

Owatonna Planning Commission Agenda

Tuesday, February 13, 2024

5:30 pm

Charles S. Crandall Center at West Hills

1. Planning Commission Agenda - February 13, 2024

Documents:

[02-13-24 PC AGENDA.PDF](#)

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

3. Approve Minutes Of The January 9, 2024 Meeting

Documents:

[01-09-2024 PC MINUTES.PDF](#)

4. Public Hearings

4.A. Application CUP-12

Documents:

[CUP-12 HUSSEIN ADULT DAY CARE CUP.PDF](#)

4.B. Vacate A Portion Of A Drainage And Utility Easement At 1213 N. Elm Avenue

Documents:

[PC STAFF REPORT -SHERWIN EASEMENT VACATION.PDF](#)

4.C. Application VAR-16

Documents:

[STAFF REPORT - VAR-16.PDF](#)

5. Downtown Parking Committee Requests

5.A. None

6. 2050 Comprehensive Plan

7. Other Business

7.A. Updates On Previous Items

7.B. January Building Reports

Documents:

COMPARISION AND CONSTRUCTION REPORT JANAURY 2024.PDF

8. Next Meeting - March 12, 2024

9. Adjourn

Owatonna Planning Commission Agenda

Tuesday, February 13, 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 January 9, 2024 meeting
2. Public Hearings
 - A) Application CUP-12 by Ibrahim Hussein, a request to open an Adult Day Care facility on the subject property located at 120 Broadway Street W.
 - B) Petition by Brent Sherwin to vacate a portion of a drainage and utility easement at 1213 Elm Avenue N.
 - C) Application VAR-16, a request by Trinity Lutheran Church to allow an accessory structure to be constructed in a side yard. The applicant is proposing a 780 square foot outdoor pavilion structure. The proposed structure will be part of a larger outdoor courtyard in the Southwest corner of the property at 609 Lincoln Avenue S.
3. Downtown Parking Committee Requests
 - A. None
4. 2050 Comprehensive Plan
 - A. None
5. Other Business
 - A. Updates on Previous Items
 - B. January Building Reports
6. Next Meeting – March 12, 2024
7. Adjourn

OWATONNA PLANNING COMMISSION MINUTES FOR JANUARY 9, 2024

The Owatonna Planning Commission met in regular session at 5:30 pm 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, Rachel Springer-Gasner, Kelly Rooks, John Eickhoff, Mark Wilson, Nick Peake, and David Effertz. Community Development Manager Greg Kruschke and Administrative Technician Kristen Kopp were also present.

A motion was made by Effertz and seconded by Springer-Gasner to approve the minutes of the regular meeting of December 12, 2023. All Commissioners voting Aye, the motion carried.

VAR -15, which is a request by Joel Stauffer on behalf of NewLife Community Church of Owatonna, INC. for a wall sign variance of 95 square feet in surface area where 32 square feet in surface area is the maximum square footage for a wall sign in Residential Districts, was presented by Community Development Manager Greg Kruschke. (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. Springer-Gasner said that it looks nice and it makes sense that the sign is bigger—it's a big building. A motion was made by Springer-Gasner and seconded by Wilson to recommend City Council approval of Application No. VAR-15 with the following conditions:

- 1) Any additional signs on the property will be required to submit a sign permit.

All Commissioners voting Aye, the motion carried.

The Commissioners discussed the 2050 Comprehensive Plan Draft Vision & Goals.

Vision Statement and Values: Eickhoff said he liked the “strategically located”—that’s key. Meier said he’d remove “where the extra mile takes you” as it infers that you have to drive. Kruschke said that’s a difficult one as it’s the community branding initiative that came out. Rooks said she feels it’s a little polarizing with “traditional” and “progressive” in the same sentence. She said she’s okay with it as is, but it seems like a daunting task. It’s something to strive for. Eickhoff said it also depends on how you interpret “progressive.”

Land Use Goals: Rooks asked what “regional destination community center” means. Kruschke said it would service more than the community, maybe hosting events there. Rooks wondered if it means we’d be fighting other towns for gym space. Boeke said regional also means more federal and state monies available. Effertz asked if these were ranked. Kruschke said he wouldn’t say they are ranked. Boeke said a lot of this was put in because of the feedback from the citizens. Number one in almost all the questionnaires was community center.

Transportation/Mobility: Kruschke said he’s a little leery of a new river crossing across the Straight River. One person had commented on this and they gleaned onto it. It was talked about maybe 30 to 50 years ago. Meier said it doesn’t really accomplish much. Kruschke said road maintenance and potholes were a big thing.

Parks and Trails: Eickhoff said there’s a comment about a park within every one-half mile and wondered if there were currently guidelines. Kruschke said his guess is that came out of the Park and Rec Master Plan. It’s an aspirational goal. Eickhoff asked about the parkland dedication ordinance. Kruschke said that if a developer comes in with a development, they’d have to give a

percentage to the City for parkland, or cash in lieu of parkland. Owatonna is one of few cities that does not have one of these ordinances and these ordinances are challenged frequently in the courts. We have to have a Park and Rec Masterplan and a Comp Plan in place. Owatonna is fortunate to have had a lot of people donate parkland in the past. Effertz said he likes to focus on safety. We want to make sure residents are safe when they're using trail systems. This also should be added to the parks.

Housing: Kruschke said we should have a goal of a five-year supply of lots. That will always be a moving target. Right now, we don't have a five-year supply of lots.

Economic Development: Kruschke said that they have a full-time incubator director, so that may come off the list.

City Services and Leadership: Kruschke said that Boards and Commissions continue to be hard to fill. They continue to hear how we add diversity to those boards. The Communications Hub refers to a welcome center and ties into the Community Center.

Eickhoff said overall this is a good plan. He said it will cost a lot and said that fiscal responsibility is key and something to watch. Kruschke said if anyone has comments, to email him by the end of the week.

Community Development Manager Kruschke provided updates on previous items. He said City Council has approved the requests from December. Anna Lee has completed a lot of the improvements on South Elm already and is making decent progress.

Community Development Manager Kruschke provided the year-end Building Reports. We did \$110 Million, which is a new record for the City. We only ended up issuing 21 single family houses with a few in process.

A motion was made by Meier to adjourn was seconded by Effertz at 6:00 pm. All Commissioners voting Aye, the motion carried.

Respectfully Submitted,

Greg Kruschke
Community Development Manager

February 8, 2024

To: Planning Commission

From: Community Development Department

RE: CUP-12 by Ibrahim Hussein, a request to open an Adult Day Care facility on the subject property.

Application Review:

Applicant/Owner: Ibrahim Hussein

Location of Property: 120 Broadway Street W

Zoning Map: B-3, Central Business District

Zoning Ordinance: Ordinance 157.021 States that an Adult Day Care is only permitted as a Conditional Use Permit within the B-3 District.

Report Attachments:

1. Location Map
2. Aerial Photo
3. Building Plans
4. Application Letter

Proposed Development:

- CUP-12 by Ibrahim Hussein, a request to open an Adult Day Care facility on the subject property.
- All Day care centers (Child & Adult) are a conditional use permit in all commercial zoning districts.
- The applicant will be dedicating approximately 1200 square feet in the existing building to the Adult Day care use.
- Adult day care is a type of care service designed to meet the health, social, and therapeutic needs of adults in a professionally staffed and structured community setting. The primary purpose of adult day care is to provide care and supervision to adults during the day while allowing them to return to their homes in the evenings.
- The day care may service up to 26 clients. The applicant is stating the that Adult Day Care will be open from 9am – 3pm.
- No additional parking is required for this building as it is an existing building within the B-3 District. Public Parking is available around this use.
- Clients are typically dropped off at the facility.
- This type of use is licensed by the State of MN which is administered by Steele County.
- As of the time of this report staff has heard from 2 neighbors, both asking clarifying questions. The email I received has been attached.

Findings

- ◆ According to the ordinance, a conditional use permit may be granted if the following findings are met:
 - a) The establishment or operation of the proposed conditional use will not be detrimental to or endanger the public health, safety, morals, comfort or general welfare.
 - b) The architectural appearance and functional plan of the building and site reflects the building character of the area and will 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 will be compatible with existing and planned use of the area and conflicts will not be created between the proposed use and existing and intended future uses of the surrounding area.
 - c) The traffic generated by this 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 will not raise traffic volumes beyond the capacity of the surrounding streets. Vehicular access points will be limited, and will create a minimum amount of conflict with through traffic movements and will be subject to the approval of the City Engineer. Vehicular drive up ingress lanes will 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 will be from the least heavily traveled street wherever possible.
 - d) Public services, including but not limited to sewer, water, gas, police, and fire protection, are 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.
 - e) 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.

