VILLAGE OF OSCEOLA PLAN COMMISSION MEETING

Date:Tuesday, August 1, 2023Time:6:00 p.m.Place:Large Conference Room (Rm 205)
310 Chieftain Street
Osceola WI 54020

PLAN COMMISSION AGENDA

- 1. Call the meeting to order
- 2. Approval of agenda
- 3. Approval of minutes a. July 20, 2023
- 4. Discussion and possible action re:
 - a. Osceola Fair Preliminary Plan for new building Presentation
 - b. Comprehensive Plan Discussion In house or Contract
 - c. Lot Survey South End by Kwik Trip Caleb See Ridge Road
- 5. Future agenda items and updates
- 6. Adjourn

NOTE: It is possible that members of other governmental bodies of the municipality may be present at the above scheduled meeting to gather information about a subject over which they have decision-making responsibility. No action will be taken by any governmental body at the above-stated meeting other than the governmental body specifically referred to above in this notice.

PLAN COMMISSION MEETING PROCEEDINGS July 20th

The Plan Commission of the Village of Osceola met on July 20th, 2023, to hold a regular commission meeting member Gilliland called the meeting to order at 6:00 p.m.

Present: Deb Rose, Dennis Tomfohrde, Bruce Gilliland, Deb Rose, Rob Bullard, Mike Sine, Kim O'Connell Excused: Bill Chantelois V, Staff present: Devin Swanberg, Others present: Angel Poppenhagen

Motion to approve the agenda was made by Rose, second by Bullard passed 6-0

Motion to approve the minutes with the corrections of removing Buberl from the members, made by Rose seconded by Tomfohrde Motion passed 5-0 Sine Abstain

Public Hearing to review site plan of Osceola Bluff at 301 River Street motion to open by Bullard seconded by O'Connell motion passed 6-0

Laura Hoyem – Written comments from Letter dated July 19th. The river area is protected and dependent on local protection. Goal is to Preserve, protect, and enhance. Thousands a year use the river. Feel that the scenic aspects of the river Valley will be degraded. Feel the straight-line roof would be jarring. May negatively impact the scenic quality of the riverway.

Pete Paidar- Plugging a square peg in a round hole. Feels village changed code for development. Lack of planning on how the site will impact community.

Tom Killilea- Due Diligence on plan how does the village support project. Developer has a burden to show it meets the standards, feels they have not met. Feels it is not compliance. Significant impact on infrastructure. DOT and DNR have guidelines for land use changes.

Holly Walsh-Feels taxpayers are going to be paying for the development. The TID given by Osceola far exceeds the other TIF they have received. The building is massive and does not fit the river feel. Overextends the size and does not harmonize.

Lisa Curry- Worries the scenic view will be destroyed. Worries about the amount of parking.

Kent Jefferson- Congress gave local authority to the village to protect the riverway. This building will take the scenic riverway away from thousands of people. Worries about the amount of TIF incentive.

The motion to close the public hearing was made by Bullard seconded by Rose. Passed 6-0

Administrator Swanberg went over the zoning requirements for the site (use, setbacks, parking), and areas where they are improving the existing site in removal of bituminous, better drainage, and slope preservation. This project is not adjacent to state highway 35 and therefore does not need a traffic study. The fire department have had all their concerns addressed. Recommends adding conditions especially to signage.

Village Engineer Angela Poppenhagen notes that the site meets all drainage for stormwater, parking, and erosion control.

Commissioner O'Connell asks about the plan for 3rd and River St for future development and why has the plan not been approved yet. Administrator Swanberg mentioned there is no timetable and is looking at cost and funding as costs have risen substantially.

Administrator Swanberg noted that the city staff along with Angela met in May to go over the site plan and our notes are in the packet. The village wants to look at improving the materials of the pipes for water and sewer. There are storm sewer issues all along river street. The new site plan fixes the drainage issue on the current

Sine worries about the impact on 3rd Avenue between traffic and the utilities. Making sure the photometric plan does not account for improvements on village property and who pays for it.

