

TO: Planning Commission Members  
Honorable Mayor and City Council Members  
FROM: Shawn Wetterlin, Building/ Zoning Official  
DATE: October 5th, 2016  
RE: Meeting Minutes,  
Tuesday, October 4th, 2016

The Planning Commission met at 5:30 p.m., on Tuesday, October 4th, 2016 in the City Council Chambers at City Hall. The following members were present: Donald Smith, Dave Hanifl, Patti Dockendorff, Richard Wieser, Linda Larson and Jerry Steffes. City Council Member Brian Krenz and Building Official, Shawn Wetterlin were also in attendance. Planning Commission Member, Mani Edpuganti was not in attendance.

1. The meeting was called to order by Chairman, Smith. The meeting minutes of September 6th were approved as distributed by a consensus of all Planning Commission Members.
2. The Planning Commission held a public hearing to consider the application for the propose Apple Blossom Three Final Plat.

Public Hearing opened with property owner Fred Hilby presenting the proposed Apple Blossom Three Final Plat.

Public Hearing was then closed as no member of the public wished to be heard on the matter.

Motion by Hanifl, seconded by Dockendorff to recommend to the City Council the approval the Apple Blossom Acres Three Final Plat with the following conditions:

1. That a Development Agreement be finalized between the Developer and City to the satisfaction of the City Council.
2. That Developer provide the City with an Irrevocable Letter of Credit, insurance polies, and deposits for City expenses as contemplated by the Development Agreement.
3. That the applicant/ developer abide by all representations made by applicant/ development or his agents or representatives made during the plat review approval process.
4. That the application/ developer comply with all applicable Federal, State and local regulations.

In recommending that the motion be approved, the Planning commission referenced the following findings of fact:

1. The property owner proposes to use the property in a reasonable manner permitted by the zoning ordinance.
2. The request is in harmony with the general purposes and intent of the ordinance and consistent with the comprehensive plan.
3. There were no objections from neighbors.
4. The final plat was reviewed for sidewalks with a conclusion that while sidewalks in neighborhoods are considered very important and referenced in the Comprehensive Plan and the in Chapter 13 Subdivision Regulation they would not be required in this subdivision referencing the following findings:
  1. There are no sidewalks leading to the Apple Blossom Acres Three subdivision and one-half of the lots are in Cul-de-sacs.
  2. Subdivision ordinance 13.16.6 states sidewalks are not required in Cul-de-sacs.

Park dedication was also discussed. When Apple Blossom Acres project boundaries were originally determined the park dedication was agreed upon with approximately one hundred fifty acres of walking trails including Old Hickory Park. Additional Park dedication or fee would not be required based upon recommendation of the City Administrator who cited past practice.

Upon roll call vote, all members present voted in favor of the motion as proposed.

3. The Planning Commission discussed proposed Planning Commission by-law changes. The proposed by-laws will be voted on at the next Planning Commission meeting in November.
4. The Planning Commission discussed a future work, which will be Downtown Planning, updating the Shoreland and Subdivision Ordinances.
5. The Planning Commission reviewed a time line for the proposed Race Track development (see attached).
6. The Planning Commission discussed the Shore Acres, CP Rail under bridge and under pass.

Motion by Hanifl, seconded by Wieser to recommend to the City Council that the Shore Acres CP Railroad Bridge underpass be considered in WHKS wagon wheel trail and Shore Acres road review. Further that a letter be sent to CP Rail beginning the conversation on replacement of the overpass at the same time the bridge is converted to a center channel lift bridge. Modern steel and design could add 3 to 6 feet of head space over the road way and reduce the depression that makes the road inaccessible at flood stage. This would reduce the frequency for the 'emergency' crossing of the railroad tracks. Federal funding for bridge replacement is uncertain and could come with short notice. It will also be important to include conversations with Congressional Officials as this would be an expensive project and outside fund would be required. Over 60 homes are north of Railroad Bridge.

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

7. The Planning Commission discussed the Shoreland Zoning Ordinance which is currently under review and will be updated sometime after the first of the year. The MNDNR is expressing greater interest in city enforcement and interpretation of shoreland regulation.
8. The Planning Commission discussed and reviewed the MSA's Downtown Planning Proposal. [Attached].

