



UDC Application Manual

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1.0 About the Application Manual

The Unified Development Code, comprising of Chapter 43 of the Winona City Code, provides the official regulations to guide land use and development in the City of Winona, Minnesota. Similar to the UDC, the UDC Application Manual brings together all of the land use and development applications to administer the UDC in one location. Applicants are reminded that this manual does not supersede any of the City's regulations contained in the UDC. In cases of conflict between this document and city ordinances contained in the UDC, the adopted city ordinances shall control.

2.0 Overview of the Review Process

The review process for an individual application can take a number of steps depending upon state and local requirements. In general, the review process takes about 30 days, but can vary depending on the application type. You can assist in the timely review of your application by calling if you have questions, submitting a complete application that includes all of the information identified in this UDC application manual, and work with Staff to resolve problems early in the process.

1. **Pre-Application Meeting** – Table 43-21 of Section 43.06.13 of the UDC identifies which applications are specifically required to have a pre-application meeting. While not every project requires a pre-application meeting, it can be beneficial to the review process. A pre-application meeting provides an opportunity for applicants to meet with City Staff to discuss the land development proposal, anticipated steps in the review process, and information that should be submitted with the application. Before this meeting, it is recommended that applicants: review the relevant sections of the UDC; prepare conceptual plans that illustrate the proposal – consider including information about surrounding land uses, natural resources, parks, and city utilities. Discussions at the pre-application meetings are not binding and do not constitute official assurances or representations by the City.
2. **Review Timeframes**
 - i. Minnesota Statutes 15.99, also known as the “60-day Rule,” requires the City to approve or deny an application related to zoning within 60 days of a written request submitted in accordance with City requirements. The 60-day clock begins the day the City receives a written request containing all of the information required by law or by City regulations. This includes the applicable application fee and escrow. If the City receives a written request that does not contain all required information, the timeframe starts over if the agency sends written notice within 15 business days telling the applicant what information is missing. The City may extend its 60-day timeframe if the agency requires additional time if it notifies the applicant in writing of the extension before the 60-day expiration. The 60-day timeframe is also extended if a state statute required process, such as an EAW or EIS, must occur before action is taken.

- ii. The City must take action on a subdivision application within 120 days of its delivery unless an applicant agrees to an extension.
3. **Review by City Staff, Consultants and Other Agencies** – land use applications are generally reviewed by more than staff in the Community Development Department. Other departments will be involved in the review process to evaluate whether the proposal meets building and fire codes, as well as if there are any impacts to streets, utilities, natural resources, and parks. Other local, regional, and state agencies may also need to review the application, such as County, Watershed Districts, MN Department of Natural Resources, US Army Corps of engineers, State Historic Preservation Office, and Office of the State Archaeologist.

3.0 Filing an Application

Each application is included in section 5. The table of contents provides the name of each application and its corresponding number. All required information must be submitted for each application in order for it to be considered complete. If your application requires a pre-application meeting as identified in the table below, this will be required before an application is deemed complete for review. Please also note all information submitted as part of an application is considered part of the public record.

4.0 Timeline

There are varying procedures for review for each of the applications. Generally there is a 2-3 week review and meeting preparation timeframe between when an application is submitted and when it is first presented to an advisory or elected body. This timeframe allows the application to be required for completeness, the publishing and posting of public notices, and a staff report prepared for the review or decision-making body. You or your designee should be prepared to attend any public meeting where your application will be considered.

Table 43-1: Development Application Review Procedures

Type of Application	Pre-Application Meeting with Staff Required	Public Notice Required	Public Notice Mailing Notification Distance (feet)	Administrative	Board of Adjustment	Planning Commission	City Council	Final Action
		<i>P-published M-mailed</i>		<i>R-Review, D-Decision, A-Appeal PH - Public Hearing</i>				
Site Related								
Appeal of UDC Interpretation – Form Based Design Standards		P, M	350		D PH		A PH	Resolution
Appeal of UDC Interpretation – Non Form Based Design Standards		P, M	350			D PH	A PH	Resolution
Site Plan Approval	Yes	M	150	D		A		Letter
Conditional Use Permit and Interim Use Permit		P,M	350			D PH	A PH	Resolution
Conditional Use Permit and Interim Use Permit – Major Amendment		P,M	350			D PH	A PH	Resolution
Conditional Use Permit and Interim Use Permit – Minor Amendment						D	A PH	Resolution
Variance		P, M	150		D PH		A PH	Resolution
Subdivision Related								
Minor Subdivision - Final Plat	Yes	P, M	350			R PH	D	Resolution
Major Subdivision - Preliminary Plat	Yes	P, M	350			R PH	D	Resolution
Major Subdivision - Final Plat							D	Resolution
Cluster Development Plan	Yes	P, M	350			R PH	D PH	Resolution
Ordinance or Plan Amendment Related								
UDC Text Amendment		P				R PH	D PH	Ordinance
UDC Map Amendment		P, M	350			R PH	D PH	Ordinance
Comprehensive Plan Text Amendment		P				R PH	D PH	Resolution
Comprehensive Plan Map Amendment		P, M	350			R PH	D PH	Resolution
Environmental Review								
Wetland/WCA Determination	Yes	P		D			D PH	Resolution
Environmental Review						R	D	Resolution
Additional Procedures Regulated in UDC								

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<p>Properties located in the following areas have additional procedural requirements that can be found in their respective regulation sections.</p> <ol style="list-style-type: none"> 1 Bluff Protection Overlay District, including Land Disturbance Activity Permit – see 43.02.32 2 Floodplain Overlay District – see 43.02.33 3 Shoreland Overlay District – see 43.02.34 4 Heritage Preservation District/Site – see 22.27 <p>Procedures for the review and approval of signs can be found in Section 43.05.12.</p> <p>Requirements for Transportation Impact Analysis can be found in Section 43.06.62</p>								
Reviews outside of UDC								
Vacation of Streets and Public Grounds is regulated by City Code Section 25.26 and City Charter Section 11.06								