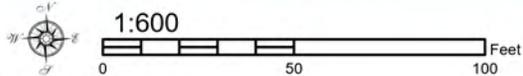
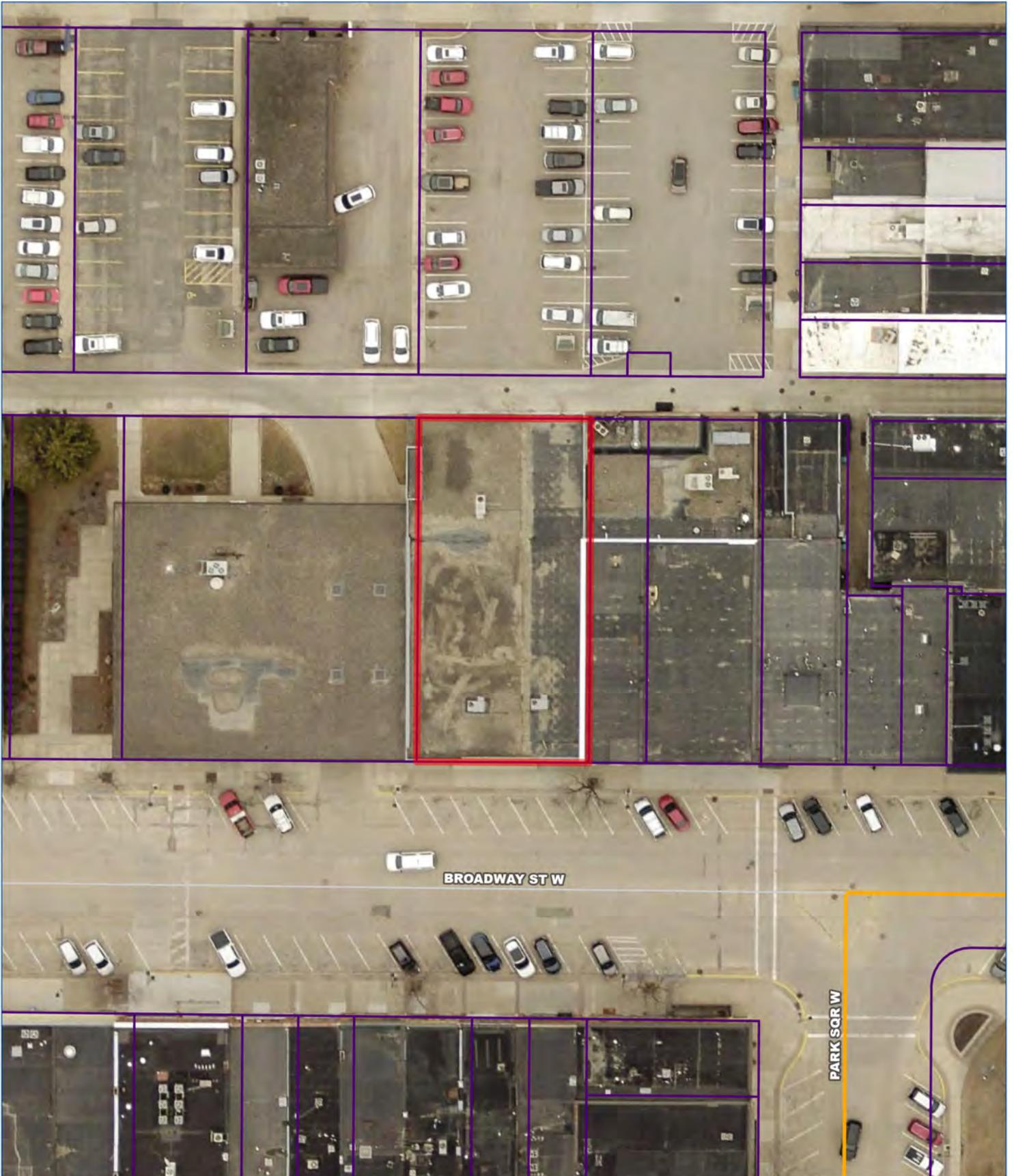
Staff Review:

Staff is recommending approval of this conditional use permit to allow an adult day care facility at 120 Broadway Street W.

- 1) The use shall not exceed 26 clients without amending this conditional use permit.
- 2) All signs shall have sign permits and meet the requirements of the B-3 District.
- 3) All building code requirements shall be met.

120 W Broadway
City of Owatonna

PIN: 17-100-0309
Acres: 0.2 ac.



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.

January 31, 2024

120 W. BROADWAY

OWATONNA, MN

CODE REVIEW:

BUILDING CODE: 2020 MN STATE BUILDING
2020 MN ACCESSIBILITY CODE
2020 MINNESOTA CONSERVATION CODE FOR EXISTING BUILDINGS
2020 MINNESOTA STATE FIRE CODE
2020 MINNESOTA MECHANICAL AND FUEL GAS CODE
2020 NEC
2020 MINNESOTA PLUMBING CODE
CITY OF OWATONNA ZONING ORDINANCES

PROJECT SUMMARY: OFFICE BUILD-OUT
PROPERTY ADDRESS: 120 W. BROADWAY OWATONNA, MN

ALLOWABLE AREA: 36,000 SQ. FT. (B - MOST RESTRICTIVE) (TABLE 506.2)
ACTUAL AREA (FOOTPRINT): 8,598 SQ. FT.

FIRE AREA: 8,261 SQ. FT. (MAIN LEVEL)
5,280 SQ. FT. (LOWER LEVEL)
13,541 SQ. FT. TOTAL

ALLOWABLE STORIES: 2 STORIES (E - MOST RESTRICTIVE) (TABLE 504.4)

ACTUAL STORIES: ONE + BASEMENT
FIRE ALARM: REQUIRED THROUGHOUT BUILDING * PROVIDE SMOKE DETECTION IN CORRIDORS * PROVIDE MANUAL FIRE ALARM BOXES IN ROOMS 102B, 108 + 116

OCCUPANCY: MIXED USE - NONSEPARATED CLASSIFICATION: S-1 (STORAGE) CLASSIFICATION: B (OFFICE AREA) CLASSIFICATION: E (EDUCATIONAL) (BASEMENT UNOCCUPIED: DIRT FLR)

CONSTRUCTION TYPE: TYPE V-B (COMBUSTIBLE)
AUTOMATIC SPRINKLER SYSTEM: SPRINKLERS ARE PROVIDED THROUGHOUT THE BUILDING

CALCULATED OCCUPANT LOAD: OCCUPANT LOAD PER TABLE 1004.5
S-1 (STORAGE) = 928/300 = 4 OCC
B (OFFICE) = 6325/150 = 42 OCC
E (EDUCATION) = 910/35 = 26 OCC
TOTAL = 71 OCCUPANTS

CARE FACILITY TYPE: * ADULT DAYCARE CENTER < 24 HOURS PER DAY * 6 OR MORE CARE RECIPIENTS, AGE 13 AND OLDER, ALL CAPABLE OF SELF-PRESERVATION WITHOUT ASSISTANCE * E OCCUPANCY

COMMON PATH OF EGRESS TRAVEL: (TABLE 1006.2.1): B & S OCCUPANCY WITH SPRINKLER SYSTEM: 100 FEET

EXIT ACCESS TRAVEL DISTANCE: (TABLE 1017.2): S-1 OCCUPANCY WITH SPRINKLER SYSTEM: 250 FEET
B OCCUPANCY WITH SPRINKLER SYSTEM: 300 FEET

PLUMBING FIXTURES: (TABLE 2902.1): B (OFFICE) = 1 WC PER 25 FOR THE FIRST 50 OCC. & 1 LAV PER 50 ABOVE 50 OCC.; 1 LAV PER 40 FOR THE FIRST 80 OCC. & 1 LAV PER 80 ABOVE 80 OCC.; 1 PER 100 DRINKING FOUNTAIN

E (EDUCATION) = 1 WC PER 50 OCC., 1 LAV PER 50 OCC.; 1 PER 100 DRINKING FOUNTAIN

S-1 (EQUIPMENT STORAGE) = 1 WC PER 100 OCC., 1 LAV PER 100 OCC.; 1 PER 1000 DRINKING FOUNTAIN

B OCCUPANTS = 42 (21 MEN, 21 WOMEN) = 0.84 WC EACH; 0.53 LAV EACH; 0.42 D.F.

E OCCUPANTS = 26 (13 MEN, 13 WOMEN) = 0.26 WC EACH; 0.26 LAV EACH; 0.26 D.F.

EXIST. S-1 OCCUPANTS = 4 (2 MEN, 2 WOMEN) = 0.02 WC EACH; 0.02 LAV EACH; 0.01 D.F.

REQUIRED: MEN: 2 WC, 1 LAV
WOMEN: 2 WC, 1 LAV
1 DRINKING FOUNTAIN

PROVIDED: EXIST. MEN: 1 WC, 1 LAV
EXIST. WOMEN: 1 WC, 1 LAV
EXIST. 2 DRINKING FOUNTAINS
FUTURE:
UNISEX: 1 WC
1 LAV

PROJECT DIRECTORY:

ARCHITECT
DJ MEDIN architects, inc.
203 n.w. first ave.
faribault, minn. 55021
507-334-2252
CONTACT: DAVID MEDIN
dmedin@djmedinarchitects.com