Motion by Larson, seconded by Dockendorff to recommend to the City Council to accept the Downtown Planning proposal and recommend approval of a contract by the City Council dated September 28<sup>th</sup>, 2016 from MSA.

A focused study on the downtown / Central Business District is called for in the recently adopted Comprehensive Plan and is included in the draft 2017 budget. Increased commercial and retail services and an enhanced downtown are the top item for citizen concern going back in the Minnesota Design Team survey and the surveys conducted with the comprehensive planning process. MSA has the relationships, background and earned credibility to effectively undertake this commission.

Upon roll call vote, all members present voted in favor of the motion as proposed.

Meeting adjourned at 7:00 p.m.

Respectfully, Shawn Wetterlin.





September 28, 2016

Bill Waller  
City of La Crescent  
315 Main Street  
La Crescent, MN 55947

**Re: Downtown Planning**

Dear Mr. Waller,

The City is looking for consultant assistance to prepare a more detailed plan for the downtown area, building upon the goals and policies in the recently-adopted Comprehensive Plan. MSA Professional Services, Inc. (MSA), has the urban design expertise and familiarity with the community to deliver a quality Downtown Plan within the City's available budget. Our design team will bring years of experience in urban design, landscape architecture, meeting facilitation, and 2D/3D illustration skills to build a consensus vision for the future of the downtown area.

We understand that the City seeks the following outcomes through this planning process:

1. Identification of high-priority redevelopment sites, and conceptual illustrations of feasible redevelopment on those sites
2. Three redevelopment scenarios for City Hall and police station, showing three different potential locations for a new facility
3. A specific streetscape plan for the downtown area
4. A parking plan for the downtown area, including on-street and off-street public parking
5. At least one high-quality, perspective image showing both new streetscaping and new development, to serve as the "cover" image for the plan and build excitement for downtown enhancements
6. Sufficient involvement in the planning process of key stakeholders to establish legitimacy of and advocacy for the plan

**Scope of Services:**

Per the above understanding, MSA will provide the following services and deliverables.

**MEETINGS**

MSA will attend and facilitate four meetings to prepare and complete the plan

- Meeting 1 (tentative date - October 24 - November 9, 2016)  
A 3-hour "charette" on a weekday morning or afternoon with a working group or steering committee, facilitated by two MSA staff, including a 30-minute introduction and review of comprehensive plan content that addresses the downtown; a 90-minute walking tour and urban design discussion about desirable and undesirable elements of building, site and street design; and a 60-minute design discussion, with maps and poster sketch pads, to identify and prioritize redevelopment sites and streetscape improvements.  
*Items provided one week before the meeting: a memo, comprehensive plan excerpt, and copy of the project scope and planning area map.*
- Meeting 2 (tentative date - February 6-10, 2017)  
Review of draft redevelopment and streetscape concepts with the Steering Committee  
*Items provided one week before the meeting: Draft redevelopment and streetscape concepts and a memo describing key decisions and feedback needed.*

- Meeting 3 (tentative date - April 4, 2017)  
Review of a complete draft Downtown Plan with the Steering Committee and Plan Commission  
*Items provided one week before the meeting: Draft plan document and a memo describing key decisions and feedback needed.*
- Meeting 4 (tentative date - May 2, 2017)  
Public presentation/public hearing, followed by Plan Commission recommendation to Council  
*Items provided one week before the meeting: Final plan document and a memo describing the suggested process for taking public input and recommending the plan to Council, with edits if appropriate*

## DELIVERABLES

All deliverables will be provided in PDF format to be distributed to the Steering Committee in whichever manner the City and committee members prefer.

