

City of Winsted  
Planning Commission  
City Council Chambers  
June 24, 2013  
6:00 p.m.

Present: Mike Guggemos  
Allison Moses  
Mike Thonvold  
Tom Ollig (Council Liaison)

Absent: JoLynn Cafferty  
Marvin Ebensperger

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

1) Call the Meeting to Order

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

2) Approval of Minutes

**Ms. Moses motioned to approve the minutes from the Planning Commission Meeting on March 11, 2013. Mr. Thonvold seconded the motion. Motion carried 3-0.**

3) No Public Hearings

4) Old Business

a.) Sign Ordinance

Mr. Martens stated that the City is continuing to review the sign ordinance, and that the City's intern, Ms. Meagan Donahue, has been attempting to contact Winsted businesses to discuss how the newly drafted sign ordinance will affect them with the current signage they have displayed. Unfortunately, many of the business owners have not been able to meet with Ms. Donahue, and feedback regarding the proposed ordinance is limited.

Mr. Martens stated that Ms. Donahue has expanded upon the sign presentation that he created earlier in 2013. Mr. Martens displayed and reviewed this presentation with the Planning Commission on different signs that are placed throughout the City of Winsted and if they are allowed or not allowed according to the current Winsted Sign Ordinance and according to the proposed, new draft Sign Ordinance.

Ms. Donahue stated that she did visit several businesses today, June 24, 2013, to speak about current signs displayed at the businesses and how they compare to the draft Sign Ordinance for the City. She received feedback as follows.

- Subway, 132-6<sup>th</sup> Street North, stated that the banner signs that are displayed on Subway's building are provided to them by the Subway franchise and that Winsted's Subway store is considered a "Tier One" store. Subway must display all signs provided to them in order to maintain this status.
- J M S Custom Services, 590 Main Avenue West, stated that the trailer sign placed on their property, advertising for other businesses in Winsted, is displayed as a favor to other businesses in the City.
- Roadhouse Coffee Shop, 215 stated that the small temporary signs placed along the roadside were intended to be temporary and placed primarily for traffic from the Winstock Country Music Festival.

Council Member Ollig asked Ms. Donahue if she explained to the businesses the actions they would have to take to be in compliance with the draft Sign Ordinance. Ms. Donahue stated yes.

Ms. Donahue stated that general comments that she has received is that businesses do not want to have to remove signs.

Council Member Ollig stated that if the City is going to adopt a new ordinance, it needs to be followed and it is important to have feedback from businesses while the ordinance is being drafted. Mr. Martens stated that more attempts should be made to contact businesses regarding the sign ordinance.

Council Member Ollig thanked Ms. Donahue for the work she has completed so far regarding the sign ordinance.

The Planning Commission members discussed that they wanted to allow some trailer signs on a temporary basis and were working toward language for this type of sign after meeting with businesses to hear their feedback.

The Planning Commission members discussed reviewing the language regarding banner signs and wall signs, and possibly amending the wall sign section language to include banners.

5) New Business

a.) 2013 Winsted Pride Awards

Mr. Martens stated that the City will be sending the Winsted Pride Award nomination forms with the utility bills during the week of June 24, 2013 through June 28, 2013, and they will be due to be returned to the City on Friday, July 12, 2013. Mr. Martens asked the Planning Commission members to consider postponing the July, 2013 meeting to complete both the judging of the Pride Awards and a meeting on the same evening. Mr. Martens also stated that a Public Hearing may be scheduled to consider amendments to the Zoning Ordinance regarding size of accessory structures on the same evening.

The Planning Commission members discussed the July meeting and the judging of the Winsted Pride Awards and directed Mr. Martens to change the due date for the nomination forms to Wednesday, July 10, 2013 and hold the meeting on Monday, July 15, 2013.

**Mr. Guggemos motioned to reschedule the July, 2013 meeting of the Planning Commission to Monday, July 15, 2013, with the judging of the Winsted Pride Awards to start at 5:00 p.m. and with the meeting to directly follow the judging. If a Public Hearing needs to be scheduled, it should be scheduled for July 15, 2013 too. Mr. Thonvold seconded the motion. Motion carried 3-0.**

b.) Accessory Structure Standards – R-1 Single Family Residential District, R-2 Multiple Family Residential District

Mr. Martens reviewed the current ordinance standards for accessory structures in the Zoning Ordinance that state “Two (2) residential accessory buildings or structures are allowed per residential lot. The size of one accessory structure shall not exceed 750 square feet in size. The size of the second accessory structure shall not exceed 120 square feet in size.” Mr. Martens stated that during the time he has worked for the City of Winsted, there have been multiple requests to increase the size of accessory structures, and that there has been a recent request by Mr. Curtis Weibel to construct a garage larger than 750 square feet. Mr. Martens continued by stating that Mr. Weibel requested that the City consider an amendment to the language.

Mr. Martens stated that Ms. Donahue has contacted surrounding cities regarding what their ordinance states compared to Winsted’s ordinance. Mr. Martens reviewed this information as follows:

Winsted	Two (2) residential accessory buildings or structures are allowed per residential lot. The size of one (1) accessory structure shall not exceed 750 square feet in size. The size of the second accessory structure shall not exceed 120 square feet in size.
Montrose	The combination of attached garages and detached accessory structures shall not exceed one thousand (1,000) square feet, except by conditional use permit. In no case shall the combination of attached garages and detached accessory structures exceed one thousand five hundred (1,500) square feet. There shall be no more than one (1) detached accessory building per lot in residential zones, except by conditional use permit.
Howard Lake	Attached or detached garages must not exceed either six percent (6%) of the net lot area or one thousand, one hundred fifty (1,150) square feet.
Watertown	No accessory buildings can exceed one thousand (1,000) square feet.

Delano	In R-1 districts attached and detached garages must not exceed one thousand, five hundred (1,500) square feet.
Mayer	Accessory structures shall not cover more than thirty percent (30%) of the lot, including all structures on the lot.
Hutchinson	No accessory building shall exceed one thousand (1,000) square feet

Mr. Martens stated that Winsted has a lower accessory structure requirement than surrounding communities and that staff would approve of a change from 750 square feet to 1,000 square feet, with this being the only amendment to be considered. The other language in the City's current ordinance is satisfactory. He continued by stating that Planning Commission Chairperson, Marvin Ebersperger approved of this change too. The Planning Commission members present approved of the amendment.

**Mr. Thonvold motioned to schedule a Public Hearing on Monday, July 15, 2013 at 6:30 p.m. to consider amending the Winsted Zoning Ordinance to increase the allowable size of accessory structures in R-1 and R-2 Residential Districts from 750 square feet to 1,000 square feet. Ms. Moses seconded the motion. Motion carried 3-0.**

6) Other Business

Mr. Martens stated that tonight is his last Planning Commission meeting with the City of Winsted and thanked the Planning Commission members for the thorough work they do for the City of Winsted. Mr. Guggemos thanked Mr. Martens for his work in Winsted.

7) Adjournment

**Ms. Moses motioned to adjourn the meeting. Mr. Thonvold seconded the motion. Motion carried 3-0. The meeting adjourned at 6:30 p.m.**

*Raquel Kirchoff*

Raquel Kirchoff,  
Administrative Assistant  
City of Winsted