



PLANNING COMMISSION MEETING

Tuesday, July 8, 2025 at 5:30 PM

Council Chambers, City Hall at 540 West Hills Circle

**Roll Call: Meier, Springer-Gasner, Rooks, Eickhoff,
Wilson, Peake, Effertz**

1. Planning Commission Agenda

1.a. Planning Commission Agenda - July 8, 2025

2. Roll Call: Meier, Springer-Gasner, Rooks, Eickhoff, Wilson, Peake, Effertz

3. Approval of Last Meeting Minutes

3.a. Planning Commission Minutes - June 24, 2025

4. Public Hearings

4.a. CUP-20

5. Downtown Parking Committee Requests

6. Other Business

6.a. Zoning & Subdivision Ordinance Process Update

6.b. Updates on Previous Items

7. Next Meeting - July 22, 2025

8. Adjournment

Owatonna Planning Commission Agenda

Tuesday, July 8, 2025

5:30 PM

****Charles S. Crandall Center at West Hills****

Roll Call: Springer-Gasner, Rooks, Eickhoff, Wilson, Peake, Effertz, Joachim

1. Approve minutes of the June 24, 2025 meeting

2. Public Hearings

A) CUP-20 by Craig Britton, Widseth, on behalf of Stadheim Properties and Nate Pierson, requests for a conditional use permit to construct Good Day Express Car Wash on the subject property located at 1810 Cedar Avenue S.

3. Downtown Parking Committee Requests

None

4. Other Business

A. Zoning & Subdivision Ordinance Process Update

B. Updates on Previous Items

5. Next Meeting – July 22, 2025

6. Adjourn

OWATONNA PLANNING COMMISSION MINUTES FOR JUNE 24, 2025

The Owatonna Planning Commission met in regular session at 5:30 p.m. in the Crandall Center – Chambers with Chairperson Kelly Rooks conducting the meeting. Present at roll call were Commissioners Kelly Rooks, John Eickhoff, Rachel Spring-Gasner, Mark Wilson, and Nick Peake. Commissioner Dave Effertz was absent. Community Development Manager Greg Kruschke, Planning Specialist Emma Bransford, and Senior Administrative Technician Kristen Kopp were also present.

A motion was made by Eickhoff and seconded by Springer-Gasner to approve the minutes of regular meeting of May 27, 2025. All Commissioners voting Aye, the motion carried.

Final Plat of Mineral Springs Estates, which is a 82.72± acre tract of land zoned PUD, Planned Unit Development, by Prairie LaSalle Partners / Chad Lange, Festal Farms and located east of St. Paul Road and north of Lee Street NE, was presented by Community Development Manager Greg Kruschke. (Refer to report on file.) He said that one resident in North Bluffs stopped in with questions. Eickhoff asked about the pool traffic and if anything would be done to control the dust on the temporary dirt road. He said he wanted to make sure that safety would be addressed. Kruschke said as far as access, they are requiring stop signs and other notifications. By the time the construction starts, it will probably be the end of the waterpark season, so they might only overlap a week or two. There are some provisions in the development agreement. As far as dust control, that is a part of the process that goes through Stormwater Management. Eickhoff said overall this is a great project and exciting for the City. A motion was made by Eickhoff and seconded by Wilson to recommend City Council approval of the final plat of Mineral Springs Estates with the following conditions:

- 1) The final plat shall be recorded within 60 days of the date of approval of the final plat.
- 2) The title opinion shall be approved by the City Attorney prior to recording of the final plat.
- 3) The conditions of the PUD shall be adhered to at all times.
- 4) A development agreement shall be recorded along with the final plat.
- 5) The plans shall adhere to the approved wetland delineation and replacement plan as determined by the Soil & Water Conservation District.
- 6) Temporary turn arounds are required to be constructed at all dead-end streets that do not connect immediately as required by fire code.
- 7) All conditions included in the City Engineer's memo dated 5/8/2025 shall be met.

All Commissioners voting Aye, the motion carried.

Community Development Manager Greg Kruschke gave an update on previous items. As the application was withdrawn at the last Planning Commission meeting, it didn't go to City Council. That project is moving through the building permit process.

Community Development Manager Greg Kruschke introduced new Planning Specialist Emma Bransford. She has been full-time since June 2 and part-time since February.

Community Development Manager Greg Kruschke said that the contract for the Zoning and Subdivision Ordinance Update will be going to City Council on July 1. They will be awarding that contract to Bolton and Menk. There will be a kick-off meeting in mid-July with a kick-off meeting with Planning Commission in August or September. He said if there is anything bothering them, confusing them, or that they really like about the Zoning and Subdivision Ordinance, to let him know.

Community Development Manager Greg Kruschke said that a new Planning Commission member will be appointed on July 1 at City Council and here in July.

A motion was made by Peake and seconded by Springer-Gasner to adjourn the meeting at 5:40 p.m. All Commissioners voting Aye, the motion carried.

Respectfully Submitted,

Greg Kruschke
Community Development Manager

July 2, 2025

To: Planning Commission

From: Emma Bransford, Planning Specialist

RE: Craig Britton, Widseth, on behalf of Stadheim Properties and Nate Pierson, requests for a conditional use permit to construct Good Day Express Car Wash on the subject property.

Application Review

Applicant/Owner: Craig Britton, Widseth, on behalf of Stadheim Properties and Nate Pierson

Location of Property: 1810 Cedar Ave S

Zoning Map: B-2, Community Business District

Zoning Ordinance: Section 157.020 states this is a conditional use permit

Report Attachments:

1. Location Map
2. Site Plan
3. Building Plans
4. Directional Signage Plan
5. Landscaping Plan
6. Project Narrative
7. City Engineer's Memo

Proposed Development

- CUP-20 by Craig Britton, Widseth, on behalf of Good Day Express Car Wash, a request to construct a car wash facility on the subject property. The car wash use requires a Conditional Use Permit under the B-2, Community Business District zoning regulations.
- The 0.80-acre lot is the former Salvation Army site and is currently vacant.
- The site will have single, 36-foot access off 18th Street SW. No access is proposed from Cedar Avenue S.
- Internal drive aisles are designed for one-way circulation, with vehicles entering from the north side of the lot and proceeding south and east toward the service check-in area.
- The site provides approximately 227 feet of single-lane vehicle stacking, which then transitions into a two-lane pay station. The combined pay station and post-pay stacking area provide an additional 129 feet of vehicle stacking before vehicles enter the car wash.
- Pavement markings will provide directional guidance for vehicular traffic throughout the site.

- Two freestanding “One Way – Do Not Enter” signs are proposed at the east and west ends of the site to reinforce circulation flow.
- A total of 13 off-street parking spaces are proposed, meeting the minimum requirement of 10 spaces per Section 157.053. All spaces meet the required minimum dimensions.
- A total of seven trees are proposed along 18th Street SW, meeting the code requirement of one tree for every 40 linear feet of street-facing parking or driveway.
- Overall impervious surface on the property appears to be reduced.

FINDINGS OF FACT

1. The property is zoned B-2, Community Business District.
2. Notice was provided to all property owners within 350 feet of the subject property and published in the Owatonna Peoples Press.
3. A public hearing was held at the Planning Commission on July 8, 2025.
4. The request is not detrimental to or will endanger the public health, safety, morals, comfort, or general welfare of the public.
5. The proposed use will not cause additional stress to existing traffic patterns, as the site provides adequate vehicle stacking and internal circulation to manage traffic volumes on-site.
6. The request will not require public services out of the ordinary.

Public Comment

At the time of this report, staff received a phone call about the request. The caller inquired why a Conditional Use Permit was required for the proposed car wash, and staff explained that this type of use is classified as a conditional use in the B-2 zoning district per city code. The caller also inquired about easements on the subject property and neighboring properties to the south.

Staff Recommendation

Staff recommends approval of CUP-20, a request to construct Good Day Express Car wash on the subject property located at 1810 Cedar Ave S with the following conditions:

1. Photometrics plan to be submitted and approved prior to the issuance of a building permit.
2. A demolition permit shall be obtained prior to the removal of any existing structures.
3. Compliance with all items in the City Engineer’s memo dated July 1, 2025.
4. Existing water and sewer service must be used or disconnected from the main.

5. All signs shall obtain the necessary permits and comply with B-2 zoning regulations. Freestanding signs must not encroach into easements and must maintain a five-foot setback from property lines.



CUP-20 Good Day Express Car Wash
1810 Cedar Ave S

6/24/25

© 2025 WIDSETH. FILE: W:\PROJECTS\NATHAN PIERSON-39393\2025-10413\CADD\CIVIL\SP-2025-10413.DWG. PLOTTED BY: BEN STEVENS, June 20, 2025

SITE ADDRESS: PARID 17-021-1108
1810 CEDAR AVENUE S
OWATONNA, MN 56026

APPLICANT: CW DEVELOPMENT, LLC
11634 N SUNDOWN DR.
SCOTTSDALE, AZ 85260
CONTACT: NATE PIERSON
EMAIL: NATEKPIERSON@GMAIL.COM

CIVIL ENGINEER: WIDSETH SMITH NOLTING
3777 40TH AVE NW, SUITE 200
ROCHESTER, MN 55901
CONTACT: CRAIG BRITTON
PH: (507) 206-2125
EMAIL: CRAIG.BRITTON@WIDSETH.COM



DRAWN BY: BJS
CHECKED BY: CNB

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL CIVIL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

CRAIG N. BRITTON LIC. NO.: 44228 DATE: 06/20/2025

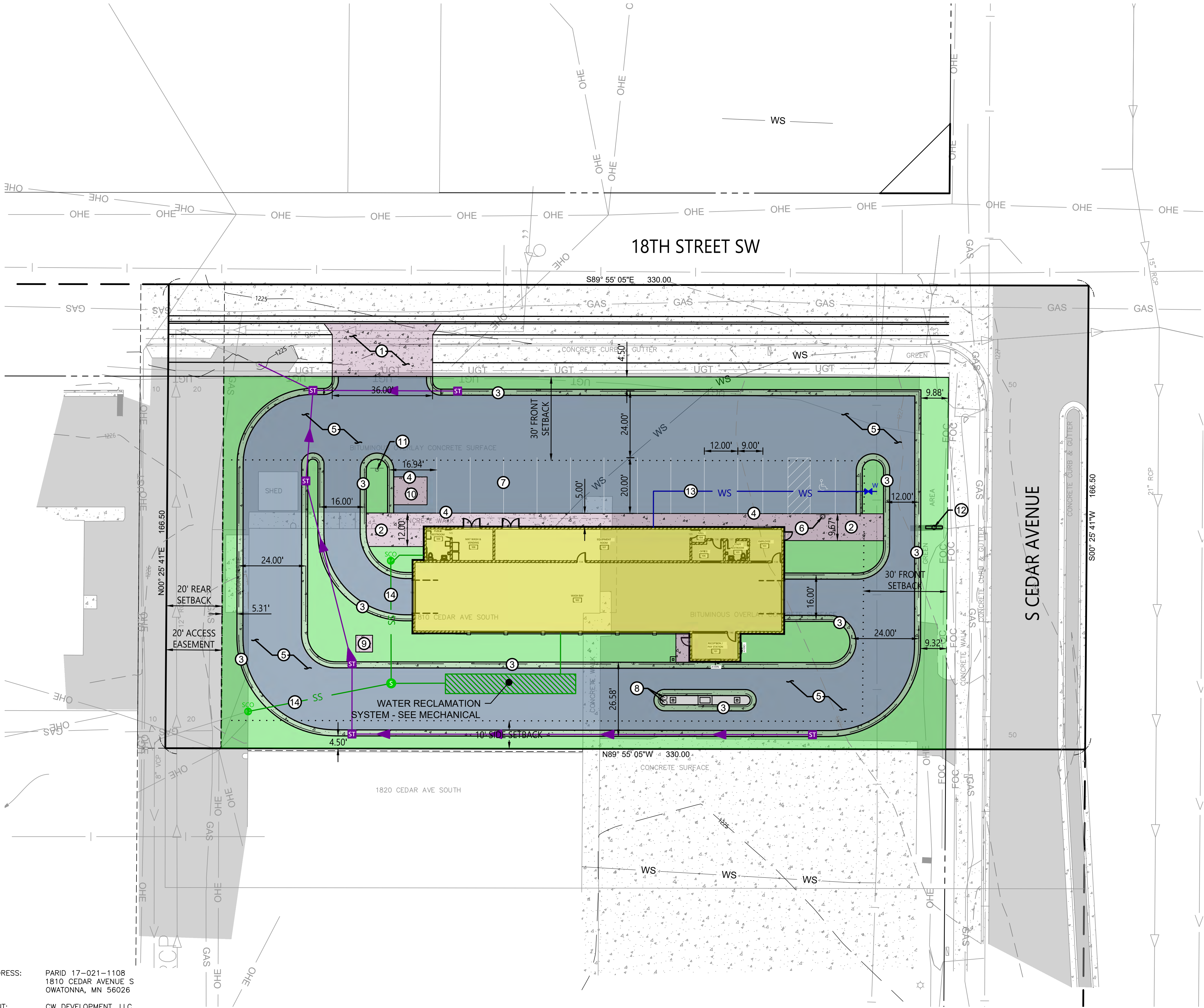
DATE	REV#	REVISIONS DESCRIPTION

GOOD DAY EXPRESS CAR WASH

SITE PLAN

C1.0

PROJECT #: 2025-10413



- 1 CONCRETE PAVEMENT
- 2 CONCRETE SIDEWALK
- 3 B618 CONCRETE CURB AND GUTTER
- 4 THICKENED EDGE SIDEWALK
- 5 BITUMINOUS PAVEMENT
- 6 ACCESSIBLE PARKING SIGN
- 7 4" SOLID WHITE PAINT
- 8 BOLLARD
- 9 TRANSFORMER PAD
- 10 TRASH ENCLOSURE — SEE ARCH
- 11 "DO NOT ENTER SIGN"
- 12 PYLON/MONUMENT SIGN
- 13 4" WATER SERVICE (PVC — AWWA C900)
- 14 6" SANITARY SERVICE (PVC — SCH 40, ASTM D2665)

GENERAL SITE PLAN NOTES:

- THE SUBSURFACE UTILITY INFORMATION IN THIS PLAN IS UTILITY QUALITY LEVEL D. THIS QUALITY LEVEL WAS DETERMINED ACCORDING TO THE GUIDELINES OF CI/ASCE 38.2, ENTITLED "STANDARD GUIDELINES FOR THE COLLECTION AND DEPICTION OF EXISTING SUBSURFACE UTILITY DATA".
- CONTRACTOR SHALL CALL GOPHER STATE ONE CALL PRIOR TO BEGINNING REMOVALS.
- THE CONTRACTOR SHALL VERIFY ALL EXISTING CONDITIONS PRIOR TO CONSTRUCTION AND NOTIFY OWNER AND ENGINEER OF ANY DIFFERENCES BETWEEN THE FIELD AND PLAN.
- CONTRACTOR SHALL BE RESPONSIBLE FOR PROVIDING AND MAINTAINING TRAFFIC CONTROL AND SHALL BE IN COMPLIANCE WITH THE MINNESOTA UNIFORM TRAFFIC CONTROL DEVICES MANUAL AND TEMPORARY TRAFFIC CONTROL ZONE LAYOUTS FIELD MANUAL. THE TRAFFIC CONTROL SHALL BE APPROVED BY THE CITY PRIOR TO INSTALLATION.
- THE CONTRACTOR SHALL RECEIVE THE NECESSARY PERMISSION/PERMITS FOR ALL WORK LOCATED OUTSIDE OF THE MUNICIPAL RIGHT-OF-WAY AND PROPERTY LIMITS.
- ALL CURB TO MEET MINNESOTA DEPARTMENT OF TRANSPORTATION SPECIFICATIONS FOR A TYPE "B618 CURB & GUTTER", UNLESS PLANS ARE MARKED OTHERWISE.

