



PLANNING COMMISSION MEETING

Tuesday, August 13, 2024 at 5:00 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 - August 13, 2024

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

3. Approve Minutes of the July 9, 2024 meeting

3.a. Planning Commission Minutes - July 9, 2024

4. Public Hearings

4.a. Application No. RZ-8, by Jolayne Mohs, on behalf of Owatonna Hope Center Inc., a request for a zone change from B-2, Community Business District, to PUD, Planned Unit Development, for the purposes of opening a multi-use facility including shelters, clinics, offices and other spaces for the property located at 134 Southview Street SW.

4.b. Preliminary Plat of Oak Hill Addition

5. Downtown Parking Committee Requests

6. 2050 Comprehensive Plan

7. Other Business

8. Next Meeting - August 27, 2024

9. Adjournment

Owatonna Planning Commission Agenda

Tuesday, August 13, 2024

5:00 PM

****Art Center at West Hills****

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

1. Approve minutes of the July 9, 2024 meeting
2. Public Hearings
 - A. Application No. RZ-8, by Jolayne Mohs, on behalf of Owatonna Hope Center Inc, a request for a zone change from B-2, Community Business District to PUD, Planned Unit Development for the purposes of opening a multi-use facility including shelters, clinics, offices and other spaces for the property located at 134 Southview Street SW.
 - B. Preliminary Plat of Oak Hill Addition
3. Downtown Parking Committee Requests
 - A. None
4. 2050 Comprehensive Plan
 - A. Updates
5. Other Business
 - A. Updates on Previous Items
6. Next Meeting – August 27, 2024
7. Adjourn

OWATONNA PLANNING COMMISSION MINUTES FOR JULY 9, 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 Mark Meier, Kelly Rooks, John Eickhoff, Mark Wilson, Nick Peake, and David Effertz. Commissioner Rachel Springer-Gasner was absent. Community Development Manager Greg Kruschke and Planning Specialist Ashley Zidon were also present.

A motion was made by Meier and seconded by Peake to approve the minutes of the regular meeting of June 25, 2024. All Commissioners voting Aye, the motion carried.

There will be no Planning Commission meeting on July 23rd. The August 13th Planning Commission meeting falls on the primary. Meeting date or time may need to be moved up. No city meetings can be held from 6-8pm on August 13.

There has been an early morning parking issue with a business downtown. Staff are completing some mapping and analysis for a short-term decision to a longer-term issue. In the winter, snow clearing is generally completed during 2:00-5:00 a.m. A snow emergency approach is an option. Downtown Owatonna currently operates under an hour approach to parking management. Another option is parking on alternate sides of the street. Updates will be shared with Planning Commission.

Community Development Manager Greg Kruschke gave an update on City Council's approved actions.

The online survey was extended by one week and nearly doubled the responses to 88 total. Engagement will have its own appendix to the plan. The parks and trails, and utilities chapters have seen amendments and have been shared with Department staff for comments. The implementation chapter will be completed prior to adoption. Phil Carlson of Stantec presented the final draft of the 2050 Comprehensive Plan (see report on file). The presentation provided an overview of the process and schedule. It highlighted a summary of open house and online engagement. Carlson noted that the additional feedback from the extended survey aligned with the key issues that are addressed in the draft plan and correlated with previous survey responses. The presentation also touched on the trends within the plan's chapters which include land use and housing, parks and trails, economic development, transportation, sustainability and resilience, utilities, and implementation. A presentation will be given at the City Council work session on July 16th. A public hearing at the Planning Commission will be held on August 27th. City Council to adopt the final plan sometime in fall of 2024. Commissioners provided their support on the draft plan.

A motion was made by Meier to adjourn and seconded by Wilson at 6:35 p.m. All Commissioners voting Aye, the motion carried.

Respectfully Submitted,

Greg Kruschke
Community Development Manager

August 8, 2024

To: Planning Commission

From: Community Development Department

RE: Application No. RZ-8, by Jolayne Mohs, on behalf of Owatonna Hope Center Inc, a request for a zone change from B-2, Community Business District to PUD, Planned Unit Development for the purposes of opening a multi-use facility including shelters, clinics, offices and other spaces for the property located at 134 Southview Street SW.

