PLANNING COMMISSION MEETING

Tuesday, May 28, 2024 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. Agenda - May 28, 2024
2. **Roll Call: Meier, Springer-Gasner, Rooks, Eickhoff, Wilson, Peake, Effertz**
3. **Approval of Minutes**
   3.a. Planning Commission Minutes - May 14, 2024
4. **Public Hearings**
   4.a. Application VAR-17, a request by Jason Karsten to exceed the number of allowed accessory dwellings on a residential lot. The applicant is requesting a third accessory building for the property located at 1420 Canterbury Place SE.
   4.b. Conditional Use No. CUP-14 by Jason Karsten to exceed 1,000 square feet in gross floor area for accessory buildings for the property located at 1420 Canterbury Place SE. The applicant is requesting 1,188 square feet in total gross floor area of accessory buildings. Ordinance 157.040 A(2)(c) allows lots more than 30,000 square feet in area up to 1,500 square feet in gross floor area of all accessory buildings.
   4.c. CUP-15 by Jason Hall, with the consent of the City of Owatonna, a request to construct a 155 foot tall cell tower on the subject property. The tower will allow for future co-locations in addition to the proposed tenant for the property located at 1215 Kilworth Drive NW. (Request to Table)
5. **Downtown Parking Committee Requests**
   5.a. None
6. **2050 Comprehensive Plan**
   6.a. Updates
7. **Other Business**
   7.a. Updates on Previous Items
8. **Next Meeting - June 11, 2024**
9. **Adjournment**

Owatonna Planning Commission Agenda

Tuesday, May 28, 2024
5:30 PM
Charles S. Crandall Center at West Hills*

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

1. Approve minutes of the May 14, 2024 meeting

2. Public Hearings

   A. Application VAR-17, a request by Jason Karsten to exceed the number of allowed accessory dwellings on a residential lot. The applicant is requesting a third accessory building for the property located at 1420 Canterbury Place SE.

   B. Conditional Use No. CUP-14 by Jason Karsten to exceed 1,000 square feet in gross floor area for accessory buildings. The applicant is requesting 1,188 square feet of total gross floor area of accessory buildings. Ordinance 157.040 A(2)(c) allows lots more than 30,000 square feet in area up to 1,500 square feet in gross floor area of all accessory buildings.

   C. CUP-15 by Jason Hall, with the consent of the City of Owatonna, a request to construct a 155 foot tall cell tower on the subject property. The tower will allow for future co-locations in addition to the proposed tenant for the property located at 1215 Kilworth Drive NW.
   (Request to Table)

3. Downtown Parking Committee Requests

   A. None

4. 2050 Comprehensive Plan

   A. Updates

5. Other Business

   A. Updates on Previous Items

6. Next Meeting – June 11, 2024

7. Adjourn

OWATONNA PLANNING COMMISSION MINUTES FOR MAY 14, 2024

The Owatonna Planning Commission met in regular session at 5:30 p.m. in the Charles S. Crandall Center – Chambers at City Hall with Chairperson Kelly Rooks conducting the meeting. Present at roll call were Commissioners Rachel Springer-Gasner, Kelly Rooks, John Eickhoff, Nick Peake, and David Effertz. Commissioners Mark Meier and Mark Wilson were absent. Community Development Manager Greg Kruschke, Planning Specialist Ashley Zidon, and Administrative Technician Kristen Kopp were also present.

A motion was made by Springer-Gasner and seconded by Eickhoff to approve the minutes of the regular meeting of April 23, 2024. All Commissioners voting Aye, the motion carried.

Preliminary Plat of Cashman Addition No. 3, which is a 0.56± acre tract of land zoning R-1 Single Family Residential District and requested to be rezoned to R-6 High Density Residential District, Community Business District, requested City of Owatonna and located at 285 22nd Street NW, was presented by Planning Specialist Ashley Zidon. (Refer to report on file.) Public hearing opened at 5:36 pm. No comments were made regarding this request. Public hearing closed at 5:37 pm. Eickhoff asked if there were any parks nearby and wondered if a pocket park was a consideration for this lot. Zidon said we have Manthey Park to the east and Cashman Park to the north and west. Kruschke said that one of the City's goals is to get larger parks rather than the smaller parks as they're harder to maintain. Effertz asked how long the City has owned this lot. Kruschke said this was a donation that came from the Cashman family. Springer-Gasner asked how big of a dwelling might fit—a four-unit complex? Zidon said that density will be something that is looked at in the RFP. Kruschke said we'll have to go through the process. A motion was made by Effertz and seconded by Eickhoff to recommend City Council approval of this preliminary plat of Cashman Addition No. 3, based on findings of fact and the following conditions:

1) Future development needs to comply with all state and local requirements and codes at the time of construction.

All Commissioners voting Aye, the motion carried.

