

WABASHA PLANNING COMMISSION

May 13, 2025 6:00 PM

MEETING AGENDA

- 1) Call to Order
- 2) Approval of Minutes- April 8, 2025
- 3) Changes or Additions to Agenda
- 4) Public Comment
- 5) Public Hearings
 - 1) CUP 306 9th Street Guest Cottage
- 6) Old Business
 - 1) Updated Nuisance Ordinance & Zoning Ordinance Suggested Changes
- 7) New Business
- 8) Board of Adjustment Business
- 9) Other Business
- 10) Next Regular Meeting Date - June 10, 2025.
- 11) Adjourn

Planning Commission

2)

Meeting Date: 05/13/2025

SUBJECT: Approval of Minutes- April 8, 2025

DEPARTMENT: Administration

TITLE:

Approval of Minutes- April 8, 2025

PURPOSE:

Attachments

4-8-25 Minutes

DRAFT

WABASHA PLANNING COMMISSION

April 8, 2025 6:00 PM

MEETING MINUTES

Commission Members:

Tim Wallerich, Chair	Sara Carrels, Vice Chair
Scott Durand	Sharon Burke
Ozzie Goodman	Jeff Sulla

Present: Commissioner Scott Durand; Chair Tim Wallerich; Commissioner Sharon Burke; Commissioner Sara Carrels; Commissioner Jeff Sulla; Commissioner Ozzie Goodman

Absent: Commissioner Jay Jewson

Also Present: Kristi Clarke, Contracted City Planner; Wendy Busch, Planning & Zoning Assistant

1) Call to Order

Chair Wallerich called the regular Planning Commission meeting of April 8, 2025 to order at 6pm.

2) Approval of Minutes-

1) Minutes From March 11, 2025

Motion made by Commissioner Scott Durand, seconded by Commissioner Jeff Sulla to approve the minutes from March 11, 2025.

Vote: 6 - 0 Adopted - Unanimously

Other: Commissioner Jay Jewson (ABSENT)

3) Changes or Additions to Agenda

4) Public Comment

5) Public Hearings

1) California Overland CUP

Motion made by Commissioner Scott Durand, seconded by Commissioner Sara Carrels to approve the CUP with the listed conditions and change the word "smell" to "odor".

WHEREAS, the properties addressed at 250 and 350 Commerce Street is zoned Highway Commercial; and

WHEREAS, the site is part of the Wabasha Business Park; and

WHEREAS, the proposed property has a land use designation of Highway Commercial; and

WHEREAS, The Planning Commission provides the following findings:

- a. California Overland Properties owns and operates an industrial warehouse and storage facility for more than ten years in Wabasha without neighborhood complaints.
- b. Conditions placed in this CUP will protect the health, safety & general welfare of the community and neighbors use and enjoyment of property and their property values.
- c. The purpose of the Highway Commercial zone is to allow for development of land for commercial/business uses with transportation access, space, building design, or outdoor parking/storage usage.
- d. The proposed use is consistent with the City comprehensive land use plan.
- e. Ingress and egress is provided off Commerce Street where few traffic conflicts are present (low volume road).
- f. The site has city sewer and water service.

NOW THEREFORE, IT IS HEREBY RESOLVED, the Planning Commission approves the Conditional Use Permit for an industrial service facility at 250 and 350 Commerce Street allowing for the construction of two buildings, proposed driveways and parking areas as indicated in the site plan dated March 10, 2025, with the following conditions:

1. Best management practices for the storage, use, and disposal of hazardous chemicals shall be implemented including proper storage, disposal of excess, spent or waste product.
2. All vehicle maintenance shall take place in a building with an impervious floor. Flushing or changing or liquids (oils, etc.) shall require the use of a catch basin or drip pan.
3. As this property is within the High Vulnerability Area – all detention ponds must be lined.
4. The following plans and permits must be approved prior to receiving a building permit for this project:
 - Approved utility and grading construction plans
 - Approved stormwater management plan, including summary memo and calculations
 - MPCA Construction Stormwater Permit
 - Approved wastewater treatment agreement or SIU agreement (if necessary)
5. A wastewater pretreatment system shall be installed, operated, and maintained in accordance with the approved wastewater treatment or SIU agreement
6. If nuisance odor complaints are submitted by residents and confirmed by City staff or meet the nuisance levels defined by the MPCA's guidelines for hydrogen sulfide, the use will be halted until the nuisance is properly dealt with.

