

City of Winsted
Planning Commission
City Council Chambers
April 13, 2011
6:00 p.m.

Present: Dan Dickhausen
Marvin Ebersperger
Max Fasching
Mike Guggemos
Tom Ollig – Council Liaison

Not Present: JoLynn Cafferty

Staff Present: Deborah Boelter, City Clerk - Treasurer
Raquel Kirchoff, Administrative Assistant

1) Call the Meeting to Order

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

2) Approval of Minutes

Dickhausen motioned to approve the minutes from the Planning Commission Meeting on October 13, 2010. Guggemos seconded the motion. Motion carried 4-0.

3) Public Hearings

4) Old Business.

5) New Business

a) Call for Public Hearing - Zoning Ordinance Amendments

Boelter explained that a Winsted resident had requested to construct a vegetable stand in their front yard. The current Winsted Zoning Ordinance does not allow temporary structures. John Anderson, Municipal Development Group, is currently reviewing the Zoning Ordinance language to suggest amendments that would allow temporary structures.

The Planning Commission members had specific questions on the time constraints of the temporary structures, on the permit applications for the structures, and if certain uses of a temporary structure would be prohibited. Cynthia Smith-Strack, Municipal Development Group, stated that John Anderson would prepare draft language for the May, 11, 2011, Planning Commission Meeting. Scheduling of a Public Hearing was postponed and will wait until the Planning Commission has reviewed the draft language regarding temporary structures.

b) Planning Services – Municipal Development Group

Smith-Strack stated that the Administrative Standards contained in the Winsted Zoning Ordinance needed to be updated to be consistent with the Land Use Plan; and that the Planning Commission would be specifically discussing the procedures for Site Plan Approval. In future meetings, Conditional Use Permits, Interim Use Permits, Variances, and Nonconformance would be discussed.

Language amendments were discussed regarding Site Plan Approval, in the following areas of the current Winsted Zoning Ordinance, Section 1501.0015;

- Exemptions
- Concept Plan Review
- Application for Site Plan Approval
- Sixty (60) Day Time Frame for Approval or Denial of Site Plan
- Notification of Site Plan Review
- Review and Recommendation by the Planning Commission

- Review and Decision by City Council

The Planning Commission had specific questions on who monitors the process of final elevations after a house has been constructed, to make sure the grading is in compliance with the plat. Boelter stated that she would contact the Building Inspector, Rob Beckfeld, Metro West Inspections Services, Inc. to have him provide some information regarding this topic.

The Planning Commission agreed upon language amendments regarding the procedures for Site Plan Approval within the Zoning Ordinance. Smith-Strack stated that she would amend the language as discussed and present the amendments at a future Public Hearing that will be scheduled to consider adopting the amendments to the Winsted Zoning Ordinance regarding Administrative Standards.

Smith-Strack presented the list of items that need to be addressed in the future, when the Administrative Standards were completed, to update the Winsted Zoning Ordinances to be consistent with new legislation in effect and to keep current. The list includes:

Shoreland Overlay District
General Regulations
Commercial Downtown District
Highway Commercial District
Industrial District

The items with a higher priority to finish include Shoreland Overlay District because of the new laws in effect and also General Building Regulations regarding Building Standards and Accessory Structure Standards because the current ordinance is not specific enough in these areas. Smith-Strack stated that the review of the districts have a lower priority and are easier to accomplish. Ollig asked if Smith-Strack would prepare a time line and estimated budget for each of the items on the list. Smith-Strack stated that she would prepare this information for the next meeting.

- 6) Other Business.
- 7) Adjournment

Fasching motioned to adjourn the meeting. Dickhausen seconded the motion. Motion carried 4-0.

Respectfully Submitted,

Raquel Kirchoff

Administrative Assistant