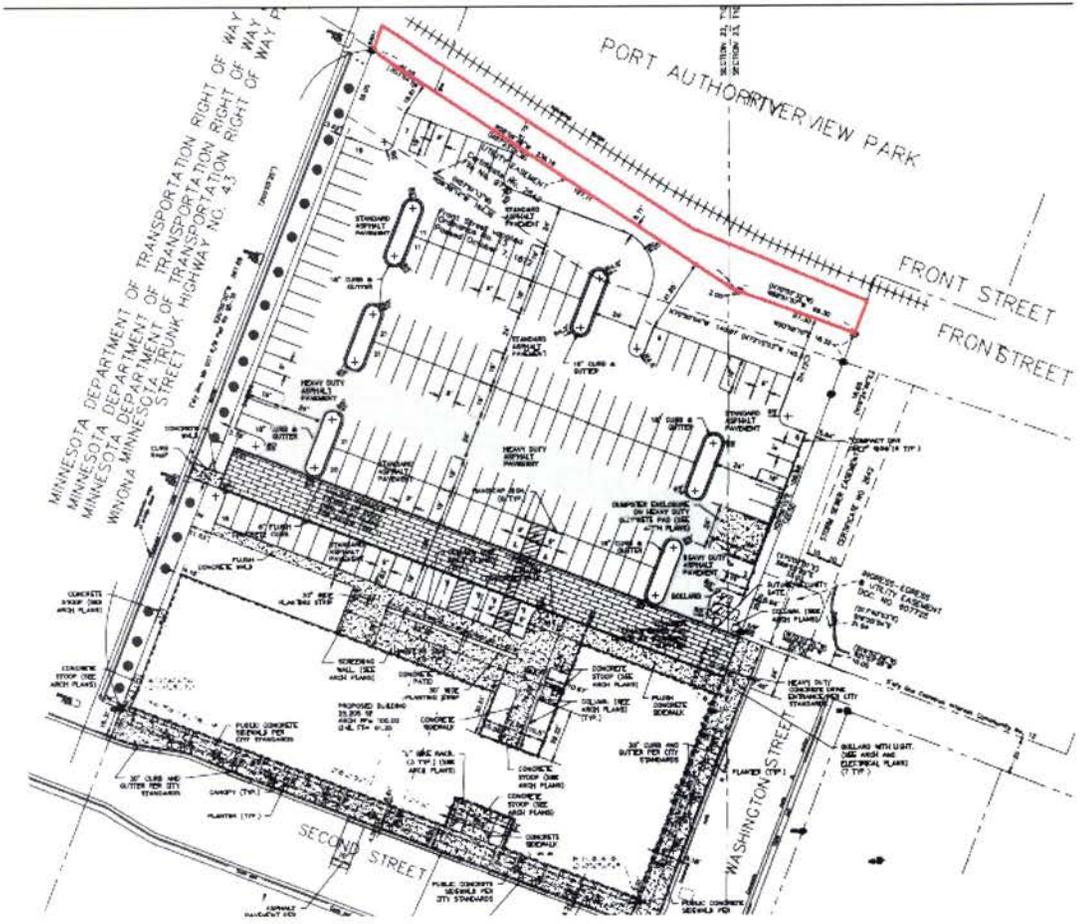
DATE: July 13, 2020

A portion of Outlot D from the Port Authority Riverview Park Subdivision is proposed to be split from the larger parcel and sold to Fastenal Company (see below). The property lies northerly of the Fastenal office building site (see next page). In the future, this parcel may be used for landscaping, additional parking, and/or snow storage. However, at this time, there is no proposed change of use and City Code requires a final plat for the lot split. Given this, staff would recommend approval of a final plat for the land described in the attachment.

-Attachment

Port Authority Riverview Park Subdivision





PROPOSED LEGAL DESCRIPTION

That part of Outlot D, Port Authority Riverview Park, according to the recorded plat thereof, Winona County, Minnesota, described as follows:

Beginning at the most southerly corner of said Outlot D; thence on an assumed bearing of North 70 degrees 06 minutes 56 seconds West, along the southwesterly line of said Outlot D, 69.30 feet to a boundary corner on said southwesterly line; thence North 57 degrees 21 minutes 31 seconds West, along said southwesterly line of Outlot D, 238.16 feet to boundary corner B3617, Minnesota Department of Transportation Right of Way Plat No. 85-35 according to the recorded plat thereof, said Winona County; thence North 19 degrees 40 minutes 21 seconds East, 16.88 feet; thence South 57 degrees 13 minutes 53 seconds East, 141.09 feet; thence southeasterly 149.92 feet along the arc of a tangential curve concave northeasterly having a radius of 687.05 feet and a central angle of 12 degrees 30 minutes 09 seconds; thence South 69 degrees 44 minutes 02 seconds East, tangent to said curve, 15.41 feet to the southeasterly line of said Outlot D; thence South 19 degrees 41 minutes 11 seconds West, along said southeasterly line, 20.62 feet to the point of beginning.

Subject to easements, restrictions, and reservations of record.

MINNESOTA DEPARTMENT OF TRANSPORTATION RIGHT OF WAY PLAT NO. 85-36

- Denotes a placed 1"x18" iron pipe with plastic cap bearing license number, 18886
- Denotes a found monument (1/2" iron pipe unless noted)
- L.P. Denotes iron pipe
- L= Denotes Arc Length of curve
- R= Denotes Radius of curve
- A= Denotes Central angle of curve
- Dimensions in parentheses () are recorded dimensions



NOTES:

The property described hereon contains 5555 Sq. ft., (0.13 Ac.) more or less, including 673 Sq. Ft. (0.02 Ac.) more or less of State Highway 43 highway easement, also including 5020 Sq. ft. (0.12 Ac.) more or less of Railroad reservation, also including 2498 Sq. ft. (0.06 Ac.) more or less of Levee and/or Levee and Floodwell easement.

For the purpose of this survey, the southwesterly line of Outlot B, Port Authority Riverview Park adjoining the point of beginning of the herein described property has an assumed bearing of North 70 degrees 06 minutes 56 seconds West. Based on the above referenced county coordinate system, the most southerly corner of said Outlot D has a coordinate of North 175862.89 feet and East 49349.71 feet.

The City of Winona Levee and/or Levee Floodwell easement is shown in its approximate location.

The proposed legal description was prepared for the Port Authority of Winona, Minnesota.

Port Authority of Winona, Minnesota
Doc. No. 273164

PORT AUTHORITY RIVERVIEW PARK
BLOCK 49

OUTLOT D
S'ly line, Outlot D
L=149.92
S'ly line, Outlot D
238.16

City of Winona Levee and/or Floodwell easement
Doc. No. 275098
A=12°30'09"

OUTLOT A
Railroad Reservation
Doc. No. 273164

ORIGINAL PLAT OF WINONA
BLOCK 49

Front Street vacated
Ordinance 13
Passed October 7, 1872

I hereby certify that this survey, plan or report was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota.

Tony A. Blumentritt
Tony A. Blumentritt
Minnesota License No. 18886
Date: June 24, 2020

BK. NA	PG. NA	W.O.#	DRAWING NUMBER
SHEET 1 OF 1 SHEETS	20-259		S-8727

SURVEY FOR:
FASTENAL COMPANY PURCHASING
JOHNSON & SCOFIELD INC.
SURVEYING AND ENGINEERING
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(507)454-4134 FAX:(507)454-2544
brnaw@jstemail.com