

**Planning and Zoning Commission**  
**Thursday, August 4, 2011**  
**7:00 P.M.**  
**City Council Chambers**  
**Minutes**

**MEMBERS PRESENT:**

Wayne Getz  
Nancy Heim  
Bruce Dorman  
Jerel Mockenhaupt  
John Schaber

**MEMBERS ABSENT:**

Brent Kemple  
Bryan Holtz

**STAFF PRESENT:**

Nick Koverman, City Administrator

**OTHERS IN ATTENDANCE:**

None

**ESTABLISH QUORUM/CALL TO ORDER**

Quorum was established and Nancy Heim called the meeting to order at 7:10 p.m.

**APPROVAL of AGENDA with additions/deletions:d). Pictometry Request e). Planning Services Budget**

**Motion to approve: John Schaber**  
**Seconded by: Jerel Mockenhaupt**  
**Motion declared carried**

**APPROVAL of MINUTES-June 9, 2011**

**Motion to approve: Wayne Getz**  
**Seconded by: Bruce Dorman**  
**Motion declared carried**

**BUSINESS ITEMS:**

**4a. Public Hearing-Amending Zoning Code Variance-A motion was made to open the public hearing at 7:11 p.m.:**

**Motion: John Schaber**  
**Seconded: Wayne Getz**  
**Motion declared carried.**

Admin. Koverman discussed the change briefly that was made by the MN State Supreme Court and how municipalities were amending the language of the ordinance to reflect the new language. The proposed ordinance outlines the changes. He explained that the Council will then have two readings of the ordinance following the public hearing. Chairperson Nancy Heim called for any public opinion on the proposed amendment to the ordinance. She called twice. She called three times. Hearing nothing, a motion to close the public hearing was made at 7:14 p.m.

**Motion to close: John Schaber**  
**Seconded: Jerel Mockenhaupt**  
**Motion declared carried.**

With no further discussion a motion to approve the proposed ordinance revision and send it to Council was made:

**Motion: Wayne Getz**  
**Seconded: Bruce Dorman**  
**Motion declared carried.**

**4b. Alternative Energy Ordinance.** Admin. Koverman expressed that the public forum was not well attended on the alternative energy ordinance, but that the next step would be to hold a public hearing which will be scheduled for the next Planning & Zoning regular meeting in September.

**4c. C-3 Regional Commercial District Update.** A brief update was given on the I-90 project and Admin. Koverman discussed that he was in discussions with various planning/engineering firms to look at the district and how it could be better configured. He would report back when he receives additional information.

**4d. Pictometry Request.** Winona County provides GIS to the cities, but an improved mapping will be able to be acquired by St. Charles for \$2,400 that may be used by law enforcement as well as planning and zoning. The benefits of the tool would be provided. Currently, the planning portion of the city budget allows for \$1,500 annually which has not been used in the past. Admin. Koverman would like to work with Winona County to provide the enhanced modeling and explained that the goal of the County GIS department was to eventually make it available to the city. The remaining budget would come from the other professional serviced fund. After a brief discussion, the board recommended that the Council purchase this service. A motion was made to recommend this approval in the amount of \$2,400.

**Motion to approve: John Schaber**

**Seconded by: Jerel Mockenhaupt**

**Motion declared carried.**

**4e. Planning Services.** Admin. Koverman highlighted the past history of planning and zoning and how the County had provided the services. With the new law changes and St. Charles' history the group discussed the continuing complexity of the planning and zoning world. Admin. Koverman has been discussing with various firms the option for services. He estimated that if the P&Z received 8 requests a year and each request took 5 hours of contracted staff time at \$75 it would be approximately \$3,000 of service. Currently, every year \$1,500 is budgeted with no use. The remainder would be an additional \$1,500 to increase the budget for 2012 to start. Fees could also offset this cost as the current level is only \$50 which he stated does not cover staff time. After further discussion, it was the motion to recommend an additional \$1,500 for a total budget of \$3,000 to cover contracted costs.

**Motion to approve: Jerel Mockenhaupt**

**Seconded by: Bruce Dorman**

**Motion declared carried.**

Motion to adjourn at 7:50 p.m. by: John Schaber

Seconded by: Bruce Dorman

Motion declared carried.