Application Review:

Applicant: Jolayne Mohs

Owner: Owatonna Hope Center, Inc

Legal Description: To be platted as Lot 1, Block 1, Oak Hill Addition

Existing Zoning: B-2, Community Business District

Existing Land Use: The property was most recently occupied by Mayo Clinic and Healthfinders

Adjacent Zoning & Land Uses: North: Commercial Use zoned B-2

South: Residential uses zoned R-3

East: Ambulance Garage zoned RB

West: Residential uses zoned R-1

Report Attachments:

1. Application Materials
2. Location Maps

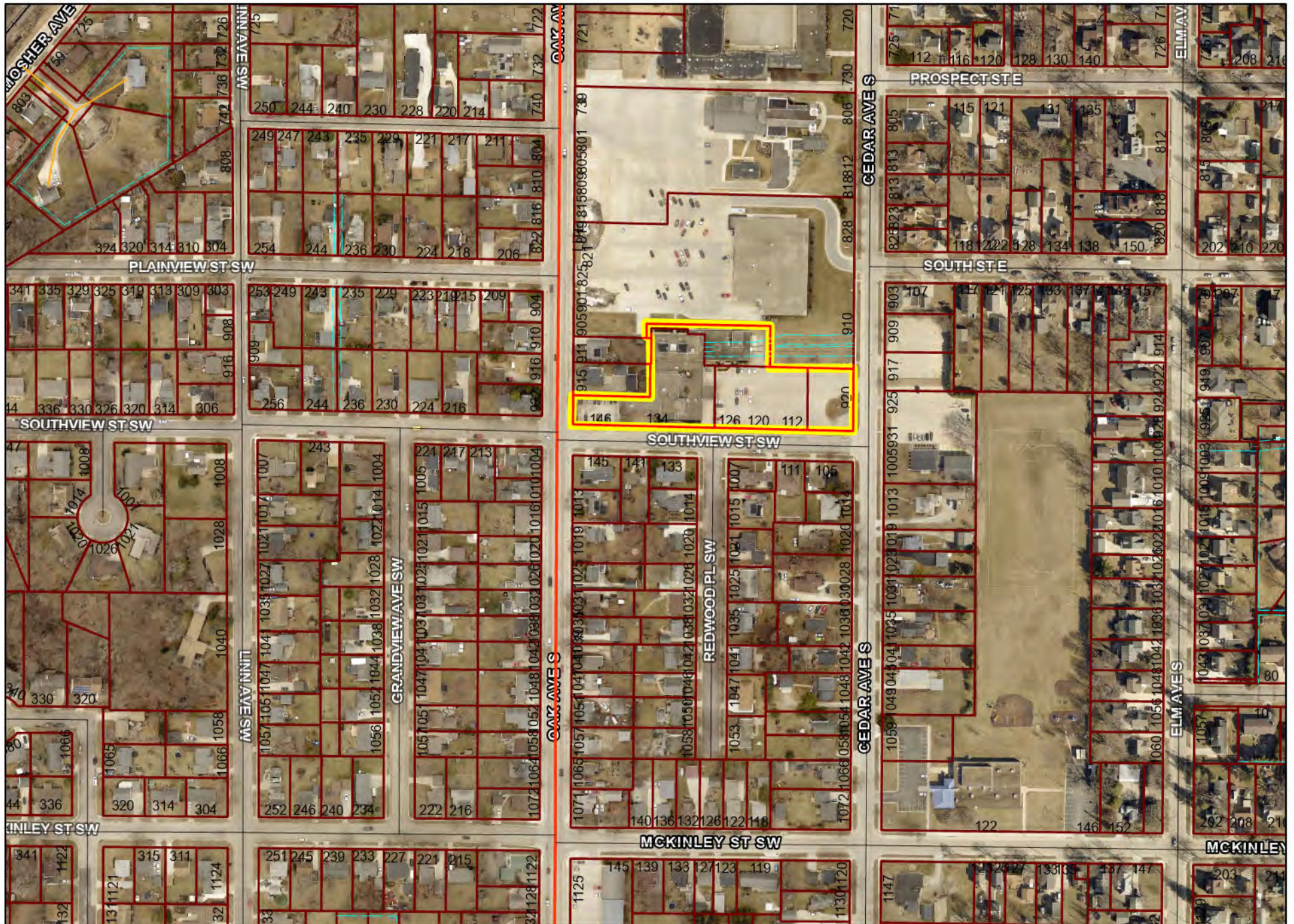
Proposed Development:

- ◆ Application No. RZ-8, by Jolayne Mohs, on behalf of Owatonna Hope Center Inc, a request for a zone change from B-2, Community Business District to PUD, Planned Unit Development for the purposes of opening a multi-use facility including shelters, clinics, offices and other spaces for the property located at 134 Southview Street SW.
- ◆ The proposed Hope Centers goal is to provide a home for a number of non-profit agencies in one location as well as temporary housing facilities for those in need.
- ◆ The request for the PUD is for allow this combination of uses into one facility.
- ◆ The following are the proposed uses for the project at this time:
 - Health Finders
 - Mary & Martha's Place
 - Furnishing Hope