Vote: 6 - 0 Adopted - Unanimously

Other: Commissioner Jay Jewson (ABSENT)

City Planner Kristi Trisko reviewed the staff report provided for 250 and 350 Commerce Street. No public comment was received.

- 6) Old Business
- 7) New Business
- 8) Board of Adjustment Business
- 9) Other Business
- 10) Next Regular Meeting Date - May 13, 2025
- 11) Adjourn

Motion made by Chair Tim Wallerich, to adjourn at 6:25 pm.

Vote: 6 - 0 Adopted - Unanimously

Other: Commissioner Jay Jewson (ABSENT)

Respectfully submitted by: _____
Wendy Busch, City Clerk

Adopted Date

Planning Commission

5) 1)

Meeting Date: 05/13/2025

SUBJECT: CUP 306 9th Street Guest Cottage

DEPARTMENT: Administration

TITLE:

CUP 306 9th Street Guest Cottage

PURPOSE:

An application for a guest cottage has been submitted by Jacob Jorgenson for 306 9th Street East. Please see the attached application and staff report for the CUP.

Attachments

Application

Staff Report

CUP25002

City of Wabasha
Application for Land Development Activity

[] Concept PUD [] Preliminary PUD [] Final PUD
[] Preliminary Plat [] Final Plat [] Lawrence Boulevard Shore Improvement
[] Site Plan Review [] Request for Zoning Amendment (map or text)
[] Variance/Appeal [x] CUP/IUP [] Other _____

Jacob Jorgenson
Applicant's Name
306 9th Street E Wabasha, MN 55981
Mailing Address
(612) 219-8858
Phone
jakecjorgenson@gmail.com
e-mail address

Property Owner's Name (if different)
Property Owner's Mailing Address (if different)

Provide also contact information of Architects, Engineers, Contractors and/or other development professionals on separate page (s) along with a notation of their pertinent licenses

Description of Property: Parcel ID # (PIN) 27.00779.00 Current Zoning R-2 Proposed Zoning _____
Name of Development: 306 9th St. E Guest Cottage
Street Address: 306 9th St. E Wabasha Mn, 55981
Total Acreage: 0.3 Acreage To Be Developed: .05
Type of Water Supply: City Sewage Disposal: City

Proposed Activity (Include number/size of lots and/or buildings, type of use, public improvements proposed or need/hardship for Variance):

1 - 60'x40' building with 20'x15' covered patio. Primarily used for boat storage and vehicle parking. A 20'x28' section will be walled off and include a bathroom and a mezzanine for a potential future living area. (provide attached pages as needed)

Describe Any Development Constraints (wetlands, shoreland, floodplain, existing structures/uses, etc.):
None.

(provide attached pages as needed)
Signatures: Jacob Jorgenson Jacob Jorgenson 4/12/2015
Applicant Property Owner Date

Office Use
Date Received: 4-18-25 Planner Initials: [Signature] Fee Paid: (amount) \$250.00 (date) 4-21-25
Public Hearing Scheduled (date) Hearing Advertised (date) Notice Sent to Adjacent (date)
Review By: Planning Commission Board of Adjustment City Council



**BOLTON
& MENK**

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MEMORANDUM

Date: May 6, 2025
To: Wabasha Planning Commission
From: Kristi Trisko, AICP, PMP
Wabasha Consultant Planner
Subject: Jacob Jorgenson Guest Cottage CUP – 306 9th Street East

Owner/Applicant: Jacob Jorgenson
Location: 306 9th Street East
Legal Description: Sect-32 Twp-111 Range-010 SO. WABASHA
Lot-5 Block-043 & W1/2 OF LOT 4 BLK 43

Staff Report

Zone: R2 (Medium Density Residential)
Land Use: Medium Density Residential
Accessory Setbacks:
Front: Behind principal building
Side/Rear: 3 Feet

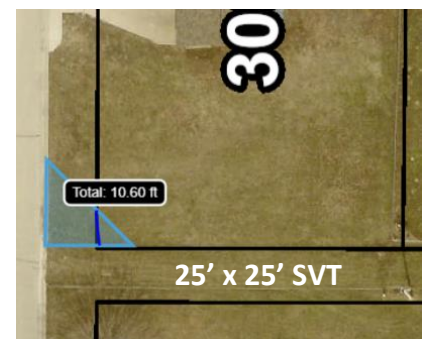
Details of the request:

The owner would like to construct a detached guest cottage/garage along the south side of their home for additional garage and storage space with a restroom. Placing water and sanitary services into a detached building changes the use from a garage to a guest cottage and requires a conditional use permit.