OWNER
IBRAHIM HUSSEIN
201 E. FRONT ST.
OWATONNA, MN 55060

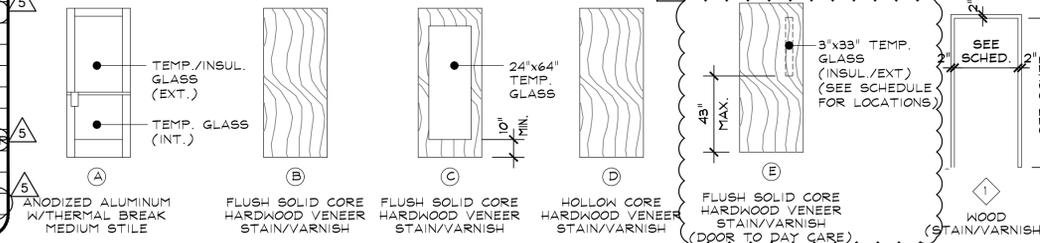
DOOR SCHEDULE

DOOR NO.	DOOR SIZE	DOOR TYPE	DOOR FINISH	FRAME TYPE	HDWE.	JAMB	RATG.	REMARKS
100A	3'-0"x7'-0"x1 3/4"	A	EXISTING	-	-	-	-	EXISTING/MODIFY PADDLE RELEASE TO PANIC BAR
100B	3'-0"x7'-0"x1 3/4"	A	EXISTING	-	-	-	-	EXISTING/MODIFY PADDLE RELEASE TO PANIC BAR
100C	3'-0"x7'-0"x1 3/4"	A	EXISTING	-	-	-	-	EXISTING/MODIFY TO PANIC BAR
100D	3'-0"x7'-0"x1 3/4"	A	EXISTING	-	-	-	-	EXISTING/REMOVE DEADBOLT
101	3'-0"x7'-0"x1 3/4"	B	EXISTING	1	-	-	-	LEVER LATCHSET
102A	3'-0"x7'-0"x1 3/4"	B	EXISTING	1	-	-	-	CLASSROOM LEVER LOCKSET
102B	3'-0"x6'-8"x1 3/4"	D	EXISTING	1	-	-	-	CLASSROOM LEVER LOCKSET
103	3'-0"x7'-0"x1 3/4"	C	EXISTING	1	-	-	-	CLASSROOM LEVER LOCKSET
104	3'-0"x7'-0"x1 3/4"	C	EXISTING	1	-	-	-	CLASSROOM LEVER LOCKSET
106A	3'-0"x7'-0"x1 3/4"	C	EXISTING	1	-	-	-	CLASSROOM LEVER LOCKSET
106B	3'-0"x6'-8"x1 3/4"	D	EXISTING	1	-	-	-	CLASSROOM LEVER LOCKSET
107	3'-0"x7'-0"x1 3/4"	C	EXISTING	1	-	-	-	CLASSROOM LEVER LOCKSET
108	3'-0"x7'-0"x1 3/4"	C	EXISTING	1	-	-	-	CLASSROOM LEVER LOCKSET
110	3'-0"x7'-0"x1 3/4"	(E)	STAIN/VARNISH	◇	-	-	-	CLASSROOM LEVER LOCKSET
111	3'-0"x7'-0"x1 3/4"	C	EXISTING	1	-	-	-	CLASSROOM LEVER LOCKSET
112	3'-0"x7'-0"x1 3/4"	C	EXISTING	1	-	-	-	CLASSROOM LEVER LOCKSET
113	3'-0"x7'-0"x1 3/4"	B	EXISTING	-	-	-	-	EXISTING
114	3'-0"x7'-0"x1 3/4"	C	EXISTING	1	-	-	-	CLASSROOM LEVER LOCKSET
114B	3'-0"x6'-8"x1 3/4"	D	EXISTING	-	-	-	-	CLASSROOM LEVER LOCKSET
115	3'-0"x7'-0"x1 3/4"	A	EXISTING	-	-	-	-	EXISTING/MODIFY PADDLE RELEASE TO PANIC BAR
116A	3'-0"x7'-0"x1 3/4"	B	EXISTING	-	-	-	-	EXISTING
116B	EXISTING O.H.	-	EXISTING	-	-	-	-	EXISTING
116C	3'-0"x7'-0"x1 3/4"	(A)	◇	-	-	-	-	PRIVACY LEVER LOCKSET

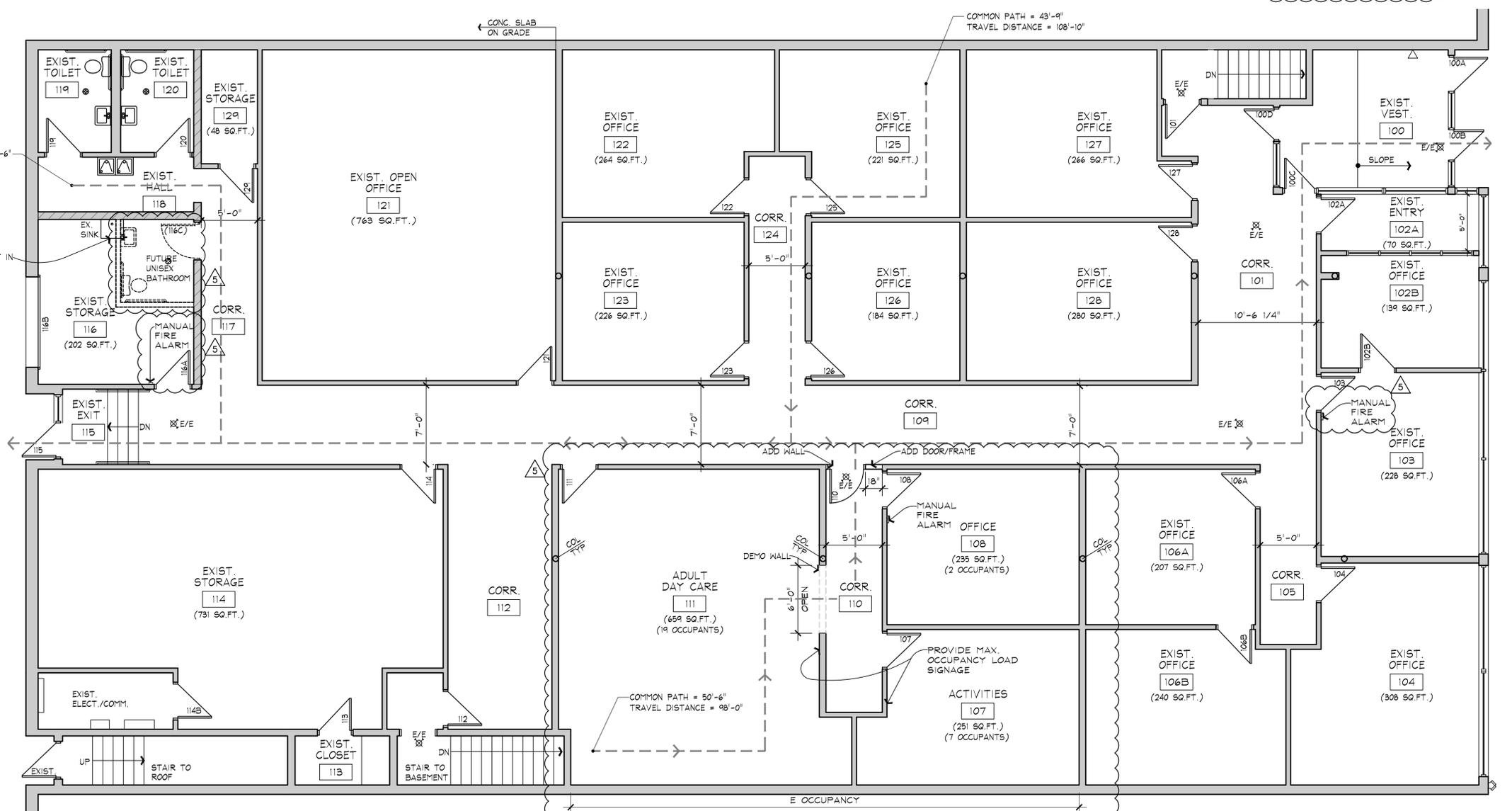
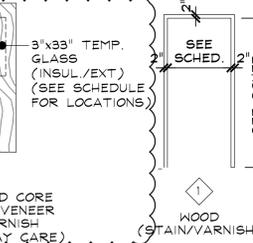
DOOR SCHEDULE CONT.

DOOR NO.	DOOR SIZE	DOOR TYPE	DOOR FINISH	FRAME TYPE	HDWE.	JAMB	RATG.	REMARKS
119	3'-0"x7'-0"x1 3/4"	A	EXISTING	-	-	-	-	REMOVE EXISTING HANDLES & ADD PRIVACY LEVER LOCKSET/REVERSE SWING
120	3'-0"x7'-0"x1 3/4"	A	EXISTING	-	-	-	-	REMOVE EXISTING HANDLES & ADD PRIVACY LEVER LOCKSET/REVERSE SWING
121	3'-0"x7'-0"x1 3/4"	C	EXISTING	1	-	-	-	CLASSROOM LEVER LOCKSET
122	3'-0"x7'-0"x1 3/4"	C	EXISTING	1	-	-	-	CLASSROOM LEVER LOCKSET
123	3'-0"x7'-0"x1 3/4"	C	EXISTING	1	-	-	-	CLASSROOM LEVER LOCKSET
125	3'-0"x7'-0"x1 3/4"	C	EXISTING	1	-	-	-	CLASSROOM LEVER LOCKSET
126	3'-0"x7'-0"x1 3/4"	C	EXISTING	1	-	-	-	CLASSROOM LEVER LOCKSET
127	3'-0"x7'-0"x1 3/4"	C	EXISTING	1	-	-	-	CLASSROOM LEVER LOCKSET
128	3'-0"x7'-0"x1 3/4"	C	EXISTING	1	-	-	-	CLASSROOM LEVER LOCKSET
129	3'-0"x7'-0"x1 3/4"	B	EXISTING	1	-	-	-	CLASSROOM LEVER LOCKSET

DOOR TYPES



FRAME TYPES



FLOOR PLAN
SCALE: 3/16" = 1'-0"
NORTH

OCCUPANTS: 31 < 49.0
1 EXIT
E OCCUPANCY w/ OCCUPANTS CAPABLE OF SELF-PRESERVATION
VERIFY ALARM UPDATES w/ CUSTOM ALARM
EST. COST: \$4,700.00 (x20% = \$940.00)

DESIGNED DJM
DRAWN LMM
CHECKED DJM
PROJECT 23-039

REVISIONS
REVISION FEB. 18, 2022
REVISION MAR. 29, 2022
REVISION MAY. 3, 2022
REVISION MAY. 25, 2022
REVISION DEC. 18, 2023

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 architect under the laws of the state of Minnesota. (architectural only)
DAVID J. MEDIN

License No. 9896
Date Dec 18, 2023

120 W. BROADWAY
(ADULT DAY CARE)
OWATONNA, MINNESOTA

DJ MEDIN architects, inc.
203 n.w. First Ave.
Faribault, MN 55021
507/334-2252

DOOR SCHEDULE & FLOOR PLAN
A1.0

Adult day care Overview:

The Adult day care center is a community-based project aimed at establishing a safe, supportive, and engaging environment for older adults and individuals with disabilities during daytime hours. The center will provide a range of services, activities, and socialization opportunities to enhance the well-being of participants and offer respite for family caregivers.