PROPOSED SITE FEATURES

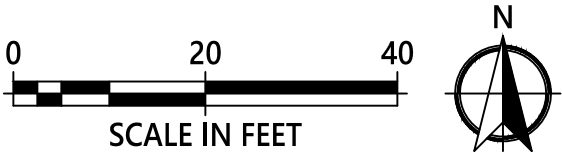
- SUBJECT TRACT(S) BOUNDARY
- RIGHT-OF-WAY LINE
- EASEMENT LINE
- SUBJECT TRACT SETBACK LINE(S)
- BUILDING
- BITUMINOUS PAVEMENT
- CONCRETE PAVEMENT
- CURB & GUTTER
- MANHOLE
- CATCH BASIN
- CLEANOUT
- MANHOLE
- WATER MAIN VALVE

ZONING SUMMARY INFORMATION

PARCEL ID:	17-021-1108
ZONING DISTRICT:	B-2: COMMUNITY BUSINESS
PROPOSED USAGE:	CAR WASH
LOT AREA:	37,379 SF
LOT ACREAGE:	0.86 AC
PROPOSED FLOOR AREA:	5,190 SF
SETBACKS:	
FRONT YARD:	30 FT
SIDE YARD:	10 FT
REAR YARD:	20 FT
EXISTING LANDSCAPE AREA:	0.02 AC
PROPOSED LANDSCAPE AREA:	0.18 AC
MIN. LOT SIZE:	NONE
EXTERIOR LIGHTING:	Per §157.073
SIGN REGULATIONS:	Per §153.28
EXTERIOR STORAGE:	Per §157.043
LANDSCAPING:	Per §157.053 (D)(17)
MAX. PERMITTED HEIGHT:	35 FT OR 3 STORIES
OFF-STREET PARKING:	
MIN. 10 SPACES OR 1 PER EMPLOYEE	
REQUIRED PARKING STALLS:	10 STALLS
PROPOSED PARKING STALLS:	13 STALLS

EXISTING SITE FEATURES

- BUILDING
- BITUMINOUS PAVEMENT
- CONCRETE PAVEMENT
- CURB & GUTTER
- FOC — UNDERGROUND FIBER OPTIC CABLE
- UGT — UNDERGROUND TELEPHONE CABLE
- OHE — OVERHEAD ELECTRIC WIRE
- UGE — UNDERGROUND ELECTRIC WIRE
- GAS — NATURAL GAS MAIN PIPE
- W — WATER MAIN PIPE
- WS — WATER SERVICE PIPE
- SS — SANITARY SEWER PIPE
- SS — SANITARY SERVICE PIPE
- 1230 — MAJOR CONTOURS (WITH LABEL)
- 1234 — MINOR CONTOURS (WITH LABEL)
- N — NATURAL GAS VALVE
- W — WATER MAIN VALVE
- I — INLET STRUCTURE
- ST — MANHOLE
- CB — CATCH BASIN
- LP — LIGHT POLE
- EP — ELECTRIC POLE
- TP — TELECOM PEDESTAL

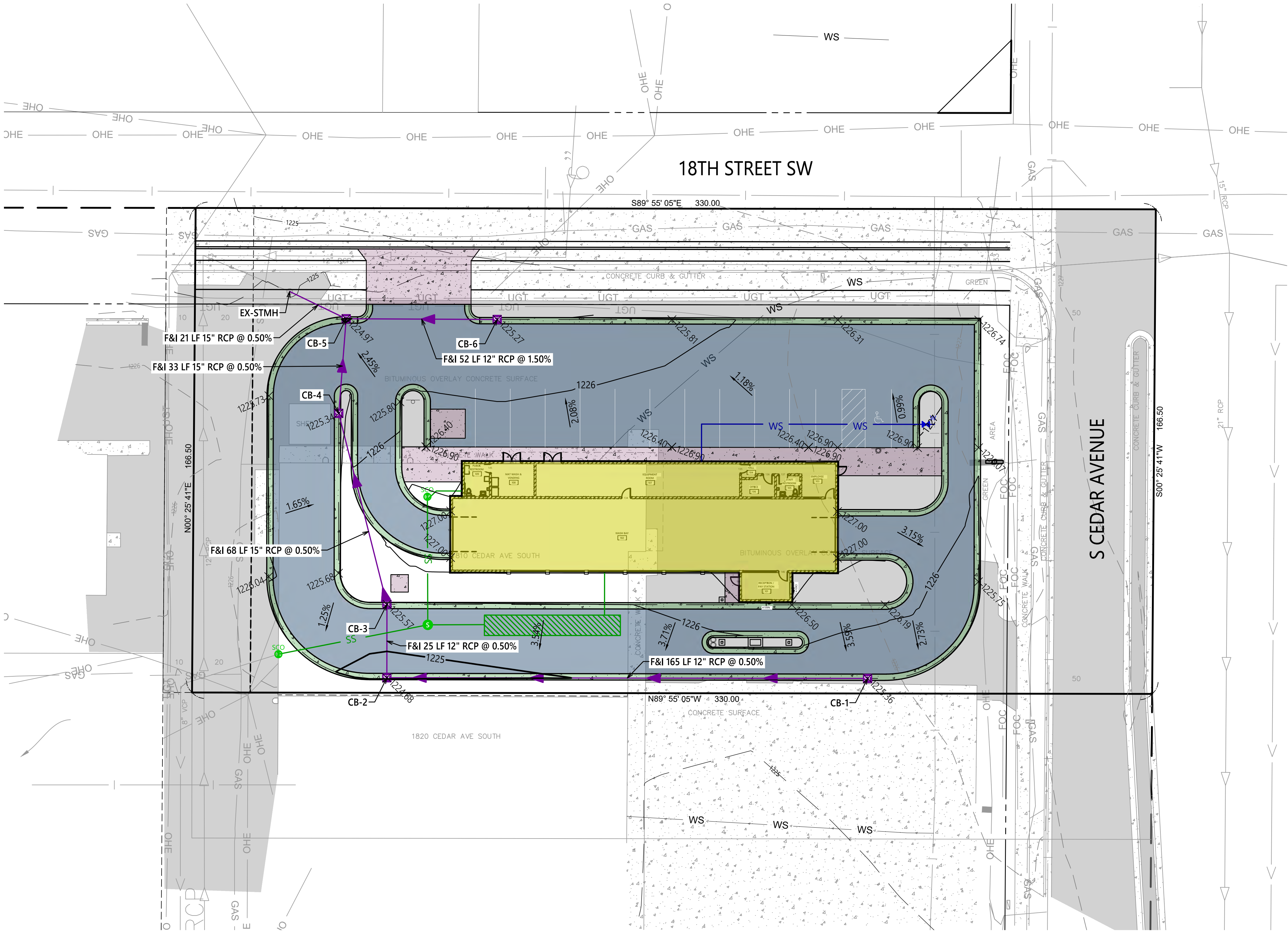


GENERAL GRADING NOTES

- THE SUBSURFACE UTILITY INFORMATION IN THIS PLAN IS UTILITY QUALITY LEVEL D. THIS QUALITY LEVEL WAS DETERMINED ACCORDING TO THE GUIDELINES OF CI/ASCE 38-2, ENTITLED "STANDARD GUIDELINES FOR THE COLLECTION AND DEPICTION OF EXISTING SUBSURFACE UTILITY DATA".
- ALL CONSTRUCTION SHALL CONFORM TO LOCAL, STATE, AND FEDERAL REGULATIONS INCLUDING THE NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES) PERMIT REQUIREMENTS.
- HAULING HOURS MUST BE CONFIRMED WITH THE CITY PRIOR TO BEGINNING WORK.
- SPOT ELEVATIONS SHOWN INDICATE FINISHED PAVEMENT ELEVATIONS, GUTTER FLOW LINE OF CURB GUTTER (FL), BACK OF CURB ELEVATIONS (TC), TOP OF SIDEWALK (TW), AND FINISHED SURFACE GRADE, UNLESS OTHERWISE NOTED.
- ALL SLOPES SHALL BE GRADED TO 3:1 OR FLATTER, UNLESS OTHERWISE NOTED ON THE PLANS.

GENERAL EROSION CONTROL NOTES

- ALL SILT FENCE AND SEDIMENT CONTROL MEASURES SHALL BE IN PLACE PRIOR TO ANY EXCAVATION/CONSTRUCTION AND SHALL BE MAINTAINED UNTIL VIABLE TURF OR GROUND COVER HAS BEEN ESTABLISHED. MAINTENANCE AND REMOVAL OF SEDIMENT CONTROL DEVICES SHALL BE INCIDENTAL TO THE GRADING CONTRACT.
- ALL STREETS UTILIZED FOR PROJECT CONSTRUCTION MUST BE CLEANED AT THE END OF EACH DAY. A ROCK ENTRANCE TO THE SITE MUST BE PROVIDED ACCORDING TO THE DETAILS TO REDUCE TRACKING OF SEDIMENT ONTO PUBLIC STREETS. STREET SWEEPING MAY BE NECESSARY AND WILL BE CONSIDERED INCIDENTAL.
- ALL EXPOSED SOILS MUST BE STABILIZED WITHIN 14 CALENDAR DAYS OF ROUGH GRADE COMPLETION OF AFTER CONSTRUCTION TERMINATES. ALL STOCKPILES SHALL HAVE ADEQUATE SEDIMENT TRAPPING SYSTEMS INSTALLED AROUND THEM.
- ALL AREAS TO BE ESTABLISHED TO GRASS COVER SHALL RECEIVE 6" OF TOPSOIL AND SOD OR SEED. THESE AREAS SHALL BE WATERED UNTIL A HEALTHY STAND OF GRASS IS OBTAINED.
- INLET PROTECTION SHALL BE INSTALLED AT ALL STORM SEWER INLETS WHICH HAVE A POTENTIAL TO RECEIVE RUNOFF FROM THE CONSTRUCTION SITE.
- SEE PLAN LEGEND FOR A COMPLETE LIST OF HATCHES AND SYMBOLS USED FOR EROSION CONTROL.



EX-STMH
CONNECT TO EXISTING STMH
INV. ELEV. IN (SE) = 1220.39

CB-1
DRAINAGE STRUCTURE 2X3
GRATE ELEV. = 1225.36
INV. ELEV. OUT (W) = 1221.95 (12" RCP, CB-2)

CB-2
DRAINAGE STRUCTURE 2X3
GRATE ELEV. = 1224.68
INV. ELEV. IN (E) = 1221.12 (12" RCP, CB-1)
INV. ELEV. OUT (N) = 1221.12 (12" RCP, CB-3)

CB-3
DRAINAGE STRUCTURE 2X3
GRATE ELEV. = 1225.57
INV. ELEV. IN (S) = 1220.99 (12" RCP, CB-2)
INV. ELEV. OUT (NW) = 1220.99 (15" RCP, CB-4)

CB-4
DRAINAGE STRUCTURE 2X3
GRATE ELEV. = 1225.34
INV. ELEV. IN (SE) = 1220.65 (15" RCP, CB-3)
INV. ELEV. OUT (N) = 1220.65 (15" RCP, CB-5)

CB-5
DRAINAGE STRUCTURE 2X3
GRATE ELEV. = 1224.97
INV. ELEV. IN (S) = 1220.49 (15" RCP, CB-4)
INV. ELEV. OUT (NW) = 1220.49 (15" RCP, EX-STMH)

CB-6
DRAINAGE STRUCTURE 2X3
GRATE ELEV. = 1225.27
INV. ELEV. OUT (W) = 1221.27 (12" RCP, CB-5)

EXISTING SITE FEATURES	
	BUILDING
	BITUMINOUS PAVEMENT
	CONCRETE PAVEMENT
	CURB & GUTTER
	UNDERGROUND FIBER OPTIC CABLE
	UNDERGROUND TELEPHONE CABLE
	OVERHEAD ELECTRIC WIRE
	UNDERGROUND ELECTRIC WIRE
	NATURAL GAS MAIN PIPE
	WATER MAIN PIPE
	WATER SERVICE PIPE
	STORM SEWER PIPE
	SANITARY SEWER PIPE
	SANITARY SERVICE PIPE
	MAJOR CONTOURS (WITH LABEL)
	MINOR CONTOURS (WITH LABEL)
	NATURAL GAS VALVE
	WATER MAIN VALVE
	INLET STRUCTURE
	MANHOLE
	CATCH BASIN
	LIGHT POLE
	ELECTRIC POLE
	TELECOM PEDESTAL

PROPOSED SITE FEATURES

	SUBJECT TRACT(S) BOUNDARY
	RIGHT-OF-WAY LINE
	EASEMENT LINE
	SUBJECT TRACT SETBACK LINE(S)
	BUILDING
	BITUMINOUS PAVEMENT
	CONCRETE PAVEMENT
	CURB & GUTTER
	MANHOLE
	CATCH BASIN
	INLET STRUCTURE
	MANHOLE
	CURB STOP
	WATER MAIN VALVE
	MAJOR CONTOURS (WITH LABEL)
	MINOR CONTOURS (WITH LABEL)
	SPOT ELEVATION
	SLOPE - PERCENT