- Rachel's Light
- Community Pathways
- Workforce Development
- ◆ All of these uses will have shared facilities in the building but will be in separate spaces. This will allow for efficiencies with clients and ease of accessing all services.
- ◆ The short-term housing programs will have secure entrances, exits and be staffed 24 hours a day. Women/children will locate in one program area that has up to 17 beds. The family program will be located in a different area with secure entrances, exits and be staffed 24 hours a day with the potential of up to 20 beds. The current programming (Rachel's Light) has an average length of stay of 4 months. Rachel's Light will continue the same programming in the new location. All residents are there on a voluntary basis and must be referred to the program by county or other non-profit agencies. Background checks are required, there are chemical health, mental health and employment requirements for each individual. If an individual or family chooses not to work the program that has been designed for them or violates the rules, they will not be allowed to continue staying at the facility.
- ◆ Health Finders Collaborative, a satellite location for Community Pathways that will be staffed at the front entrance of the building and provide a welcome desk for guests of the building. There will be office space that is designated for non-profits that are focused directly on serving out community members that are the most at risk. This area will provide 'typical' business hours, outside of typical business hours the main entrance will be locked.
- ◆ Furnishing Hope and Beds for Kids will be using the large space with the loading dock. The loading dock will allow for furniture and beds to be moved in and out easily.
- ◆ The basement will be used for storage only.
- ◆ Parking and access for the facility will not change. The main parking lot contains 108 parking stalls and the accessory lot in the SW corner contains around 20 stalls. ADA stalls will be reviewed with this project to make sure they are appropriate and in compliance and meet the needs of the facility.
- ◆ There are no major changes proposed on the exterior of the property.
- ◆ Wall signage is anticipated for the facility. All signs will need to meet the B-2 standards.
- ◆ The applicant held a neighborhood meeting to inform the neighbors about what was being proposed with the project.

Staff Review:

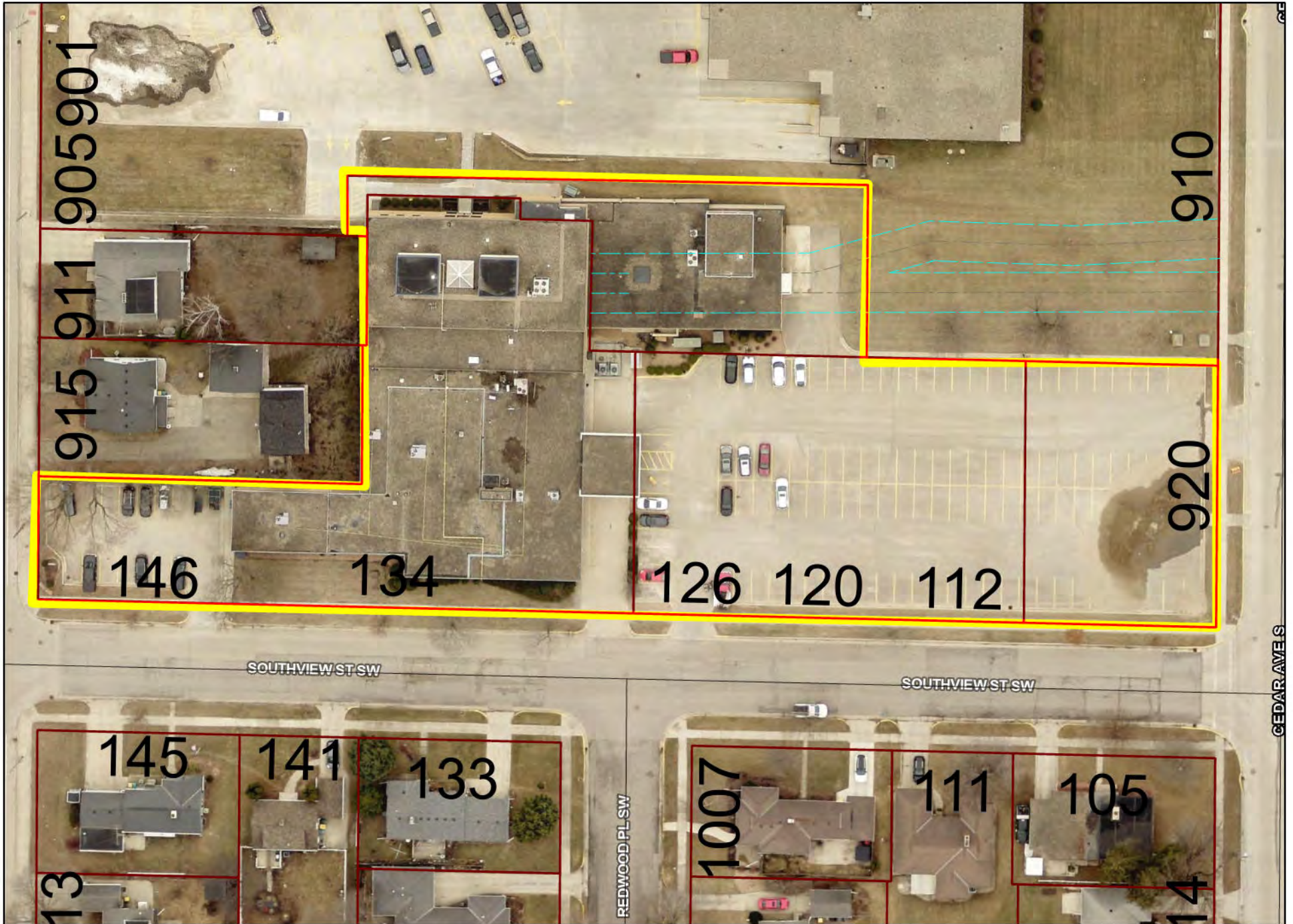
Staff feels that the proposed overlay rezoning would fit in with the surroundings and the desired use of this property as designated within the Owatonna Development Plan. Staff is recommending approval of the rezoning property from B-2, Community Business District to PUD, Planned Unit Development for the purposes of providing a multi-use facility including shelters, clinics, offices and other spaces for the property located at 134 Southview Street SW.