Application No. RZ-7, which is a request by the City of Owatonna to rezone the subject property from R-1 Single Family Residential District to R-6 High Density Residential District for the purposes of residential redevelopment for the subject property to be addressed 2285 22nd Street NW, was presented by Planning Specialist Ashley Zidon. (Refer to report on file.) Public hearing opened at 5:45 pm. No comments were made regarding this request. Public hearing closed at 5:46 pm. Effertz said this makes sense. A motion was made by Effertz and seconded by Springer-Gasner to recommend approval of this rezoning of Lot 1, Block 1, Cashman Addition No. 3 from R-1 Single Family Residential District to R-6 High Density Residential District based on findings of fact. All Commissioners voting Aye, the motion carried.

Kruschke said they've been meeting with a number of City Staff and presented to City Council on the 2050 Comprehensive Plan. They've got everything online. As of yesterday, the story map is online and everything on the website is up to date. There have been some social media invites and an announcement on Straight Talk. Following the open house on Thursday, we will have information available online and will be taking comments through June, most likely. It will be closed out in the Fall with final adoption. He said he hoped the Commissioners would be able to attend the open house.

A motion was made by Springer-Gasner and seconded by Effertz to nominate Kelly Rooks as President. All Commissioners voting Aye, the motion carried.

A motion was made by Peake and seconded by Eickhoff to nominate Rachel Springer-Gasner as Vice President. All Commissioners voting Aye, the motion carried.

Kruschke gave an update on previous items and presented the April building permit reports. We're almost 150 permits over last year at this time. Valuation should continue to be strong. We are at three single family home permits compared to four at this time last year.

A motion was made by Eickhoff to adjourn and seconded by Peake at 5:53 pm. All Commissioners voting Aye, the motion carried.

Respectfully Submitted,

_____

Greg Kruschke
Community Development Manager

May 22, 2024

To: Planning Commission

From: Community Development Department

RE: Application VAR-17 by Jason Karsten to exceed the number of allowed accessory dwellings on a residential lot. The applicant is requesting a third accessory building.

Application CUP-14 by Jason Karsten, a request for a conditional use permit to exceed 1,000 square feet in gross floor area for accessory buildings. The applicant is requesting 1,188 square feet of total gross floor area of accessory buildings.

Application Review:

PIN:	17-335-0105 Now referred to as "subject property"
Applicant/Owner	Jason Karsten Now referred to as "applicant"
Location of Property	1420 Canterbury Place SE
Zoning Map	R-1 Single Family Zoning
Zoning Ordinance	**Variance:** Ordinance 157.040(A)(1)(2)(b) maximum number of accessory buildings; no more than two accessory buildings and no more than one detached private garage to be permitted on a single lot. **Conditional use permit:** Ordinance 157.040 A(2)(c) allows lots more than 30,000 square feet in area up to 1,500 square feet in gross floor area of all accessory buildings.
Report Attachment	Location map Aerial photo Site plan Building plan Project Narrative

Proposed Development

- Application VAR-17 by Jason Karsten to exceed the number of allowed accessory dwellings on their residential lot. The applicant is requesting a third accessory building.
    - The applicant currently has two accessory structures on the property; totaling approximately 356 gross square feet
    - The small tool shed on the south side of the property will be removed and is not included in the existing calculations for this application
    - The proposed new accessory building will be 24x36 (864 square feet)
    - The proposed garage will be for personal vehicle and storage

- The proposed garage is to be located on the southwest corner of the lot, away from existing trees
- The size of the parcel is 1.16 acres (50,529.60 square feet)
- Access to the garage will be through the existing driveway
- The proposed garage exterior and roof will be tin
- The applicant states that the intent is for the garage to match all the other buildings, including the house
- The proposed garage will have a height of 15 feet at the roof peak

- Application CUP-14 by Jason Karsten, a request for a conditional use permit to exceed 1,000 square feet in gross floor area for accessory buildings. The applicant is requesting 1,188 square feet of total gross floor area of accessory buildings.
  - The garage will be used for personal vehicle storage
  - The applicant is requesting 1,188 square feet of total gross floor area of accessory buildings
  - Accessory building or buildings may exceed 1,000 square feet in total gross floor area as a conditional use

Application VAR-17

Ordinance summary: The accessory buildings and structures ordinance 155.040(A)(2)(a) allows no more than two accessory buildings and no more than one detached private garage on a single lot.

Property analysis: The subject property is a 1.16 acre parcel, located at the end of a cul-de-sac. The applicant plans to remove the small tool shed in the southwest corner of the property. This report quantifies the remaining two accessory buildings that the applicant intends to keep; a pool house (12x18, 216 sq ft) in the side yard west of the house, and shed/dog kennel (10x14, 140 square feet) in the rear yard on the north east side of the home. The parcel is a unique shape, due to the cul-de-sac street. The rear yard of the parcel has heavy tree cover in the rear yard and steep grade down to Havana Road on the north side of the property.

The exiting zoning for this parcel is R-1 single family residential. All surrounding parcels are zoned R-1 single family residential.

