

TO: Planning Commission Members  
Honorable Mayor and City Council Members  
FROM: Shawn Wetterlin, Building/ Zoning Official  
DATE: December 7th, 2016  
RE: Meeting Minutes,  
Tuesday, December 6th, 2016

The Planning Commission met at 5:30 p.m., on Tuesday, December 6th, 2016 in the City council Chambers at City Hall. The Following members were present: Donald Smith, Jerry Steffes, Dave Hanifl, Linda Larson, Richard Wieser, Patti Dockendorff and Mani Edpuganti. City Council Member Brian Krenz and Building/ Zoning Official Shawn Wetterlin were also in attendance.

1. The meeting was called to order by Chairman, Smith. The meeting minutes of November 10<sup>th</sup> were approved as distributed by consensus of all present Planning Commission Members.
2. The Planning Commission discussed membership term limits that are coming up. The two existing members whose terms are expiring were given applications.
3. The Planning Commission discussed the possibility of developing the Race Track property.

A mix off lot sizes, housing types, creative and attractive to millennial families, mixed designs, community land with innovative aspects of community garden, Green practices, Solar farm, Geo thermal, walking trails along wetlands at a reasonable price would be preferred by most Planning Commission members. This project can help (re)brand the community and The planning commission will participate in a sketch plan review and conduct public hearings to permit a voicing of community opinion. Either PUD or the new urban zoning classifications would permit single and multiple family housing to be integrated. It will be important to have design input that moves the City toward an 'attractive' development that is competitive in the marketplace.

4. The Planning Commission discussed the work plan for 2017 and reviewed the 2016 annual report. See the attached annual report.

The 2017 draft work plan will be finalized at the first meeting in 2017 and 2016 annual report was adopted by consensus of the Planning Commission. The Annual Report and the attendance list will be shared with the Council as is required by the bylaws.

5. The tentative plan of work calls for many items to be ready for the regular meeting of February 7<sup>th</sup>. A second meeting is probable in February so if possible there will be no meeting in January. If there are new members appointed by the Mayor and Council an orientation meeting would be held for new members with the Building Official and Chair and Vice Chair on February 6<sup>th</sup> for an orientation. Materials would be provided any new members in January and packets of required material will be made available to existing members at the regular meeting.

Meeting Adjourned at 7:10 p.m.

Respectfully, Shawn Wetterlin

## La Crescent Planning Commission Annual Report 2016.

Planning Commission Members: Jerry Steffes; Dave Hanifi; Dick Wieser; Linda Larson; Patti Dockendorff; Mani Edupuganti; Jerry Steffes, Vice Chair; Donald Smith, Chair; Brian Krenz, City Council; and Shawn Wetterlin, Building Official.

This annual report, which covers both Planning and Zoning activities, along with a summary of attendance is to be annually reported to the City Council and is hereby submitted. Respectfully, Donald Smith, Chair, with recognition and sincere appreciation of the work and dedication of the members of the Planning Commission.

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1. A rewrite of the 1999 Comprehensive Plan creating the 2016 Comprehensive Plan was the major achievement of the Year. Work included: Reviewing draft Chapters from the task committees and conducting required public hearings; monitoring the process; participating in task committees making final edits; and, recommending the final plan to the City Council for adoption. *Extra effort recognition* is made to Linda Larson, Patti Dockendorff, Chairman Smith, Sandy Graves, City Administrator Waller, and Building Official Wetterlin who served countless hours as the leadership team working with the Planning Commission members.
2. \* Began implementation of the Comprehensive Plan with a review of the Action Items and the City's capital and operating budgets suggesting additions and differing allocations to the City Administrator and Council. This review and an annual review of the Comprehensive Plan are ongoing responsibilities although implementation of the plan is, of course, a collective responsibility.
3. Completed a general review of the City Zoning Ordinance and included amendments of the last 2 years into a new draft which adopted by the Council and is posted on the City's website.
4. \* Met with Houston County planning officials to build relationships and looking for common interests in implementation of municipal plans. Meeting with Winona County and continuing meetings with Houston County are anticipated where Bike trails, Bluffland plan implementation, street and Highway alignments, Shoreland planning and Comprehensive Plan Implementation will be important topics.
5. Reviewed State of Minnesota Health Care Dwelling Legislation and recommended that the city formally decline participation through changes in local zoning ordinances.
6. Reviewed regulation for soil extraction and recommended new rules governing soil extraction pursuant to residential developments as an Interim Use. After public hearings recommended rules and amendments to the zoning ordinance that were adopted by the Council.
7. \* Reviewed and updated the Bylaws of the Planning Commission and reported same to the City Council. A bike/pedestrian sub-committee will be formed next year.
8. \* Participated with La Crosse in a meeting with CPRail officials and will be submitting a followup letter requesting that any discussion of replacement of the Swing Bridge across the Mississippi River include improvements to the Overpass of Shore Acres Road.
9. Participated in numerous meetings and discussions with and about Springbrook Senior Development. Variances were approved and later sustained after public hearings. The project is now under construction.

10. The Preliminary and Final Plat for Apple Blossom Acres III were reviewed and recommended for adoption after public hearings.
11. Three additional variances were reviewed and approved after public hearings. Two were for garages modestly forward of the dwelling and one for a side and rear variance for a garage.
12. Various annexations were reviewed and zoning districts were recommended.
13. \* Recommended a contract with MSA for a project identified in the comprehensive plan for specific downtown planning. A kickoff meeting was conducted and this project will be ongoing.
14. \* Recommended a contract with Stantec for updating the Shoreland Zoning to comply with MNDNR and Corps of Engineering requirements. This work was not part of the major rewrite of the zoning ordinance in 2010. The Shoreland zoning map will be updated to reflect annexed property from the Township.
15. \* There were many hours of discussion with a potential developer for the Race Track Property. The discussions resulted in a potential City option for the property. If the option is executed sketch plan review, development plan review, soil mitigation plan reviews will be conducted including public hearings.
16. \* A process to amend the Comprehensive Plan has been outlined and will be finalized. The outline is for the primary responsible committee (Development, Park and Recreation, etc) to identify the change and make a recommendation for the change to the planning commission who in joint meeting will conduct a public hearing and make recommendation to the City Council.

\*\*Asterisked items are part of the plan of work for 2017.