MSA will prepare the following deliverables for Meeting 2:

### Redevelopment Planning

- A map identifying high-priority redevelopment sites, augmented with photos of existing conditions
- Plan view illustrations exploring redevelopment options for at least four distinct sites north of 3rd St, possibly including the northwest corner of Main and Walnut, the Library/City Hall/Quillin's site, and two other sites that could be alternate locations for City Hall
- A plan view illustration of the elementary school site showing its redevelopment for family housing, as described in the comprehensive plan, to support redevelopment discussions if the School District proposes a new facility on another site
- A map identifying current and proposed off-street public parking lots
- A compilation of existing design criteria from the zoning ordinance and the Comprehensive Plan, plus any additional guidelines if deemed necessary

### Streetscape Planning

- A map identifying various road diet, bike lane, pedestrian crossing and curb bump-out improvements in the downtown study area, incorporating concepts previously developed by or for the City for 3rd St.
- A conceptual streetscape plan for Main Street from Oak St. to Hwy 14/61, and Walnut Street from N. 1st St. to S. 3rd St., including the location and design of crosswalks, curb bump-outs, on-street parking, planting areas and planters, street trees, benches, street lights and locations for public art. The plan will be designed for compatibility with the redevelopment scenario that shows the development of a new City Hall (and library, if appropriate) on Main St., and it will incorporate a public space of some sort that blends the City Hall site with landscaping in the street right-of-way to establish a unique and noteworthy civic space integrated with City Hall.

We will prepare the following deliverables for Meeting 3:

- Revised versions of each of the components prepared for Meeting 2
- A perspective illustration of a key site (likely including the intersection of Main and Walnut), including associated streetscaping. The location and viewpoint of this image will be selected based on discussion in Meeting 2.
- Recommended implementation actions
- A draft document assembling all components

We will prepare the following deliverables for Meeting 4:

- A final draft documents, with edits based on feedback from Meeting 3
- A presentation for the public meeting

We will prepare the following deliverables for consideration by Council:

- A memo describing any final edits recommended by Plan Commission.

Final deliverable:

After adoption, we will make any final edits as requested or approved by City Council. We will provide a PDF copy and ten color, printed copies of the final adopted plan.

**Fee:**

MSA proposed fees for the above scope of services, including reimbursable expenses, is \$25,000.00, lump sum.

I look forward to further discussion about this proposed scope. You can reach me at 608-242-6629 or [jvalerius@msa-ps.com](mailto:jvalerius@msa-ps.com).

Sincerely,  
MSA Professional Services

A handwritten signature in black ink, appearing to read "Jason Valerius". The signature is fluid and cursive, with the first name "Jason" and last name "Valerius" clearly distinguishable.

Jason Valerius, AICP  
Project Manager









## Jason Valerius, AICP

Project Manager | Senior Planner

Mr. Valerius has more than 15 years community planning and design experience in public, nonprofit and academic settings. This includes comprehensive and neighborhood planning, zoning code creation, design standards and guidelines for municipalities and private developments, real estate development planning, housing and multi-sector market studies and municipal redevelopment planning in a variety of urban and rural Midwest communities. Jason's background in both architecture and planning allows him to effectively develop standards and regulatory tools that guide community design, including form-based ordinances, design guidelines, and design standards implemented with planning unit developments.

### EDUCATION

M.S., Urban Planning  
M.S., Architecture  
University of Wisconsin - Milwaukee

B.A., Government, Psychology  
Lawrence University

### AFFILIATIONS

American Institute of Certified Planners

### AREAS OF EXPERTISE

- Downtown and Corridor Planning
- Comprehensive Planning
- Economic Development
- Redevelopment Planning

## SELECTED PROJECT EXPERIENCE

### Downtown & Corridor Planning

*Facilitated meetings, public participation outreach, performed site inventory, parking assessment, developed design guidelines, redevelopment concepts and market analysis. Multiple communities (Verona, WI; Platteville, WI; Cross Plains, WI, Gilbert, MN; Fitchburg, WI; Rock Island, IL, Baraboo, WI, Sauk City, WI, Middleton, WI, ).*

### Comprehensive Plans

*Facilitated meetings, public participation outreach, created plan and developed maps to accompany plan. Multiple communities, 20+ plans.*



## Sarah McDonald, PLA, CLARB, ASLA

### Landscape Architect

Ms. McDonald has over seven years of landscape architecture and planning experience in private and public sectors, from residential design-build to district-wide implementation plans. As both a planner and landscape architect, Ms. McDonald strives to improve the relationship between people's quality of life and the built environment. Her design experience with urban planning, parks and recreation, education and medical office buildings, assisted living and healing gardens has afforded her a level of knowledge that has proven invaluable to every project she has been engaged with.