Application CUP-14

Ordinance summary: The accessory buildings and structures ordinance, maximum size, (155.040(A)(2)(c)(2)) states that no building or buildings shall exceed 1,000 square feet in total gross floor area, except:

- (c)(2) as a conditional use when subject to provisions and procedures of 157.099
- (c)(2a) The total gross floor area of all accessory buildings shall not exceed 1,500 square feet for lots of 30,000 square feet or more in area

The applicant is looking to have a total of 1,188 square feet of total gross floor area.

COLLECTIVE FINDINGS OF FACT

1. Jason Karsten, hereby referred to as "applicant" and is the owner of the property at 1420 Canterbury Place SE
2. That the property is zoned R-1 Single Family Residential
3. That the variance application was published and notice was provided to property owners within 350 feet of the subject property
4. That a public hearing was held at the Planning Commission on May 28, 2024
5. The variance is in harmony with the general purposes and intent of the Ordinance. The intent of the ordinance is to allow larger accessory structures on large residential lots through conditional use permits
6. The request is in general alignment with the Comprehensive Plan
7. The circumstances of the property are not entirely caused by the landowner as the property is large, uniquely shaped by the cul-de-sac and subdivision lot design, and has significant tree cover and sloped topography in the rear yard. Constructing the garage behind the home would impact the tree cover and be constrained by topography
8. The variance is reasonable given the property is large. The applicant proposes to use the property in a reasonable way and the lot size supports the construction of larger accessory buildings. It is reasonable that the applicant wants to construct the garage in the open area on the property to avoid removing trees
9. The variance will not alter the essential character of the neighborhood because the exterior materials must be similar to the architectural appearance of the principal structure and is located on a large lot. The lot is located at the top of a hill, where the garage will be visually obscured by the fence between the neighboring property line
10. That the request is not detrimental to or will endanger the public health, safety, morals, comfort, or general welfare of the public because city ordinance allows the construction of an accessory structure on residential lots
11. That the request is compatible with the surrounding area as the proposed garage will reflect the character of the house
12. That the request will not generate additional traffic because it is to be constructed for personal use and storage of existing vehicles at the property
13. That the request will not require public services

Public Comment

At the time of this staff report, no comments have been submitted via written comments, e-mail, or phone.

