

City of Winsted
Planning Commission
City Council Chambers
October 8, 2012
6:00 p.m.

Present: JoLynn Cafferty
Dan Dickhausen
Marvin Ebersperger
Max Fasching
Mike Guggemos
Tom Ollig

Staff Present: Brad Martens, City Administrator
Raquel Kirchoff, Administrative Assistant

1) Call the Meeting to Order

Mr. Ebersperger called the meeting to order at 6:00 p.m.

2) Approval of Minutes

Mr. Fasching motioned to approve the minutes from the Planning Commission Meeting on September 10, 2012. Ms. Cafferty seconded the motion. Motion carried 5-0.

3) Public Hearings

4) Old Business

a) Sign Ordinance

Mr. Martens stated that the Planning Commission has been looking at Sign Ordinance language from several cities to assist in amending the City's existing Sign Ordinance. In addition to this, Mr. Martens stated that he has asked Mr. John Anderson, of Municipal Development Group Incorporated, to assist with the amendments to the Sign Ordinance.

Mr. Anderson stated that Municipal Development Group Incorporated has recently assisted other cities with Sign Ordinance amendments. He continued by stating that he has reviewed Winsted's current Sign Ordinance, and there are items that need to be addressed due to new updates from the League of Minnesota Cities. Mr. Anderson reviewed a memo from the League of Minnesota Cities that explained the new language regarding the regulation of signs. Mr. Anderson also reviewed the memo that he sent to the Planning Commission reviewing possible sections where changes could be made to the current Sign Ordinance.

The Planning Commission Members reviewed each section of the current Sign Ordinance with Mr. Anderson and directed him to draft new Sign Ordinance language based upon the discussion that occurred at this meeting. This new language would then be reviewed again at a future meeting.

Mr. Anderson asked the Planning Commission if they would like the public to have input on the amendments. The Planning Commission members discussed the process of informing the public of the changes that may come to the Sign Ordinance and the timeline of when a Public Hearing could be held for the final draft version of the Sign Ordinance language.

5) New Business

a) Commissions Ordinance

Mr. Martens stated that over the past several months, issues have arisen in a City Commission that require adjustments to the City's Commission Ordinances. He continued by stating that staff has been directed by the City Council to draft an updated Commissions Ordinance that includes more detailed information in regards to removal procedures, attendance requirements, etcetera.

Martens explained that the process for the City Council to approve a new Commissions Ordinance necessitates the repeal and replacement of the existing Commissions Ordinance.

Mr. Martens stated that the City Council has made clear that they are very satisfied with all members of the Planning Commission and will immediately re-appoint each member following the repeal and replacement of the Commissions Ordinance.

Mr. Martens stated that some of the highlights of the Commissions Ordinance are as follows:

- Recruitment process for Commissions
- The City Council shall appoint one of its members as an ex-officio member
- The Chairperson of each Commission shall make a report to the City Council once a year at a regular meeting.
- Members dismissed if they miss one-third (1/3) of scheduled meetings.
- No member may vote on a matter in which the member has a direct or indirect financial interest.
- Members shall refrain from bidding or entering into contracts, or other engagements with the City.

Mr. Martens further reviewed that the purpose of the Planning Commission defined within the Ordinance is to advise the City Council on all land use planning matters. Martens further reviewed the duties and responsibilities within the Ordinance of the Planning Commission as follows:

- Review all planning matters as required by the City Code. The Planning Commission shall report the results of such reviews to the City Council by means of a resolution making findings of fact and recommending action to be taken.
- Conduct public hearings upon matters as required by the provisions of such ordinances. Following any public hearing required by the ordinances of the City of Winsted or the statutes of the State of Minnesota or the bylaws for the Winsted Planning Commission, it shall make its report and recommendation to the City Council.
- Act on any other matters required of the Winsted Planning Commission by ordinance or state statute, or referred to it by the City Council.

Planning Commission members approved of the draft Commissions Ordinance.

b) Planning Commission Meeting Date Reschedule – November, 2012

Mr. Martens stated that City Offices will be closed on Monday, November 12, 2012 in honor of Veterans Day; therefore, the regularly scheduled Planning Commission meeting for that date needs to be rescheduled.

Mr. Guggemos motioned to reschedule the Monday, November 12, 2012 Planning Commission Meeting to Wednesday, November 14, 2012. Ms. Cafferty seconded. Motion carried 5-0.

c) Schedule Public Hearing

Mr. Martens stated that over the past several months, the Planning Commission has reviewed the following ordinances requiring amendments or new adoption:

- Rental Housing Ordinance
- Ordinance Establishing Regulations Concerning Alternative Energy Systems
- Ordinance Regulating the Burning of Solid Fuels in External Solid Fuel-Fired Heating Devices.

Martens continued by explaining that the next step in the process is to schedule and hold a Public Hearing at a future meeting.

Mr. Fasching motioned to schedule a Public Hearing to consider the following: amendments to the Rental Housing Ordinance; a new Ordinance Establishing Regulations Concerning Alternative Energy Systems; and a new Ordinance regulating the Burning of Solid Fuels in External Solid Fuel-Fired Heating Devices. Mr. Dickhausen seconded. Motion carried 5-0.

6) Other Business

Planning Commission members reviewed that changes are needed to the Winsted Pride Award judging sheets and that the day of judging should happen earlier in the year. Changes for the judging sheets should be forwarded to Mr. Ebensperger and will be reviewed at a future Planning Commission meeting.

7) Adjournment

Mr. Dickhausen motioned to adjourn the meeting. Mr. Guggemos seconded the motion. Motion carried 5-0. The meeting adjourned at 7:20 p.m.

Brad Martens,
City Administrator
City of Winsted

ATTEST:

Raquel Kirchoff,
Administrative Assistant
City of Winsted