Sine asked where the snow will go when they must plow and can the ponds handle that much. Angela assures me the site is measured in frozen ground conditions. Some snow might have to be removed off site via contract like the developer has had to do before. Sine always raised questions about the photometric and making sure that the plan does not come at cost to the village.

Sine also asking about the financial impact to the utilities and improvement if this site requires improvement. Administrator Swanberg informed the Commission that the TID can support an infrastructure project estimated to be around \$750,000.

The building will not be removing any trees in the slope preservation and will decrease the bituminous by 30% and create more green space on site. The infiltration and dry ponds and lining helps with erosion around the bluff line.

The site will be reviewed by a certified registered architect. The architect of record will be Momentum Design Group.

O'Connell and Tomfohrde do not feel the building meets the standards of NR 118 that the building is not visually inconspicuous as the building sits higher than the tree line. The standard from NR 118 is the building is inconspicuous from the middle of the river on leaf on conditions. The cross section was from the middle of the river up the bluff line to show where the tree canopy and line of sight is. O'Connell and Tomfohrde feel that more needs to be done to show the building is conspicuous. Gilliland said the issue has been put to bed with the CUP for height.

Sine development comes at costs but does not want the village to bear the whole cost. The developer says they will be paying SAC/WAC and Impact fees.

Bullard made a motion to recommend approval of the site plan to the village board with the conditions they get all local and state permits, and all signage is approved by HPC. The motion was seconded by Gilliland motion approved 4-2 Aye- Bullard, Rose, Sine, Gilliand Nay – O'Connell and Tomfohrde.

Motion to recommend selling the parcels 165-00712-0003 and 165-00716-0003 to Quality Polymers for \$1 each and all of their lots are combined was made by Bullard seconded by Sine

Future Agenda Issues August Comp plan discussion More representation at village board meetings regarding decisions.

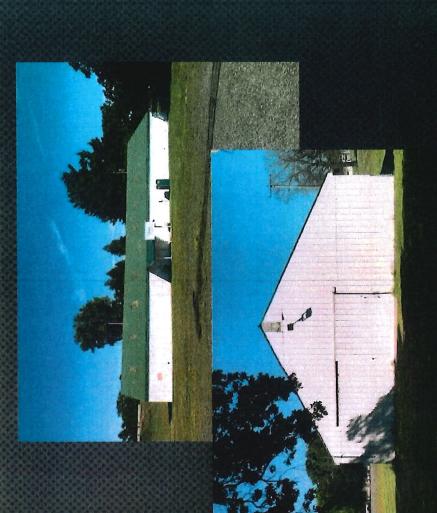
The meeting was adjourned 7:39 pm

Respectfully submitted by Devin Swanberg Village Administrator



EXISTING STRUCTURE

- BUILT IN 1962
- CURRENT SIZE 52' X 144'
- ASPHALT FLOOR
- Aging exterior showing many years
 OF surviving the elements.



Decommunity fait

REASONS TO UPGRADE

Goal is to have a new structure in place in time for the 100^{TH} celebration of the Increase space for more vendor booths (both business and food vendors) Invest in a structure to carry the Osceola Community Fair into the future. Restructured space for fair supplies (tables, main stage) Osceola Community Fair in 2024.

A new structure will also allow for future expansion (handicap restrooms, POTENTIAL YEAR-ROUND FACILITY USE)

G-Future Main Display Area 52x144x13 celling Crite Meeting Mes Ĩ Rejate Few Storage MAIN FACILITY 52' × 144' WITH TALLER 13' Dedicated storage for Osceola Royalty and the parade float. OSCEOLA COMMUNITY FAIR BOARD 3000000 community fair Additional 16' × 144" cantilever for the added features. MORE OVERHEAD DOORS TO HELP OPEN PROPOSED NEW STRUCTURE ENCLOSED SPACE FOR 6 VENDOR/FOOD AREAS. MEETING ROOM/OFFICE. THE AREA FOR FAIRGOERS. CEILINGS