#### EDUCATION

M.S., Urban and Regional Planning  
University of Wisconsin - Madison

B.S., Landscape Architecture  
University of Wisconsin - Madison

#### REGISTRATIONS

Professional Landscape Architect, WI

#### AREAS OF EXPERTISE

- Landscape Architecture
- Park and Open Space Planning and Design
- Comprehensive Planning
- Redevelopment Planning
- Public Participation and Citizen Engagement
- Sustainable Design
- Planting Design
- Streetscape Design

#### SELECTED PROJECT EXPERIENCE

##### **US 14 Streetscape Plan and Implementation**, Cross Plains, WI

*Prepared conceptual streetscape plans and final construction documents and specifications for various streetscape improvements along Mill Creek Parkway and Main Street.*

##### **Arsenal Gateway Revitalization Plan**, Rock Island, IL

*Collected and digitized local municipal future land use maps to develop maps for regional future planning. Developed growth scenario pattern alternatives and assisted in development of transportation alternatives.*

##### **Pulaski Road Streetscape Improvements**, Alsip, IL\*

*Developed conceptual design including enhanced bus shelter and corner paving and landscape improvements. Produced construction documentation construction documentation for landscape improvements along Pulaski road corridor from 115<sup>th</sup> to 127<sup>th</sup> Street.*

##### **Ardmore Avenue Streetscape**, Villa Park, IL\*

*Developed conceptual design, construction documentation and specifications for streetscape improvements including enhanced corners, custom gateway columns crosswalks, site furnishings and landscaping along Ardmore Avenue from Terrace Street to W Schiller Street.*

##### **West Dundee Downtown Plan**, West Dundee, IL\*

*Managed project, facilitated public engagement, developed concept and redevelopment alternatives and cost estimates for downtown and river park. Created graphics and assembled presentations, exhibits and final report with detailed implementation costs, tasks, and timeline.*

##### **The Lake Michigan Gateway Implementation Strategy**, Michigan City, IN\*

*Facilitated stakeholder involvement, assisted in project management, created illustrations, assembled presentations, exhibits and final reports with detailed implementation cost, tasks and timeline. Prepared conceptual streetscape improvements for a variety of street types and conditions.*

*\*Denotes experience prior to joining MSA.*





## Stephen Tremlett, AICP, CNU-A

### Urban Designer

With more than nine years of consulting experience, Mr. Tremlett has taken on primary roles in downtown planning and design projects, commercial/residential development concept plans, bike/pedestrian plans, and the development of comprehensive plans and design standards. His architectural and planning background includes emphases in mixed-use and green building design, urban redevelopment, and urban design using a variety of applications, including AutoCAD, Photoshop, InDesign, GIS, SketchUp and Microsoft Office applications.

### EDUCATION

M.S., Architecture & Urban Planning  
University of Wisconsin-Milwaukee

B.S., Architecture  
University of Wisconsin - Milwaukee

### CERTIFICATIONS

American Institute of Certified Planners

### AFFILIATIONS

Congress of New Urbanism – Accredited  
American Planning Association

### AREAS OF EXPERTISE

- Urban Design and Redevelopment
- Comprehensive Planning
- Park Planning
- Streetscape Planning
- 3-D Modeling

### SELECTED PROJECT EXPERIENCE

#### Downtown Plan, Verona, WI

*Developed long-term redevelopment concepts based on the traffic redesign scenarios (i.e. one-way couplet and enlarged signalized intersection). Conceptually designed an expansion of the existing downtown park to make it the centerpiece of the downtown for socialization and community gathering. Established a downtown streetscaping design theme that included an interchangeable menu of sidewalk cross sections that can work with either the existing (or expanded) sidewalk and right-of-way widths. Created perspective images showing public and private investments in the mid-term (Stage 1 improvements) and long-term (Stage 2 improvements).*

#### US 14 Streetscape Plan and Implementation, Cross Plains, WI

*Managed the project from the initial planning streetscape plan through bidding out the implementation. Initially designed the wayfinding signage system, community banners, informational kiosks and gateway entry signs. Identified locations for streetscape improvements, including decorative paving, furniture and landscaping locations, and selected street lights, benches, bike racks, and trash receptacles with the ad-hoc streetscape working group.*