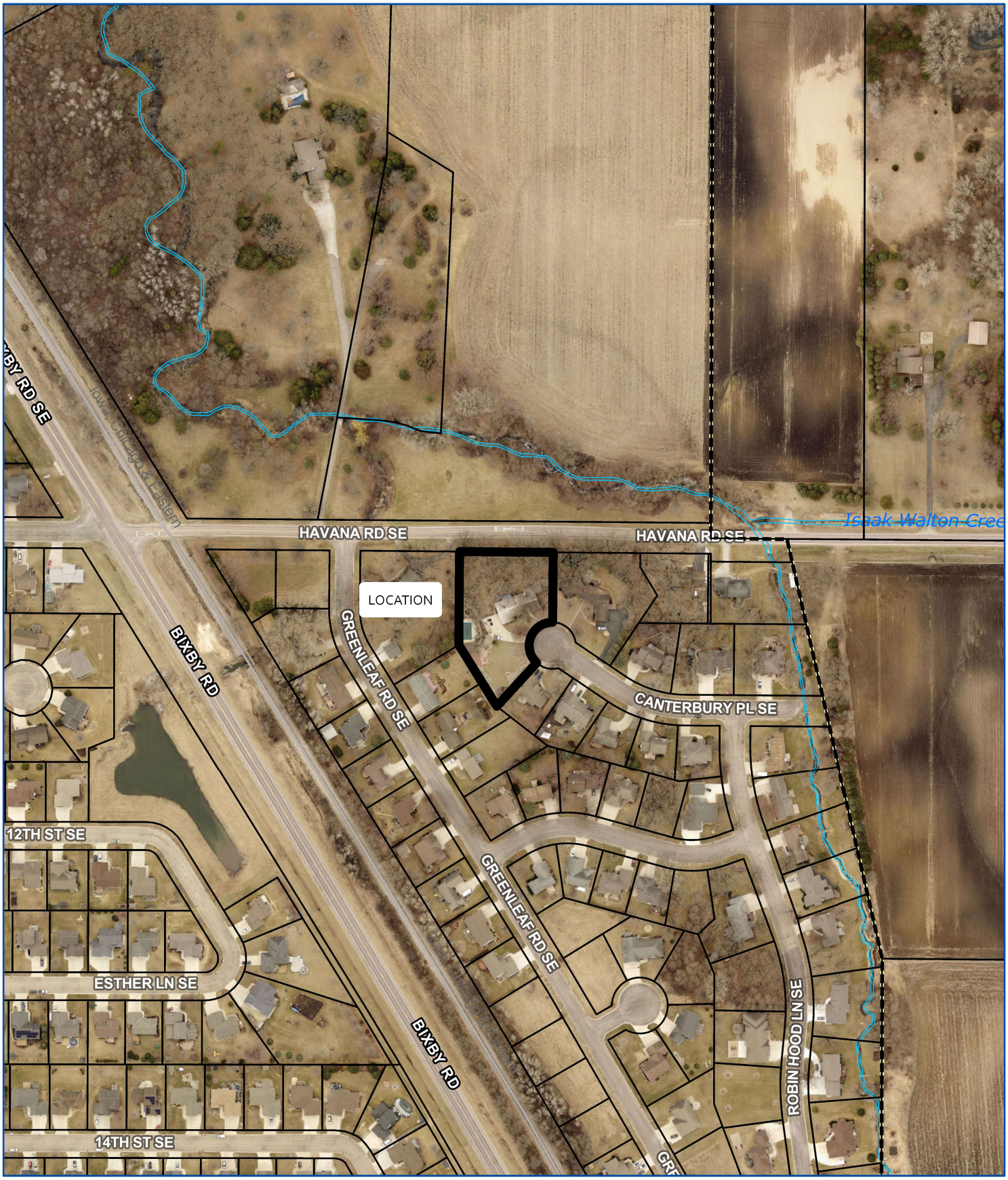
Staff Recommendation

Application VAR-17 by Jason Karsten to exceed the number of permitted accessory dwellings on their residential lot to allow a third accessory building, and application CUP-14 to allow 1,188 square feet of total gross floor area of accessory buildings. It appears that all of the requirements have been met for the variance and conditional use permit requests. Absent any new information presented at the meeting, **staff recommend approval of the variance and conditional use permit based on findings of fact and the following conditions:**

1. That the existing accessory structure in the SW corner of the lot be removed
2. Must comply with height requirements of the ordinance
3. Total gross floor area of all accessory building may not exceed 1,188 sq feet without amending the conditional use permit
4. The exterior materials shall have conventional house siding or siding that simulates conventional house siding or an exterior that is the same as the exterior of the principal structure
5. Roof shall be covered with shingles, tile, shakes, or metal seam and batten roofing manufactured with a factory-applied finish, except a galvanized finish
6. All grading and building permits shall be issued for the garage prior to commencing construction
7. Accessory structure to be located as noted on the site plan in the application submittals; 10 feet from the southwest property line and 10 feet from the lot line separating the property from 1427 Canterbury Place SE
8. All accessory structures shall not be used for commercial purposes

Location Map - 1420 Canterbury Place SE
City of Owatonna

Exb A



CITY OF OWATONNA

0 100 200 400 Feet

This drawing is neither a legally recorded map nor a survey and is not intended to be used as one. This information is a compilation of records, information, and data located in various city, county, and state offices and other sources, affecting the area shown, and is to be used for reference purposes only.

May 14, 2024

Aerial Photo - 1420 Canterbury Place SE
City of Owatonna

Exb B

CITY OF OWATONNA

25 12.5 0 25 50 Feet

This drawing is neither a legally recorded map nor a survey and is not intended to be used as one. This information is a compilation of records, information, and data located in various city, county, and state offices and other sources, affecting the area shown, and is to be used for reference purposes only.