Owatonna Hope Center / Oak Hill Addition
134 Southview Street SW

1:3,260

Date: 7/29/2024
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Owatonna Hope Center / Oak Hill Addition
134 Southview Street SW

PRELIMINARY PLAT OF OAK HILL ADDITION

PART OF OWATONNA CLINIC ADDITION AND FAREWAY STORES ADDITION
OWATONNA, MINNESOTA

LEGEND

—848—	= EXISTING ELEVATION CONTOUR LINE
●	= Catch Basin
E	= Electric
⚡	= Fire hydrant
G	= Gas Main
⌵	= Guy Anchor
☆	= Light Pole
OH	= Overhead
⚡	= Power Pole
RCP	= Reinforced Concrete Pipe
⌵	= Telephone Pedestal
T	= Telephone
W	= Water Main

OWNER INFORMATION

OWATONNA HOPE CENTER
C/O JOLAYNE MOHS
4160 15H AVE NE
OWATONNA, MN 55060
507-456-7013
JOLAYNEM@TLCOWATONNA.ORG

LAND SURVEYOR

JONES HAUGH, & SMITH, INC.
SCOTT A. TUCHTENHAGEN
415 WEST NORTH STREET
OWATONNA, MN 55060
507-451-4598
SCOTT@JHSENG.COM

ZONING

EXISTING ZONE: B-2 COMMERCIAL BUSINESS

SETBACKS:
ZONE: 30'
REAR: 20'
SIDE: 10'