#### River East (William Waters) Plaza, Oshkosh, WI

*Developed two concepts using Sketchup, and providing each in a three-dimensional model. Facilitated a public meeting using the Sketchup models as the tool to illustrate the designs. Based on feedback, a final preferred alternative was developed in Sketchup, and preliminary cost estimates were established to implement the design.*

#### Arsenal Gateway Revitalization Plan, Rock Island, IL

*Developed this plan to revitalize a diverse area near the City's downtown district, including the plan's recommendations, strategies and graphics. Plan featured strategies to attract investment and jobs, improve bike and pedestrian safety, enhance connections with surrounding neighborhoods, and establish a stronger, more positive place identity.*

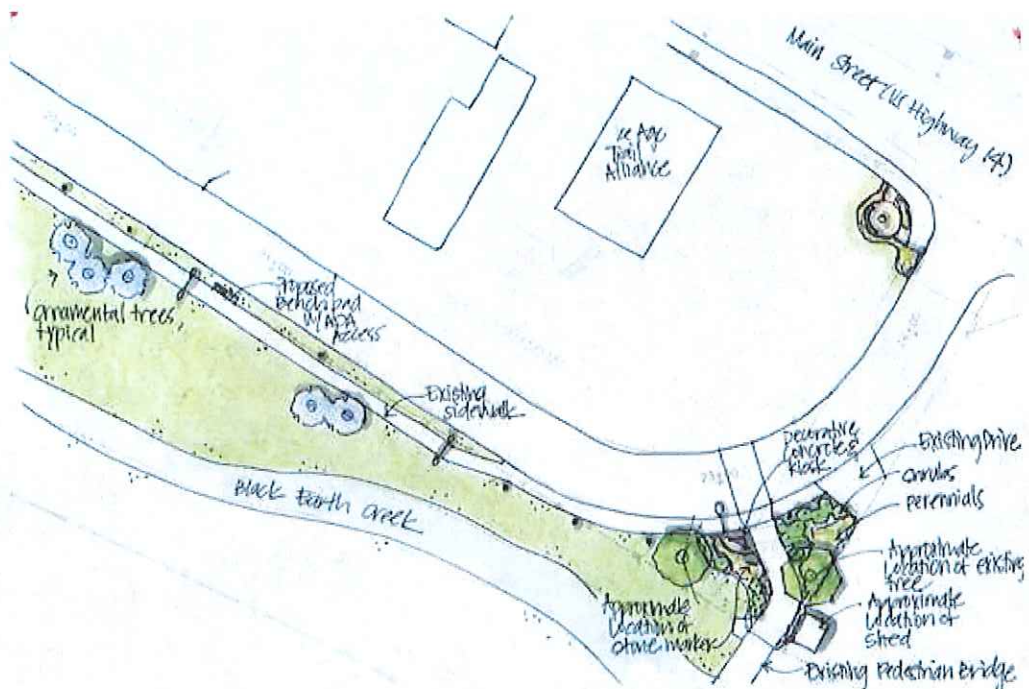
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## REPRESENTATIVE DELIVERABLES