Community Impact:

The Enriching Lives Adult Day Care Center aims to positively impact the community by:

- Improving the overall well-being of participants and enhancing their quality of life.
- Providing support to family caregivers, allowing them to maintain a balance between caregiving responsibilities and personal/work commitments.
- Fostering community engagement and reducing social isolation among older adults and individuals with disabilities.

Evaluation:

Regular evaluations will be conducted to assess participant satisfaction, program effectiveness, and overall impact on the community. Adjustments to the program and services will be made based on feedback and changing community needs.

Greg W. Kruschke

From: Anne Lamb <alamb@intouchpt.com>
Sent: Wednesday, February 7, 2024 7:02 PM
To: Greg W. Kruschke
Subject: PUBLIC HEARING ON ZONING ORDINANCE-120 Broadway St West

Dear Greg;

As, a neighboring business owner, I have received a notice of public hearing for a Zoning Ordinance at 120 Broadway St West on 2/13, but was only given 5 business days prior notice. . Unfortunately, I will be out of town all next week and unable to attend the hearing. I am hoping that I can be heard by sending this email or that the hearing can be postponed

I have many questions and concerns about placing an "Adult Daycare" in the middle of an already congested business area.

QUESTIONS/CONCERNS

- 1) What will the hours of operation be?
- 2) What sort of clients will be there, is this medical Daycare, a drug rehab, etc?
- 3) Will there be clients there each day with criminal backgrounds?
- 4) What are the qualifications of the people managing this daycare?
- 5) If I had 26 patients parking all day long there would be not parking left for anyone else. Where will clients be parking or how will they be transported? Parking is at a premium in the area and many of my patients are in the middle of rehabbing and/or convalescing.
- 6) Ten years ago I received a partial grant for signage and took the time and money to make my building blend into a historic area. Overall, I do not see that trend continuing, what type of facade/ signage will this business have?
- 7) I have mentioned parking, I also have concerns about clients loitering on the sidewalks.

I must say that without having the answers to the above questions my gut reaction is that downtown is not the area best suited for such a facility. I believe it would be better suited on the outskirts of downtown.

Respectfully yours,

Dr. Anne Lamb

DPT MSHCA PT

Founder/President

In Touch Physical Therapy

123 W Broadway

Owatonna MN 55060

P: (507)451-7888

F: (507)451-3322

www.intouchpt.com



February 9, 2024

To: Planning Commission
From: Community Development Department
RE: Request to vacate a portion a utility easement

Application Review:

Applicant: Brent Sherwin
Location of Property: 1213 Elm Avenue N
Legal Description: See Attached Survey
Report Attachments:
1. Location Map
2. Vacation Sketch & Description

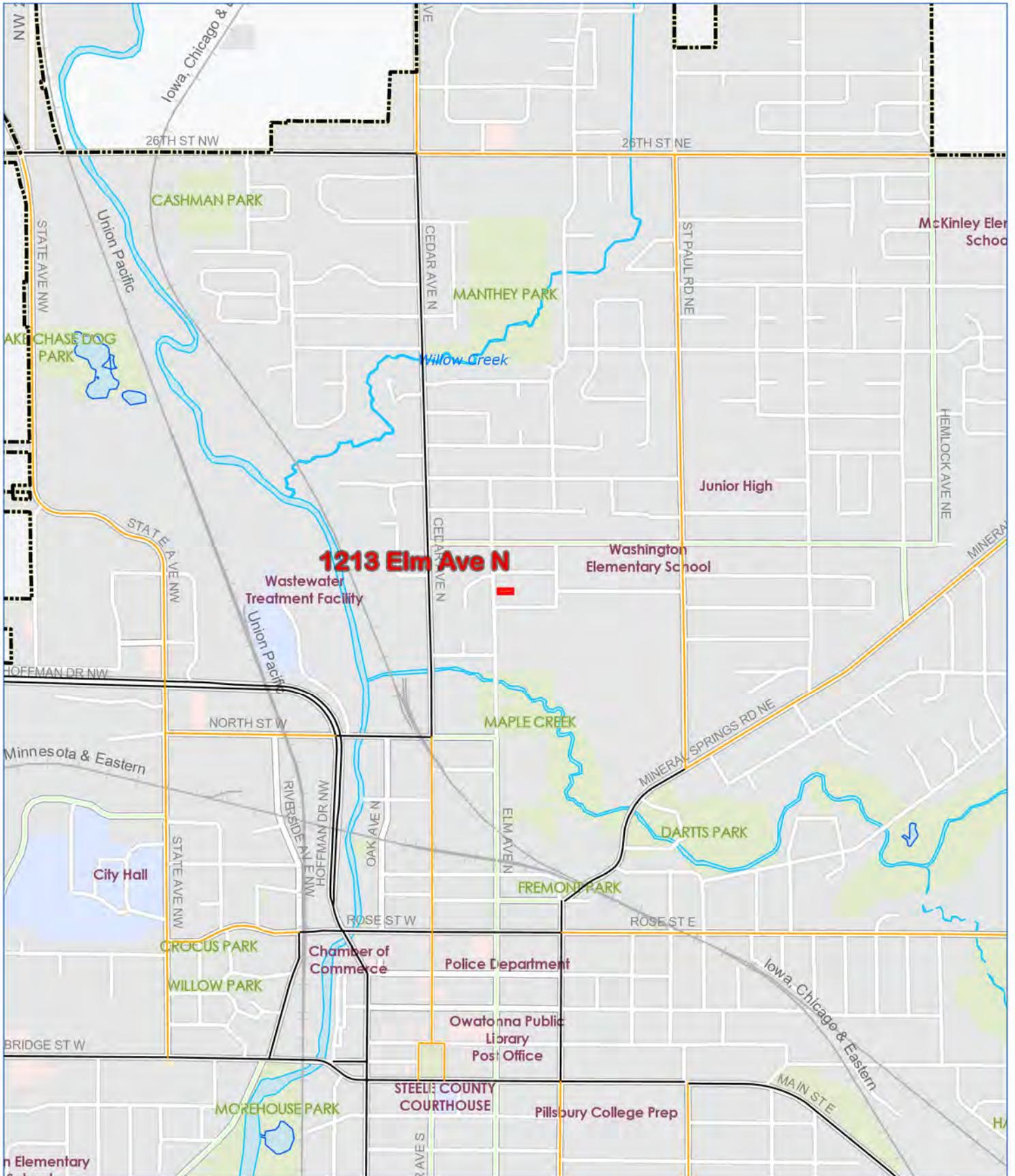
Proposed Development:

- ◆ Petition by Brent Sherwin to vacate a portion of a drainage and utility easement along the north property line of 1213 Elm Avenue N.
- ◆ In closing on the property it was discovered that the existing garage encroaches on an easement. The title company is requiring the situation to be resolved.
- ◆ In researching the property it appears that the garage was built prior to the easement being platted.
- ◆ OPU has an underground electric line just to the north of the garage. Work was completed on this a few years ago.
- ◆ There is also an underground communications line within this easement area.
- ◆ There are no utilities under the garage. The easement vacation will just be around the foundation of the garage. The remainder of the easement will remain.
- ◆ No other changes are proposed at this time.

Staff Recommendation:

Staff recommends approval of this vacation of a portion of a utility easement as described above.