May 14, 2024

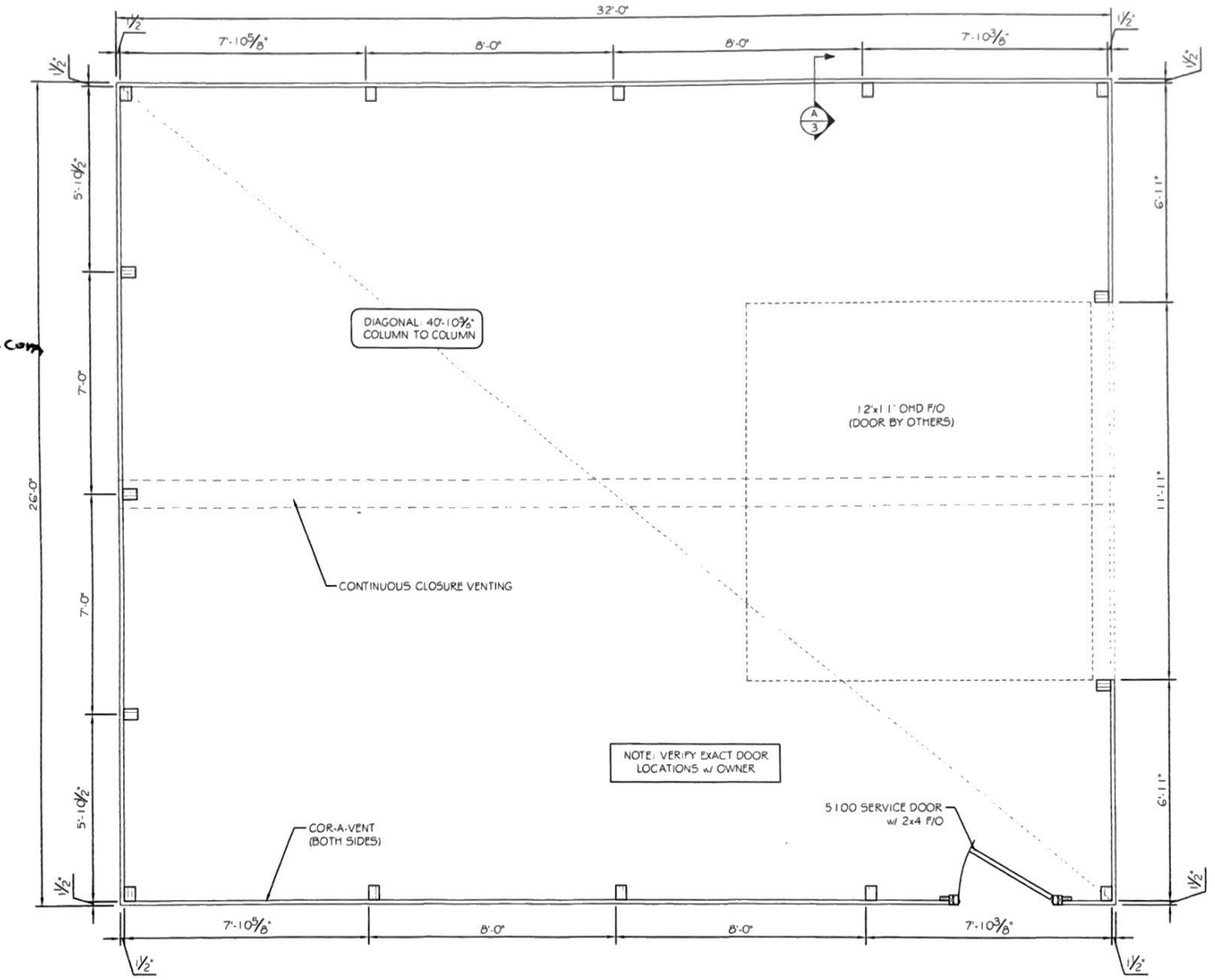
HAVANA RD SE
201.00'
150.00'
Jason Karsten
1420
Canterbury Pl SE
Owatonna, MN 55060
78.54'
71.73'
R= 50 '
CANTERBU
41.82'
49.98'
38.48'
95.00'
155.00'
proposed Shed 26'x32'
10'
10'
60.00'
97.36'
148.60'
North

Address:

1420 Canterbury Pl SE
Owatonna, MN 55060

Email:

JasonKarsten16@gmail.com



N

FLOOR PLAN

Northland Buildings
The Leader in Custom Built Buildings

ENGINEERING DEPARTMENT
2894 58th Street
Eau Claire, WI 54703
Fax (715) 874-4213
Office (715) 874-4211

PROJECT TITLE

JASON KARSTEN (507) 213-1169

OWATONNA, MN

26' x 32' x 12-6"

FILE NAME

I:\ACAD\DWGS\PLAN REQUEST\24\RO\KARSTEN, JASON.DWG

REVISIONS				SCALE	JOB NO.
NO.	DATE	DESCRIPTION	BY	AS NOTED	3302919
0				DRAWN BY	SHEET NO.
1				AKN	
2				DATE	1 of 3
3				4/10/24	

Sheds
Dog kennel shed
10x14
Sq ft 140

Pool house
12x18
Sq ft 216

New garage
26x32
Sq ft 832
Total 1188

The 10x14 is a dog kennel and some storage for lawn care in the back yard
The 12x18 is the pool house that is by the pool area.

May 22, 2024

To: Planning Commission

From: Community Development Department

RE: Application VAR-17 by Jason Karsten to exceed the number of allowed accessory dwellings on a residential lot. The applicant is requesting a third accessory building.

Application CUP-14 by Jason Karsten, a request for a conditional use permit to exceed 1,000 square feet in gross floor area for accessory buildings. The applicant is requesting 1,188 square feet of total gross floor area of accessory buildings.

Application Review:

PIN:	17-335-0105 Now referred to as "subject property"
Applicant/Owner	Jason Karsten Now referred to as "applicant"
Location of Property	1420 Canterbury Place SE
Zoning Map	R-1 Single Family Zoning
Zoning Ordinance	**Variance:** Ordinance 157.040(A)(1)(2)(b) maximum number of accessory buildings; no more than two accessory buildings and no more than one detached private garage to be permitted on a single lot. **Conditional use permit:** Ordinance 157.040 A(2)(c) allows lots more than 30,000 square feet in area up to 1,500 square feet in gross floor area of all accessory buildings.
Report Attachment	Location map Aerial photo Site plan Building plan Project Narrative

Proposed Development

- Application VAR-17 by Jason Karsten to exceed the number of allowed accessory dwellings on their residential lot. The applicant is requesting a third accessory building.
    - The applicant currently has two accessory structures on the property; totaling approximately 356 gross square feet
    - The small tool shed on the south side of the property will be removed and is not included in the existing calculations for this application
    - The proposed new accessory building will be 24x36 (864 square feet)
    - The proposed garage will be for personal vehicle and storage