Square footage breakdown for the garage space is below:

1st Floor: 2,400 sq. ft. (garage, storage, restroom)
2nd Floor: 550 sq. ft. (storage) mezzanine for future residential use
Height: Must be less than 35' in total height.

Access: The owner will access the garage from Franklin Ave. which is adjacent to an undeveloped alley. I completed a sight visibility triangle review even though the alley is not developed. The standard for alley to street SVT is 25' x 25'. As you can see from the exhibit, only 10' from the corner of the parcel is needed for the SVT. Given the setback from Franklin Street, the proposed garage will be well outside of the SVT area.



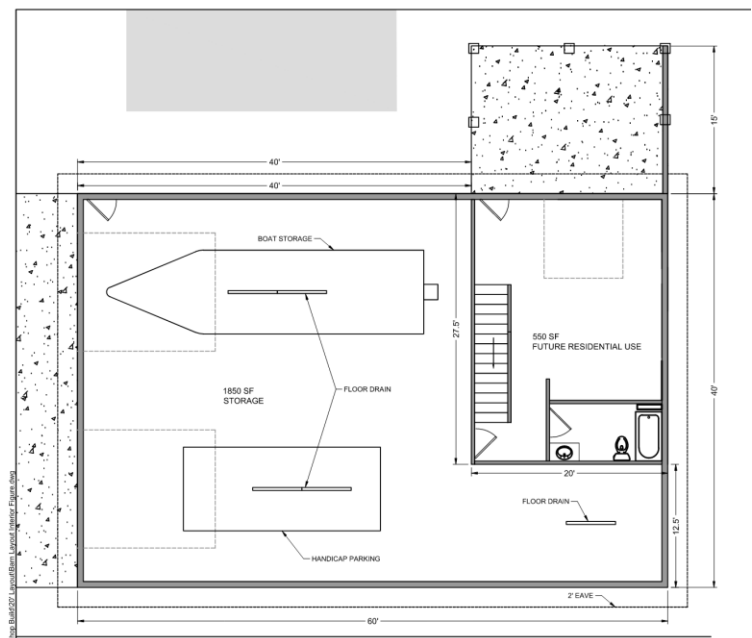
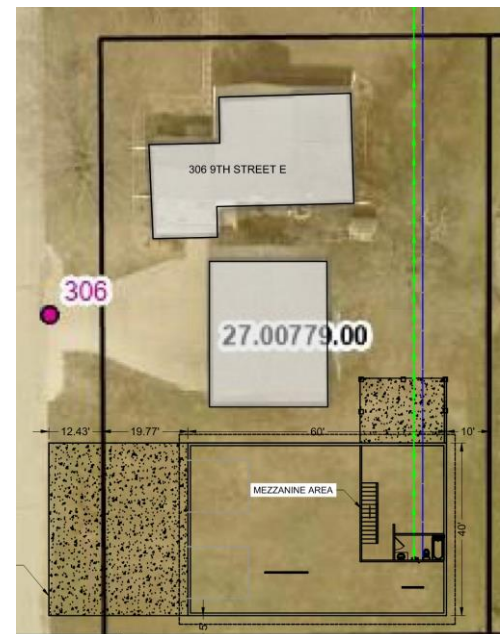
Parking: There is approximately 19.77 feet in depth and 40' in length available in front of the guest cottage for the required parking stall, typically this space would allow for two (2) off-street parking stalls. One required parking stall standard is met.

Utility Extension Summary: Pat Mueller, City Utilities, reviewed the CUP application as it is proposed to extend water and sewer services from the public mains located in 9th Street to the detached garage south of their home as shown on the right. He will work with the owner but has no concerns with the private extension of utilities from their home to the garage as well or to tap into the City mains as proposed from 9th Street. The owner will work with Pat to determine how they will connect water and sewer to the proposed guest cottage/garage prior to the submittal of the building permit.

Tony Johnson, Public Works Director, reviewed the CUP application and had no concerns with the application.

Emergency Agencies: Wabasha Fire, Ambulance and Police, had no concerns with the application.

