

PLANNING COMMISSION MINUTES

DATE: September 28, 2020

TIME: 4:30 p.m.

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

ABSENT: None

STAFF PRESENT: City Planner Carlos Espinosa, Assistant City Planner Luke Sims, Director of Community Development Lucy McMartin, and Natural Resources Sustainability Coordinator John Howard

The meeting was called to order at 4:40 p.m. by Chairman Buelow.

Approval of Minutes – August 10, 2020

The minutes from the Planning Commission meeting of August 10, 2020 were reviewed. Commissioner Olson moved to approve the minutes. Commissioner Boettcher 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 – Cedar Brook Subdivision Preliminary Plat

Mr. Espinosa provided an overview of the subdivision proposed for the Cedar Brook Project. This includes the creation of Lot 1 Block 1 which will encompass 3.0 acres for development of a multi-family housing cooperative project, the creating of Cedar Brook Road, which provides access to Lot 1 Block 1 and Outlot A which is designated in the future land use plan for low density residential but is not proposed for development at this time. The applicant also included detailed stormwater plans related to the future development, which has been reviewed by the City Engineer and found suitable for preliminary plat analysis. Related to bluffland, there is a section along the westerly portion of the property that does not qualify as a bluff due to slopes below 25%. The applicant is proposing using the existing farm road that is 34 feet (34') wide for the proposed Cedar Brook Road, skirting the edge of the toe of bluff to the eastern portion of the property and along the western portion that does not qualify as a bluff. Applicant has been in discussion with the County Engineer and recommends that approval be tied to approval from the County Engineer and has limited concerns about the access being opposite the golf course across County Road 17. City staff is recommending an eight-foot (8') shared shoulder for pedestrian, bicycle, and golf cart usage with a one-foot (1') fog line demarcating the shared use path. Mr. Espinosa also noted a minor change that was included in an update for the September 28, 2020 meeting, which will affect the alignment of the proposed Cedar Brook Road but will not impact the bluff. Mr. Espinosa reiterated that City staff is recommending approval with the condition that the

**PLANNING COMMISSION MEETING MINUTES
SEPTEMBER 28, 2020
PAGE 2**

preliminary plat be subject to applicable comments and requirements from the Winona County Engineer related to the connection with County Road 17.

Jason Femrite, Project Engineer for Cedar Brook, mentioned that he is available for questions from the Commission.

Commissioner Paddock asked how an existing road determines the toe of the bluff as it relates to a previous action to carve a road through the area. Mr. Espinosa mentioned that he shares that concern but that the Bluffland Ordinance when it was adopted established the top of the bluff and then the toe of the bluff which can terminate at a road, such as the road behind Hy-Vee and that it is an existing condition but cutting further would require a land disturbance permit. Commissioner Hahn asked for clarification that additional cutting further into the bluff would require a land disturbance permit. Mr. Espinosa confirmed this was the case. Commissioner Shortridge mentioned he also has the same concerns about the bluffland and that property owners can effectively do what they want prior to being annexed into the City.

Commissioner Paddock mentioned that the 500-foot (500') shared use path will be cleared by the City but noted that other entities with hundreds of feet of sidewalk have to clear their own sidewalks and the argument that there is a lot of sidewalk associated with the development and therefore should become City responsibility does not sway him. Commissioner Marks agrees with the concerns expressed by Commissioner Paddock about the clearing of sidewalks but mentioned that keeping it all paved as a road and used as a shared use path does make it easy to be cleared by the City with a plow.

Acting Chairman Hahn opened the public hearing. No members of the public coming forward to speak, Acting Chairman Hahn closed the public hearing.

Commissioner Olson moved to adopt City staff's recommendation and approve the application as presented. Commissioner Paddock seconded the motion. The motion was approved unanimously via roll call vote (roll call vote sheet attached to these minutes as Appendix A).

Appointment of Nominating Committee

Acting Chairman Hahn asked Commissioner Buelow if he would like to serve as Chair in the next year. Commissioner Buelow mentioned he would be happy to serve if the Commission would like him to serve but that he is open to others who may be interested. Acting Chairman asked Commissioner Shortridge if he would like to serve as Vice-Chair. Commissioner Shortridge mentioned that he would happily serve as Vice-Chair.

Commissioner Hall moved to appoint Commissioner Buelow as Chair and Commissioner Shortridge as Vice-Chair for the coming year. Commissioner Boettcher

**PLANNING COMMISSION MEETING MINUTES
SEPTEMBER 28, 2020
PAGE 3**

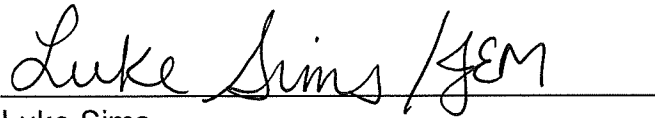
seconded the motion. The motion was approved unanimously via roll call vote (roll call vote sheet attached to these minutes as Appendix A).

Other Business

No other business was discussed.

Adjournment

On a motion from Commissioner Olson and second by Commissioner Shortridge, the Commission unanimously voted in favor of adjournment at 5:17 pm.

A handwritten signature in cursive script that reads "Luke Sims" followed by a large, stylized "JEM" or similar initials. The signature is written over a horizontal line.

Luke Sims
Assistant City Planner

**APPENDIX A
Roll Call Vote Sheet**

NAME	Approval of Minutes from August 10, 2020	Motion to Approve Cedar Brook Preliminary Plat	Motion to appoint Commissioners Buelow and Shortridge as Chair and Vice-Chair
Brad Ballard	Aye	Aye	Aye
Dale Boettcher	Aye	Aye	Aye
Brian Buelow	Aye	Aye	Aye
Ed Hahn	Aye	Aye	Aye
Dan Hall	Aye	Aye	Aye
Amy Jo Marks	Aye	Aye	Aye
Lavern Olson	Aye	Aye	Aye
Todd Paddock	Aye	Aye	Aye
Peter Shortridge	Aye	Aye	Aye