- The proposed garage is to be located on the southwest corner of the lot, away from existing trees
- The size of the parcel is 1.16 acres (50,529.60 square feet)
- Access to the garage will be through the existing driveway
- The proposed garage exterior and roof will be tin
- The applicant states that the intent is for the garage to match all the other buildings, including the house
- The proposed garage will have a height of 15 feet at the roof peak

- Application CUP-14 by Jason Karsten, a request for a conditional use permit to exceed 1,000 square feet in gross floor area for accessory buildings. The applicant is requesting 1,188 square feet of total gross floor area of accessory buildings.
  - The garage will be used for personal vehicle storage
  - The applicant is requesting 1,188 square feet of total gross floor area of accessory buildings
  - Accessory building or buildings may exceed 1,000 square feet in total gross floor area as a conditional use

Application VAR-17

Ordinance summary: The accessory buildings and structures ordinance 155.040(A)(2)(a) allows no more than two accessory buildings and no more than one detached private garage on a single lot.

Property analysis: The subject property is a 1.16 acre parcel, located at the end of a cul-de-sac. The applicant plans to remove the small tool shed in the southwest corner of the property. This report quantifies the remaining two accessory buildings that the applicant intends to keep; a pool house (12x18, 216 sq ft) in the side yard west of the house, and shed/dog kennel (10x14, 140 square feet) in the rear yard on the north east side of the home. The parcel is a unique shape, due to the cul-de-sac street. The rear yard of the parcel has heavy tree cover in the rear yard and steep grade down to Havana Road on the north side of the property.

The exiting zoning for this parcel is R-1 single family residential. All surrounding parcels are zoned R-1 single family residential.

Application CUP-14

Ordinance summary: The accessory buildings and structures ordinance, maximum size, (155.040(A)(2)(c)(2)) states that no building or buildings shall exceed 1,000 square feet in total gross floor area, except:

- (c)(2) as a conditional use when subject to provisions and procedures of 157.099
- (c)(2a) The total gross floor area of all accessory buildings shall not exceed 1,500 square feet for lots of 30,000 square feet or more in area

The applicant is looking to have a total of 1,188 square feet of total gross floor area.

COLLECTIVE FINDINGS OF FACT

1. Jason Karsten, hereby referred to as "applicant" and is the owner of the property at 1420 Canterbury Place SE
2. That the property is zoned R-1 Single Family Residential
3. That the variance application was published and notice was provided to property owners within 350 feet of the subject property
4. That a public hearing was held at the Planning Commission on May 28, 2024
5. The variance is in harmony with the general purposes and intent of the Ordinance. The intent of the ordinance is to allow larger accessory structures on large residential lots through conditional use permits
6. The request is in general alignment with the Comprehensive Plan
7. The circumstances of the property are not entirely caused by the landowner as the property is large, uniquely shaped by the cul-de-sac and subdivision lot design, and has significant tree cover and sloped topography in the rear yard. Constructing the garage behind the home would impact the tree cover and be constrained by topography
8. The variance is reasonable given the property is large. The applicant proposes to use the property in a reasonable way and the lot size supports the construction of larger accessory buildings. It is reasonable that the applicant wants to construct the garage in the open area on the property to avoid removing trees
9. The variance will not alter the essential character of the neighborhood because the exterior materials must be similar to the architectural appearance of the principal structure and is located on a large lot. The lot is located at the top of a hill, where the garage will be visually obscured by the fence between the neighboring property line
10. That the request is not detrimental to or will endanger the public health, safety, morals, comfort, or general welfare of the public because city ordinance allows the construction of an accessory structure on residential lots
11. That the request is compatible with the surrounding area as the proposed garage will reflect the character of the house
12. That the request will not generate additional traffic because it is to be constructed for personal use and storage of existing vehicles at the property
13. That the request will not require public services

Public Comment

At the time of this staff report, no comments have been submitted via written comments, e-mail, or phone.