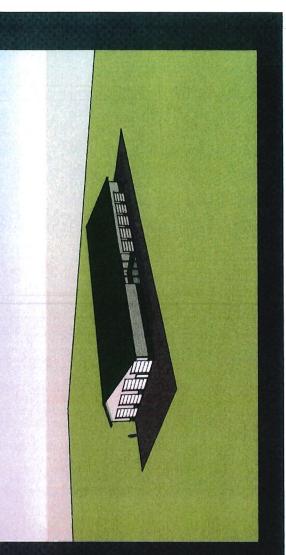




PHASE 1 COSTS

- Demolition of old building and site prep - \$10,000
- NEW CONSTRUCTION \$138,000
- Poured concrete floors and Aprons - \$45,000
- ELECTRICAL \$20,000

Phase 1 will get us a new structure with similiar amenities of the existing structure, but with expanded space.

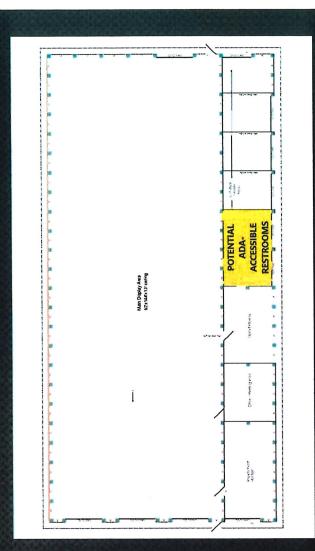


community fair S, Q & Q (Q)

PHASE 2 PROPOSAL

- INTERIOR FINISHING TO CREATE A YEAR-ROUND USABLE SPACE FOR THE COMMUNITY. (ALSO TO INCLUDE STRUCTURE INSULATION)
- FULL ADA-ACCESSIBLE RESTROOMS
- HVAC TO ALLOW FOR YEAR-ROUND USE

Phase 2 is part of our long-range planning. If we are able to secure adequate funding, phase 2 can be integrated into phase 1 for a complete build.



community fait balada

HOW TO CONTRIBUTE

PLEASE CONTACT THE OSCEOLA COMMUNITY FAIRBOARD FOR DETAILS ON HOW TO CONTRIBUTE.

THE OSCEOLA COMMUNITY FAIR!



PLANNING SERVICES COMPREHENSIVE PLANNING SERVICES

OSCEOLA, WI

JULY 5, 2023



LOGAN TJOSSEM AICP

Project Manager | Principal Planner 507.206.2138 Logan.Tjossem@widseth.com 3777 40th Avenue NW, Suite 200 Rochester, MN 55901 July 5, 2023

Devin Swanberg, Village Administrator Village of Osceola, Wisconsin 310 Chieftain St. 217 Osceola, WI 54020 administrator@vil.osceola.wi.us

Re: Village of Osceola Comprehensive Plan

Dear Devin Swanberg:

The Village of Osceola is a vibrant and diverse community of citizens with a rich history, access to the St. Croix National Scenic Riverway, with excellent entertainment, dining and tourism options, access to recreation trails, arts organizations and businesses, and local agriculture with farmers markets. We are excited to help you create the vision for this historic village, settled in 1844, with a comprehensive plan update that will continue to be a guide for the growth and development of the Village into the future.

Our team will help you to anticipate the impact of an increasingly diverse population, housing needs, economic development initiatives, and social needs. The recommendations and implementation of this plan will be the foundation for growth that will benefit citizens, stakeholders, and all who live, work, or visit the Village of Osceola for the next 15-20 years.

CREATE

Our team is just minutes from the Village of Osceola. We will build on the trust we have established working with other communities and provide you with effective and efficient solutions.

INSPIRE GREATNESS

Successful comprehensive plans are tailored to their communities, drawing connections among rivers, lakes and natural resources with downtown developments, urban growth, historic buildings, and local businesses and industries. The Village of Osceola's updated plan will layout a solid foundation for community growth and connections!

We look forward to working with you and the Village of Osceola community on your Comprehensive Plan. Please contact me if you have any questions about our firm, qualifications for planning, or this proposal for your comprehensive plan.