Surrounding Property Uses and Zoning: All surrounding property uses adjacent to this lot are single family and all are zoned R-2 (Medium Density Residential). A detached garage in addition to a second shed (building) is consistent with the zoning and character for this neighborhood. On some of the smaller lots, the land coverage that is proposed by the owner is also similar. However, it should be noted that the proposed lot coverage will be greater for this lot than other adjacent lots within the block.



Neighborhood Notification: All property owners within 350 feet of this property were notified within ten days of the public hearing and published in the paper on Tuesday, April 28, 2025, stating that a public hearing would be held on May 13, 2025 for this conditional use permit request.

Recommended Conditions:

1. Change in the square feet or setbacks of the building from the submitted CUP/IUP building will require a modification to the CUP.
2. Ownership for the home and guest cottage must be the same or a modification to the CUP is required.

PLANNING COMMISSION ACTION:

Below are sample resolutions for both approval and denial which may be used by the Planning Commission in their decision.

Sample resolution for approval

Resolution _____
CUP for a Guest Cottage

WHEREAS, the property addressed 306 9th Street is zoned R-2 which allows a guest cottage as a conditional use; and

WHEREAS, the proposed property has a land use designation of Medium Density Residential; and

WHEREAS, the use will not alter the character of the neighborhood where other neighbors have detached garage and additional sheds and all the lot is large enough to allow for an additional building what meets all required setbacks; and

WHEREAS, The Planning Commission provides the following findings:

1. Allowing a guest cottage use will not be detrimental to or endanger the public health, safety, comfort or general welfare of the city;
2. The proposed guest cottage will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted, nor substantially diminish and impair property values within the neighborhood;
3. The establishment of a guest cottage will not impede the normal and orderly development or use of the surrounding property for uses permitted in the district;
4. There is adequate public utilities for allowed use, and access to Franklin Avenue for the proposed use;
5. Adequate ingress and egress will not increase traffic congestion on Franklin Avenue
6. The proposed guest cottage use and location conforms to the applicable regulations of the district in which it is located;
7. Placing the guest cottage at the proposed setbacks meets the sight visibility triangle standards;
8. The proposed building will not require substantial filling and grading;
9. Use does not obstruct scenic views from public rights-of-way or existing residential uses;
10. The owners' lot is adequately sized for the proposed building, meeting all the minimum setback requirements for an accessory building in the Wabasha Zoning District, R-2.
11. The proposed use is consistent with the City's comprehensive land use plan.

NOW THEREFORE, IT IS HEREBY RESOLVED, the Planning Commission approves the Conditional Use Permit for a guest cottage at 306 9th Street East

Sample resolution for denial

Resolution _____
CUP for a Guest Cottage

WHEREAS, the property addressed 306 9th Street East is zoned Low Density Residential (R-2); and

WHEREAS, a Conditional Use Permit is required for a Guest Cottage; and

WHEREAS, The Planning Commission provides the following findings: [insert findings as deemed appropriate]

