

TO: Planning Commission Members  
Honorable Mayor and City Council Members  
FROM: Shawn Wetterlin, Building/ Zoning Official  
DATE: February 3, 2016  
RE: Meeting Minutes,  
Tuesday, February 2, 2016

The Planning Commission met at 5:15 p.m., on Tuesday, February 2, 2016 in the City Council Chambers at City Hall. The following members were present: Donald Smith, Dave Hanifl, Linda Larson, Patty Dockendorff and Mani Edpuganti. Ex-officio member Shawn Wetterlin was in attendance. Richard Wieser, Jerry Steffes and Ex-officio member Brian Krenz were not present.

1. The meeting was called to order by Chairman Smith. A Motion by Linda Larson and seconded by Dave Hanifl, to approve the meeting minutes of January 12<sup>th</sup> after adding language under section B, adding j. Rental registration or inspection strategy to maintain housing stock in neighborhoods.

All members present voted in favor of the motion as proposed.

2. The Planning Commission of the City Zoning Authority held a public hearing at the La Crescent City Hall, 315 Main Street, in said City on Tuesday, February 2nd at 5:20 o'clock P.M. to consider changes to the city zoning ordinance. Motion to open a public hearing. No member of the public being present the public hearing was closed.

The changes which were prepared after general committee of the issues and have been review with City Administrator and Legal Counsel were discussed item by item. Several items were clarified and a couple of edits were made and have been incorporated.

Motion by Patty Dockendorff and seconded by Mani Edpuganti to approve and recommend to the council adoption of the Amendments to the zoning ordinance as presented.

- a. See the attached Zoning changes, changes are highlighted in yellow. The changes that have already been approved by the city council in the past, but need to add to the zoning book are in blue. Deletes are struck out and highlighted.

All members present voted in favor of the motion as proposed.

At the request of a member the Planning Commission discussed zoning regulation that would address homes or construction projects that visibly remain unfinished for extended periods. The building official and chair will research the topic and report at the next meeting.

3. The Planning Commission reviewed the Rules, Bylaws and City Code of Conduct. The members not present received the same material in their materials in preparation for the meeting.
4. The Planning Commission discussed the topic of Comprehensive Plan implementation and monitoring as this will be a chapter in the Final Version of the Comprehensive Plan. There are many different ways approach the responsibility. The suggestion, by Motion was made by Mani Edpuganti and seconded by Linda Larson, is to “have the Planning Commission responsible to, working with staff, present an annual review of Comprehensive Plan Implementation to the City Council.” The timing permits the capital and operating budgets to be prepared in draft as an element of plan implementation. The Planning Commission is statutorily responsible to make recommendations for amendments to the comprehensive plan to the City Council. Suggestions for amendment would also be considered at the time of the review. The purpose of annual review is to keep the Comprehensive current as a document; orient new members; and ensure that the plan is guiding annual planning and budgeting decisions. This approach will be discussed so that the chosen approach does not wait until the final minute of drafting and not have time for thoughtful consideration. The topic will be further discussed including city staff.

All members present voted in favor of the motion as proposed.

5. The Planning Commission discussed a tentative 2016 Plan of work.
  - a. March, 2<sup>nd</sup> meeting. NOTE: Special meeting date due to caucuses
    - Winona County and Houston County will be asked to present overviews of their Comprehensive Plans
    - Recommend approach for implementation monitoring of Comp Plan
    - Regular Business; ask Michelle Vrieze Director of Grants CEDA to attend to discuss Small Cities Development Grant.
  - b. April 5 and perhaps April 6
    - Task Groups present their findings
    - Regular business
  - c. May 3 Regular Request Recommend to Council application for CEDA small cities development grant.
    - May 24 or 31 Task Chairs, Logistic Committee members and Plan Commissioners receive and review competed draft of task groups and all other sections of the plan.
  - d. June 7 Regular Meeting
    - June 14? Public meeting on entire Comprehensive Plan. Consider a brief meeting where the Vision statements are shared and then a ‘poster session’ where committee chairs and members are by poster board highlighting their plans and public can focus on their areas of interest. Each group will have a scribe.
  - e. July 5 Reguar Meeting.
    - Recommendation of final Final Comprehensive Plan document to City Council for Adoption
    - July 25 Council Meeting.
  - f. September 6 Regular meeting. Request to City Council for funds to integrate the general zoning manual and the shore land zoning regulation section.

Review draft "preliminary proposal" for Deed Small Cities Development Program.  
Preliminary Proposals due to State November 12.

The Next Planning Commission Meeting will be Wednesday, **March 2nd at 5:15 p.m.**

Meeting adjourned at 6:45 p.m.

Respectfully, Shawn Wetterlin.