Sincerely,



Logan Tjossem AlCP Project Manager | Principal Planner 507.206.2138 Logan.Tjossem@widseth.com

ARCHITECTS = ENGINEERS = SCIENTISTS = SURVEYORS



Wyoming

5368 266th Street PO Box 730 Wyoming MN 55092

651.464.3130 Wyoming@Widseth.com Widseth.com

WIDSETH INTRODUCTION

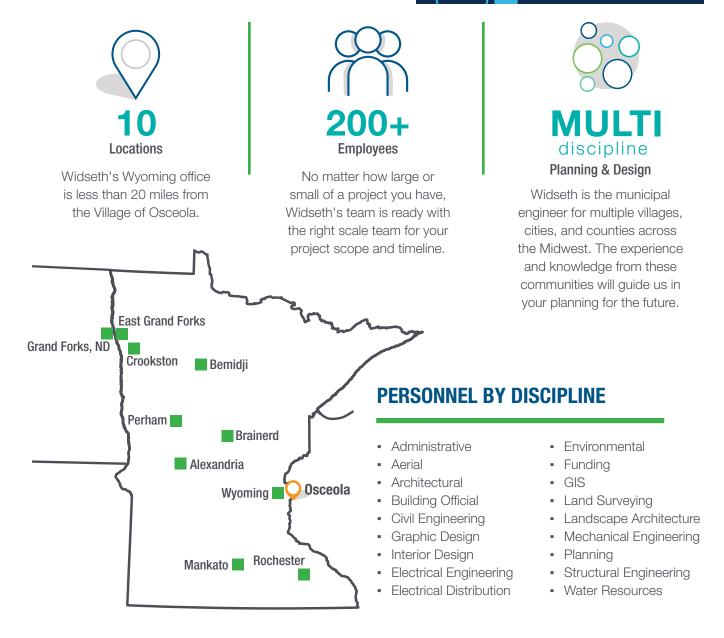
Widseth is a planning, architecture, engineering, land surveying, and environmental services firm that was incorporated in 1975. We have 10 offices in Minnesota and North Dakota and over 200 employees. Together, our multidiscipline team provides clients a complete package of services to lead their project from concept to completion.

Our planning team partners with our GIS, mapping, and funding specialists for larger comprehensive planning projects to integrate real data and future funding opportunities into customized plans that meet the community's vision and goals.



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WIDSETH IS COMMITTED TO PRESERVING AND ENHANCING THE COMMUNITIES WE SERVE THROUGH CAREFUL STEWARDSHIP OF THEIR RESOURCES.



PROJECT UNDERSTANDING



We understand the Village of Osceola desires to have a revision to their current Comprehensive Plan. A Comprehensive Plan update process identifies strengths, weaknesses, opportunities, and challenges and ultimately creates both a physical and policy document that allows the village to best optimize its resources, growth, and development over the next 15-20 years, while establishing implementation goals and strategies to move towards a sustainable future with clear objectives. With the Village of Osceola's current Comprehensive Plan adopted in 2009, we understand that new strategic objectives and action items should be addressed through the proposed update. With an update to the policies, goals, and standards; including land use and planning; transportation (pedestrian & bike, road,) community facilities and services, municipal utilities (electric, water, sanitary sewer, storm sewer), housing; economic development/redevelopment; and community culture & image, the new plan will provide a new direction for growth that will enhance the quality of life for all its residents and unique socio-economic make-up for a successful long-term plan.



PROJECT APPROACH



PLANNING AND DESIGN PROCESS

We propose to provide an approach that is not linear (a straight line from start to finish) but somewhat of a spiral. We make progress yet circle back to test our assumptions and findings, then move forward, again, repeating the cycle while moving ahead.

Throughout this process, our team will draw on years of experience to develop understandable, useable documents to plan the future of the Village of Osceola.