PROPOSED ZONE: PUD

SETBACKS: MATCH EXISTING

EXISTING LEGAL DESCRIPTION

LOTS 2, 3, AND 4, BLOCK 1, OWATONNA CLINIC ADDITION

AND

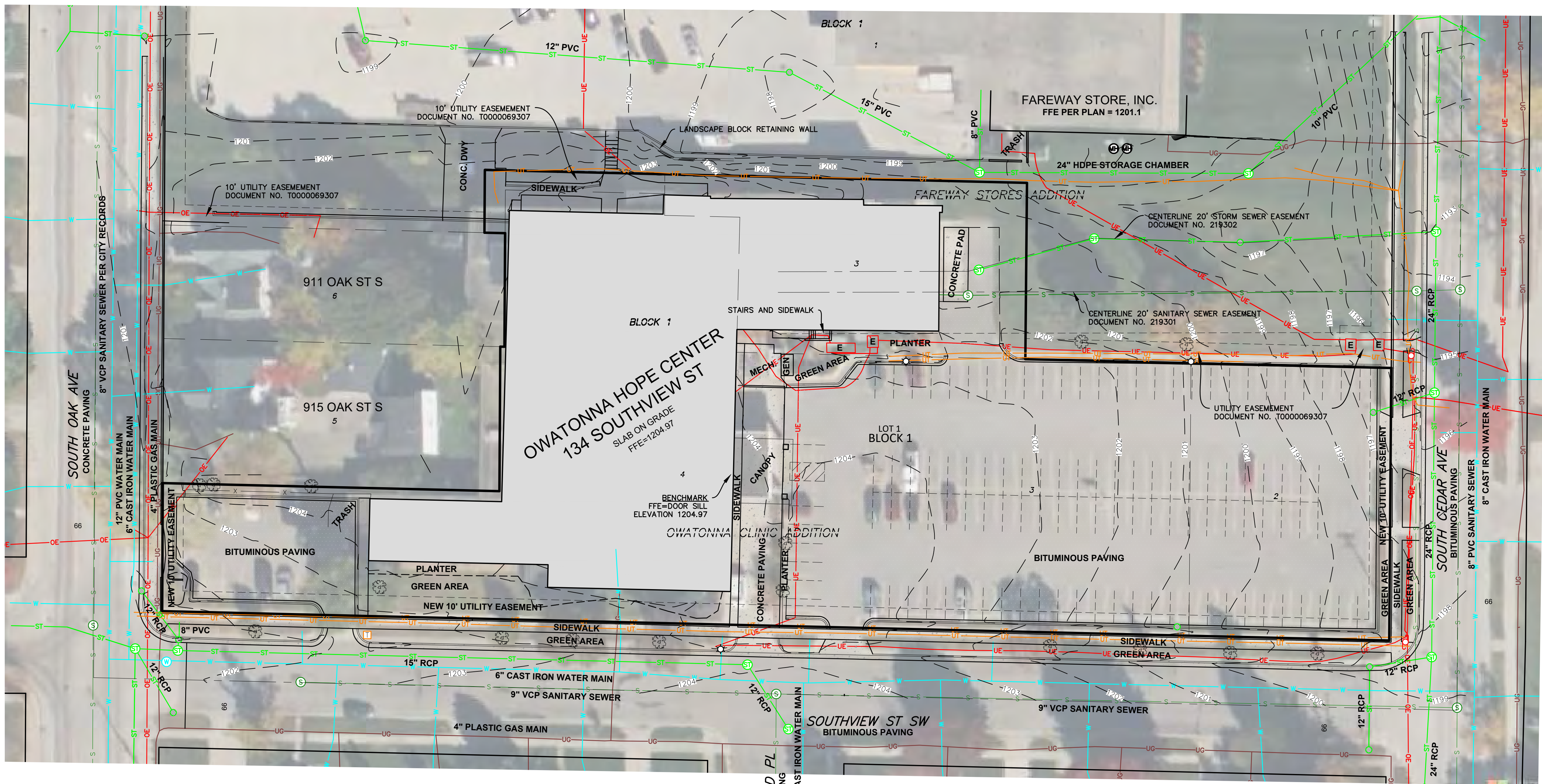
LOT 3, BLOCK 1, FAREWAY STORES ADDITION

UTILITIES NOTE:

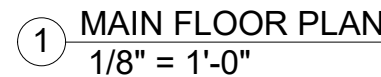
WATER MAIN, NATURAL GAS, AND ELECTRIC FACILITIES SHOWN PER OPU DIGITAL RECORDS

PROJECT NOTE:

NO EXTERNAL IMPROVEMENTS TO THE SITE ARE INTENDED.
PLATTING REQUESTED FOR ADMINISTRATIVE COMBINATION OF LOTS PLATTED PER OWATONNA CLINIC ADDITION AND FAREWAY STORES ADDITION AND FOR THE REQUESTED USE.



1. ALL WORK SHALL BE PERFORMED IN COMPLIANCE WITH ALL REQUIREMENTS OF THE OWNER EACH AND EVERY CONTRACTOR SHALL BE RESPONSIBLE FOR INITIATING, MAINTAINING AND SUPERVISING ALL SAFETY PROCEDURES, PRECAUTIONS AND PROGRAMS IN CONNECTION WITH THEIR WORK.
2. THE GENERAL CONTRACTOR SHALL FILE FOR AND OBTAIN ALL NECESSARY PERMITS AND CERTIFICATES OF SATISFACTORY COMPLETION AND CERTIFICATES OF OCCUPANCY FROM THE LOCAL BUILDING OFFICIALS.
3. ALL EQUIPMENT SHOWN AS DASHED BY THE OWNER. THE ELECTRICAL CONTRACTOR TO VERIFY POWER REQUIREMENTS FOR OWNERS EQUIPMENT. MECHANICAL CONTRACTOR TO VERIFY HEATING AND HVAC REQUIREMENTS OF OWNERS EQUIP.
4. REFER TO THE MECHANICAL, ELECTRICAL, DRAWINGS FOR ADDITIONAL WORK REQUIRED UNDER THIS CONTRACT.
5. THE GENERAL CONTRACTOR AND/OR MECHANICAL CONTRACTOR SHALL COORDINATE ALL MECHANICAL WORK WITH THE ELECTRICAL REPRESENTATIVE AND ALL OTHER TRADES.
6. THE GENERAL CONTRACTOR AND/OR ELECTRICAL CONTRACTOR SHALL COORDINATE ALL ELECTRICAL WORK WITH THE MECHANICAL REPRESENTATIVE AND ALL OTHER TRADES.