GOOD DAY EXPRESS CAR WASH

GRADING PLAN

C2.0

PROJECT #: 2025-10413

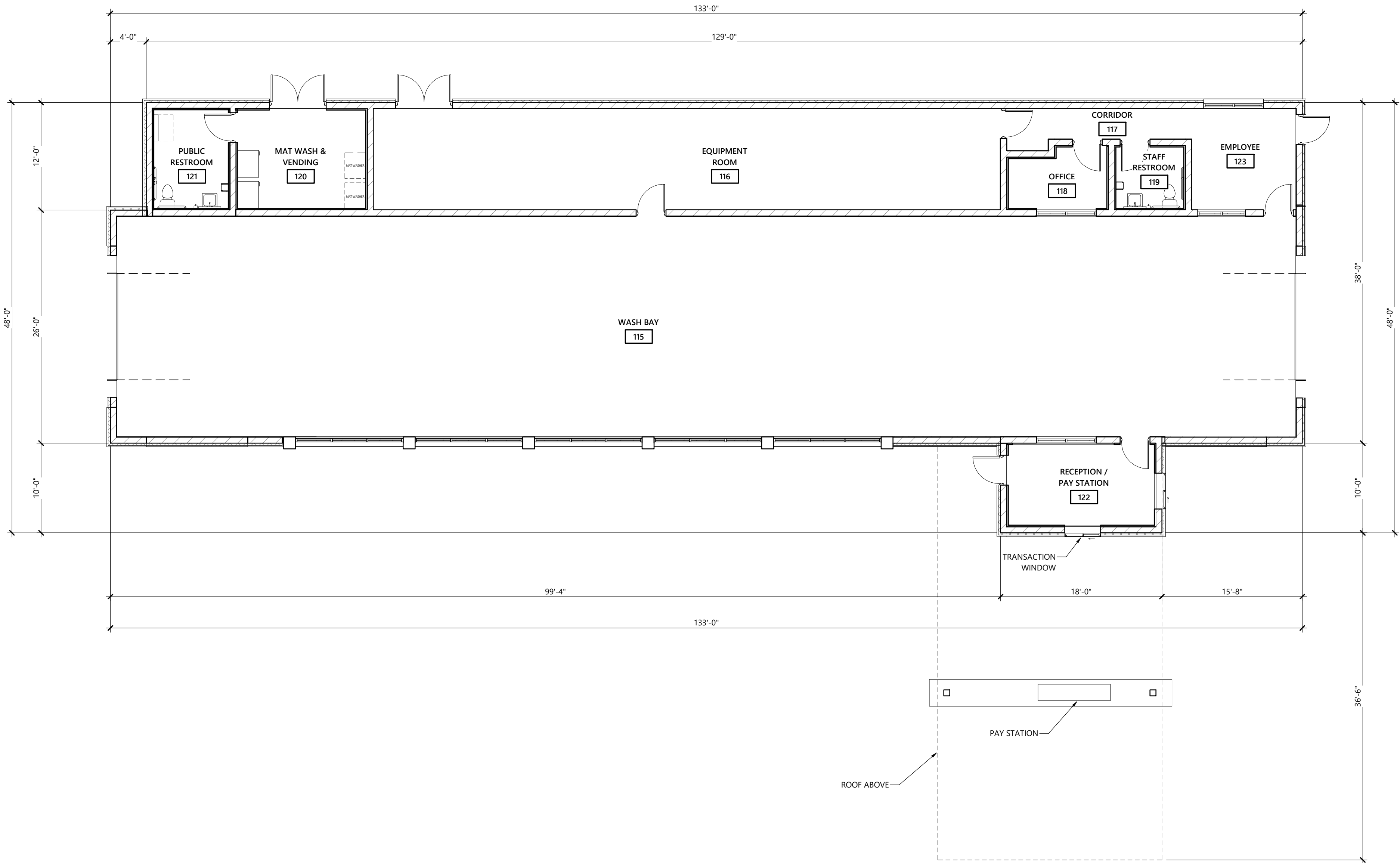
WIDSETH
ARCHITECTS • ENGINEERS • SCIENTISTS • SURVEYORS

DRAWN BY:
BJS
CHECKED BY:
CNB

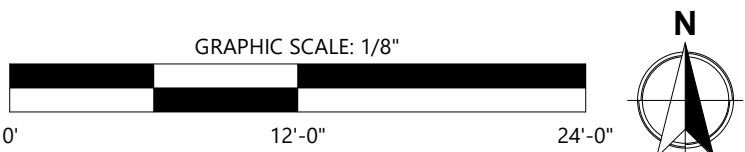
I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL CIVIL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

CRAIG N. BRITTON LIC. NO.: 44228 DATE: 06/20/2025

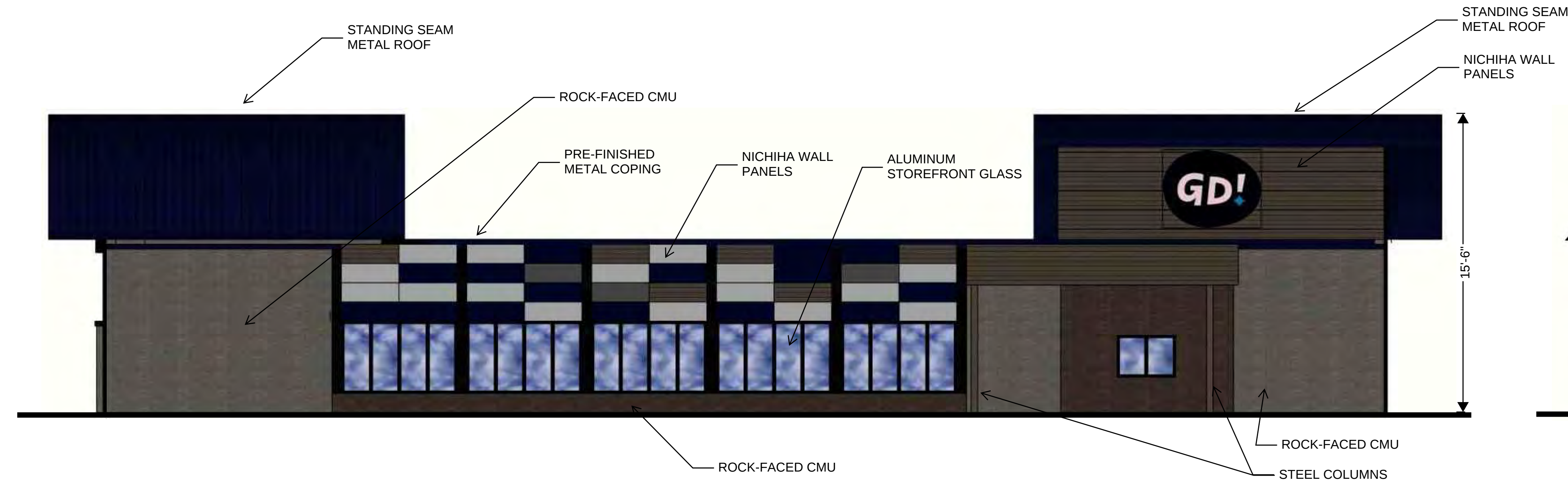
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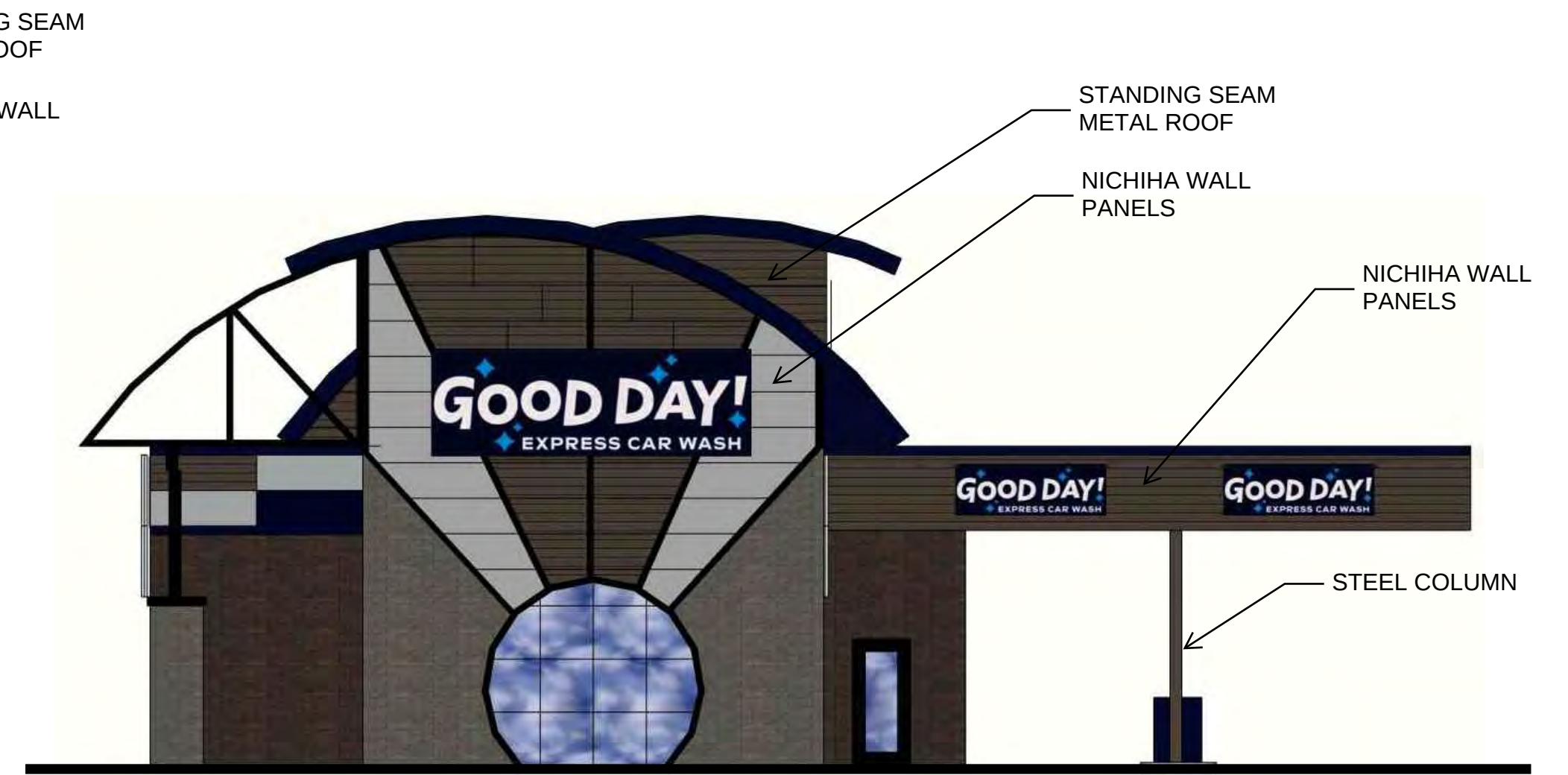
1 FIRST LEVEL FLOOR PLAN
1/8" = 1'-0"



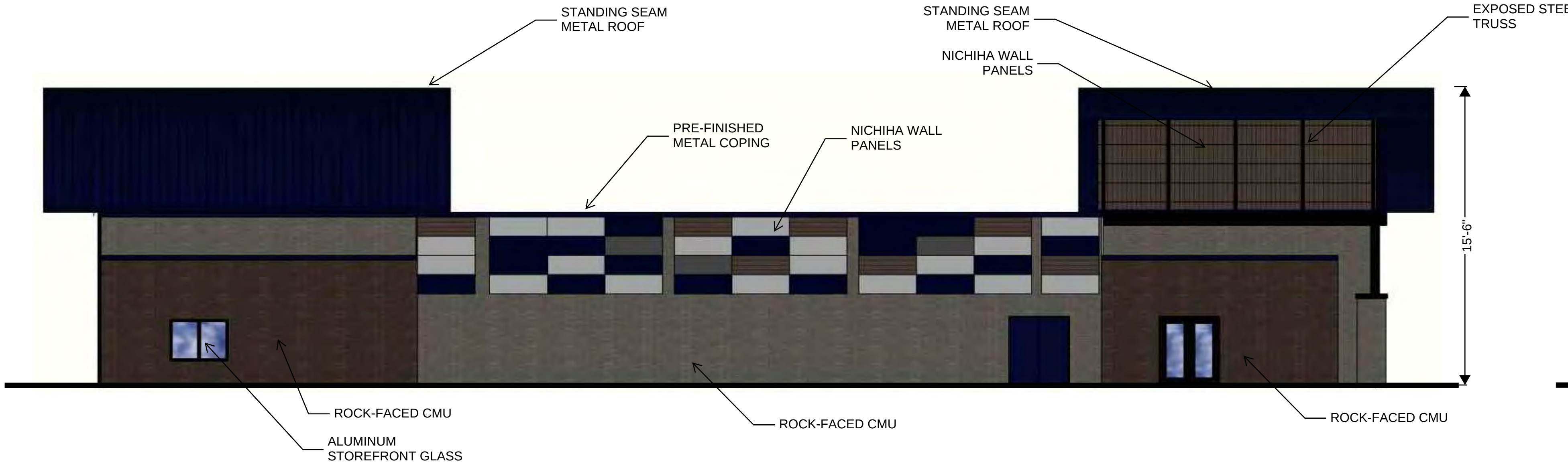
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1 SOUTH ELEVATION
SCALE: 1/8" = 1'-0"



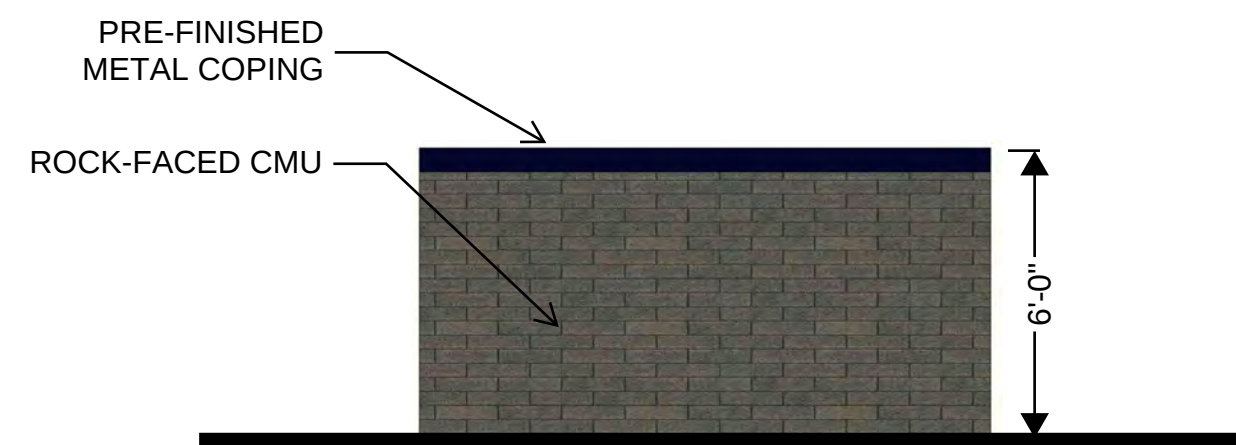
2 WEST ELEVATION
SCALE: 1/8" = 1'-0"