Each phase will consist of:

- Reviewing existing information and/or information gathered in the previous phase.
- Questioning results and communicating with stakeholders, community leaders, and citizens.
- Testing proposed suggestions or new policies for recommendations and implementation strategies.

why do you CHOOSE to live in Starbuck? · Small fown w/ community fogethermos Lawie populais is we spaced here from Mps 1995 Face, by had a cabin on the lake and that procept us to the area 7 Bordabilly Vacation Destinition · Spong Values family & faith

why do you CHOOSE to live in Starbuck? CEREW up here I want to see the City preserve it's heritryz, promute more business and industry while peouding for our Natural essences @ Love the lake, hunting orddoon of poetanities and the SMALL town life 3 hour the fairndly CANING and the peup people who histhere

Notes above: The planning process in Starbuck, MN asked citizens to comment on what they liked about their community. This information was used to help create the vision and goals for their comprehensive plan.

PROJECT APPROACH CONTINUED

COMMUNITY OUTREACH

Our team is experienced in leading client groups to establish longterm goals, define needs, and build consensus around solutions. Our process includes meeting with the village, county, tribal governments, stakeholders, and community leaders to listen, establish needs, and work through appropriate solutions. Widseth's approach always has been, and always will be, client driven.

Having executed many similar successful engagements, we will tailor a unique public engagement process specific to the needs of the community to try and make sure every voice is heard and represented.

PUBLIC MEETINGS

In collaboration with the Village of Osceola, Polk County, stakeholders, and community leaders, Widseth's team will plan, and conduct community engagement meetings as outlined in our timeline. Our team will facilitate the meetings and draft and deliver informational exhibits and reports throughout the process.

FEES FOR PLANNING PROCESS





PROJECT SCOPE	FEE
omprehensive Planning services including review of current comprehensive	

Со plan, small team meetings, community engagement, re-write and update of new comprehensive plan

\$34,750



COMPREHENSIVE PLAN

	•	Review previous	Comprehensive	Plan and existing policies and documents
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- Begin Formatting chapters, sections, or themes
- Determine Role of Public in Plan Development
- Identify Key Stakeholders
- Coordinate with Comprehensive Planning Committee
 to identify community driven volunteers

Small Team Meeting

- · Kickoff Introductions, discussions, and review history
- Research and analysis Begin process
 - » Demographic Information
 - » Housing (Incorporate Housing Study Info, if one exists)
 - » Economic Development

Deliverables: Microsoft Excel database and written summaries

Community Meeting #1

 Community Meeting #1 Introduction Schedule, Areas of focus, & Community involvement Individual SWOT analysis (Strengths, Weaknesses, Opportunities, and Threats) One sheet survey Table discussions - Comparing ideas Full group sharing - Compile Info for SWOT Deliverables: Community engagement SWOT analysis results and meeting minutes 	Months 3-6	Our team will begin the community engagement process in collaboration with the village.
 Community Meeting #2 Introduction Recap of Meeting #1 SWOT recap Evaluate specific areas Family sustainability Land use Transportation Parks, trails, arts, and open space Natural resources Utilities, infrastructure, and community facilities Intergovernmental cooperation Begin creating/evaluating a vision statement Deliverables: Meeting minutes and written summaries 	Months 6-9	During these months, the collaboration efforts continue with evaluating specific areas, facilitation of meetings, and communicating information to define a clear direction of where the village would like to be. The draft Comprehensive Plan begins the final stages.
Community Meeting #3 Introduction Finish vision statement Finish evaluating specific areas » Similar to Meeting #2 » Implementation Deliverables: Draft Comprehensive Plan Community Meeting #4	12 Months 9-11	The draft Comprehensive Plan is coming to completion during this phase, and a vision should be finalized. The Comprehensive Plan is finalized

- Comprehensive Plan presentation
- Questions/comments

Deliverables: Final Comprehensive Plan

and adopted with clear objectives

and implementation strategies.

Month

The beginning of the comprehensive

culture of a community to establish

adopted policy and communication

planning process is first

understanding the history and

a "sense of place." Gathering

historic perspectives through

is a crucial first step.

