

TO: Planning Commission Members  
Honorable Mayor and City Council members  
FROM: Angie Boettcher, Administrative Assistant  
DATE: June 3, 2020  
RE: Meeting Minutes from June 2, 2020

The Planning Commission met at 5:30 p.m., on Tuesday, June 2, 2020 in the City Council Chambers at City Hall. The meeting was called to order by Chair Ludwigson.

Pursuant to Minn. Stat. § 13D.021 and due to the COVID-19 pandemic, members of the Planning Commission and City Staff were given the option to attend the meeting by telephone. The following members were present: Jason Ludwigson, Dave Hanifl, Patti Dockendorff (via telephone), Jerry Steffes, Anna Stoecklein (via telephone), Mike Welch, Linda Larson (via telephone). City Council member Teresa O'Donnell-Ebner, Building/Zoning Official Shawn Wetterlin, and City Administrative Assistant Angie Boettcher were also in attendance.

Also in attendance via telephone were: City Engineer Tim Hruska; City Economic Development Director Terry Erickson; SEMCAC Housing Coordinator Cindy Vitse; SEMCAC Executive Director Doug Gout; La Crescent-Hokah School Superintendent Kevin Cardille; Head School Engineer Patrick Hughes; American Wind Incorporated Representatives Doug Jorgenson, Mike Kuehn-Hajder, Mark Hajder.

1. Chair Ludwigson asked for a motion to approve the minutes from the March 16, 2020 meeting.

Following discussion Member Larson made a motion, seconded by Stoecklein to approve the minutes.

Upon a roll call vote, taken and tallied by the Building Official, all members present voted in favor.

Larson – Yes  
Stoecklein – Yes  
Hanifl – Yes  
Welch – Yes  
Dockendorff – Yes  
Steffes – Yes  
Ludwigson – Yes

2. At 5:35 the Planning Commission held a public hearing for an Administrative Subdivision, Lot Boundary Line Adjustment on Red Apple Drive parcel numbers 330050060, 330050050, and 330050040. Chair Ludwigson opened the meeting. No one from the public in attendance. Chair Ludwigson closed the public hearing.

Chair Ludwigson invited Mike Welch, the property owner, to discuss the lot boundary line adjustment.

Following discussion Member Hanifl made a motion seconded by Steffes to recommend approval of the Administrative Subdivision with the following conditions and findings:

**Possible conditions:**

- a. The applicant shall record the accompanying survey in the office of the County recorder within ninety (90) days.
- b. The Applicant will abide by all representations made by the Applicant or their agents made during the permitting process, to the extent those representations were not negated by the Planning Commission or City Council and to the extent they are not inconsistent with the spirit or letter of explicit conditions of the conditional use permit.
- c. The Applicant complies with all applicable federal, state, and local regulations.
- d. 554 Red Apple Drive, Winona County, parcel number 330050050 would no longer be a buildable lot.

**Possible findings of fact:**

- a. The Administrative Subdivision conforms to all requirements for lots within a R-1A Low Density Residential District and the applicant has demonstrated by survey that they comply with the requirements.
- b. The request is in harmony with the general purposes and intent of the ordinance and consistent with the comprehensive plan.
- c. The property owner proposes to use the property in a reasonable manner permitted by the zoning ordinance.
- d. The lot boundary line adjustments/lot split will not alter the essential character of the locality

- Hanifl- Yes
- Steffes – Yes
- Larson – Yes
- Stoecklein – Yes
- Welch – Abstain
- Dockendorff - Yes
- Ludwigson – Yes

- 3. City Engineer, Tim Hruska presented an informational update on the Wagon Wheel Trail Pedestrian Bridge Crossing regarding three style options. The City Council will be making a decision at the June 8<sup>th</sup> Council meeting as to which alternative to move forward with for final design. This was informational only, no motion necessary.

4. City Economic Development Director, Terry Erickson along with SEMCAC Housing Coordinator, Cindy Vitse and SEMCAC Executive Director, Doug Gout gave an update on the SEMCAC Small Cities Grant program. The last job request was recently submitted and all money has been utilized. SEMCAC is looking to pursue a city-wide grant for the City in the fall of 2020. This was informational only, no motion necessary.
5. La Crescent-Hokah School Superintendent along with American Wind Incorporated Representatives Doug Jorgenson, Mike Kuehn-Hajder, Mark Haider presented the Commission with information on a potential Wind-wall System for the Elementary school and possibly the High school. This was informational only, no motion necessary.
6. SRTS Team Leader, Linda Larson gave an update on the (SRTS) Safe Routes to School draft plan. Informational only, no motion necessary.

Motion by Steffes, seconded by Hanifl to adjourn the meeting. All members in attendance voted in favor. Meeting adjourned at 7:08 p.m.