

TO: Planning Commission Members  
Honorable Mayor and City Council Members  
FROM: Shawn Wetterlin, Building/ Zoning Official  
DATE: February 22, 2018  
RE: Meeting Minutes,  
Tuesday, February 13<sup>th</sup>, 2018

The Planning Commission met at 5:30 p.m., on Tuesday, February 13<sup>th</sup> in the City Council Chambers at City Hall. The Following members were present: Donald Smith, Linda Larson, Dave Hanifl, and Jason Ludwigson. Future member Anna Stoecklein was in attendance. City Council member Brian Krenz was in attendance. Richard Wieser, Jerry Steffes, Patti Dockendorff were not in attendance. Building/ Zoning Official, Shawn Wetterlin was also not in attendance.

Anna Stoecklein was invited to sit with the Commissioners and introduce herself. She will become a member in May 2018. Anna was encouraged to complete the on-line training for the zoning and land use aspects of the commission. She will get a complete meeting packet and is encouraged to review planning documents to prepare for the Planning function of the Commission.

1. The meeting was called to order by Chairman Smith. The meeting minutes of December 12<sup>th</sup>, 2017 were approved as distributed by a consensus of the Planning Commission Members.
2. Nominations for chairperson of the Planning Commission were opened. Donald Smith was nominated as chairperson and as there were no other nominations, nominations were closed and a unanimous ballot was cast. Nominations for vice chairperson were opened. Linda Larson was nominated as vice chairperson and as there were no other nominations, nominations were closed and a unanimous ballot was cast.
3. The Rules and By-laws of the Planning Commission were distributed in the meeting packet. The chair reminded each member to review the material as they describe how we conduct public meetings as well as our Commission rules-of-the-road. Each member should be familiar with them.
4. The City of La Crescent Code of Conduct was included in the packet. Chairman Smith highlighted several standards and reminded members of their individual duty as a public official to know and conform to these standards. He highlighted the need to avoid email discussion of topics and committing one's self in advance of gathering of the facts and any required presentation in the public forum.
5. Hard copies of the Downtown Plan, Bike and Pedestrian Plan, Bluffland Plan and capital plan have been distributed to Commission members and are attached these minutes. Members have reviewed the plans looking for the items that are to be addressed during 2018 and Chairman

Smith as prepared a list for discussion that is arranged for each of the plans. There was discussion and revisions were made to the tentative plan of work. Members in attendance (and those not in attendance will be encouraged) to make suggests for priority areas and omissions. Smith will prepare a revised draft for discussion and adoption in March. Some priorities discussed were:

1. Promotion and Marketing plan for the City of La Crescent
  2. Promote the Downtown Development Plan
  3. Promote building a new municipal building and sustainability
  4. Phase three of the Wagon Wheel Trail.
6. The Market Analysis prepared by Matt Mullins, Maxfield Research & Consulting, was distributed electronically. The commission members are encouraged to review the document prior to potential review of a sketch plan for development of the 'Race Track' property. Community and Commission input can be more fact based than opinion based using this research. Since the City could bond for improvements to the site and be reimbursed as lots are sold there might be a shared responsibility with any developer for a successful project. The summary of the report on page 7 was reviewed and discussed.
7. Bill Waller, City Administrator provided an update on several ongoing city activities.
1. S 7<sup>th</sup> St from Elm to Larch St.: City Council will vote next Monday night to remove parking on the north side of the street.
    - a. Bike lanes will go in from Elm St to Larch St.
    - b. A 'fogline' will continue out CSAH 6
  2. Skunk Hollow from 14<sup>th</sup> St to CSAH 25 will get a sidewalk on the east side of the street and bike lanes on both sides of the street.
  3. S 3<sup>rd</sup> St will get 2 bumpouts at the corner of Elm St and sidewalks added to both sides of the street.
    - a. This has been discussed as Neighborhood bike way.
  4. A public meeting will be held March 1 at the Community Building for the residents along CSAH 6 to review a preliminary report on the services provided by annexation into the City. Planning Commission will be notified of the meeting.  
Bill has preliminary costs of installing the off road trail over services from the corner of CASH 25 and 6 to the Racetrack: a 10 foot blacktopped trail - \$375,000 or a 5 foot concrete trail - \$200,000.
  5. Blue Lake canoe and kayak landing permit have been obtained, now working on purchasing wetland credits.
  6. The proposed 3 feet, It's the Law signs can be installed on City of La Crescent streets, not the County highways. Staff will continue to evaluate alternatives.
  7. Phase 3 of the Wagon Wheel trail: the Senate Capital Investment Committee is considering funding for Phase 3. \$1 million dollars has been received for the completion of the project from the MN DOT.

Meeting Adjourned at 7:30 p.m.

Respectfully, Donald Smith, acting secretary.