NOT
FOR
CONSTRUCTION

3/21/2024

NUMBER DATE

OAKHILL COMMUNITY CONNECTIONS

OWATONNA
MINNESOTA

PROJECT NUMBER	24-001
DATE	3/21/2024
DRAWN BY	Author
CHECKED BY	Checker
ISSUE/REVISION HISTORY	

No.	ISSUED FOR	DATE

MAIN FLOOR PLAN

SHEET NUMBER

A1.0

3/20/2024 3:31:42 PM

- GENERAL NOTES:**
1. ALL WORK SHALL BE PERFORMED IN COMPLIANCE WITH ALL REQUIREMENTS OF THE OWNER. EACH TRADE CONTRACTOR SHALL BE RESPONSIBLE FOR INITIATING, MAINTAINING AND SUPERVISING ALL SAFETY PROCEDURES, PRECAUTIONS AND PROGRAMS IN CONNECTION WITH THEIR WORK.
 2. THE GENERAL CONTRACTOR SHALL FILE FOR AND OBTAIN ALL REQUIRED PERMITS, LETTERS OF SATISFACTORY COMPLETION AND CERTIFICATES OF OCCUPANCY FROM THE LOCAL BUILDING OFFICIALS.
 3. ALL EQUIPMENT SHOWN AS DASHED IS BY THE OWNER. ELECTRICAL CONTRACTOR TO VERIFY POWER REQUIREMENTS FOR OWNER'S EQUIPMENT. MECHANICAL CONTRACTOR TO VERIFY PLUMBING AND HVAC REQUIREMENTS OF OWNER'S EQUIP.
 4. REFER TO THE MECHANICAL, ELECTRICAL DRAWINGS FOR ADDITIONAL WORK REQUIRED UNDER THIS CONTRACT.
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 6. THE GENERAL CONTRACTOR AND/OR ELECTRICAL CONTRACTOR SHALL COORDINATE ALL ELECTRICAL WORK WITH THE OWNER'S REPRESENTATIVE AND ALL OTHER TRADES.



1 UPPER FLOOR PLAN
1/8" = 1'-0"

C:\Users\j\Documents\24-001 Oak Hill Community Connections-Center (R23)_j\JUH01.dwg

PROJECT NUMBER	24-001
DATE	3/21/2024
DRAWN BY	Author
CHECKED BY	Checker

ISSUE/REVISION HISTORY		
NO.	REVISIONS	DATE

No.	ISSUED FOR	DATE



- DEPARTMENT LEGEND
- HEALTH FINDER
 - MARY & MARTHA'S PLACE
 - FURNISHING HOPE
 - RACHEL'S LIGHT
 - COMMUNITY PATHWAY
 - SHARING SPACE
 - WORKFORCE OFFICE



1 MAIN FLOOR PLAN IN COLOR
1/8" = 1'-0"

NOT
FOR
CONSTRUCTION

3/21/2024
NUMBER DATE

OAKHILL COMMUNITY CONNECTIONS

OWATONNA
MINNESOTA

PROJECT NUMBER 24-001
DATE 3/21/2024
DRAWN BY Author
CHECKED BY Checker
ISSUE/REVISION HISTORY

No.	ISSUED FOR	DATE

MAIN FLOOR PLAN IN
COLOR

SHEET NUMBER

A1.2

OF SHEETS

DEPARTMENT LEGEND
RACHEL'S LIGHT
SOUTH CENTER HUMAN RELATION
SHARING SPACE
HOSPITALITY HOUSE



1 UPPER FLOOR PLAN IN COLOR
1/8" = 1'-0"

NOT
FOR
CONSTRUCTION

3/21/2024
NUMBER DATE

OAKHILL COMMUNITY CONNECTIONS

OWATONNA
MINNESOTA

PROJECT NUMBER	24-001
DATE	3/21/2024
DRAWN BY	Author
CHECKED BY	Checker
ISSUE/REVISION HISTORY	

No.	ISSUED FOR	DATE

UPPER FLOOR PLAN IN
COLOR

SHEET NUMBER

A1.3
OF SHEETS

Owatonna Hope Center Project Narratvie

Owatonna Hope Center (dba: Oak Hill Community Connections) will be the co-location for the following services that are focused on meeting our community needs:

Two short-term housing programs. One program focused on supporting women and children that are experiencing homelessness. The second program will be focused on supporting families that are experiencing homelessness. Commercial and office space will be utilized by HealthFinders (providing medical, dental, and behavioral health care), Community Pathways will have a satellite office space, along with multiple community partners that are serving the needs of our community members that are living on life's margins. This facility will be a secure facility with business hours and the short-term housing programs will be staffed 24 hours a day.

August 7, 2024

To: Planning Commission
From: Community Development Department
RE: Preliminary Plat of Oak Hill Addition.

Background

Jolayne Mohs, on behalf of Owatonna Hope Center, Inc., a request for preliminary plat of Oak Hill Addition, a one lot commercial plat. The property is currently the remainder of the former hospital and clinic and is proposed to be used as a facility offering shelter services, clinic services as well as non-profit office space along with associated parking.

The goal of the plat is to combine the existing four parcels that lie within two different plats into one plat and one lot. This will clean up the title of the property as also remove the property lines from the interior of the existing building.

New perimeter drainage and utility easements will also be dedicated with this plat. This will help accommodate some existing utilities. Owatonna Public Utilities has also requested a new utility easement to be dedicated around the east and northerly sides of the building to accommodate relocation of the neighborhood feeder line that currently runs under the building.