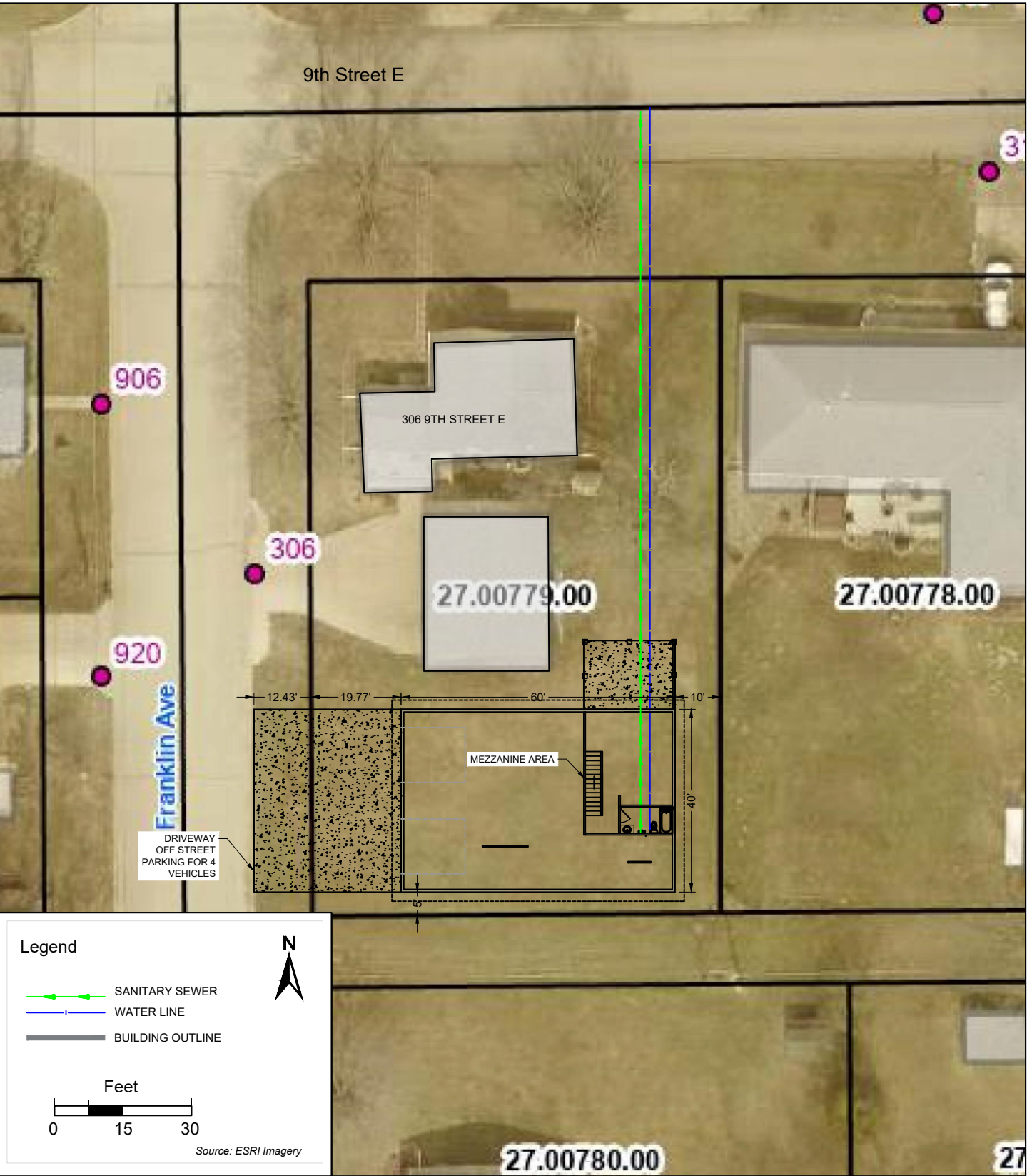
NOW THEREFORE, IT IS HEREBY RESOLBED, the Planning Commission denies the Conditional Use Permit for a guest cottage as requested by the applicant Jacob Jorgenson located at 306 9th Street East.