Months 1-3

PROJECT TEAM **RESUMES**



License/Certification Licensed Appraiser: MN (40471669) American Institute of Certified Planners (AICP)

Education

Bachelor of Science, Community and Regional Planning (emphasis Economic Development) | Iowa State University

LOGAN TJOSSEM AICP

Principal Planner | Project Manager

With more than 20 years of experience, 12 of those with the Rochester-Olmsted Planning Department, Logan interprets individual and group needs by effectivley listening, communicating, and engaging conversation through input and feedback. Logan is known for establishing strong client relationships built on knowledge, trust, and respect and provides an ongoing service for local and state policymakers, governmental agencies, community groups, and local citizens. Logan is an Associate Member Minnesota Chapter of the American Planning Association (MnAPA).

RELEVANT EXPERIENCE

- Comprehensive plans: drafts, updates, map amendments
- Housing Studies
- Zoning ordinances: drafts, updates, text amendments
- Development review
- Vacant Lot, Residential, and Agricultural Land Market Studies.
- Grant writing

- Preparation of appraisals for condemnation, tax appeal, litigation, financing, and acquisition/disposal.
- Properties appraised include: multifamily buildings, development land, warehouse/industrial buildings, office buildings, civic buildings and agricultural land. Also, varying permanent and temporary easement rights.



License/Certification

Economic Development Finance Professional (Cert. #1204-010)

Education

Master of Business Administration | Bemidji State University Bachelor of Science, with Honors | Bemidji State University

GAIL LEVERSON MBA, EDFP

Funding Specialist | Grant Writer

Gail joined Widseth in 2019 and serves as the Funding Specialist working with a broad array of projects. Areas of focus include city infrastructure, parks, trails, and fire department funding to help communities prosper and grow. After 21 years of experience with state and federal funders, Gail has extensive knowledge of grant programs and funding agencies including MN Public Facilities Authority (PFA), MN Department of Employment and Economic Development (DEED), U.S. Economic Development Administration (EDA), MN Department of Natural Resources (DNR), Federal Emergency Management Agency (FEMA), MN Department of Transportation (MnDOT), USDA–Rural Development (RD), and more.

RELEVANT EXPERIENCE

- Work with client, design team, and agencies to pursue and secure available funding, coordinate process, and ensure requirements are met
- Research Grants
- Write Proposals
- Submit Applications
- Grant Administration
- Manage Labor Compliance

RESUMES CONTINUED



License/Certification Certified Mapping Scientist–GIS/ LIS (GS291) Certified GIS Professional (52240)

Education

Bachelor of Science, Geography | University of Minnesota

MARK REINEKE CMS, GISP Geographer | GIS Manager

Mark is an Associate in the firm with more than 25 years' experience in spatial analysis, mapping, and Geographic Information Systems (GIS). He coordinates GIS projects among the firm's offices and manages Widseth's extensive spatial database. Mark assists and advises project teams by providing analysis, mapping, and technical support necessary for overall project success.

RELEVANT EXPERIENCE

- Breckenridge Comprehensive Street Condition Survey—Breckenridge, MN
- International Falls Comprehensive Street Condition Survey, Aerial Imagery & Lidar collection—International Falls, MN
- Alexandria Comprehensive Street Condition Survey—Alexandria, MN
- Greater Blue Earth River Basin Water Quality and Terrain Analysis Data Development – Portions of MN & IA
- Water Quality Targeting/Modeling— Greater Blue Earth River Basin Alliance (GBERBA), Le Sueur River Basin, MN
- Pine Island GIS Implementation, On-Line Mapserver, and Future Land Use Study Map—Pequot Lakes, MN
- Blackduck Utility Mapping and GIS Implementation—Blackduck, MN
- Winona State University Mapping & GIS Implementation—Winona, MN



License/Certification Professional Engineer: MN (25132)

Education

Bachelor of Science, Civil Engineering | North Dakota State University

TIMOTHY M. HOULE PE, VP

Civil Engineer | Vice President

Tim leads Widseth's Wyoming office and has a broad background in civil engineering projects including site, pavement, roadway, storm drainage, and utility improvements. He works with the public and with multiple permitting agencies as well as funding assistance agencies. He is adept at incorporating state, county, and other agencies' requirements into the final design.