### STREETSCAPING CONCEPTS

# DETAILED ILLUSTRATIVE CONCEPT SITE PLAN

## MAIN ST & MILL CREEK PKWY (CROSS PLAINS, WI)

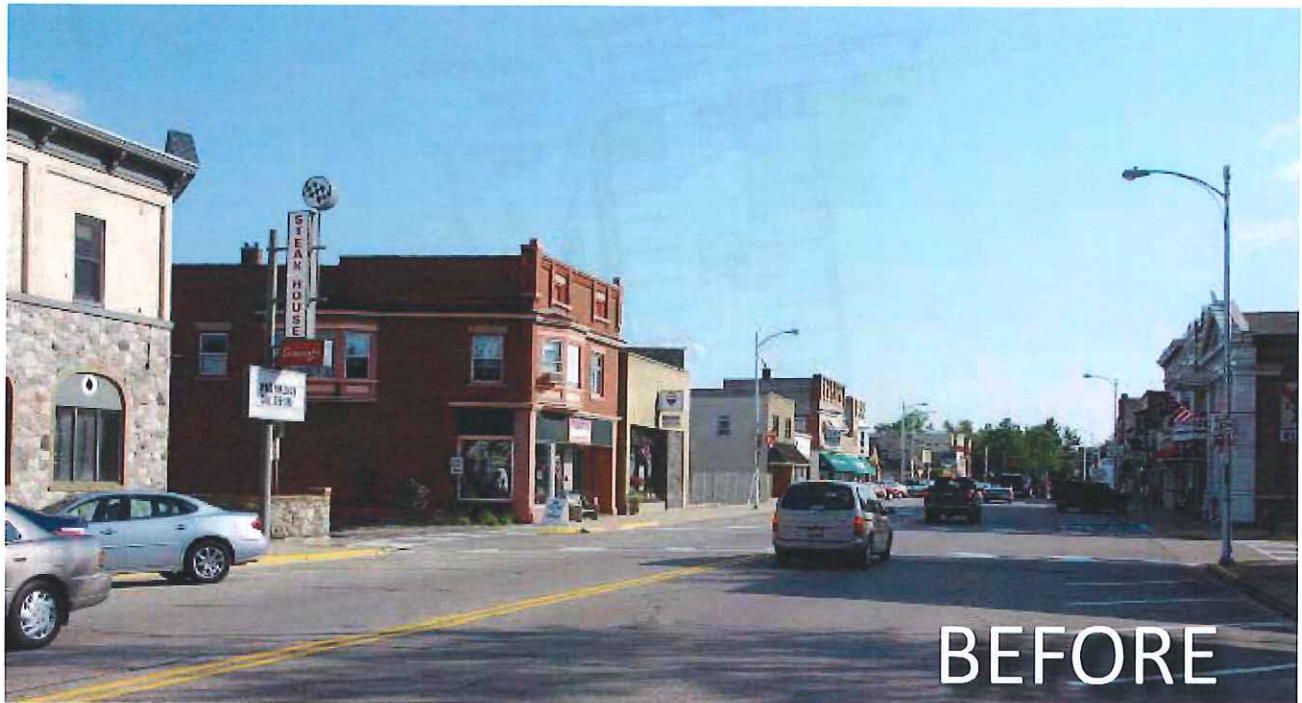




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## REPRESENTATIVE DELIVERABLES

### “BEFORE & AFTER” REDEVELOPMENT GRAPHIC DOWNTOWN VISION PLAN (SAUK CITY, WI)





## REPRESENTATIVE DELIVERABLES

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### PERSPECTIVE IMAGES

#### DOWNTOWN VISION IDEAS<sup>+</sup> (WAUPACA, WI)



(+) IDEAS PRESENTED AT INTERVIEW



#5

## RACE TRACK TIMELINE (1)

SEPT 2016 + Complete Annexation / CITY Completed

SEPT 2016 + Adopt Extraction and Interim Permit / CITY Completed

SEPT 2016 + Learn about 429 / City Scheduled September 22

SEPT 2016 + Complete Engineering bore holes / DEVELOPER ?

OCT 2016 + Get La Crosse County to go out for bids on Clay / DEVELOPER ?

SEPT 2016 + Determine extraction and transportation costs / DEVELOPER ?

OCT 2016 + Decide on financing approach

NOV 2016 + Decide on approval approach. PUD; New Urbanism; traditional; other / CITY

NOV 2016 + Complete design for water and sewer and cost estimates / CITY ENGINEER

OCT 2016 + Prepare Resource Plan

NOV 2016 + Prepare Sketch Plan

DEC 2016 + Prepare extraction Plan

JAN 2016 + Apply to the City and State for extraction permits; shoreland attention; delineation?

JAN 2017 + Approval of preliminary plan or preliminary plat

FEB 2017 + Approval of final plat or final plan

DEC 2016 + Submit proposal to County based on costs and their RFP

APRIL 2017 + Start extraction

+ Complete extraction

JULY 2017 + Start installing infrastructure

SEPT 2017 + Start construction on homes

APRIL 2018 + Move in for first family