Application Review:

Applicant/Owner:	Jolayne Mohs / Owatonna Hope Center Inc
Location of Property:	134 Southview Street SW
Existing Zoning:	Requested to rezone to PUD
Existing Land Use:	The land is currently office and clinic space.
Report Attachments:	1. Location Maps 2. Preliminary Plat 3. Application Letter

Proposed Development:

Size of Subdivision:	2.05± acres
Number of Lots:	Multiple commercial lots being platted into one
Lot Configuration:	The lot is irregular in shape.
Street Pattern:	The street pattern will not change from what exists today.
Services:	Services are existing.

Timing/Financing of Development:

The applicant is hoping to record the final plat and begin the construction in the near future.

Outstanding Assessments:

None

Floodplain:

None

Wetlands:

None

Storm Water Drainage:

No changes proposed.

Easements:

The applicant is proposing to dedicate a 10' utility easement along the perimeter of the plat where possible. An additional easement is being required by OPU for electrical relocation.

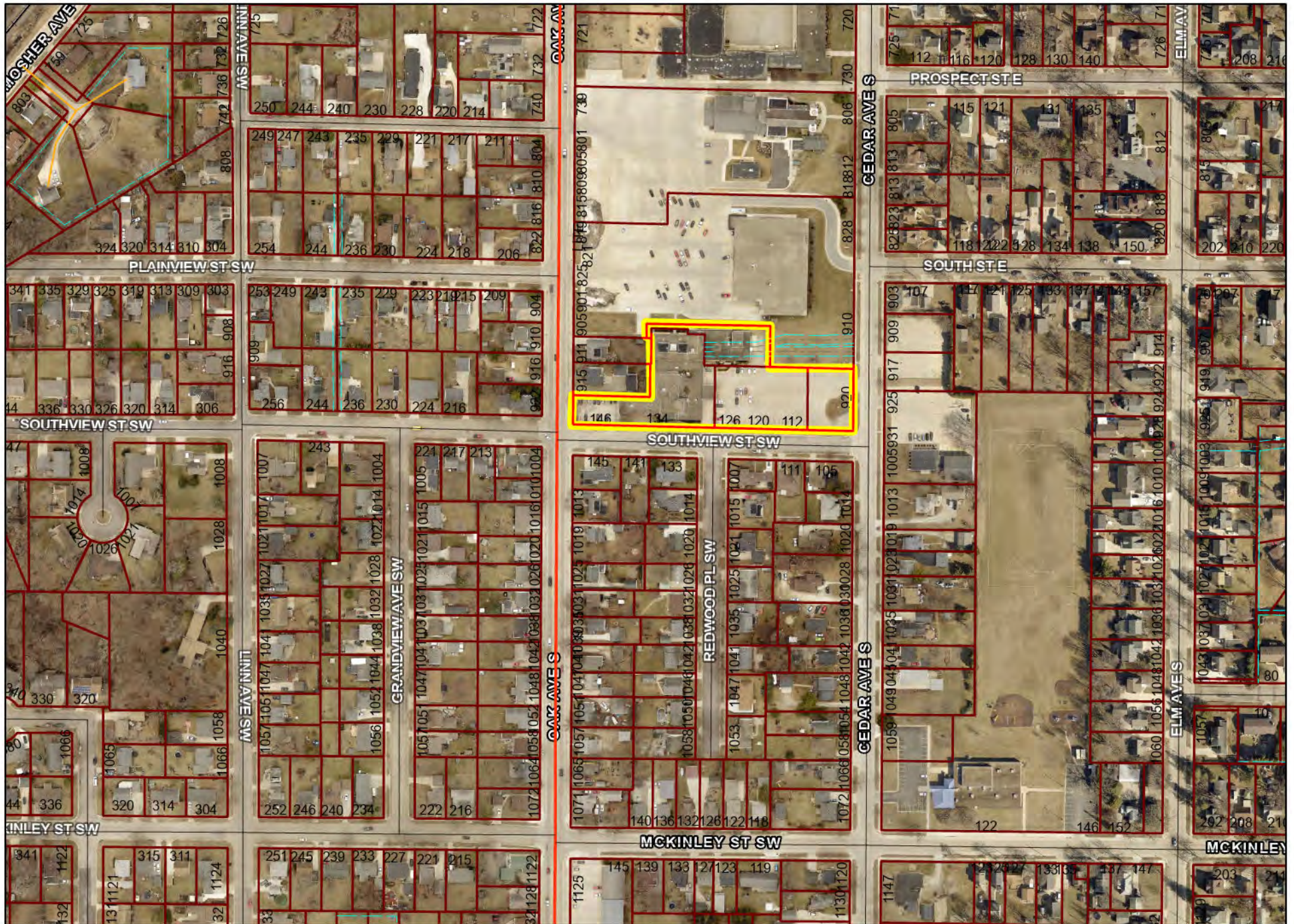
County/MNDOT Review:

Notices have been sent to Steele County.