RELEVANT EXPERIENCE

- City of Pequot Lakes, Multiple
 Projects throughout the City:
 - » Downtown Traffic Study
 - » MnDOT TH 371 Improvements
 - » Government Drive Rehabilitation
 - » Wastewater Ponds, Aeration System Improvements

 Brainerd Streetscape Reconstruction—Brainerd, MN

Cornerstone Plaza—Forest Lake, MN

- Zhingwaak Oodena Residential Subdivision—Hinckley, MN
- Wastewater Treatment Facility (Mound System) Analysis—Backus, MN
- Baxter Trail Adjacent to TH 371—Baxter, MN
- Cuyuna Senior Housing Campus
 Plan Review—Crosby, MN
- 2010 11th Street Improvements— Little Falls, MN

COMPREHENSIVE PLANNING **EXPERIENCE**



HARMONY COMPREHENSIVE PLAN

Harmony, Minnesota Vision to be leading city in quality of life, sustainability, business growth, tourism and small-town livability.

Located in Fillmore County of southeastern Minnesota's Driftless Region, with a population of 1,043 residents, the City of Harmony hired Widseth to participate in the 2022 - 2023 Comprehensive Plan update. The update included demographics and housing, land use, population projections, a future land use plan map, goals, and implementation plans.

Final report being presented to City of Harmony in July 2023

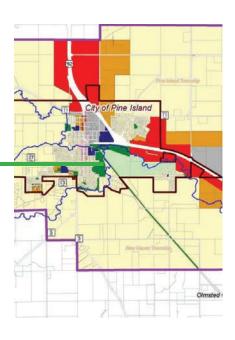
PINE ISLAND COMPREHENSIVE PLAN

Pine Island, Minnesota Work together to promote orderly growth. Build a productive atmosphere that preserves community values, the environment, and history

Located in Goodhue and Olmsted Counties of southeastern Minnesota along the beautiful banks of the Zumbro River, with a population of 3,400 residents, the City of Pine Island hired Widseth to participate in the 2009-2010 Comprehensive Plan update. The update included demographics and housing, land use, transportation, parks, recreation and open space, wastewater infrastructure, water infrastructure, and historic preservation.

> Documentation of report available here: Pine Island Comprehensive Plan Link





PROJECTS CONTINUED

Future Land Use Plan Map



STARBUCK COMPREHENSIVE PLAN

Starbuck, Minnesota *Preserving community values, environment, recreational opportunities, Lake Minnewaska and heritage of Starbuck.*

The City of Starbuck is located within Pope County of West Central Minnesota, situated on the west bank of Lake Minnewaska, and at the intersection of Minnesota Highways 28 and 29. It's population is 1,383 (2019). The city hired Widseth to facilitate, coordinate and write their rst Comprehensive Plan. The Comprehensive Plan (to be adopted soon) is still in draft form but includes population projections, a future land use plan map, goals, and implementation plans.



Documentation of report available here: <u>Starbuck Comprehensive Plan Link</u>



COMMUNITY **REFERENCES**



CITY OF STARBUCK

Gary Swenson, Mayor 307 East 5th Street PO Box 606 Starbuck, MN 56381 mayorstarbuck@hcinet.net 320.239.2196 Comprehensive Plan and Community Engagement

CITY OF LEROY

Rebecca Charles, EDA Coordinator 122 Main Street LeRoy, MN 55951 rebecca.charles@cedausa.com 605.695.6765 Comprehensive Housing Study and Needs Analysis

CITY OF CHATFIELD

Joel Young, MCMC/City Administrator 21 Second Street Southeast Chatfield, MN 55923 jyoung@ci.chatfield.mn.us 507.867.3810 Professional Planning Services

CITY OF PINE ISLAND

David Todd, City Administrator 250 South Main Street PO Box 1000 Pine Island, MN 55963 David.Todd@ci.pineisland.mn.us 507.365.4591 Professional Planning Services



ARCHITECTS = ENGINEERS SCIENTISTS = SURVEYORS

Alexandria | Bemidji | Brainerd | Crookston | East Grand Forks Grand Forks | Mankato | Perham | Rochester | Wyoming

Widseth.com