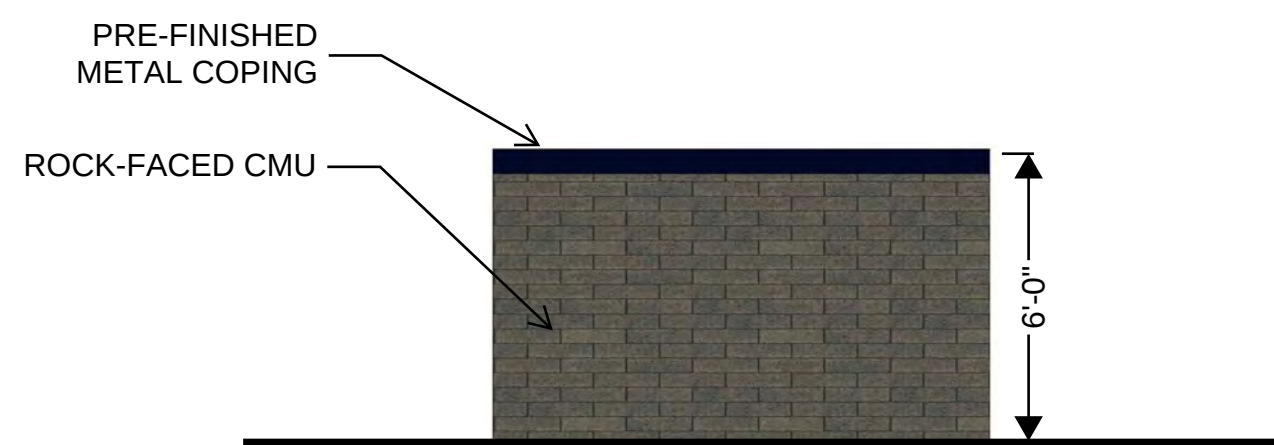
3 NORTH ELEVATION
SCALE: 1/8" = 1'-0"



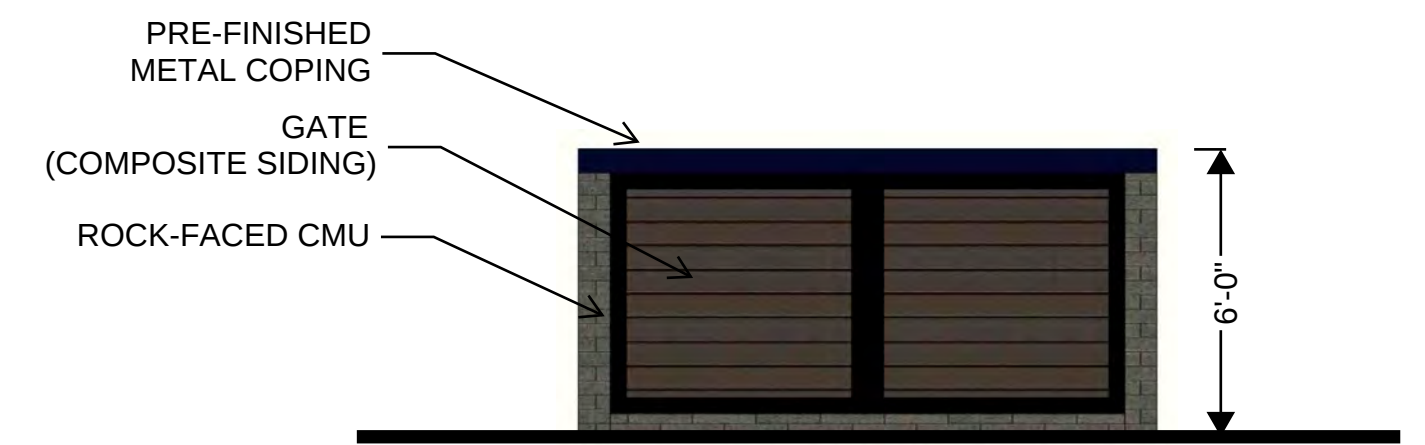
4 EAST ELEVATION
SCALE: 1/8" = 1'-0"



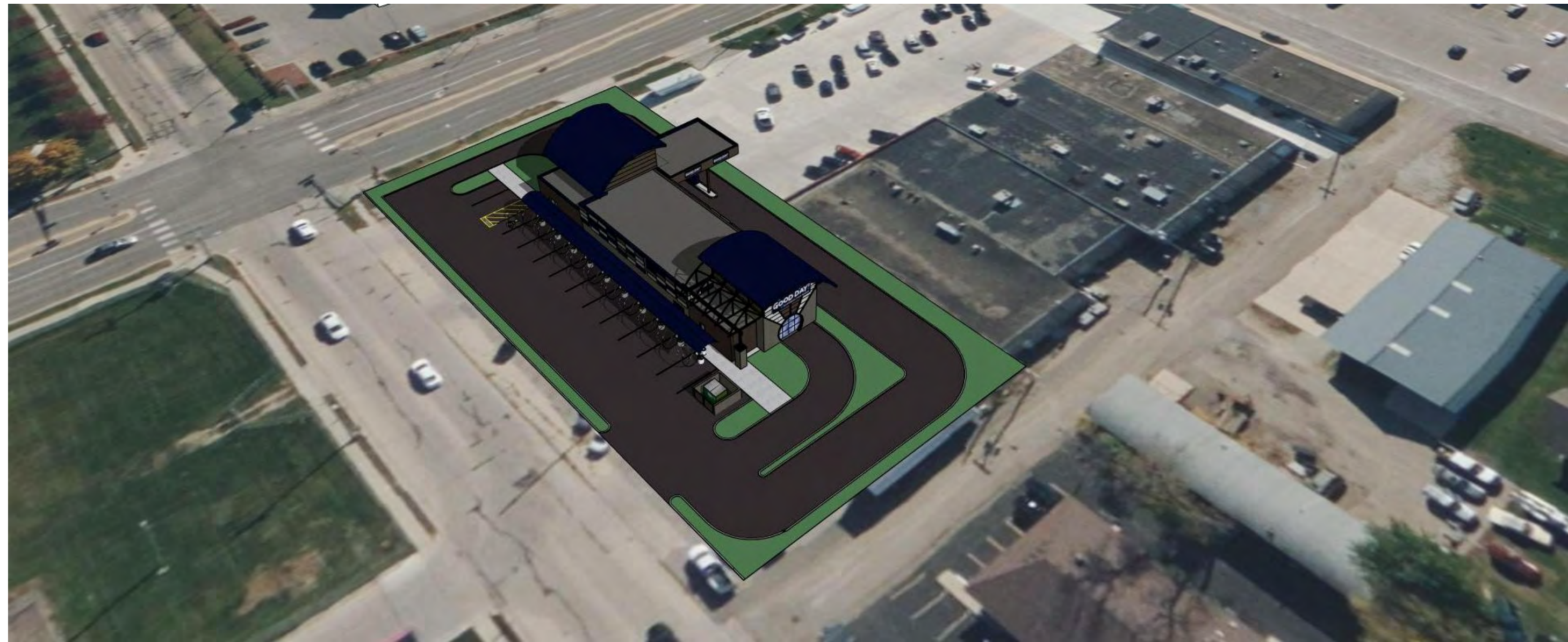
5 DUMPSTER ENCLOSURE SOUTH ELEVATION
SCALE: 1/4" = 1'-0"



6 DUMPSTER ENCLOSURE EAST & WEST ELEVATION
SCALE: 1/4" = 1'-0"



7 DUMPSTER ENCLOSURE NORTH ELEVATION
SCALE: 1/4" = 1'-0"



1 EXTERIOR RENDERING

NOT TO SCALE



2 EXTERIOR RENDERING

NOT TO SCALE



3 EXTERIOR RENDERING

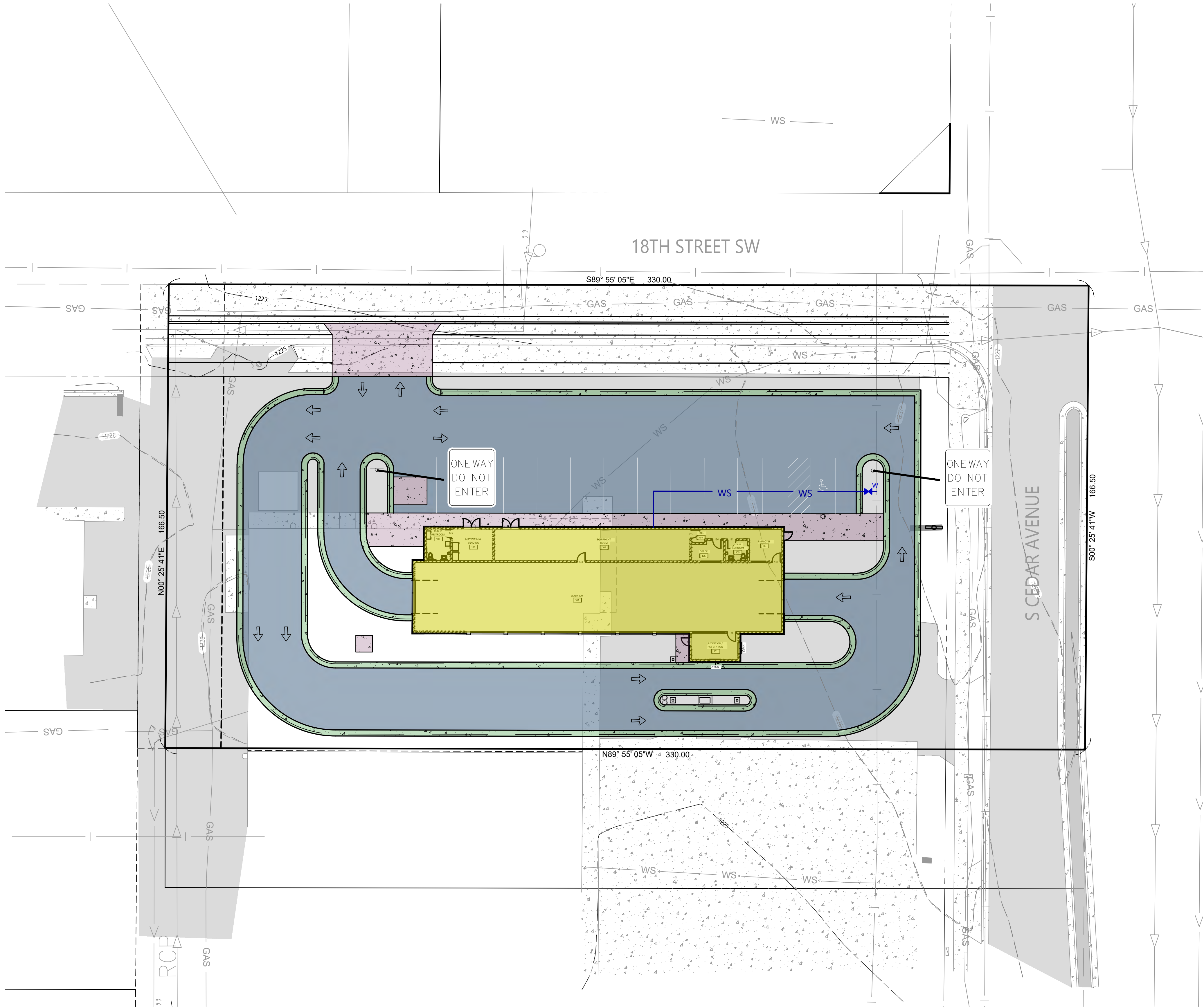
NOT TO SCALE



4 EXTERIOR RENDERING

NOT TO SCALE

© 2025 WIDSETH - FILE: W:\PROJECTS\NATHAN PIERSON-399393\2025-10413\CADD\CIVIL\C-PM-2025-10413.DWG PLOTTED BY: VANESSA HINES, June 25, 2025

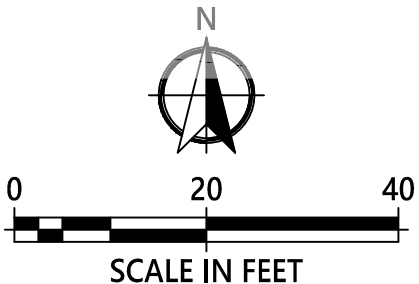


- EXISTING SITE FEATURES**

 - BUILDING
 - BITUMINOUS PAVEMENT
 - CONCRETE PAVEMENT
 - CURB & GUTTER
 - FOC UNDERGROUND FIBER OPTIC CABLE
 - UGT UNDERGROUND TELEPHONE CABLE
 - OHE OVERHEAD ELECTRIC WIRE
 - UGE UNDERGROUND ELECTRIC WIRE
 - GAS NATURAL GAS MAIN PIPE
 - WATER MAIN PIPE
 - WS WATER SERVICE PIPE
 - SS STORM SEWER PIPE
 - SS SANITARY SEWER PIPE
 - SS SANITARY SERVICE PIPE
 - 1230 MAJOR CONTOURS (WITH LABEL)
 - 1234 MINOR CONTOURS (WITH LABEL)
 - NATURAL GAS VALVE
 - WATER MAIN VALVE
 - INLET STRUCTURE
 - MANHOLE
 - CATCH BASIN
 - LIGHT POLE
 - ELECTRIC POLE
 - TELECOM PEDESTAL
- PROPOSED SITE FEATURES**

 - SUBJECT TRACT(S) BOUNDARY
 - RIGHT-OF-WAY LINE
 - EASEMENT LINE
 - SUBJECT TRACT SETBACK LINE(S)
 - BUILDING
 - BITUMINOUS PAVEMENT
 - CONCRETE PAVEMENT
 - CURB & GUTTER
 - MANHOLE
 - CATCH BASIN
 - CLEANOUT
 - MANHOLE
 - WATER MAIN VALVE

SUBSURFACE UTILITY NOTE
THE SUBSURFACE UTILITY INFORMATION IN THIS PLAN IS UTILITY QUALITY LEVEL D. THIS UTILITY QUALITY LEVEL WAS DETERMINED ACCORDING TO THE GUIDELINES OF CI/ASCE 38-22, ENTITLED "STANDARD GUIDELINES FOR INVESTIGATING AND DOCUMENTING EXISTING UTILITIES." CONTRACTOR IS RESPONSIBLE FOR VERIFYING LOCATION OF ALL UTILITIES.



