

**City of Zumbrota**  
**Planning Commission Regular Meeting Minutes**  
**Tuesday, March 12, 2024, 5:30 pm**  
**City Hall**

**Present:** Chair Matt Rockne, Commissioners Bev Weness, Bev Holzheu, and Council Member Joan Bucher. Also present: Community Development Directors Kurt Meister, Finance/HR Director Kim Simonson, and City Administrator Brian Grudem.

**Absent:** Connie Boyd, Tom Steger, Kim Jensen

1. **Rockne called meeting to order at 5:33 pm.**
2. **Agenda: MOTION** Weness, second Bucher to approve the agenda with a correction to the date. Approved 4-0-0.
3. **Minutes: MOTION** Weness, second Holzheu to approve February 13, 2024, minutes. Approved 4-0-0.
4. **Public Hearing**
5. **Old Business**
  - a. **Encroachment Agreement – 109 Sugarloaf Lane.**

At the February Planning and Zoning meeting the commission recommended the Council approve the encroachment agreement for 109 Sugarloaf Lane. Council discussed the item but there was some confusion regarding the amount of encroachment of the lean-to structure within the setback. Public Works Director Mike Olson said the lean-to does not encroach but rather goes all the way to the lot line.

Council did not feel comfortable and sent it back to PZ. They also thought an encroachment agreement would be a better agreement than a variance. Their thoughts were that if the structure were ever damaged or dilapidated it should be removed rather than be allowed to be rebuilt. Rockne had spoken with Charles Nelson, the property owner, about an encroachment agreement and Nelson was not in favor. The Commission discussed this and found the encroachment agreement would be the best way to address this and would like the word “improvement” changed to expansion. **MOTION** Bucher, second Weness to approve the encroachment agreement for 109 Sugarloaf Lane with the change of the word improvement to expansion. Approved 4-0-0.

**New Business**

**b. Storage Facility – 1431 North Star Drive**

Steve Bucker would like to build a storage unit in a C2 Highway Commercial District. The language pertaining to this type of district does not address storage as a permitted use. The Commission discussed the language and if a standard would be set if this were approved. **MOTION** Weness, second Holzheu to add storage as a permitted use within a C2 districted. Approved 3-0-1 (Bucher abstaining). se in the C2 district. Weness, second Bev H. Approved 3-0-1 (Bucher abstaining)

**c. Possible Re-Zone- 70 3<sup>rd</sup> St W**

Keller-Baartman is interested in constructing another apartment complex in the site of the older Frandsen Bank building. The current zoning does not allow a PUD. A public hearing would need to be held and there is a time crunch due to some grant deadlines. **MOTION** Bucher, second Weness to set a public hearing to discuss a rezone for the Frandsen Bank property on West Avenue and 3<sup>rd</sup> Street for April 9, 2024, at 5:35 pm.

**d. Annual Report**

Tabled until next meeting due to commissioner absence.

**MOTION** Rockne, second Bucher to adjourn the meeting at 6:12 pm. Approved 4-0-0.