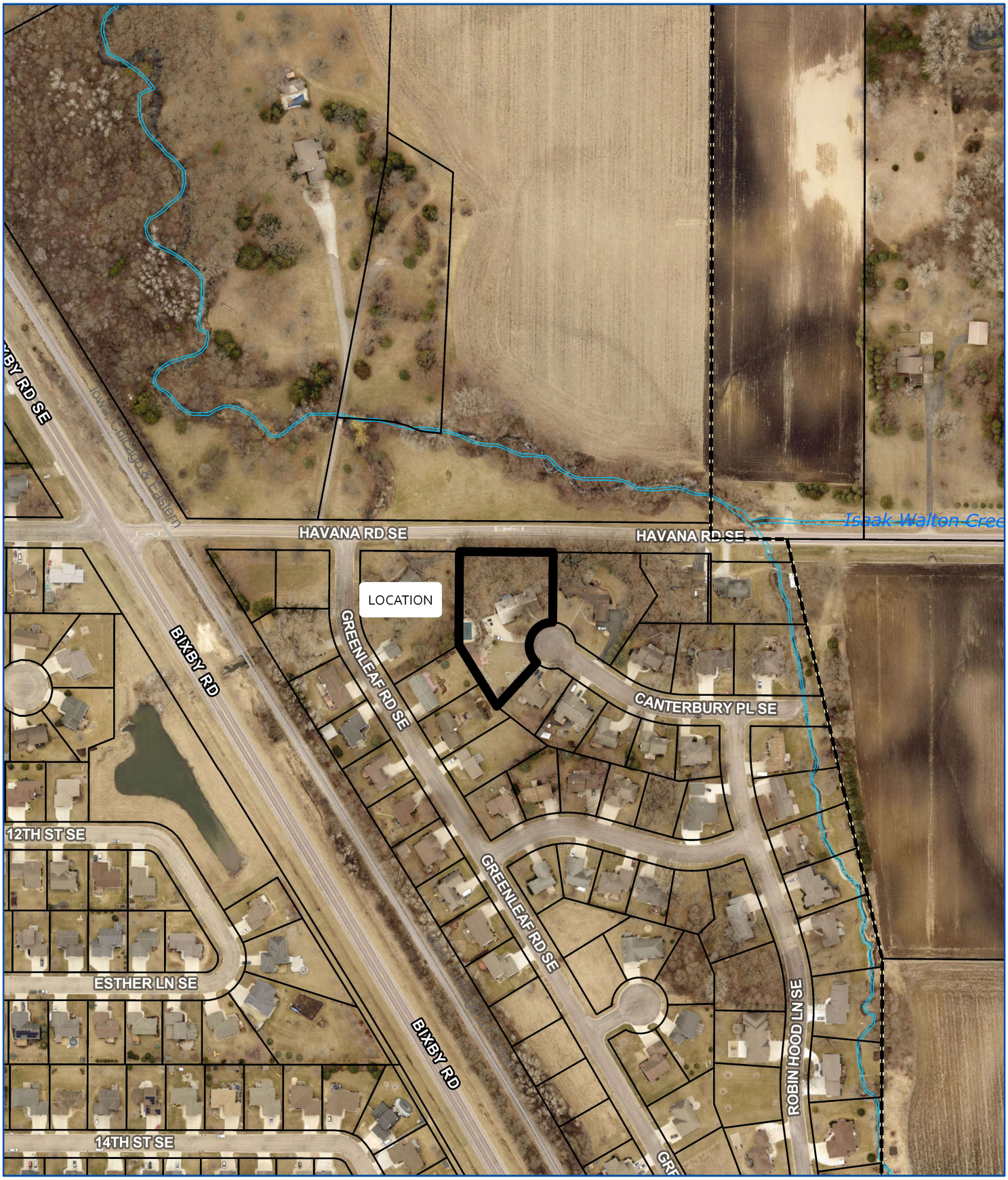
Staff Recommendation

Application VAR-17 by Jason Karsten to exceed the number of permitted accessory dwellings on their residential lot to allow a third accessory building, and application CUP-14 to allow 1,188 square feet of total gross floor area of accessory buildings. It appears that all of the requirements have been met for the variance and conditional use permit requests. Absent any new information presented at the meeting, **staff recommend approval of the variance and conditional use permit based on findings of fact and the following conditions:**

1. That the existing accessory structure in the SW corner of the lot be removed
2. Must comply with height requirements of the ordinance
3. Total gross floor area of all accessory building may not exceed 1,188 sq feet without amending the conditional use permit
4. The exterior materials shall have conventional house siding or siding that simulates conventional house siding or an exterior that is the same as the exterior of the principal structure
5. Roof shall be covered with shingles, tile, shakes, or metal seam and batten roofing manufactured with a factory-applied finish, except a galvanized finish
6. All grading and building permits shall be issued for the garage prior to commencing construction
7. Accessory structure to be located as noted on the site plan in the application submittals; 10 feet from the southwest property line and 10 feet from the lot line separating the property from 1427 Canterbury Place SE
8. All accessory structures shall not be used for commercial purposes

Location Map - 1420 Canterbury Place SE
City of Owatonna

Exb A



CITY OF OWATONNA

0 100 200 400 Feet

This drawing is neither a legally recorded map nor a survey and is not intended to be used as one. This information is a compilation of records, information, and data located in various city, county, and state offices and other sources, affecting the area shown, and is to be used for reference purposes only.

May 14, 2024

Aerial Photo - 1420 Canterbury Place SE
City of Owatonna

Exb B

CITY OF OWATONNA

25 12.5 0 25 50 Feet

This drawing is neither a legally recorded map nor a survey and is not intended to be used as one. This information is a compilation of records, information, and data located in various city, county, and state offices and other sources, affecting the area shown, and is to be used for reference purposes only.