1213 Elm Ave N City of Owatonna



Site

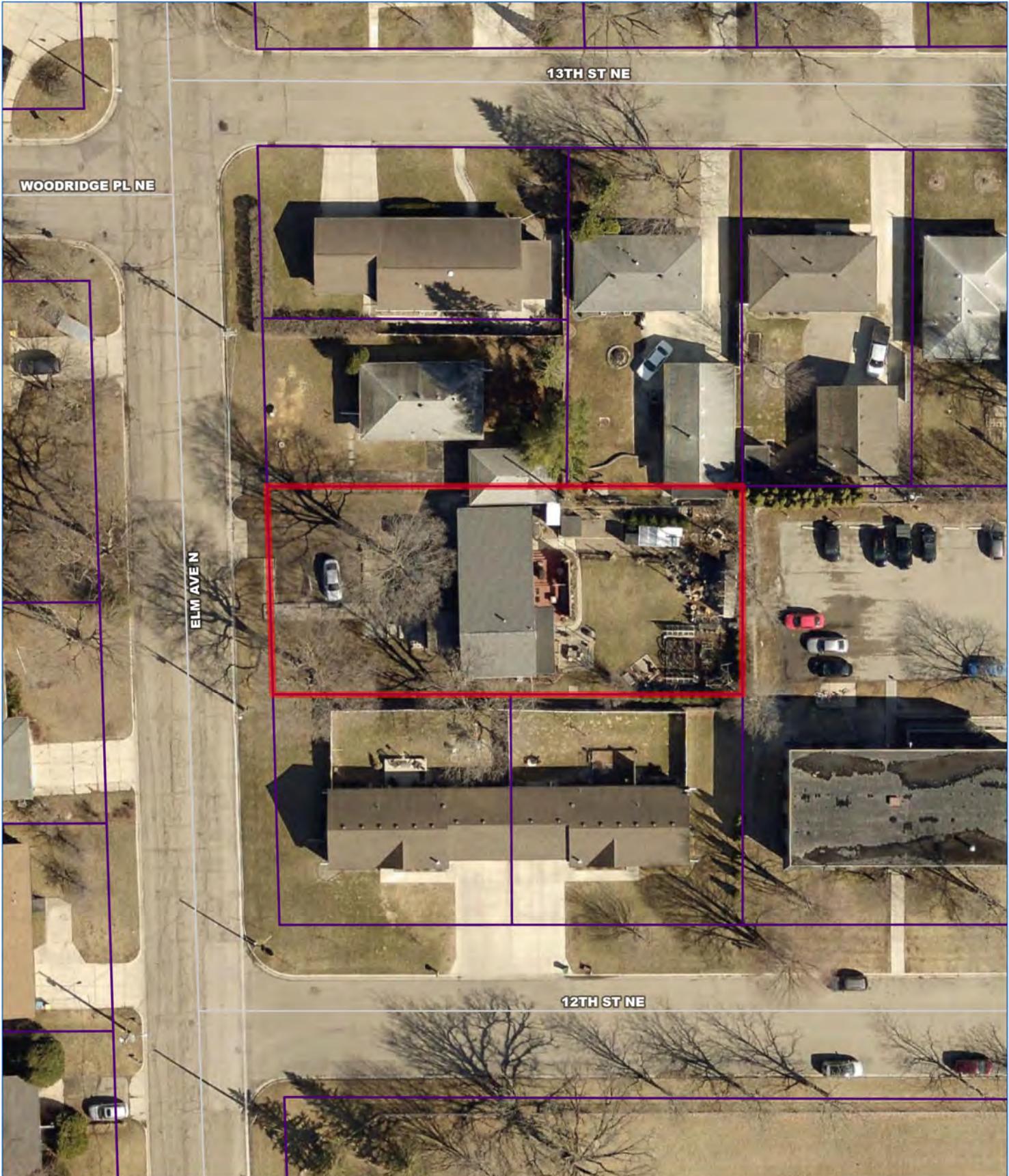
Municipal Limits

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.

January 31, 2024

1213 Elm Ave N
City of Owatonna

PIN: 17-235-0101
Acres: 0.332 ac.



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January 31, 2024

PROPOSED EASEMENT VACATION

PART OF LOT 1, BLOCK 1, HABERMAN ADDITION OWATONNA, STEELE COUNTY, MINNESOTA

PREPARED EASEMENT VACATION DESCRIPTION

All that part the existing drainage and utility easement on the north side of Lot 1, Block 1, HABERMAN ADDITION, as the same is platted and recorded in the Office of the Steele County Recorder, Steele County, Minnesota; described as follows:

Commencing at the northwest corner of said Lot 1; thence South 01°46'35" East a distance of 6.00, on the west line of said Lot 1 to the south line of said drainage and utility easement; thence North 89°48'52" East a distance of 74.26 feet, on said south line to a point on the exterior face of the existing building wall, said point being the point of beginning;

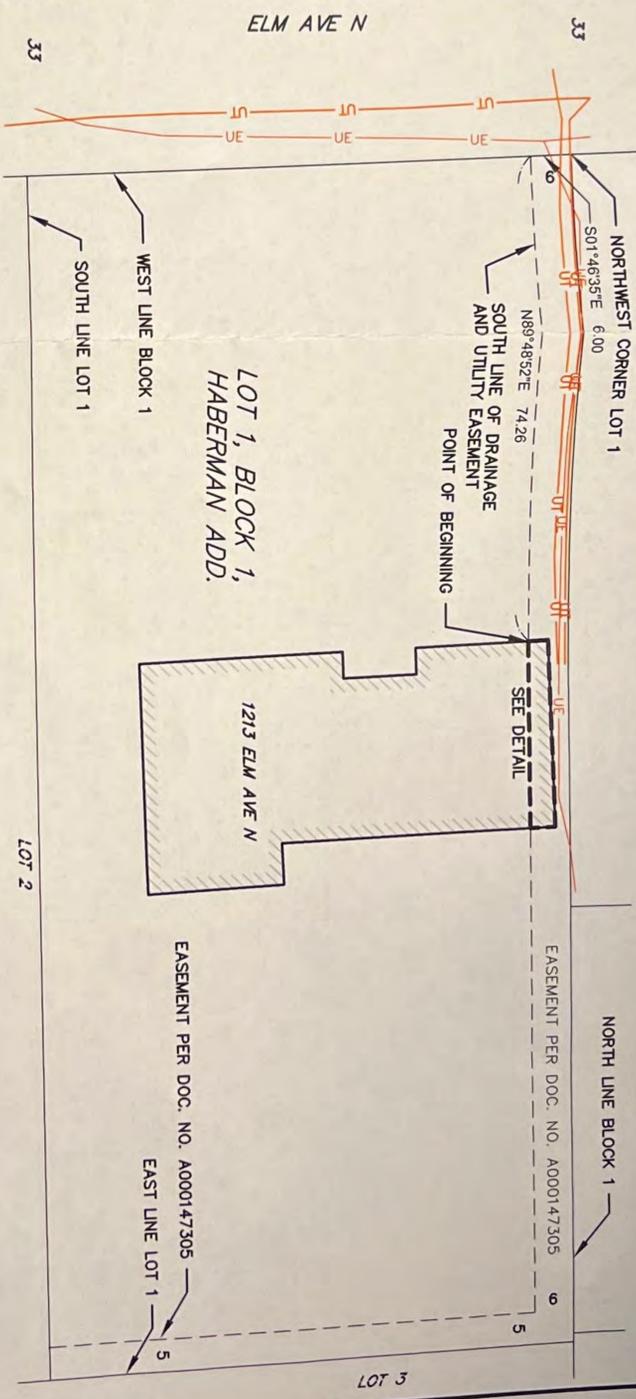
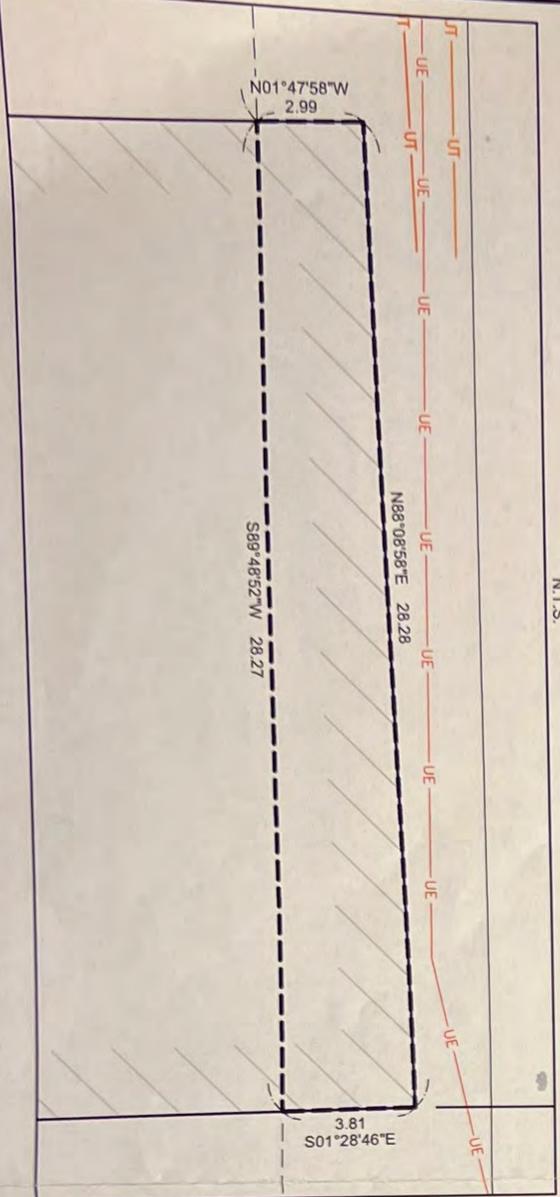
thence North 01°47'58" West a distance of 2.99 feet, to the northwest corner of said exterior wall;

thence North 88°08'58" East a distance of 28.28 feet, to the northeast corner of said exterior wall;

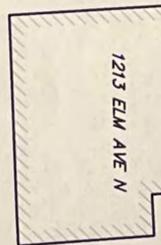
thence South 01°28'46" East a distance of 3.81 feet, on said exterior building wall to the south line of said easement;

thence South 89°48'52" West a distance of 28.27 feet, to the point of beginning.

DETAIL N.T.S.



LOT 1, BLOCK 1,
HABERMAN ADD.



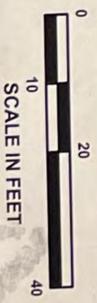
LOT 2

LOT 3

LEGAL DESCRIPTION OF RECORD

Lot 1, Block 1, HABERMAN ADDITION,
OWATONNA, MINNESOTA

LEGEND:
 = Underground Telephone
 = Underground Electric



FOR: BRENT SHERWIN

Date: 01/11/2024
 Drawn by: SAT
 Field Book: -
 Coord-System: MNDOT CO. NAD83 (11)
 Job No: 23-1239
 File: -

I hereby certify that this survey, plan, or report was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota.
 Date: 1/12/24
 Scott A. Tuchenhagen

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L.S. No. 52846

JONES HAUGH SMITH
 Engineers + Surveyors

515 South Washington Ave
 Albert Lea, MN 56007
 507-373-4876

415 West North Street
 Owatonna, MN 55060
 507-451-4598

1-22-2024

TO: City of Owatonna

I am requesting an easement vacation for the Northside of my Home at 2012 N Elm Ave.