DRAWN BY: BJS
CHECKED BY: CNB

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL CIVIL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

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DATE	REV#	REVISIONS DESCRIPTION

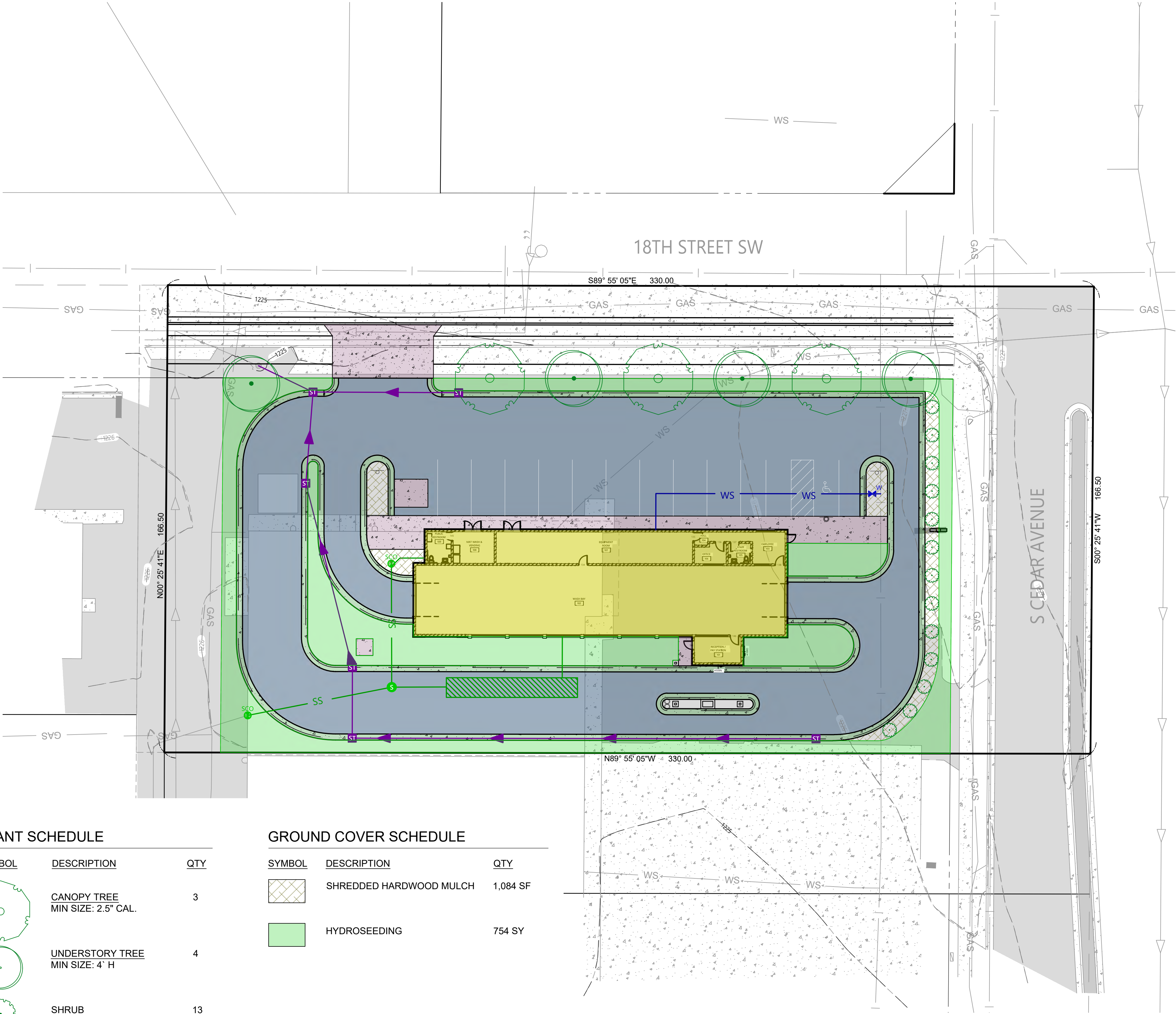
GOOD DAY EXPRESS CAR WASH

PAVEMENT MARKINGS AND SIGNAGE PLAN

C3.0

PROJECT #: 2025-10413

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PLANT SCHEDULE

SYMBOL	DESCRIPTION	QTY
	CANOPY TREE MIN SIZE: 2.5" CAL.	3
	UNDERSTORY TREE MIN SIZE: 4" H	4
	SHRUB EVERGREEN MIN SIZE: 36" H DECIDUOUS MIN SIZE: 15" H	13

GROUND COVER SCHEDULE

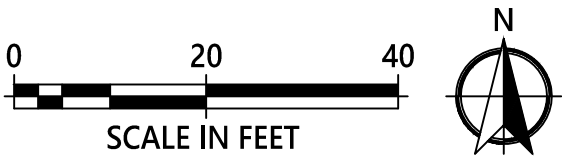
SYMBOL	DESCRIPTION	QTY
	SHREDDED HARDWOOD MULCH	1,084 SF
	HYDROSEEDING	754 SY

GENERAL NOTES

- CONTRACTOR TO INSTALL ALL TREES AND LARGE SHRUBS 10' MINIMUM CLEAR OF ALL WATER SERVICES AND 15' MINIMUM CLEAR OF ALL FIRE HYDRANTS.
- REMOVE ALL BURLAP FROM THE TOP OF ROOT BALL. REMOVE ALL GREEN TREATED BURLAP. REMOVE ALL PLANT IDENTIFICATION TAGS FROM ALL PLANT MATERIALS.
- KEEP ALL PLANT MATERIALS MOIST AND SHADED UNTIL PLANTED.
- FOR CONTAINER PLANTS: MAKE 4 TO 5 VERTICAL CUTS IN ROOT BALL AFTER PLANT HAS BEEN REMOVED. MAKE CUTS 1/2" DEEP. PLANT IMMEDIATELY.
- SPREAD MULCH SO THAT IT IS NOT IN CONTACT WITH WOODY BASE OF PLANT.
- MULCH AT BASE OF TREES 5'-0" DIAMETER RING WHERE TREES ARE LOCATED IN OPEN GRASS AREAS.
- LANDSCAPE CONTRACTOR SHALL COORDINATE ALL WORK WITH OTHER TRADES PRIOR TO INSTALLATION.
- LANDSCAPE CONTRACTOR SHALL BECOME FAMILIAR WITH THE LOCATION OF ALL EXISTING AND FUTURE UNDERGROUND SERVICES AND IMPROVEMENTS WHICH MAY CONFLICT WITH WORK TO BE DONE.
- FINE GRADING AND EDGING SHALL BE APPROVED PRIOR TO PLANTING OPERATIONS.
- PLANT MATERIAL SHALL NOT BE INSTALLED IN AN AREA WHICH WILL CAUSE HARM TO ADJACENT STRUCTURES. NOTIFY THE ARCHITECT SHOULD CONFLICTS ARISE.
- UNLESS OTHERWISE NOTED, FINISH GRADE OF PLANTING AREAS SHALL BE 2" BELOW ADJACENT PAVING. TAPER 3" DEPTH MULCH TOP DRESSING TO 1/2" BELOW ADJACENT PAVING (1 1/2" DEPTH) WITHIN 2" OF PAVING.
- ALL EXISTING TREES, SHRUBS, VINES AND GROUND COVERS TO REMAIN SHALL BE PROTECTED. ANY DAMAGE CAUSED BY CONTRACTOR'S WORK OR NEGLIGENCE SHALL BE REPLACED OR REPAIRED AT THE CONTRACTORS EXPENSE TO THE SATISFACTION OF THE OWNER.
- LANDSCAPE CONTRACTOR SHALL ASSURE COMPLIANCE WITH APPLICABLE CODES AND REGULATIONS GOVERNING THE WORK AND MATERIALS SUPPLIED.
- LANDSCAPE CONTRACTOR SHALL PROTECT EXISTING ROADS, CURB AND GUTTER, TRAILS, TREES, LAWNS AND SITE ELEMENTS DURING CONSTRUCTION. DAMAGE TO THESE ITEM SHALL BE REPAIRED AT NO COST TO OWNER.
- LANDSCAPE CONTRACTOR SHALL REVIEW THE SITE FOR DEFICIENCIES IN SITE CONDITIONS WHICH MIGHT NEGATIVELY AFFECT PLANT MATERIALS ESTABLISHMENT, SURVIVAL OR WARRANTY. UNDESIRABLE SITE CONDITIONS SHALL BE BROUGHT TO THE ATTENTION OF THE ARCHITECT PRIOR TO BEGINNING OF WORK.
- LANDSCAPE CONTRACTOR IS RESPONSIBLE FOR ONGOING MAINTENANCE OF NEWLY INSTALLED MATERIALS UNTIL TIME OF SUBSTANTIAL COMPLETION. REPAIR OF ACTS OF VANDALISM OR DAMAGE WHICH MAY HAVE OCCURRED PRIOR TO SUBSTANTIAL COMPLETION SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR.
- EXISTING TREES OR SIGNIFICANT SHRUB MASSING FOUND ON SITE SHALL BE PROTECTED AND SAVED UNLESS NOTED TO BE REMOVED OR ARE LOCATED IN AN AREA TO BE GRADED. QUESTIONS REGARDING EXISTING PLANT MATERIALS SHALL BE BROUGHT TO THE ATTENTION OF THE OWNER PRIOR TO REMOVAL.
- TREES AND SHRUBS OUTSIDE GRADING LIMITS SHALL REMAIN.
- ALL OPEN AREAS NOT IDENTIFIED AS SHREDDED HARDWOOD MULCH ARE TURF AREAS AND SHALL BE INSTALLED PER MNDOT METHOD 5. HYDROSEEDING USING LOW MAINTENANCE TURF 25-131.

PLANTING NOTES

- PLANT LOCATIONS ARE DIAGRAMMATIC AND MAY BE ADJUSTED IN THE FIELD AT THE OWNERS'S REQUEST PRIOR TO INSTALLATION. OBTAIN APPROVAL OF PLANT LAYOUT FROM ARCHITECT PRIOR TO PLANTING.
- MULCH AREAS IDENTIFIED ARE TO RECEIVE 3" DEPTH OF SHREDDED HARDWOOD MULCH.
- ALL NEWLY PLANTED MATERIAL SHALL BE THOROUGHLY SOAKED WITH WATER WITHIN 3 HOURS OF PLANTING.
- THIRTY DAYS AFTER PLANTING, CONTRACTOR SHALL RE-STAKE AND STRAIGHTEN TREES AS NECESSARY.
- LANDSCAPE CONTRACTOR SHALL THOROUGHLY LOOSEN ANY COMPACTED SUBGRADES PRIOR TO PLACING TOPSOIL, TO A MINIMUM DEPTH OF 10". ROLL SUBGRADES TO PREVENT SETTLING.
- CONTRACTOR WITH RE-USE EXISTING TOPSOIL FROM SITE AND BRING TO FINISH GRADE WITH 4" OF TOPSOIL IN ALL LAWN AREAS, AND 12" OF TOPSOIL IN ALL PLANTING BED NOT ADJACENT TO BUILDING.
- LANDSCAPE CONTRACTOR SHALL REMOVE SOD, CONTAMINATED SOILS, MISCELLANEOUS WASTE MATERIALS FROM AREAS TO BE PLANTED AND SEEDED. CONTRACTOR SHALL LOOSEN COMPACTED SUBSOILS BY TILLING AND IMPORT NEW TOPSOIL AS REQUIRED TO RESTORE GRADES AND MAINTAIN POSITIVE DRAINAGE AWAY FROM THE BUILDING. VERIFY FINAL LIMITS OF AREAS WITH ARCHITECT PRIOR TO COMMENCING. OPERATIONS.
- KEEP ALL PLANT MATERIALS MOIST AND SHADED UNTIL PLANTED.
- PLANT MATERIALS TO BE INSTALLED PER PLANT DETAILS.
- PLANT MATERIALS SHALL BE FERTILIZED UPON INSTALLATION WITH DRIED BONE MEAL, OR OTHER APPROVED FERTILIZER MIXED IN WITH THE PLANTING SOIL PER THE MANUFACTURER'S INSTRUCTIONS OR MAY BE TREATED FOR SUMMER AND FALL INSTALLATION WITH AN APPLICATION OF GRANULAR 10-0-5 OF 10 OZ. PER 2.0" CALIPER TREE AND 6 OZ. PER SHRUB.
- PLANTING AREAS RECEIVING ANNUALS SHALL RECEIVE A MINIMUM OF 18" DEPTH OF PLANTING SOIL CONSISTING OF 45 PARTS TOPSOIL, 45 PARTS SCREENED COMPOST AND 10 PARTS SAND.
- PERENNIAL AND SHRUB BEDS ARE TO RECEIVE APPLICATION OF PRE - EMERGENT HERBICIDE (PREEN OR APPROVED EQUAL) FOLLOWED BY 4" DEEP MULCH.
- LANDSCAPE CONTRACTOR SHALL WARRANTY NEW PLANT MATERIAL THROUGH TWO CALENDAR YEARS FROM DATE OF SUBSTANTIAL COMPLETION.
- CONTRACTOR SHALL HAVE SUFFICIENT WATERING EQUIPMENT AND/OR FORCES AVAILABLE TO COMPLETELY WATER ALL PLANT MATERIALS ONCE EACH WEEK THROUGH THE WARRANTY PERIOD. WATERING INTERVALS SHALL BE VARIED AND BASED ON PREVAILING MOISTURE AND WEATHER CONDITIONS.



DRAWN BY:

CHECKED BY:
####

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL CIVIL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

CRAIG N. BRITTON LIC. NO.: 44228 DATE: 06/20/2025

DATE	REV#	REVISIONS DESCRIPTION

GOOD DAY EXPRESS CAR WASH

LANDSCAPE PLAN

C4.0

PROJECT #: 2025-10413

6/20/2025

Community Development
540 West Hills Circle
Owatonna, MN 55060

CW Development, LLC
Nate Pierson
11634 N Sundown Dr
Scottsdale, AZ 85260

Rochester
3777 40th Avenue NW
Suite 200
Rochester MN 55901

507.292.8743
Rochester@Widseth.com
Widseth.com

RE: Good Day Express Car Wash; 1810 Cedar Ave S (Parcel ID: 17-021-1108)

Project Narrative:

Project Location: The proposed Good Day Express Car Wash is located at 1810 Cedar Ave S on the southwest corner of the intersection of 18th Street SW and Cedar Avenue S. The lot is 0.80 acres and is within the Community Business District (B-2).

Project Description: The proposed Good Day Express Car Wash project is a transient motor vehicle service activity that will serve the neighborhood, community, and vehicular traffic traversing the southside of the City of Owatonna. It includes a single, thirty-six-foot access off 18th Street SW for ingress and egress vehicular traffic on the north side of the lot. When vehicles enter the site, they are directed to the south and east via a twenty-four-foot drive aisle leading to the main service check-in. The vehicle then leaves the main check-in and will either enter the 16-foot car wash entry or they have the option to exit using a 12-foot by-pass lane. When the car wash service is complete, vehicles exit via the 16-foot exit lane back to the site towards the access on 18th Street SW. Vehicles have the option to either exit the site or utilize the vacuum bays on the north side of the building, offering drivers additional convenient interior vehicle cleaning service options.

157.099 CONDITIONAL USES:

The purpose of a conditional use permit is to provide the city with a reasonable degree of discretion in determining the suitability of certain designated uses upon the general welfare, public health and safety. In making this determination, whether or not the conditional use is to be allowed, the city shall consider the following. (See our responses in "**BOLD**" below to the list of considerations.)