May 14, 2024

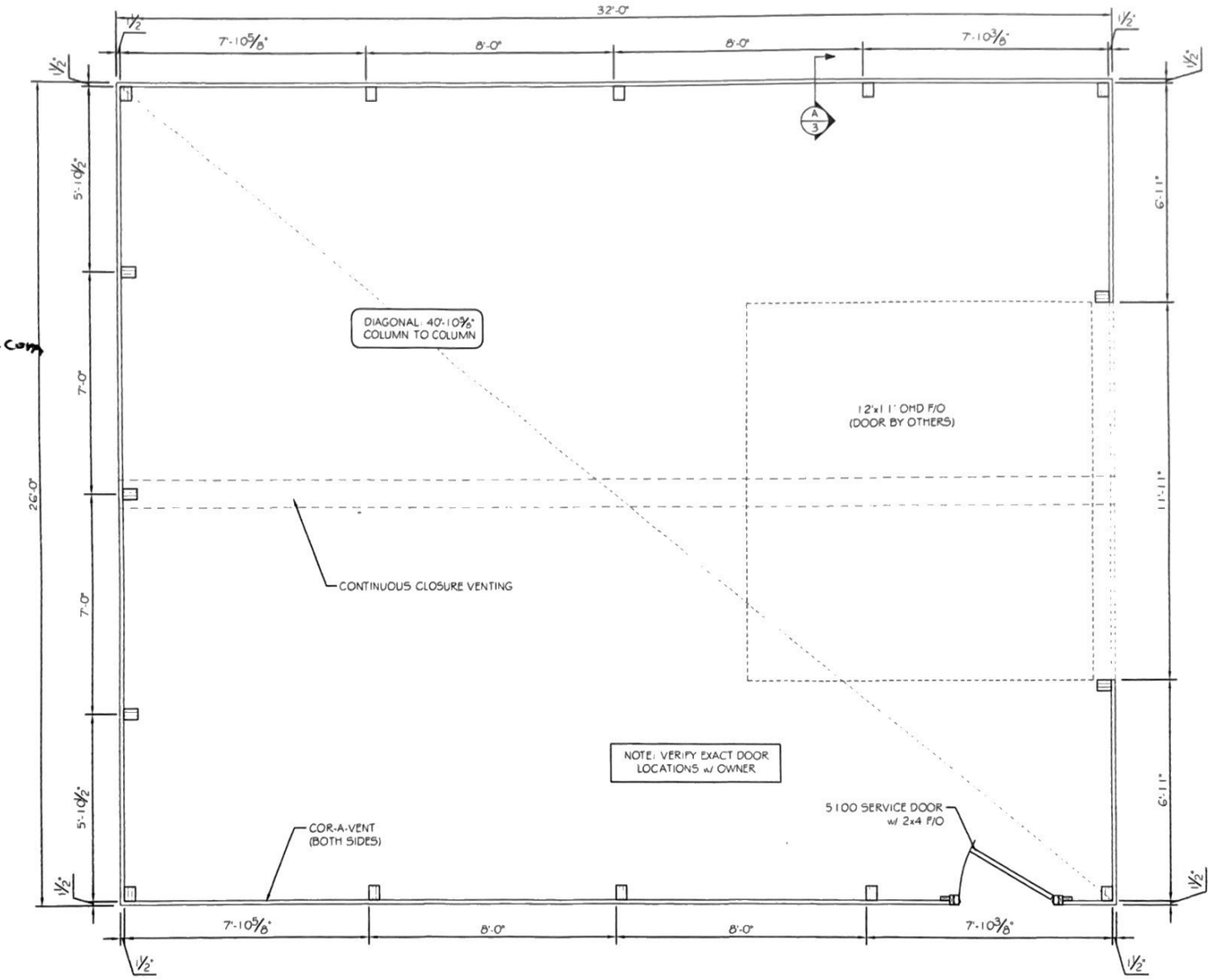
HAVANA RD SE
201.00'
150.00'
Jason Karsten
1420
Canterbury Pl SE
Owatonna, MN 55060
78.54'
71.73'
R= 50 '
CANTERBU
41.82'
95.00'
155.00'
proposed
Shed
26'x32'
10'
10'
49.98'
38.48'
60.00'
97.36'
148.60'
North

Address:

1420 Canterbury Pl SE
Owatonna, MN 55060

Email:

JasonKarsten16@gmail.com



N

FLOOR PLAN

Northland Buildings
The Leader in Custom Built Buildings

ENGINEERING DEPARTMENT
2894 58th Street
Eau Claire, WI 54703
Fax (715) 874-4213
Office (715) 874-4211

PROJECT TITLE

JASON KARSTEN (507) 213-1169

OWATONNA, MN

26' x 32' x 12-6"

FILE NAME

I:\ACAD\DWGS\PLAN REQUEST\24\RO\KARSTEN, JASON.DWG

REVISIONS				SCALE	JOB NO.
NO.	DATE	DESCRIPTION	BY	AS NOTED	3302919
0				DRAWN BY	SHEET NO.
1				AKN	
2				DATE	1 of 3
3				4/10/24	

Sheds
Dog kennel shed
10x14
Sq ft 140

Pool house
12x18
Sq ft 216

New garage
26x32
Sq ft 832
Total 1188

The 10x14 is a dog kennel and some storage for lawn care in the back yard
The 12x18 is the pool house that is by the pool area.