The existing Garage encroaches on the existing easement. The Garage was pre-existing to my purchase of the home and prior to the seller of the home to me. I have now sold the home but to close the deal I must have the Easement vacated to allow the home to be sold and title insurance issued.

I am working with the new owners Elizabeth A. Mettillie and Nickolas R. Johnson to get this done.

Per our agreement I am initiating this action as guided by the city officials.

Please contact me with any concerns or additional needs to move this forward.

Brent Sherwin

bsherwin@northpointfresh.com

651-605-5736

February 9, 2024

To: Planning Commission

From: Community Development Department

RE: Application VAR-16, a request by Trinity Lutheran Church to allow an accessory structure to be constructed in a side yard. The applicant is proposing a 780 square foot outdoor pavilion structure. The proposed structure will be part of a larger outdoor courtyard in the Southwest corner of the property.

Application Review:

Applicant/Owner: Trinity Lutheran Church

Location of Property: 609 Lincoln Avenue South

Zoning Map: R-1, Single Family Residential District

Zoning Ordinance: Section 157.040 (A)(1) states that no accessory building or structure shall be erected or located in any required yard other than the rear yard.

Report Attachments:

1. Location Map
2. Aerial Photo
3. Application
4. Site Plan
5. Project Plan

Proposed Development:

- ◆ Application VAR-16, a request by Trinity Lutheran Church to allow an accessory structure to be constructed in a side yard.
- ◆ The proposed structure will be part of a larger outdoor courtyard in the Southwest corner of the property. This courtyard area will contain gardens, fountains, sidewalks and paths as well as the pavilion structure.
- ◆ The applicant is proposing a 780 square foot outdoor pavilion structure.
- ◆ The proposed pavilion will be constructed with a 30' west setback. This will match the existing west line of the primary church building.
- ◆ The pavilion will be open air on 3 sides and will have a back storage room on the north end.
- ◆ The outdoor area will be used for Summer services and other events as described in the applicant's letter.
- ◆ No additional parking is required for this accessory building as it will not be additional occupants.
- ◆ The monument sign will be removed in this area. The sign would be permitted to be relocated within the ordinance if desired.

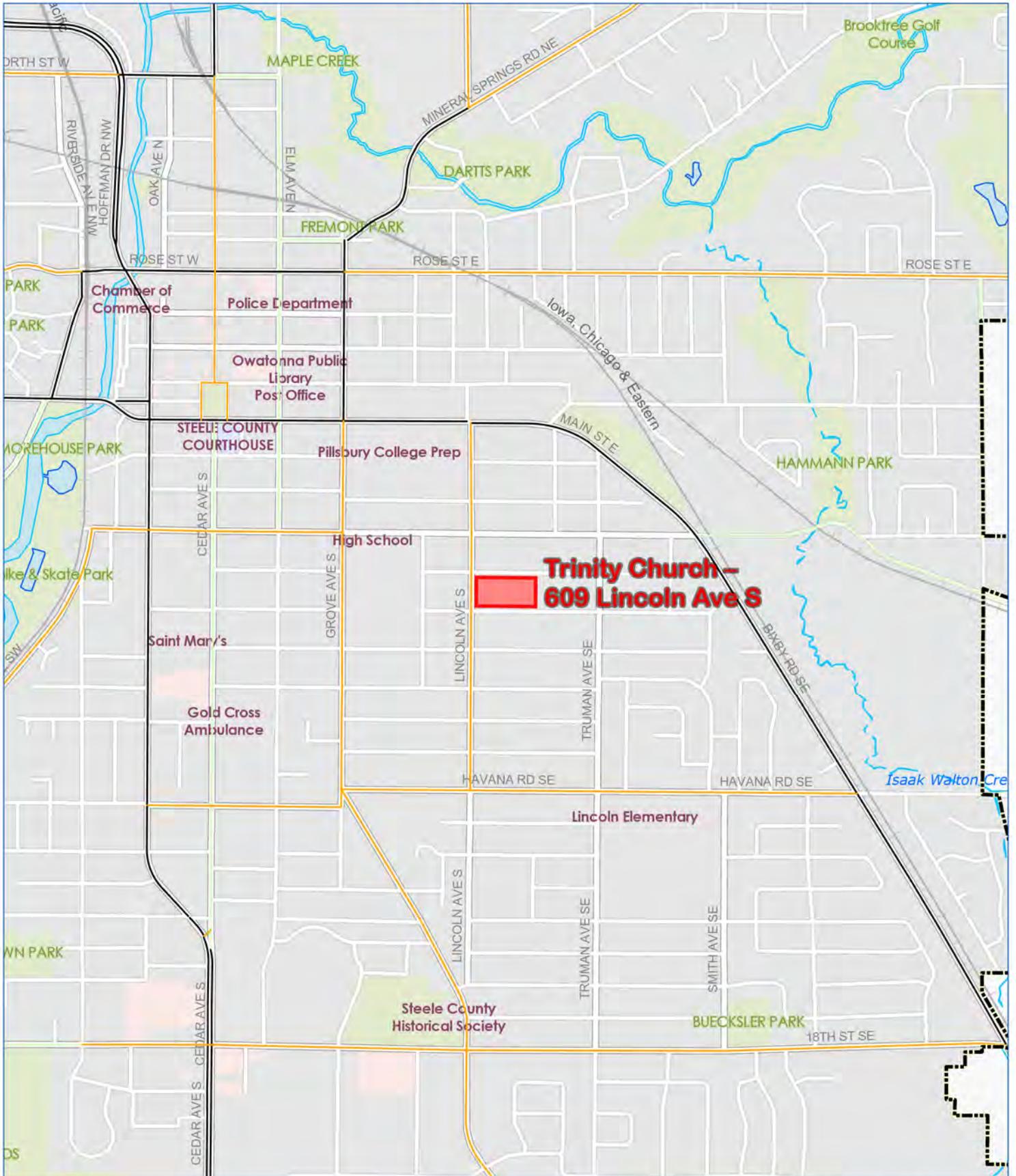
- ◆ State Statute requires that the applicant show a practical difficulty in order to be granted a variance. You also need to show that the variance requested is the minimum amount necessary to accomplish what is needed.
- ◆ A variance must stand on its own merits and may not be compared to other situations in which variances were granted.
- ◆ According to the ordinance, the Planning Commission shall make findings of fact base on the following.
 - ❖ That particular physical surroundings, shape, or topographical conditions of the specified parcel of land involved.
 - ❖ That the condition involved is unique to the particular parcel of land involved.
 - ❖ That the alleged difficulty or hardship is caused by this Ordinance and has not been created by any persons presently having an interest in the parcel.
 - ❖ That the granting of the variation will not be detrimental to the public welfare or injurious to other land or improvements to the neighborhood.
 - ❖ That the proposed variation will not impair an adequate supply of light and air to adjacent property, or substantially increase the congestion of the public streets, or interfere with the function of the Police and Fire Departments of the City.

Staff Review:

Staff is recommending approval of the Application VAR-16, a request by Trinity Lutheran Church to allow an accessory structure to be constructed in a side yard for the property located at 609 Lincoln Avenue S with the following provisions.

- 1) A building permit will be needed for the pavilion building.
- 2) Separate events shall not be held at the same times for the building and the pavilion.

Trinity Church – 609 Lincoln Ave S City of Owatonna



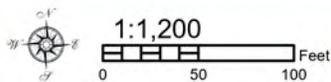
Municipal Limits

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.

January 31, 2024

Trinity Church – 609 Lincoln Ave S
City of Owatonna

PIN: 17-625-0101
Acres: 4.877 ac.



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.

January 31, 2024

VAR-16
Variance Application
Status: Active
Submitted On: 12/22/2023

Primary Location
609 LINCOLN AVE S
Owatonna, 55060
Owner
Trinity Lutheran Church of Owatonna
LINCOLN AVE S 609 Owatonna, MN 55060

Property Use

Applicant Is..

Owner

Property Use

Other Uses

Legal Description*

PART OF BLK 3 & 4 HEGER ADDITION
TORRENS PROPERTY

Is the work already completed or in progress?*

No

What are you applying for?*

Due to the location of the proposed pavilion structure, Trinity Lutheran Church is applying for a variance to allow the accessory structure in the side yard of the property

Why do you feel your request should be granted?*

Why do you feel your request should be granted:

The construction of the pavilion would create new options for programs during the warmer weather months.

- We would move our Sunday, 10:45am worship service outdoors during the summer. (We currently do this occasionally outdoors, but the set up and lack of protection from the sun makes it complicated and difficult)
- The space would be available for use by Trinity's Vacation Bible School.
- The space would be available for use by the Trinity Preschool.
- The space could be the site of outdoor family events.
- The space could be the site of small music or drama performances.
- The space could be available for use by other community groups or organizations.

While the structure would be wired for electricity and sound, it would not have a permanent sound system. We would roll a portable system out for usage when needed.