(1) *General.* If the establishment or operation of the proposed conditional use will be detrimental to or endanger the public health, safety, morals, comfort or general welfare. **The proposed conditional use will not be detrimental to or endanger the public health, safety, morals, comfort or general welfare. A carwash is a motor vehicle service convenience that will enhance the comfort of area neighborhoods, the community and travel patrons to the area.**

(2) *Compatibility with surrounding area.* The architectural appearance and functional plan of the building and site shall reflect the building character of the area and shall not be so dissimilar to the existing buildings or area as to cause impairment in property values or constitute a blighting influence within a reasonable distance of the lot. The proposed development shall be compatible with existing and

planned use of the area and conflicts should not be created between the proposed use and existing and intended future uses of the surrounding area. **The building appearance and functional plan reflects the character of the area and is similar to the existing buildings and uses within the B-2 Community Business District.**

(3) *Traffic control.* The traffic generated by a use shall be channelized and controlled in a manner that will avoid congestion on public streets, safety hazards or excessive traffic through residential areas. The traffic generated shall not raise traffic volumes beyond the capacity of the surrounding streets. Vehicular access points shall be limited, shall create a minimum of conflict with through traffic movements and shall be subject to the approval of the City Engineer. Vehicular drive up ingress lanes shall be large enough to accommodate peak auto use on the same lot without requiring the stopping or waiting of vehicles on public right-of-way. Ingress lanes shall be from the least heavily traveled street wherever possible. **Traffic generated by the proposed carwash will be directed to an access off 18th Street SW limiting vehicular conflicts by controlling congestion and preventing safety hazards through a shared ingress and egress.**

(4) *Availability and adequacy of public services.* Public services, including, but not limited to, sewer, water, gas, police and fire protection, should be available at an adequate level and capable of servicing the proposed land use. In addition, adequate access, drainage and any other necessary support facilities shall be provided. The Planning Commission and City Council may impose any necessary conditions or restrictions upon the proposed land use to insure that an overloading of city systems does not occur and that inordinate demand on public services does not jeopardize or limit existing and projected public service demands. **There are adequate public services available that can serve the proposed carwash and adequate access, drainage and other necessary support facilities are provided for review to the City.**

(5) *Other factors.* All such other or further factors as the city shall deem a requisite or consideration in determining the effect of such use on the general welfare, public health and safety. **It is understood that through the Conditional Use Permit process the city is concerned of the effect on the general welfare, public health and safety the proposed carwash will have on the area and the citizens of Owatonna and can approve the car wash with reasonable conditions through the public hearing process.**

Logan Tjossem, AICP

Principal Planner

[507-206-2138](tel:507-206-2138)

3777 40th Avenue NW Suite 200

Rochester, MN 55901-3297





Date: 2025-07-01

Project: Good Day Express Car Wash

Address: 1810 Cedar Ave S.

Conditional Use Permit: CUP-20

Staff Review Comments:

1. All construction activity shall be consistent with the most current Stormwater Management Code 52.00, design standards, and guidance documents, at the time of permitting.
2. All development and redevelopment standards (reconstruction) related to post construction stormwater management shall be reviewed and approved as part of plat approval and prior to any issuance of a Grading Permit, Building Permit, Certificate of Occupancy, and/or permit termination as applicable.
3. City Grading Permit coverage is required.
4. All typical grading permit termination requirements shall be met including:
 - a. Submission of SWPPP Self-inspection records and project completion photographs.
 - b. Final topographic survey, As-built, and updated Record Drawing will be required. As-built shall be submitted as .pdf and GIS compatible format (CAD or shapefile is acceptable).
5. All private storm sewer connections will require a private storm sewer connection agreement and drainage analysis.
6. This proposal appears to reduce total impervious surface at the property.

Should you have any questions, please call 507.444.4350.

Thank You

A handwritten signature in blue ink, appearing to read "S. Murphy".

Sean Murphy
Director of Public Works and City Engineer

ZONING AND SUBDIVISION ORDINANCE

CITY OF OWATONNA, MN | MAY 29, 2025



CONTACT
Mojra Hauenstein, AICP, LEED AP ND, NCARB
507-740-0121
Mojra.Hauenstein@bolton-menk.com

LOCATION
2900 43rd Street NW | Suite 100
Rochester, MN 55901
507-208-4332 | Bolton-Menk.com



Real People. Real Solutions.

May 29, 2025

2900 43rd Street NW | Suite 100
Rochester, MN 55901
507-208-4332 | Bolton-Menk.com

Greg Kruschke
Community Development Manager
City of Owatonna
540 West Hills Circle
Owatonna, MN 55060
Greg.Kruschke@owatonna.gov

**RE: ZONING AND SUBDIVISION
ORDINANCE PROPOSAL**

Dear Greg:

The City of Owatonna has initiated the Zoning and Subdivision Ordinance Update to meet current development needs, align with the 2050 Comprehensive Plan, and anticipate future trends. This project requires a firm that understands the city's ongoing growth and the necessity for a user-friendly, cohesive and contemporary code. Bolton & Menk, Inc. has a deep bench of experts with both local and national experience crafting Unified Development Codes that will effectively serve the community's needs.

CREATIVE APPROACH TO ENGAGEMENT—To ensure the success of the Zoning and Subdivision Ordinance, we are taking a creative and inclusive approach that transforms technical code into a community-driven process. By organizing focus groups around key issues, we create space for open dialogue and collaboration—bringing together both community leaders and everyday residents. This approach not only demystifies complex zoning language but also empowers the public to shape policies that reflect their ideas. The result will be a zoning ordinance that is not only technically sound but also practical, inclusive, and in service of Owatonna's constituents.

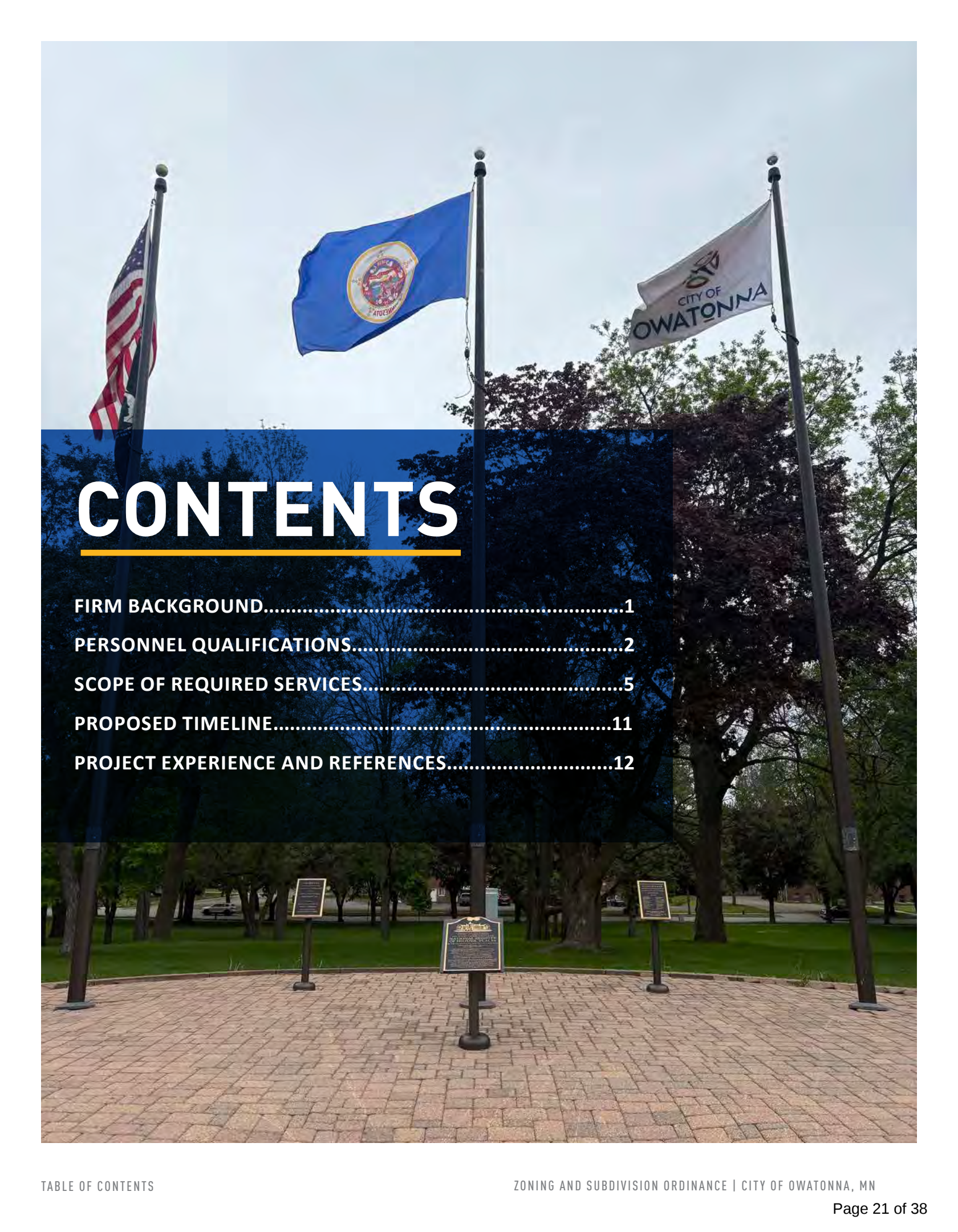
VISUAL AND INNOVATIVE TECHNOLOGY—By integrating visual and innovative technology, we can simplify the use of codes for everyone involved. Interactive maps and digital tools will provide clear, easy-to-understand visuals that illustrate zoning regulations and boundaries. This approach will enhance accessibility and comprehension, allowing business owners, developers, and the general public to navigate the zoning code effortlessly.

EXPERTS WITH CAPACITY TO SUPPORT THE CITY—Our team of experts is well-prepared to support the City of Owatonna, with hands-on experience in every stage of development. We have six specialists dedicated to Greater Minnesota land use and housing, and they understand the unique challenges in this area. While our expertise is deeply rooted locally, we also bring valuable national experience and have the capacity to support the city at every stage of the process.

In continued service to the City of Owatonna, we are excited at the opportunity to complete the Zoning and Subdivision Ordinance Update. I will serve as your lead client contact and project manager. Please contact me at 507-740-0121 or Mojra.Hauenstein@bolton-menk.com if you have any questions regarding our proposal.

Respectfully submitted,
Bolton & Menk, Inc.

Mojra Hauenstein, AICP, LEED AP ND, NCARB
Project Manager



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FIRM BACKGROUND



The Bolton & Menk planning and urban design team helps clients plan and design their futures. We bring a fresh perspective to complex problems, leveraging our relationship-based approach to uncovering contextually driven solutions. For 75 years, we have been committed to communities, and our firm has exceptional planning and urban design experience with dozens of municipal and county governments across the Midwest.

We believe all people should live in safe, sustainable, and beautiful communities and we take pride in our ability to make that happen. It's why we get out of bed every morning.

Our commitment to communities began in 1949, serving the needs of municipal clients. As we continue to grow in both numbers and experience, our dedication to building trust and ensuring a true partnership with our clients remains the same. Our goal is to help communities make progress by listening to what people want, finding the best solutions for their needs, and treating them right. Simply put, we're people helping people. Today, Bolton & Menk has more than 1,000 multi-regional employees including a professional staff of more than 300 engineers, planners, landscape architects, and surveyors.

Our dedication to our clients shines through in the work we provide. We are committed to cultivating and delivering exceptional community infrastructure solutions. From advocating for our communities to designing their dreams to finding funding; we take pride in our work because we live here too. We believe in the

power of face-to-face meetings, friendly conversations, and collaborative decision-making to keep your projects on schedule, within budget, and focused on real, workable solutions.

We promise every client two things:

**WE'LL WORK HARD FOR YOU AND
WE'LL DO A GOOD JOB.**

We take a personal interest in the work being done around us and do our part to build a better quality of life for all. At the end of the day, we're Real People offering Real Solutions.

Our Services

- » Planning & Urban Design
- » Civil/Municipal Planning & Engineering
- » Engagement Services
- » Water & Wastewater Engineering
- » Transportation Planning & Engineering
- » Structural Services
- » Aviation Services
- » Landscape Architecture
- » Water Resources Engineering
- » Environmental Planning & Permitting
- » Construction Administration & Inspection
- » Land Surveying
- » Geographic Information Systems
- » Project Funding Support
- » Visual Communications

PERSONNEL QUALIFICATIONS

You have our commitment that staff highlighted in this proposal will indeed be performing and overseeing the work they have been identified to lead.

Our team has extensive experience evaluating and developing successful solutions that meet the needs of our clients, can be supported by stakeholders, and effectively implemented.

The organizational chart below illustrates key personnel associated with individual tasks. Project team member bios have been included in the following pages of this section. Full resumes of all staff can be provided upon request.



**Mojra Hauenstein, AICP,
LEED AP ND, NCARB**
Project Manager



Derek Olinger, PE
Principal-in-Charge/
Engineering Advisor

SUPPORT TEAM



Robin Kaufman
Engagement Lead



**Kristi Trisko,
AICP, PMP**
Zoning Specialist



Peter Crandall
Urban Designer



**Anna Springer,
PLA, ASLA**
Parks Planner



David Sandberg
GIS Specialist



Other Speciality
Staff As Needed



MOJRA HAUENSTEIN, AICP, LEED AP ND, NCARB

Project Manager

Mojra will serve as your primary point of contact. She has the qualifications, experience, motivation, and work ethic to effectively manage and coordinate each project phase. Mojra will be responsible for overall team management and all schedule, cost, zoning updates, and scope management processes.

Mojra is a senior planner at Bolton & Menk who began her career in 1998 as an architect and then joined the public sector as a planner. Her experience includes comprehensive planning, architecture, code enforcement, zoning, working with developers, and submitting permits. She is passionate about providing customized and practical solutions to communities.



DEREK OLINGER, PE

Principal-in-Charge/Engineering Advisor

Derek will use his local knowledge and experience to provide project oversight and ensure the improvements fit within the City of Owatonna's vision. He will also lead all engineering needs for the project.

Derek is a municipal project manager who serves as a project manager and city engineer for multiple cities in southeastern Minnesota. He began his career in 2012 and has experience in municipal streets and utilities, utility modeling and planning, and land development from both the city and developers' perspective. Derek enjoys the public engagement piece of any project and serves as the communication liaison between various agencies and local residents. Derek has a particular interest

in city-wide infrastructure planning, whether it be pipe network modeling or helping communities prioritize their infrastructure needs over the next decade. Derek's true passion is city engineering - ensuring that the right projects are selected at the right time to meet long-term goals.



ROBIN CAUFMAN

Engagement Lead

Robin will facilitate stakeholder engagement. She has years of experience working with communities ranging from small cities to counties to regional planning organizations, navigating complex projects, and addressing shared concerns.

Since beginning her career in 1994, Robin has filled multiple roles on regional infrastructure plans and projects, including transportation corridors, wastewater plans, environmental studies, and streetscape designs. As a community planning project manager, her primary areas of expertise include community engagement, metropolitan area comprehensive planning, and land use analysis. Prior to joining Bolton & Menk, Robin spent 21 years between Metropolitan Council and Metro

Transit where she was responsible for working with local governments and communities on comprehensive planning, regional infrastructure planning, and engineering and construction of large transit projects. Robin uses her expertise in listening to project partners and community stakeholders and communicating technical information to ensure that there is clear understanding by all parties of project needs, purpose, benefits, and impacts.



KRISTI TRISKO, AICP, PMP

Zoning Specialist

Kristi will lead all zoning needs for the project.

Kristi is a senior planner who began her career in 1992. She is experienced in municipal planning, including long-range master plans and comprehensive plans, as well as city ordinance development and review, zoning administration, and public involvement. Additionally, she has experience designing, coordinating, and managing multiphased land development projects from conceptual design to final construction. Kristi is passionate about completing long-range planning efforts for her clients and assisting them in planning for their future. She is also an experienced CAD and GIS user. Prior to joining Bolton & Menk, Kristi provided planning consulting services to several communities in Minnesota and Wisconsin.