Guest Cottage

Figure 1

306 9th Street E
Wabasha, Minnesota

Guest Cottage Layout
Date: 04/2025



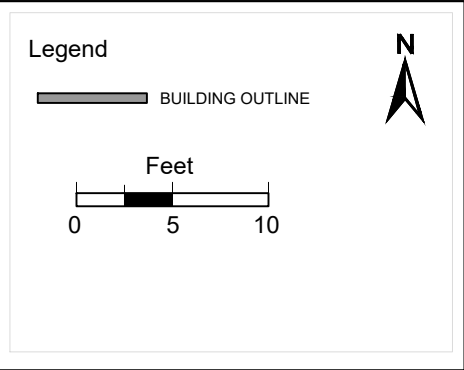
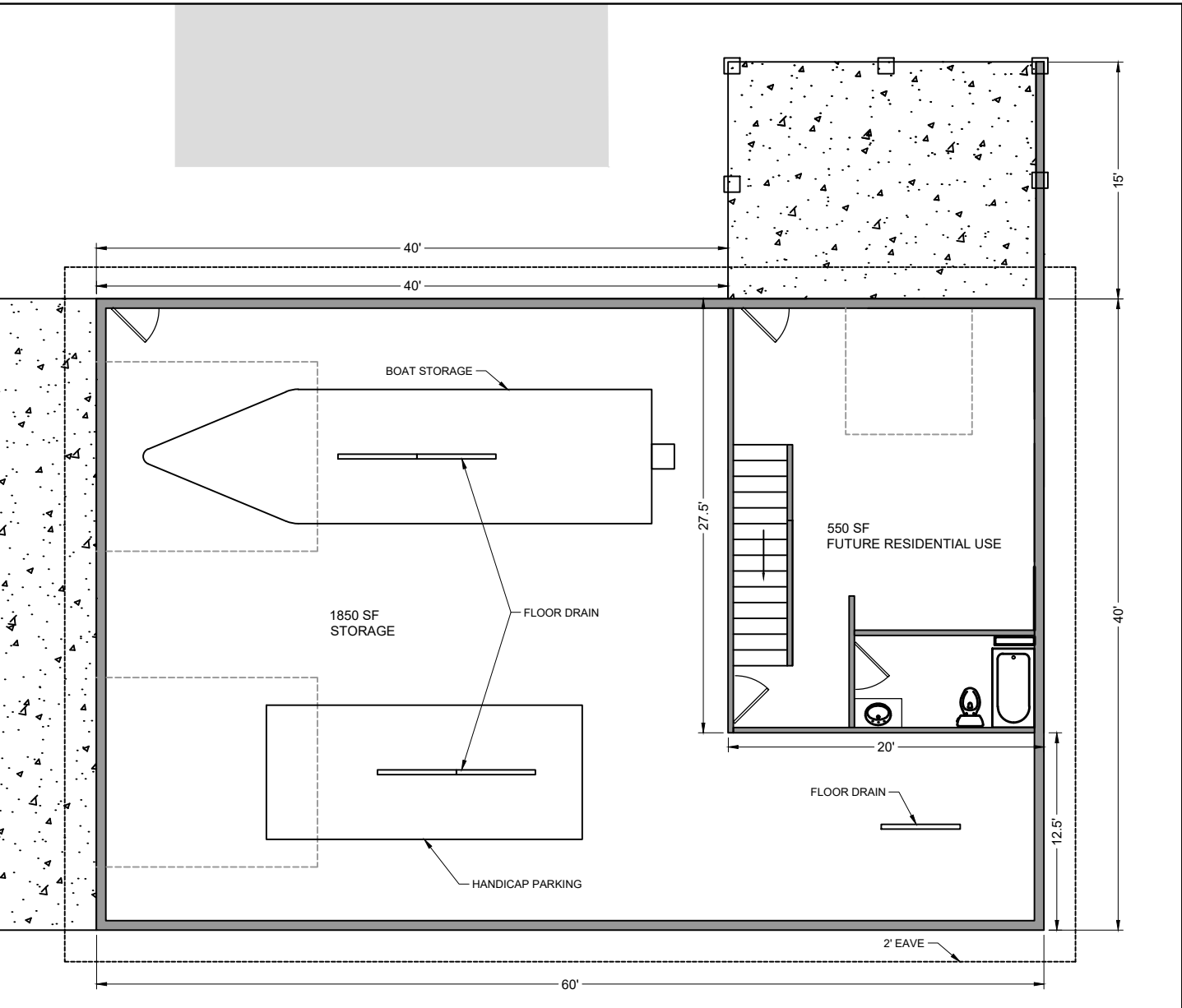
C:\Users\jorgenson\Desktop\Personal\Wabasha\306 9th Street E\Shop Build\20' Layout\Barn Layout Figure.dwg