Comments

 **Planning Comments**

 **Engineering Comments**

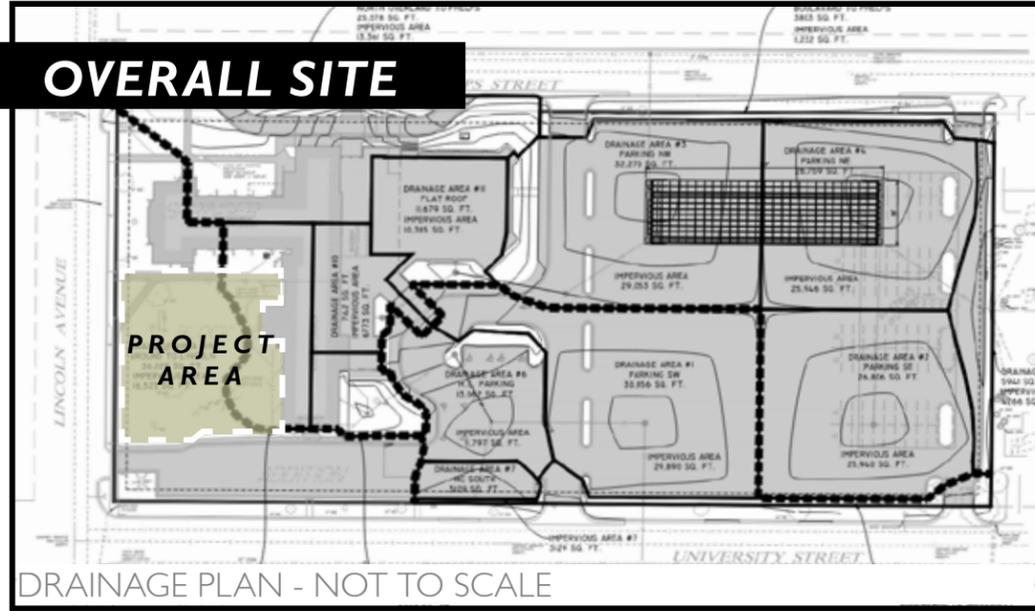
 **Stormwater Comments**

 **OPU Comments**

TRINITY LUTHERAN CHURCH COURTYARD

609 LINCOLN AVE S, OWATONNA, MN 55060

OVERALL SITE



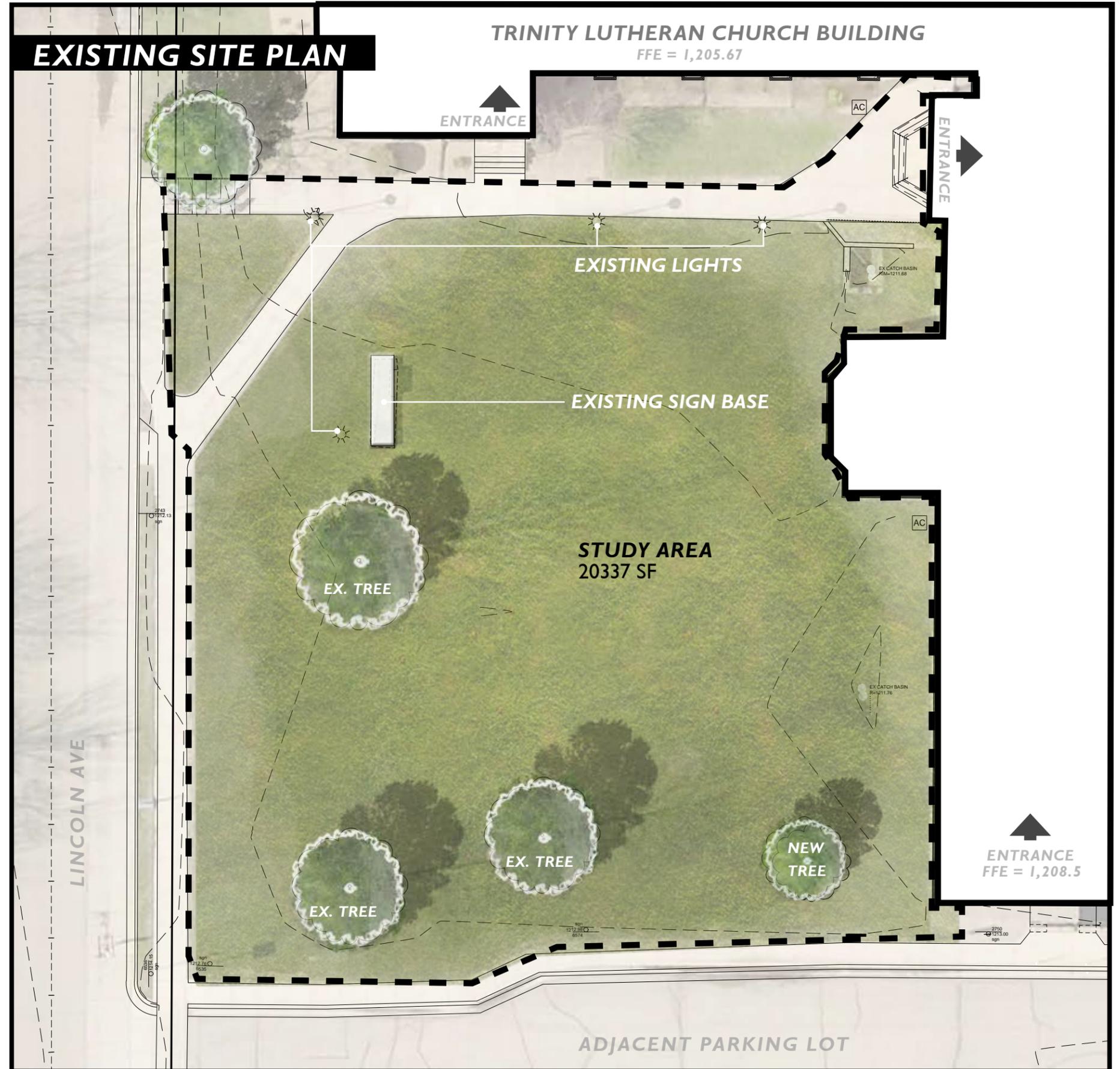
PROJECT AREA



0 10 20
SCALE IN FEET
SCALE 1" = 10' - 0"



EXISTING SITE PLAN



TRINITY LUTHERAN CHURCH COURTYARD

PRECEDENTS + MATERIALS



CEDAR FOREST PRODUCTS



MOUNT TABOR PRESBYTERIAN CHURCH, IN



FOUNTAIN POOL OR BASALT COLUMNS



PATHWAY BOLLARD BEGA 82 218



BLUESTONE SLABS (LABYRINTH PATH)



SPRING SNOW CRAB APPLE



JACOBS LADDER



COMMON YARROW



LADY'S MANTLE



CORSICAN MINT



BLACK-EYED SUSAN

TRINITY LUTHERAN CHURCH COURTYARD

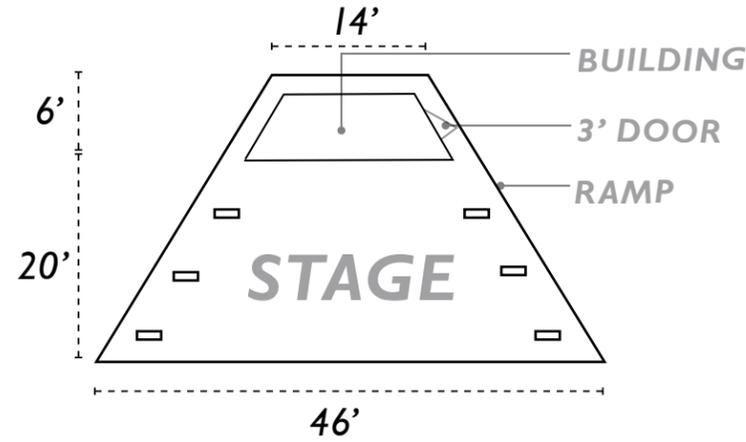
PREFERRED PAVILION:

REQUIREMENTS:

- COVERED STAGE AREA
- ACCOMMODATES 8 PEOPLE AND INSTRUMENTS
- ATTACHED/ENCLOSED SPACE FOR ELECTRICAL
- MINIMAL PERFORMANCE LIGHTING

PRODUCT COMPARISONS:

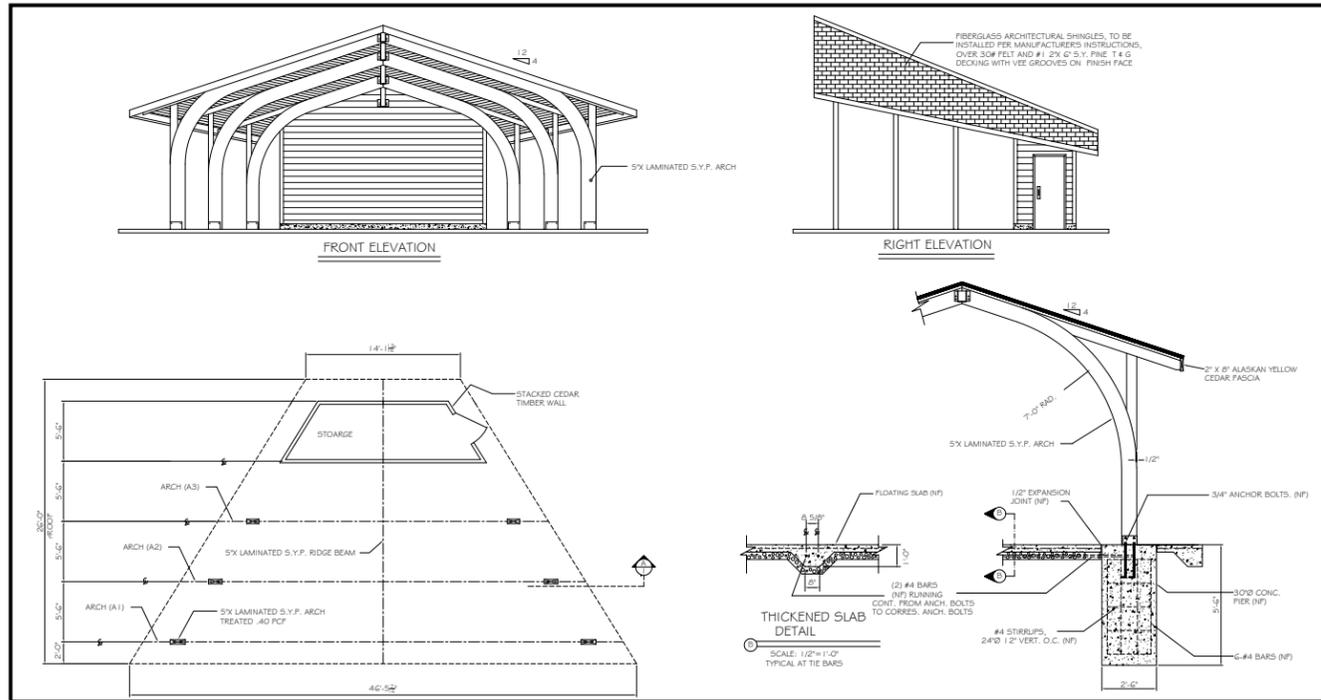
IDEAL PRODUCT SIZE:



PRODUCT PHOTO:

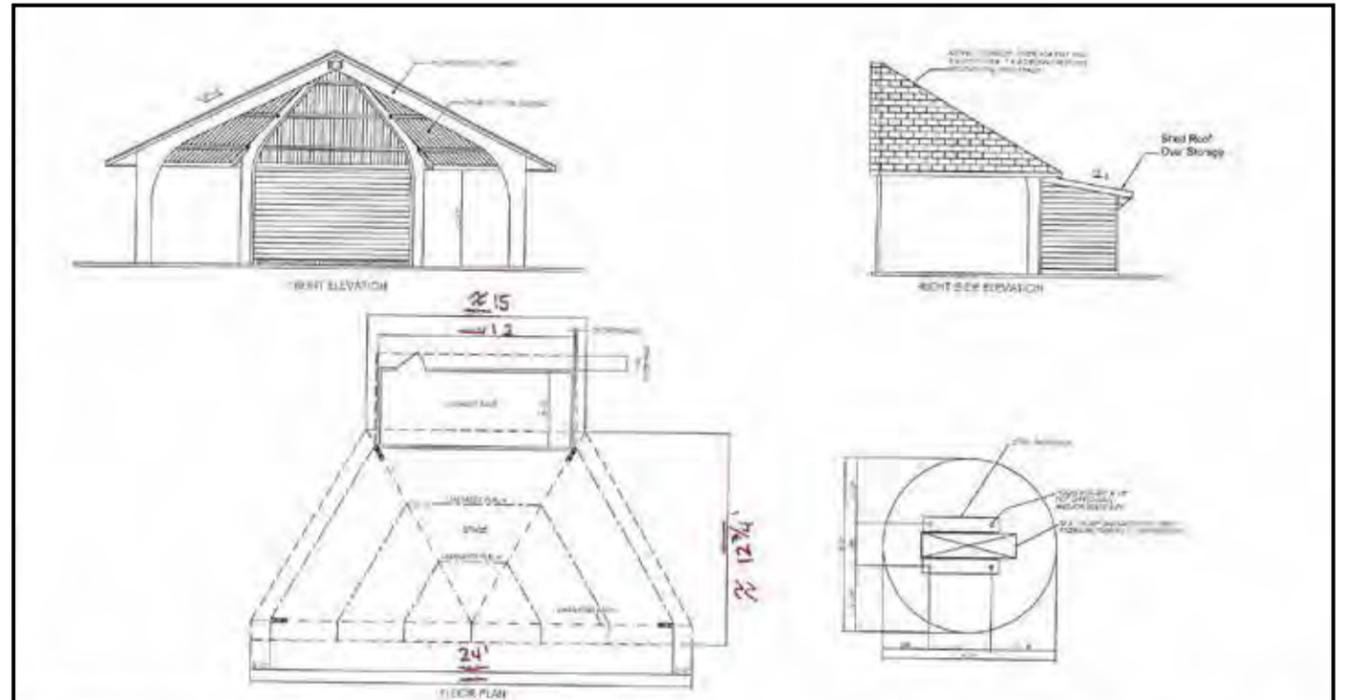


LARGER PAVILION



- MANUFACTURER: CEDAR FOREST PRODUCTS
- PRODUCT MODEL: CUSTOM BAND-4
- CUSTOM STAGE SIZE: 46' X 26'
- CUSTOM BUILDING SIZE: 15' X 6'
- MATERIALS: CEDAR, STEEL, GLULAM, METAL
- COST +/- : \$105,980 (MATERIALS)

SMALLER PAVILION



- MANUFACTURER: CEDAR FOREST PRODUCTS
- PRODUCT MODEL: CUSTOM BAND-3
- CUSTOM STAGE SIZE: 28' X 12'
- CUSTOM BUILDING SIZE: 12' X 6'
- MATERIALS: CEDAR, STEEL, GLULAM, METAL
- COST +/- : \$64,050 (MATERIALS)

This project features a pavilion, a garden, large open lawn, prayer labyrinth and water feature.

The construction of the pavilion, garden and the large open lawn space would create new options for programs during the warmer weather months.

- We would move our Sunday, 10:45am worship service outdoors during the summer. (We currently do this occasionally outdoors, but the set up and lack of protection from the sun makes it complicated and difficult)
- The space would be available for use by Trinity's Vacation Bible School.
- The space would be available for use by the Trinity Preschool.
- The space could be the site of outdoor family events.
- The space could be the site of small music or drama performances.
- The space could be available for use by other community groups or organizations.

While the structure would be wired for electricity and sound, it would not have a permanent sound system. We would roll a portable system out for usage when needed.

The garden, water feature and prayer labyrinth area would offer the community a space for prayer and meditation.

COMPARISON REPORT OF BUILDING DONE IN CITY OF OWATONNA IN YEARS 2023 AND 2024														Ken Beck, Building Official	
Month	DWELLINGS		ACCESSORY		COMMERCIAL		INDUSTRIAL		ADD. & ALT.		DUPLEX/APTS		DEMO	TOTAL	VALUE
	NO.	VALUE	NO.	VALUE	NO.	VALUE	NO.	VALUE	NO.	VALUE	NO.	VALUE	NO.	NO.	VALUE
Jan '23	0	0	5	16,600	8	443,880	7	5,117,850	66	494,614	0	0	0	86	6,072,944
Jan '24	0	0	2	6,500	33	7,806,205		** see below	95	763,150	0	0	0	130	8,575,855
Feb '23	0	0	8	24,850	22	1,113,838.30	11	25,861,730.75	136	834,982.70	0	0	0	177	27,835,401.75
Feb '24															
Mar '23	1	200,000	17	44,100	42	2,497,648	20	26,251,710	243	\$ 7,323,261.26	0	0	0	323	\$ 36,316,719.26
Mar '24															
Apr '23	4	1,968,586	26	96,900	74	31,047,283		**see below	329	8,699,343.89	0	0	1	434	41,812,112.89
Apr '24															
May '23	4	1,968,586	37	132,400	94	36,206,219.51		**see below	463	11,204,959.76			1	599	49,512,165.27
May '24															
Jun '23	4	1,968,586	52	189,068.67	113	45,164,773.51		**see below	594	12,314,075.39	0	0	8	771	59,636,503.57
Jun '24															
Jul '23	5	2,168,586	69	242,168.67	132	46,905,945.51			714	13,185,484.99	2	400,000	8	930	62,902,185.17
Jul '24															
Aug '23	6	2,568,586	75	257,168.67	162	51,045,367.26			847	14,208,880.97	4	12,400,000	9	1,103	80,480,004
Aug '24															
Sep '23	9	3,587,126	83	333,668.67	197	64,081,192.67			990	15,576,116.82	4	12,400,000	9	1,292	95,978,104.16
Sep '24															
Oct '23	16	6,739,916	94	382,984.89	217	66,611,382.67			1,153	17,005,042.02	4	12,400,000	10	1,494	103,139,325.55
Oct '24															
Nov '23	21	8,119,916	101	424,984.89	235	69,172,169.67			1,281	17,958,715.07	4	12,400,000	13	1,655	108,075,785.63
Nov '24															
Dec '23	21	8,119,916	106	430,584.89	252	71,144,770.64			1,365	18,435,507.88	4	12,400,000	13	1,761	110,530,779.41
Dec '24															

**Starting April 2023, Commercial and Industrial are combined

Owatonna Building Inspection Department Comparison Report- Construction to Date 2023/2024

Construction Report for Permits Issued through January, 2024						
TYPE OF WORK	2023 PERMITS ISSUED	PERMITS ISSUED FOR CONSTRUCTION COST	Units	2024 PERMITS ISSUED	PERMITS ISSUED FOR CONSTRUCTION COST	Units
NEW DWELLINGS	0	0	0	0	0	
ACCESSORY BUILDINGS (INCLUDES GARAGES, UTIL. BLDGS, SW. POOLS, ETC.)	5	16,600.00		2	6,500.00	
COMMERCIAL AND INDUSTRIAL PERMITS	15	5,561,730.00		33	7,806,205.00	
RESIDENTIAL ADD. & ALT.	66	494,614.00		95	763,150.00	
DUPLEXES & APTS. (INCLUDES ATTACHED SF)	0	0	0	0	0	0
DEMOLITION PERMITS	0	0		0	0	
TOTAL PERMITS ISSUED	86	6,072,944	0	130	8,575,855	0