

OWATONNA PLANNING COMMISSION MINUTES FOR NOVEMBER 12, 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 Rachel Spring-Gasner, Kelly Rooks, John Eickhoff, Mark Wilson, Nick Peake, Dave Effertz, and Jim Joachim. Community Development Manager Greg Kruschke, Planning Specialist Emma Bransford, and Senior Administrative Technician Kristen Kopp were also present.

A motion was made by Joachim and seconded by Wilson to approve the minutes of regular meeting of August 26, 2025. All Commissioners voting Aye, the motion carried.

Chairperson Kelly Rooks announced she would abstain from the following request due to a conflict of interest and passed the gavel to Vice Chairperson Nick Peake. Preliminary and Final Plat of Rooks Addition, which is a 1.5± acre tract of land zoned R-1 Single Family Residential, owned by Donald and Kelly Rooks, and located at 1790 3rd Avenue NW was presented by Planning Specialist Emma Bransford. (Refer to report on file.) Public hearing opened at 5:33 pm. No comments were made regarding this request. Public hearing closed at 5:34 pm. A motion was made by Effertz and seconded by Springer-Gasner to recommend City Council approval of the preliminary and final plat of Rooks Addition with the following conditions:

- 1) The final plat shall be recorded within 60 days of the approval.
- 2) The title opinion shall be approved by the City Attorney prior to recording of the final plat.
- 3) The owner shall enter into a Service Disconnection Agreement regarding any unused services.
- 4) The owner's mortgage lender must provide consent to plat.

All Commissioners voting Aye, the motion carried with Commissioner Rooks abstaining.

Community Development Manager Greg Kruschke gave an update on the Zoning and Subdivision Ordinance Process. Moira Hauenstein from Bolton and Menk gave an update, including a summary of the feedback from Workshop #1, an overview of the survey results, progress so far, and the next steps. There were 404 responses to the public survey, and Hauenstein said that this was a statistically valid response. She highlighted questions where there was an overwhelming consensus, including topics about Attached Dwelling Units, Garden Structures, curb cut width, shipping containers, home-based businesses, landscaping requirements in commercial and industrial districts, development and impact fees, mixed-use development support, downtown mixed uses, and neighborhood mixed uses. There were some items where there was a lack of consensus, including lot sizes in residential districts, accessory buildings and structures size and location, sidewalks, and street width. Hauenstein said they will be launching INPUTiD soon, which is a little more gamified and she said they hope to engage the under 19 group. She said they're hoping this starts a conversation. She gave an update on progress so far and a summary of internal meetings. She said they will be at the Planning Commission meeting on December 9. They will be meeting with three focus groups earlier that day. She said that they will need the Commissioners' help in reaching these groups. She said they are ahead of schedule on the substantial content of the code. This will continue through next summer. The Commissioners discussed potential focus group targets and the Residential Study Area. Kruschke said this INPUTiD will be launched in the next day or two.

Community Development Manager Greg Kruschke presented the monthly Building Permit updates. We are at 12 new homes with some ready to be issued. We are \$27 Million behind 2024.

Community Development Manager Greg Kruschke gave an update on previous items. Culligan Addition was approved and recorded.

He said that all of the Ascend 2 approvals will be on the December 9 agenda and Bolton & Menk will be here in person to go over updates on the Zoning Ordinance.

A motion was made by Joachim and seconded by Peake to adjourn the meeting at 6:09 p.m. All Commissioners voting Aye, the motion carried.

Respectfully Submitted,

Greg Kruschke
Community Development Manager