PETER CRANDALL

Urban Designer

Peter will lead all urban design efforts.

A senior urban designer on the Bolton & Menk team, Peter began his career in 2009. He provides design expertise, visual communication assistance, and general support for our planning and urban design work group. His background in architecture, planning, and urban design with an emphasis on transit-oriented development, public realm design, small area planning, and municipal code development make him an expert and a great addition to any team. Peter's drive stems from his love of creating spaces that help communities grow.



ANNA SPRINGER, PLA, ASLA

Parks Planner

Anna will support the team with all park planning efforts.

As a senior project landscape architect whose career began in 2013, Anna is responsible for the successful completion of park and recreation system master plans, trail, greenway and open space plans, and park master planning projects. Her expertise includes park system planning principles, recreational needs assessments, site inventory and analysis, community engagement, report writing, and site design from concept to documentation/implementation of park site designs. Anna uses her experience and skills to help communities develop and achieve their visions for their parks and recreation systems by uncovering needs and outlining a clear path to implementation. She is passionate about landscape architecture as she grew up using the parks and public amenities and developed a love for shared outdoor spaces. She believes they are critical pieces of our communities that provide places where people can engage with nature and one another.



DAVID SANDBERG

GIS Specialist

David will lead GIS analysis and mapping for this project.

As a GIS specialist, David provides GIS support on various projects, including data collection, data management, spatial analysis, and map creation. He is especially experienced with designing and creating online interactive maps. David began his GIS career in 2016. He supports Bolton & Menk's transportation, planning, and project communication work groups. David uses new technology and researches products and software to provide the best solutions for our work groups and clients. He excels at creating map figures, performing data analysis, and online interactive maps and applications. He is passionate about providing spatial analysis and tools to help make better decisions within the communities we serve.

SCOPE OF REQUIRED SERVICES

Bolton & Menk’s approach to this project is to be flexible and collaborative. To that end, our approach is to listen and provide our best recommendations for successful outcomes. Our experienced staff knows the importance of ordinance language for successful implementation. We are also sensitive to budget constraints and can pivot along the way, identifying areas where city staff can provide additional help for efficiencies.

The following describes our approach to the project, including specific tasks, activities, and deliverables.

TASK 1: PROJECT MANAGEMENT

Bolton & Menk will provide comprehensive project management services to ensure the successful delivery of the code update for the City of Owatonna. Our team will manage staff, resources, and budget with a focus on transparency, accountability, and alignment with the city’s goals.

Mojra Hauenstein will serve as the project manager and primary point of contact, responsible for day-to-day coordination, communication, and schedule adherence. She will work closely with city staff to ensure that all project activities are clearly communicated, efficiently executed, and aligned with the city’s expectations. Derek Olinger, serving as principal-in-charge and engineering advisor, will provide high-level oversight and technical guidance throughout the project.

At project initiation, we will facilitate a kickoff meeting with city staff to review project expectations, deliverables, and the proposed timeline. This meeting will also serve to update the project scope, confirm milestone dates, and make any necessary budget adjustments to ensure alignment with the city’s priorities.

Mojra will ensure that the project remains on schedule, on budget, and that any issues are identified early

and addressed collaboratively. Our team will maintain momentum and accountability through monthly check-in meetings with city staff and quarterly meetings with the steering committee, as outlined in the RFP.

We will use project tracking tools to monitor progress, manage deliverables, and ensure timely invoicing. All project documentation, including meeting notes and status updates, will be shared with the city to maintain transparency and facilitate informed decision-making.

TASK 1 DELIVERABLES

- » Kickoff meeting with city staff
- » Monthly check-in meetings with city staff
- » Quarterly steering committee meetings
- » Meeting notes, project tracking logs, and invoicing documentation
- » Finalized project timeline with milestones



TASK 2: STAKEHOLDER ENGAGEMENT

Bolton & Menk is committed to making the Zoning and Subdivision Ordinance Update process inclusive, engaging, and accessible to all members of the Owatonna community. Recognizing that zoning and subdivision regulations can be perceived as technical and dry, we will implement a creative and interactive engagement strategy that brings these topics to life and encourages broad participation.

Building on the city's previous engagement efforts during the 2050 Comprehensive Plan process, we will design a public engagement plan that combines traditional outreach with innovative tools to spark interest and gather meaningful input. Our approach will ensure that residents, business owners, developers, and community leaders all have a voice in shaping the future of land use and development in Owatonna.

We propose a base approach to engagement using the services listed to the right. Please see the optional add-ons located with the Confidential Bid Sheet for additional ways to elevate the communities involvement.

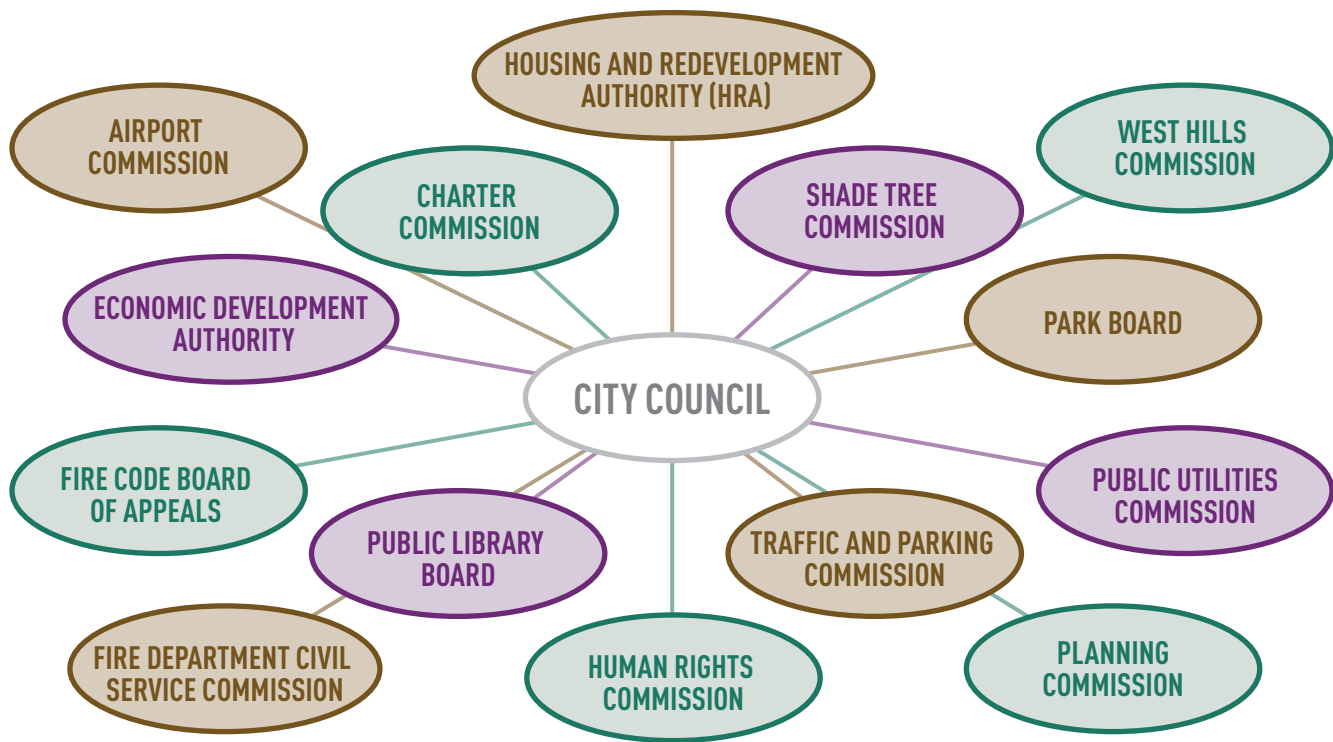
COMMUNITY SURVEY – GAMIFIED

To reach a wide audience and make participation fun and rewarding, we will launch a gamified community survey that invites residents to share their experiences and ideas related to zoning and development. The survey will use interactive elements such as

- » Visual-based questions (e.g., "What is the right setback or fence height?")
- » Mini-quizzes with instant feedback on land uses to include
- » Interactive survey where participants see each other's comments

This approach will help demystify zoning concepts and make it easier for residents to provide input, even if they are unfamiliar with planning terminology.

Activity	Roles and Goals
Engagement Plan	- Identify stakeholders, key messages, and schedule - Detail online and in-person engagement and communication strategies
Monthly Virtual Meetings	Monthly project management check-ins with city staff
Quarterly Steering Committee Meetings	Provide updates, review drafts, and gather strategic input
Project Website (Story Map creation and two updates)	Develop a graphics-based Story Map to inform people about the project, seek input, and notify them about upcoming public meetings; example: Crow Wing County Comprehensive Plan
Social Media (two posts)	Share updates and promote engagement opportunities
Emails/Articles (two articles)	Include updates in newsletters and social media
Survey (one)	Gather feedback through interactive, visual-based questions
Engagement Summary Report	Document all engagement activities and feedback
Workshop #1 (in-person)	90-minute zoning code issues - Identify and prioritize issues
Workshop #2 (in-person)	90-minute Zoning Map Refinement - Evaluate proposed changes
Workshop #3 (in-person)	90-minute code + map integration - Review draft code and map
Focus Groups (three) For example: ag community, developers, and businesses and employers	Identify key stakeholder to identify issues related to their community and discuss options for improvement; schedule on same day as a workshop (AM/PM)
Story Map/Project Website (two updates)	Project website as central form of communication, to subscribe for updates, events, and drafts, as well as hosting INPUTiD



STEERING COMMITTEE

We recommend establishing a steering committee composed of representatives from the Owatonna City Council, Economic Development Authority (EDA), Planning Commission, and other key community members (perhaps members from your 14 boards) who can provide strategic input and support decision-making throughout the code update process. This group will meet quarterly to review draft materials, offer guidance, and serve as liaisons to their respective boards and the broader community.

In addition to quarterly meetings, we propose hosting three workshops with the steering committee at critical points in the project.

Workshop 1: Identifying Code Issues

This session will focus on reviewing the current zoning and subdivision ordinances, identifying pain points, and prioritizing issues to be addressed in the update.

Workshop 2: Zoning Map Refinement

This workshop will center on reviewing the existing zoning map in the context of the 2050 Comprehensive Plan. The committee will help evaluate proposed district changes, boundary adjustments, and the integration of new zoning districts.

Workshop 3: Code + Map Integration

In this final workshop, the steering committee will review the draft codes alongside the updated zoning map to ensure consistency, clarity, and alignment with community goals before the public hearing and adoption process begins.

These workshops will be designed to be interactive and solution-oriented, ensuring that the steering committee plays a meaningful role in shaping both the content and usability of the final ordinance.

FOCUS GROUPS

We will facilitate up to three in-person focus groups with key stakeholders with the goal of identifying issues with the current zoning and subdivision ordinances and seek input on potential improvements. Potential stakeholders will be identified based on key issues discovered.

PUBLIC PARTICIPATION

To further enhance engagement, we will explore creative outreach methods such as

- » Pop-up events at community gatherings or farmers markets
- » Short explainer videos or animations to introduce zoning concepts
- » Youth engagement activities through schools or local organizations

All public input will be documented and used to inform the drafting of the Zoning and Subdivision Code ensuring that the final product reflects the values and needs of the Owatonna community.

TASK 2 DELIVERABLES

- » Public engagement plan
- » Gamified community survey and summary of results
- » Focus group summaries
- » Three in-person steering committee workshops
- » Steering committee summaries
- » Documentation of public input and participation activities

TASK 3: SUBDIVISION AND ZONING CODE DIAGNOSIS

Led by Mojra Hauenstein and Kristi Trisko, our team will conduct a comprehensive diagnostic review of the City of Owatonna's existing zoning and subdivision ordinances, associated maps—including the official zoning map—and relevant planning documents. This foundational step ensures that the updated Unified Development Code is grounded in a clear understanding of current conditions, community goals, and regulatory gaps.

Our review will include

- » The **2025-2027 Strategic Plan** to understand key issues that the zoning code update can address
- » The **2050 Comprehensive Plan**, with a focus on community vision, land use goals, and density targets
- » The **Comprehensive Plan Implementation Matrix**, to identify specific action items and priorities related to zoning and subdivision updates

- » The **current zoning and subdivision ordinances**, including recently adopted amendments such as cannabis regulations and updated shoreland standards
- » The **official zoning map**, to assess alignment with the future land use plan and identify inconsistencies, outdated district boundaries, or areas in need of rezoning
- » Other relevant planning documents and community plans, with attention to modernization opportunities, illustrative enhancements, and legal compliance
- » **Variances** granted over the past three to five years to identify recurring issues that may be addressed through ordinance revisions or administrative process improvements
- » An assessment for the need of a **parkland dedication ordinance**, as requested in the RFP, and provide a balanced analysis of its potential benefits and drawbacks to support city council decision-making

The findings from this diagnostic phase will be summarized in a **Zoning and Subdivision Code Diagnosis Memo**, which will outline recommended updates, areas for consolidation, and opportunities for improved clarity and usability. This memo will be reviewed with the steering committee early in the process to confirm direction before drafting begins.

TASK 3 DELIVERABLES

- » Zoning and subdivision code diagnosis memo
- » Summary of variance trends and administrative recommendations
- » Parkland dedication ordinance assessment
- » Zoning map review summary and recommendations



TASK 4: UPDATE ORDINANCES

Following the diagnostic phase, our team will begin drafting updates to the zoning and subdivision ordinances, integrating them into a single, cohesive Unified Development Code. This process will be collaborative and iterative, with regular input from city staff and the steering committee to ensure alignment with community goals and regulatory best practices.

Key updates will include

- » Creation of two or more new zoning districts, including the North Downtown mixed-use area and other mixed-use nodes identified in the comprehensive plan
 - » Elimination of outdated districts such as I-P, R-B, and B-1
 - » Correction of height and setbacks (currently swapped in your dimensional standards tables)
 - » Incorporation of interim use permits, as authorized by state statute
 - » Clarification of submittal requirements for formal applications, including plats, conditional use permits, and variances
 - » Conversion of land use lists and standards into user-friendly tables
- » Reformatting and renumbering of ordinance sections for consistency and ease of navigation
 - » Addition of graphics and illustrations to enhance clarity and public understanding
 - » Updates to definitions and permitted uses to reflect new zoning districts and eliminate redundancies
 - » Removal of discretionary approvals tied to individual positions, ensuring a more transparent and consistent review process
 - » Official zoning map revisions to reflect new districts, eliminate obsolete boundaries, and ensure consistency with the future land use plan

Draft sections will be reviewed with city staff as they are completed, followed by a full draft review prior to initiating the formal adoption process.

TASK 4 DELIVERABLES

- » Cohesive redline draft of the Unified Development Code
- » Formatted land use tables, standards tables, and illustrations
- » Summary memo of code changes and rationale
- » Updated official zoning map in GIS and PDF formats

Zoning Items from the 2025-2027 Strategic Plan



Public Safety Facilities

Zoning Strategy: Designate and preserve land for civic and institutional use in central, accessible locations to support modern police and fire facilities.