Staff Review:

Staff recommends approval of the preliminary plat of Oak Hill Addition with the following conditions:

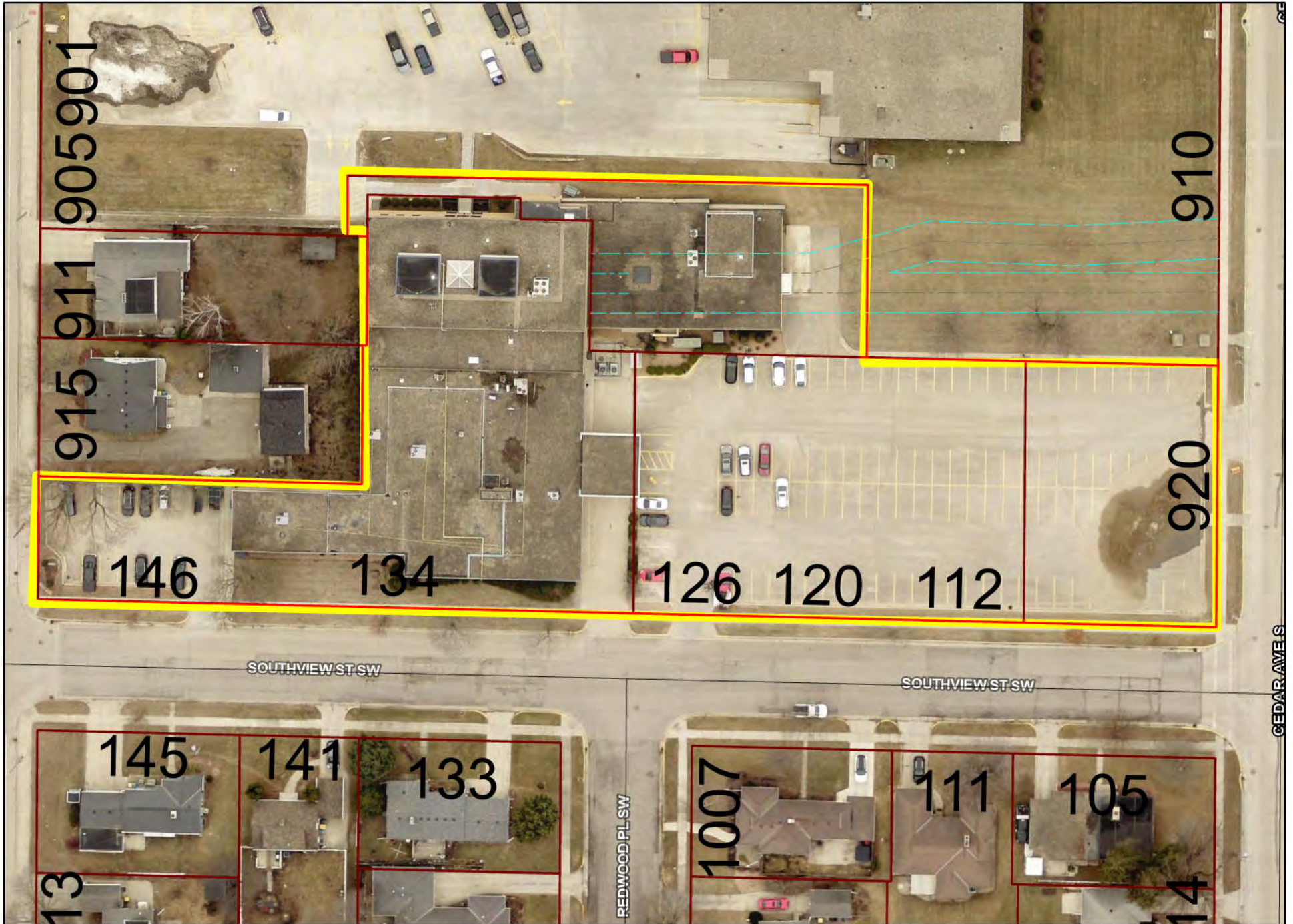
- 1) The final plat shall be approved within one year of the date of approval of the preliminary plat.
- 2) The title opinion shall be approved by the City Attorney prior to recording of the final plat.
- 3) The easement OPU has requested shall be designated on the final plat.



Owatonna Hope Center / Oak Hill Addition
134 Southview Street SW

1:3,260

Date: 7/29/2024
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REAR: 20'
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PROPOSED ZONE: PUD

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AND

LOT 3, BLOCK 1, FAREWAY STORES ADDITION

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WATER MAIN, NATURAL GAS, AND ELECTRIC FACILITIES SHOWN PER OPU DIGITAL RECORDS

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