Guest Cottage

Figure 2

306 9th Street E
Wabasha, Minnesota

Guest Cottage - Interior
Date: 04/2025



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Legend

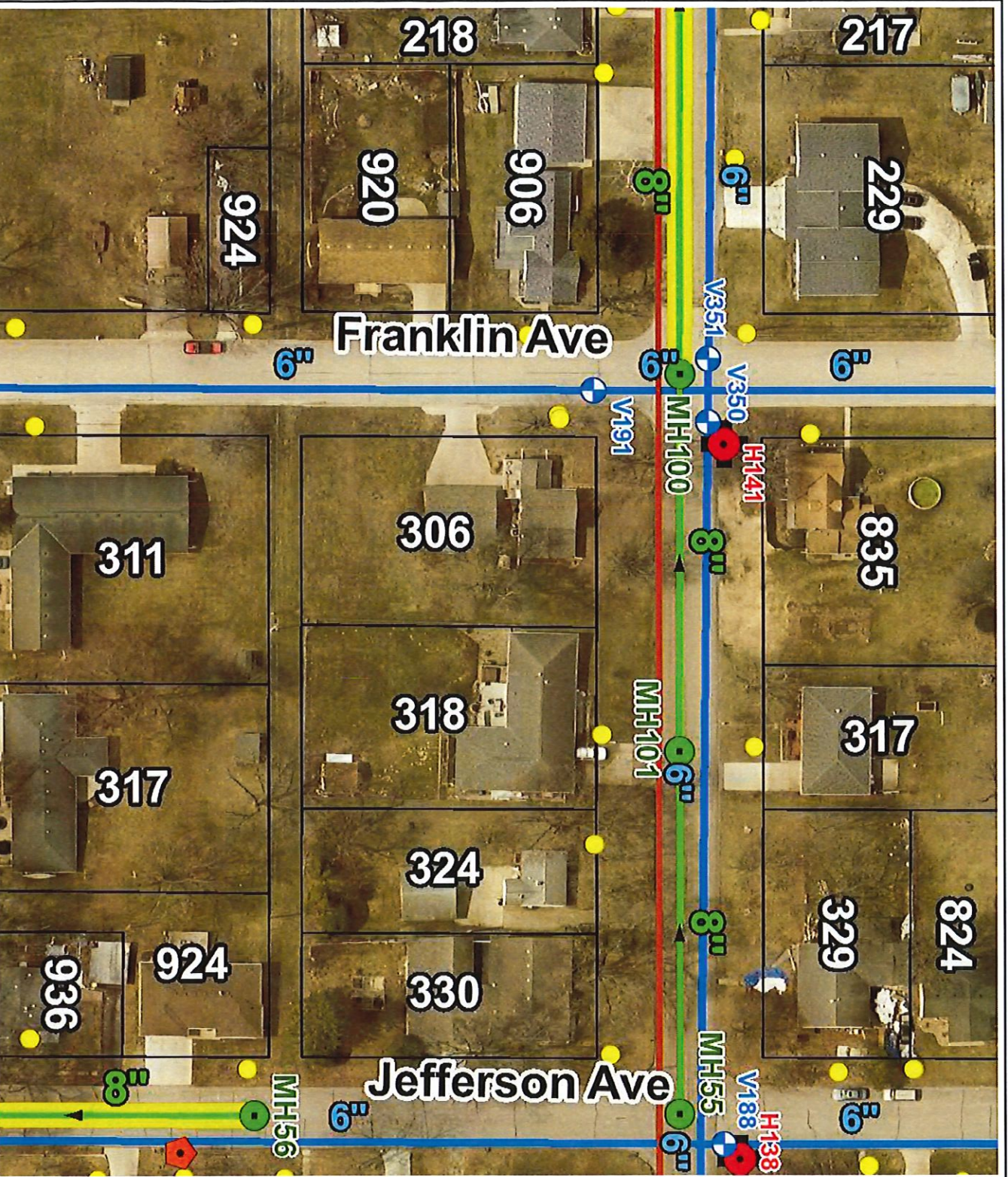
- City Limits
- Sanitary Air Release Manhole
- Tracer Wire Box
- Sanitary Building
- Sanitary Lift Station
- Sanitary Manhole
- Sanitary Clean Out
- Sanitary Curbstops
- Sanitary Flushing
- Sanitary Pipe
- Sanitary Pipe Lining
- Sanitary Foremain
- Water Tracer Wire Box
- Water Building
- Booster Station
- Reservoir
- Curb Stop
- Water Valve
- Water Hydrant
- Water Well
- Water Pipe
- Water Service
- Abandoned Water Pipe
- Parcels (02/26/24)

Map Name



Disclaimer:

This drawing is neither a legally recorded map nor a survey and is not intended to be used as one. This drawing 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. The City of Wabasha is not responsible for any inaccuracies herein contained.



0 66 Feet

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Planning Commission

6) 1)

Meeting Date: 05/13/2025

SUBJECT: Updated Nuisance Ordinance & Zoning Ordinance Suggested Changes

DEPARTMENT: Administration

TITLE:

Updated Nuisance Ordinance & Zoning Ordinance Suggested Changes

PURPOSE:

Please see the attached staff memo for updates to the nuisance ordinance and suggested changes to the zoning ordinance.

Attachments

Staff Report



MEMORANDUM

Date: May 6, 2025
To: Planning Commission
From: Kristi Trisko, AICP, PMP
Subject: Updated Nuisance Ordinance, Zoning Ordinance Suggested Changes

Planning Commission Zoning Ordinance Review:

RED text is new to the Zoning Ordinance, RED and Highlighted is new since our discussion in March.