Deferred Maintenance on Amenities

Zoning Strategy: Use overlay districts or incentive zoning to encourage private investment in public amenities through development bonuses.



Street Improvements

Zoning Strategy: Require connectivity standards in new developments, especially on the east side, to support a north/south corridor and improve traffic flow.



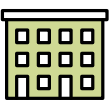
Housing Variety and Availability

Zoning Strategy: Allow mixed-use and higher-density residential zoning (e.g., duplexes, townhomes, ADUs) to diversify housing stock and affordability.



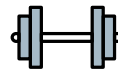
Airport as an Economic Driver

Zoning Strategy: Expand or reinforce airport business zones to attract aviation-related industries and logistics operations.



Vacant Buildings Downtown

Zoning Strategy: Implement adaptive reuse zoning and reduce parking minimums to make redevelopment of older buildings more feasible.



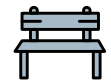
Recreational Facilities

Zoning Strategy: Require parkland dedication or fees-in-lieu in new developments to fund modern recreational facilities.



Trail System Gaps

Zoning Strategy: Mandate trail easements in subdivision approvals to close gaps and ensure connectivity.



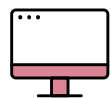
Trail Amenities

Zoning Strategy: Include design standards for trails that require consistent amenities like benches, lighting, and signage.



Staffing Levels

Zoning Strategy: Align zoning updates with projected growth areas to anticipate service needs and justify staffing increases.



Technology Utilization

Zoning Strategy: Digitize zoning maps and permit processes to streamline development and improve transparency.



Ordinances

Zoning Strategy: Conduct a comprehensive zoning code update to reflect community expectations, simplify language, and improve enforceability.

TASK 5: FINALIZE CODE AND APPROVAL

As the project nears completion, Bolton & Menk will work closely with city staff and the steering committee to finalize the code and prepare it for formal adoption. This phase will include a comprehensive review of the full draft ordinance and zoning map, incorporation of final feedback, and preparation of all materials required for the public hearing and approval process.

At the third steering committee meeting, we will present the complete draft of the Unified Development Code—including all ordinance text, updated zoning map, tables, graphics, and illustrations—for final review. Feedback from this session will be used to make final refinements to ensure the document is clear, consistent, and aligned with the city’s goals and statutory requirements.

We will then prepare the final ordinance package for the planning commission public hearing and

city council adoption, including

- » Final ordinance text and zoning map
- » Staff reports, hearing notices
- » Presentations at planning commission and city council
- » Materials for public meetings, including a summary of public engagement and how input was incorporated

Our team will be available to present the final ordinance at the planning commission hearing and city council meeting, respond to questions, and support the city through the formal adoption process.

TASK 5 DELIVERABLES

- » Final updated ordinances
- » Staff memorandum of changes
- » Assistance with staff reports & notices
- » Presentation at planning commission and one (1) presentation at city council

Zoning Items from the 2050 Comprehensive Plan



Housing Diversity and Affordability

Plan Goal: Increase housing options across income levels and life stages.

Zoning Considerations:

- Allow **accessory dwelling units (ADUs)** by right in more residential zones
- Enable **duplexes, triplexes, and townhomes** in traditionally single-family zones
- Reduce **minimum lot sizes** and **setback requirements** to encourage infill



Downtown Revitalization

Plan Goal: Activate vacant buildings and encourage mixed-use development.

Zoning Considerations:

- Expand **mixed-use zoning** downtown
- Relax **parking minimums** for reuse of historic buildings
- Allow **upper-story residential** in commercial zones



Transportation and Connectivity

Plan Goal: Improve walkability and trail connectivity.

Zoning Considerations:

- Evaluate requiring **pedestrian and bike infrastructure** in new developments
- Explore requiring **trail easements** in subdivisions to close network gaps



Parks, Trails and Open Space

Plan Goal: Ensure access to quality recreational spaces.

Zoning Considerations:

- Strengthen **parkland dedication** requirements
- Create **green space overlay zones** to preserve natural areas



Economic Development and Airport Growth

Plan Goal: Leverage the airport and industrial areas for economic growth.

Zoning Considerations:

- Expand **business park and light industrial zones** near the airport
- Create **flexible zoning** for innovation and logistics hubs



Sustainability and Resilience

Plan Goal: Promote sustainable development practices.

Zoning Considerations:

- Incentivize **green building standards**
- Allow **solar panels and EV infrastructure** in all zones

PROPOSED TIMELINE

We have developed a schedule detailing the anticipated work tasks, task relationships, critical path timeline, deliverable due dates, and completion dates. This schedule is based on our review of the project background, description, and scope of services included in the RFP and our experience on other similar projects. Our experience indicates that we can complete the update in 13 months, as shown in the schedule below. This allows for sufficient time for input and analysis but also keeps the momentum going and the policy makers engaged.

Upon selection, Bolton & Menk will work with city staff to revise and update this schedule as needed to ensure successful delivery of this project.

		2025						2026						
		JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL
Task 1: Project Management														
1.1	Kickoff Meeting with City Staff													
1.2	Monthly Check-In Meetings with City Staff													
1.3	Quarterly Steering Committee Meetings													
Task 2: Stakeholder Engagement														
2.1	Public Engagement Plan													
2.2	Community Survey													
2.3	Focus Group #1-3													
2.4	Steering Committee Workshops #1-3													
2.5	Project Website + 2 Updates													
2.6	Articles/Social Media Posts (2 Posts Each)													
2.7	Public Engagement Survey													
2.71	Public Webinar Update													
2.72	INPUTiD™ Interactive Survey													
2.73	Pop-Up													
2.74	Open House													
Task 3: Subdivision and Zoning Code Diagnosis														
3.1	Zoning and Subdivision Code Diagnosis Memo													
3.2	Summary of Variance Trends and Administrative Recommendations													
3.3	Parkland Dedication Ordinance Assessment													
3.4	Zoning Map Review Summary and Recommendations													
Task 4: Update Ordinances														
4.1	Cohesive Redline Draft of the Unified Development Code													
4.2	Formatted Land Use Tables, Standards Tables, and Illustrations													
4.3	Summary Memo of Code Changes and Rationale													
4.4	Updated Official Zoning Map in GIS and PDF Formats													
Task 5: Adoption – Finalize Code and Approvals														
5.1	Final Updated Ordinances													
5.2	Planning Commission													
5.3	City Council													

PROJECT EXPERIENCE AND REFERENCES

Our experienced group of planners and urban designers have been providing comprehensive planning and zoning expertise to hundreds of communities throughout the Midwest, Southeast, and Southwest United States for more than 30 years.

We have highlighted several projects as examples of recent and related team experience. Client satisfaction remains a top priority for us as evidenced by quality deliverables, cost-effective rates, and timely project delivery. Please feel free to contact any of these references to evaluate our performance. Additional project information is available upon request.

ZONING CODE UPDATE CITY OF WABASHA, MN

Bolton & Menk has provided planning services for the City of Wabasha since 2014. Our regular duties include providing support and overview to city staff, including researching and updating the city code, flood plain management, development review, and preparation and presentation of reports to the planning commission and city council. As Wabasha’s planning consultant, Bolton & Menk also prepared an update to the city comprehensive plan. This work included a wide-ranging analysis of population, economic, and socioeconomic trends, and a robust public engagement process, interacting with a variety of stakeholders including residents, students, and key constituents.

The final plan outlines community goals and aspirations and recommended policy for land use, transportation, parks, trails, open space, natural resources, utilities, and growth management.

Similarities to Owatonna:

- » Use of overlays
- » Environmentally sensitive zones
- » Improved permit processing and enforcement

Reference:

Tony Johnson, Public Works Director
651-565-4568

RIVER CORRIDOR OVERLAY ZONE ORONOCO TOWNSHIP, MN

Oronoco Township aimed to protect the South Fork of the Zumbro River and Lake Zumbro from over development by enhancing water quality and preserving scenic views. They planned to achieve this by implementing standards that exceeded those set by the MnDNR and Olmsted County through floodplain and shoreland ordinances. By defining a more carefully researched zoning path for zoning and subdivision entitlements, they hoped to safeguard these resources.

Bolton & Menk researched and worked with a steering committee within the township to develop a new River Corridor Overlay Zone that addressed development gaps in the Oronoco Township zoning ordinance and the Olmsted County Floodplain and Shoreland Ordinance. This was done in partnership with the DNR and Olmsted County officials.

Oronoco Township learned about the development process of Olmsted County and how to develop additional protection of land along Lake Zumbro and the Zumbro River.

Similarities to Owatonna:

- » Environmentally sensitive areas

Reference:

Paige Collins, Planning Commission Chair
507-261-4478

ZONING AND SUBDIVISION ORDINANCE

CHISAGO COUNTY, MN

Chisago County wanted to update its zoning and subdivision ordinances to streamline processes and reflect current development needs. The update process was coordinated with county staff and relied on including the planning commission as a steering committee and working group. The content update was approached from a practitioner viewpoint, ensuring a usable and enforceable final product. The code is both legally defensible and user-friendly.

Bolton & Menk has a solid understanding of the process and with our in-house ordinance experts, we ensured that the ordinance is not only grounded in modern legal principles but also written in a way that can be easily administered and understood by the public.

Similarities to Owatonna:

- » Robust public input
- » Integration of community feedback
- » Minor graphics

Reference:

Joe Triplett, Public Works Director/County Engineer
651-213-8708

COMPREHENSIVE PLAN CITY OF PLAINVIEW, MN

The City of Plainview has a strong independent rural history and yet is within 30 miles of Rochester.

Bolton & Menk began working on the city's comprehensive plan in 2018. During the course of this project, we listened to residents in a workshop, completed a community survey, talked with business owners and community services, and held a pop-up listening session during the Corn on the Cob Days to develop a plan tailored specifically to the residents of Plainview. As Plainview grows, they want to preserve their small-town charm while embracing innovation.

Similarities to Owatonna:

- » Fewer zoning districts: reduced from 22 to 15
- » Simplified land use table: cut from 36 pages and 305 uses to 8 pages and 98 uses
- » Clearer language: removed vague/conflicting terms
- » Legal compliance: updated to align with state and federal laws
- » User-friendly format

Reference:

Shane Loftus, Public Works Director
507-534-2229



COST PROPOSAL FOR SERVICES

The following table summarizes the hours and cost breakdown for each major work task item. The not-to-exceed fee includes labor, general business, and other normal and customary expenses associated with operating a professional business. Unless otherwise noted, the fees include vehicle and personal expenses, mileage, telephone, survey stakes, and routine expendable supplies; no separate charges will be made for these activities and materials. Expenses beyond the agreed scope of services and non-routine expenses, such as large quantities of prints, extra report copies, out-sourced graphics and photographic reproductions, document recording fees, outside professional and technical assistance, and other items of this general nature will be invoiced separately.

Bolton & Menk will provide the scope of services as described for a Not-to-Exceed fee of \$99,952. We will bill work according to our standard hourly billing rates and will not exceed our estimate without prior authorization from the city.

Client: City of Owatonna Project: Zoning and Subdivision Ordinance		Bolton & Menk, Inc.									
Task No.	Work Task Description	Principal-in-Charge	Project Manager	Engagement Lead	Zoning Specialist	Urban Designer	Parks Planner	GIS Specialist	Administrative	Total Hours	Total Cost
1.0	Project Management	6	24	12	8	0	0	0	5	55	\$10,910
2.0	Stakeholder Engagement	0	30	60	0	0	0	0	8	98	\$20,400
3.0	Subdivision and Zoning Code Diagnosis	2	16	12	16	0	2	0	0	48	\$9,546
4.0	Update Ordinances	2	60	32	84	16	6	24	32	256	\$46,698
5.0	Finalize Code and Approvals	2	18	18	12	6	0	0	8	64	\$12,398
Total Hours		12	148	134	120	22	8	24	53	521	
Average Hourly Rate		\$193.00	\$216.00	\$216.00	\$172.00	\$202.00	\$180.00	\$160.00	\$120.00		
Subtotal		\$2,316	\$31,968	\$28,944	\$20,640	\$4,444	\$1,440	\$3,840	\$6,360		
Not-to-Exceed Fee										\$99,952	

OPTIONAL ADD-ONS FOR COMMUNITY INVOLVEMENT

Our dynamic toolbox is a mixture of face-to-face and online services. We find a combination is the best way to gather an accurate public opinion. Below is a list of optional add-ons that you can pick and choose from if you want to elevate community involvement.

Activity	Roles and Goals
Public Webinar Update (one) +\$500	60-minute webinar - share progress and gather feedback at a key milestone
Online Interactive Comment Map +\$3,500	- Gather input using INPUTiD - We use the built-in Google Translate feature to allow the public to choose their preferred language to review and comment
Open House +\$2,800	Two-hour open house casual forum for the community to attend to ask questions and provide feedback; this would take place after the preliminary draft of the Zoning and Subdivision Update to present it to the community for feedback
Pop-Up Events +\$800	Two-hour event to engage the community at local gatherings and events to raise awareness and gather input
Explainer Videos +\$1,600	Create short videos or animations to introduce zoning concepts and explain the project

LIST OF DELIVERABLES

TASK 1

- Kickoff meeting with city staff
- Monthly check-in meetings with city staff
- Quarterly steering committee meetings
- Meeting notes, project tracking logs, and invoicing documentation
- Finalized project timeline with milestones

TASK 2

- Public engagement plan
- Gamified community survey and summary of results
- Focus group summaries
- Three in-person steering committee workshops
- Steering committee summaries
- Documentation of public input and participation activities

TASK 3

- Zoning and subdivision code diagnosis memo
- Summary of variance trends and administrative recommendations
- Parkland dedication ordinance assessment
- Zoning map review summary and recommendations

TASK 4

- Cohesive redline draft of the Unified Development Code
- Formatted land use tables, standards tables, and illustrations
- Summary memo of code changes and rationale
- Updated official zoning map in GIS and PDF formats

TASK 5

- Final updated ordinances
- Staff memorandum of changes
- Assistance with staff reports and notices
- Presentation at planning commission and one presentation at city council

PAYMENT TERMS

PAYMENTS AND RECORDS

1. The payment to the CONSULTANT will be made by the CLIENT upon billing at intervals not more often than monthly at the herein rates and terms.
2. If CLIENT fails to make any payment due CONSULTANT for Services and expenses within 45 days after date of the CONSULTANT'S invoice, a service charge of one and one-half percent (1.5%) per month or the maximum rate permitted by law, whichever is less, will be charged on any unpaid balance.
3. In addition to the service charges described in preceding paragraph, if the CLIENT fails to make payment for Services and expenses within 60 days after the date of the invoice, the CONSULTANT may, upon giving seven days' written notice to CLIENT, suspend Services and withhold project deliverables due under this Agreement until CONSULTANT has been paid in full for all past due amounts for Services, expenses and charges, without waiving any claim or right against the CLIENT and without incurring liability whatsoever to the CLIENT.