JUNKYARD. Any area, lot, land, parcel, building or structure or part thereof used for the storage, collection, processing, purchase, sale or abandonment of wastepaper, rags, scrap metal or other scrap or discarded goods, materials, machinery or two or more unregistered, inoperable motor vehicles or other type of junk and ancillary business offices. A JUNKYARD does not include such uses conducted entirely in an enclosed building. A junkyard is not an allowed use in the City of Wabasha.

Outdoor Sales, service, rental lot: An outdoor space for display and/or sales of automobiles, trucks, motorcycles, boats, trailers, recreational vehicles, lawnmowers, snowblowers, mobile and manufactured homes and similar products, materials or merchandise where the majority of product is located, and business can occur within a permanent structure.

COMMERCIAL RETAIL. The selling of merchandise or goods over a counter to consumers and rendering services incidental to the sale of the goods including services which support agricultural such as soil preparation, crop, farm and breeding services on a fee or contract basis where no more than 5% of items for sale can be seasonally displayed outside within the commercial property if a reasonable turnover of items is occurring. All commercial retail drive-thru uses require an interim use permit.

CONTRACTOR YARD. A site used for storage of equipment and supplies used by a construction or landscape contractor in the operation of their business. All contractor yards will require an interim use permit.

(IUP's in TDC, GC, HC, and I Zones)

RETAIL USES									
	RC	RRLA	RRGT	R-1	R-2	TDC	GC	HC	I
Contractor yard							I ^P	I ^P	I ^P
Open sales, service, rentals lot						I	I	I	I

- ✓ **Mixed Use “Use Definition:** A mix of more than one principal use per lot or parcel including different types of residential (single and multi-family) and/or mix of residential, commercial and/or institutional uses.

MISCELLANEOUS USES									
	RC	RRLA	RRGT	R-1	R-2	TDC	GC	HC	I
Mixed use with 4 dwelling units or less and < 1,000 s.f. of institutional uses, and/or <1,500 s.f. office, retail and/or service uses.					C	P	P		
Mixed use with 5 dwelling units or more with any other uses excluding industrial uses.						C	C		

Performance Standard ADDITION– Outdoor Storage (See new section below)

§ 162.110 OUTDOOR STORAGE

A. The Following standards shall apply to all outdoor storage uses:

- (1) In non-residential districts, all outdoor storage, sales or service uses **including but not limited to outdoor sales, service or rental lot uses** which are allowed by other provisions of this ordinance, **except commercial retail**, shall be screened from all public views and from adjacent residential uses and residential zoning districts **unless approved by the City.**
 - a. **Sales uses such as automobile sales lots, located along arterial or collector roadways selling automobiles, boats, and/or recreational vehicles with no outdoor storage or outdoor service, screening will only be required adjacent to residential districts, residential uses, or any incompatible uses as determined by the City.**
- (2) All outdoor storage, sales or service uses, excluding residential **and commercial retail uses**, will require an interim use permit. **In the event an outdoor storage use is determined to be a legal nonconforming use, such a use will not be required to obtain a conditional or interim use permit, but a property owner of the legal nonconformity shall be subject to other performance standards in this section.**
- (3) In residential districts, materials and equipment must be stored within a building or be fully screened so as not to be visible from adjoining properties, except for the following in good order: laundry, firewood, agricultural equipment and materials, construction and landscaping materials and equipment, if currently be used on the property, **and off-street parking of vehicles** if currently being used on the property.
- (4) Required screening or buffering may be achieved with fences, walls, earth berms, **established** hedges or landscape materials. All walls and fences shall be architecturally harmonious with the principal building. Earth berms shall not exceed a slope of 3:1. The required screen shall be designed with materials which provide an effective visual barrier during all seasons.

(5) All required screening or buffering must be in place before the use begins unless another specified timeframe is determined by the Planning Commission.

(6) All required screening or buffering shall be located on the lot occupied by the use or building to be screened. No screening or buffering shall be located on any public right of way or within sight visibility triangles as defined in § 162.014 Building Sight Visibility.

(7) Screening or buffering required by this section shall be of a height needed to accomplish the goals of this section and will be defined as a condition during the use permit process. All fences and walls constructed must meet the standards found in § 162.092.

(8) In all districts, the city may require an interim or conditional use permit for any exterior storage if it is demonstrated that such storage is a hazard to the public health and safety or has a depreciating effect upon nearby property values, or impairs scenic views or constitutes a nuisance.

Next Steps: If the Planning Commission believes that these zoning ordinance corrections are ready, request staff to schedule a public hearing for our June 2025 Meeting.