



WASECA COUNTY PLANNING COMMISSION MEETING

Thursday, January 2, 2025 - 7:00 p.m.

East Annex Public Meeting Room

300 N State Street – East Annex, Waseca, MN 56093

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Meeting ID: 238 862 654 428

Passcode: JM6qK7ay

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Phone conference ID: 904 160 641#

AGENDA

1. **CALL TO ORDER/ESTABLISH A QUORUM**
2. **APPROVAL OF AGENDA**
3. **ELECTION OF CHAIR AND VICE CHAIR FOR 2025**
4. **APPROVAL OF 2025 MEETING CALENDAR**
5. **REVIEW/APPROVAL OF MINUTES** – December 5, 2024
6. **PUBLIC HEARINGS:**
Request for Amendments to Articles 6 and 8 of the Unified Development Code (UDC). Waseca County requests these amendments following a series of work sessions by the Waseca County Board of Commissioners.
7. **MISCELLANEOUS**
8. **ADJOURNMENT**

Waseca County 2025 Meeting Schedule and Deadlines

All meetings held in Waseca County East Annex

<p>Board of Adjustment (BOA) – Variances Meet 1st Thursday of the month</p> <p>Time: 6:00 p.m.</p> <p>Administrative appeals – TBA special date/time for meeting</p>	<p>Planning Commission (PC) – Conditional Use Permits, Zoning, Subdivision/Plats Meet 1st Thursday of the month</p> <p style="text-align: right;">Time: 7:00 p.m. unless otherwise announced</p> <p style="text-align: center;">County Board of Commissioners Meet 1st and 3rd Tuesdays of the month at 9:30 a.m.</p> <p style="text-align: right;"><i>*Initial report to County Board may require full report at another county board meeting*</i></p>
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BOA/PC Meeting	Application deadline	Public Hearing mailing	BOA/PC packet mailing	County Board Meeting* <small>(only items from PC meeting)</small>
January 2	December 6	December 20	December 27	January 21
February 6	January 10	January 24	January 31	February 18
March 6	February 7	February 21	February 28	March 18
April 3	March 7	March 21	March 28	April 15
May 1	April 4	April 17	April 25	May 20
June 5	May 9	May 23	May 30	June 17
July 3	June 6	June 20	June 27	July 15
August 7	July 11	July 25	August 1	August 19
September 4	August 8	August 22	August 29	September 16
October 2	September 5	September 19	September 26	October 21
November 6	October 10	October 24	October 31	November 18
December 4	November 7	November 21	November 26	December 16
2026 January 8	December 12	December 26	January 2, 2026	January 20, 2026

An initial report will be provided to the County Board prior to the above listed dates



WASECA COUNTY PLANNING COMMISSION

DRAFT MINUTES

Date: December 5, 2024 **Time:** 7:40 pm **Venue:** East Annex, Waseca, MN

CALL TO ORDER/ESTABLISH A QUORUM

A quorum to conduct business was established and the Chair Russ Frederick called the Waseca County Planning Commission meeting to order at 7:40 p.m. at the meeting room in the East Annex Building and via Microsoft Teams Meeting.

Members	<input checked="" type="checkbox"/>	Russ Frederick Chair	<input checked="" type="checkbox"/>	Stephanie Roemhildt Vice Chair	<input checked="" type="checkbox"/>	Brad Krause County Commissioner
					<input checked="" type="checkbox"/>	Tom Sexton
	<input checked="" type="checkbox"/>	Marv Pearson	<input checked="" type="checkbox"/>	Mark Sommers	<input checked="" type="checkbox"/>	Leon Schoenrock
Staff	<input checked="" type="checkbox"/>	Maame Quarcoo, AICP – Senior Land Use Planner				
	<input checked="" type="checkbox"/>	Shelley Hyatt, Land Use Planning Assistant				
Others Present	Names include as seen on sign-in sheet. Spellings of names shown as best as possible from handwritten signatures.					

APPROVAL OF AGENDA

Revisions	None					
Decision	APPROVE <input checked="" type="checkbox"/>			APPROVE WITH REVISIONS <input type="checkbox"/>		
Motion	<input type="checkbox"/>	Russ Frederick Chair	<input type="checkbox"/>	Stephanie Roemhildt Vice Chair	<input type="checkbox"/>	Brad Krause County Commissioner
					<input checked="" type="checkbox"/>	Tom Sexton
	<input type="checkbox"/>	Marv Pearson	<input type="checkbox"/>	Mark Sommers	<input type="checkbox"/>	Leon Schoenrock
Second	<input type="checkbox"/>	Russ Frederick Chair	<input type="checkbox"/>	Stephanie Roemhildt Vice Chair	<input type="checkbox"/>	Brad Krause County Commissioner
					<input type="checkbox"/>	Tom Sexton
	<input type="checkbox"/>	Marv Pearson	<input type="checkbox"/>	Mark Sommers	<input checked="" type="checkbox"/>	Leon Schoenrock
Vote to approve Agenda	<input checked="" type="checkbox"/>	Pass	<input type="checkbox"/>	Fail	Vote: <u>7</u> Yes <u>0</u> No	

REVIEW/APPROVAL OF MINUTES: November 7, 2024

Revisions	None.					
Decision	APPROVE <input checked="" type="checkbox"/>			APPROVE WITH REVISIONS <input type="checkbox"/>		
Motion	<input type="checkbox"/>	Russ Frederick Chair	<input type="checkbox"/>	Stephanie Roemhildt Vice Chair	<input type="checkbox"/>	Brad Krause County Commissioner
					<input type="checkbox"/>	Tom Sexton
	<input type="checkbox"/>	Marv Pearson	<input checked="" type="checkbox"/>	Mark Sommers	<input type="checkbox"/>	Leon Schoenrock
Second	<input type="checkbox"/>	Russ Frederick Chair	<input type="checkbox"/>	Stephanie Roemhildt Vice Chair	<input type="checkbox"/>	Brad Krause County Commissioner
					<input type="checkbox"/>	Tom Sexton
	<input checked="" type="checkbox"/>	Marv Pearson	<input type="checkbox"/>	Mark Sommers	<input type="checkbox"/>	Leon Schoenrock
Vote to approve Minutes	<input checked="" type="checkbox"/>	Pass	<input type="checkbox"/>	Fail	Vote: <u>7</u> Yes <u>0</u> No	

PUBLIC HEARINGS: presented by Maame Quarcoo

A. Request to rezone four (4) parcels east of the City of New Richland

Applicant Name(s)	Waseca County
Request	Waseca County requests to change the zone district from A-1 Agricultural Protection Zoning District to HC Highway Commercial District for four parcels with PIDs: 07.021.0600, 07.016.1300, 07.021.0900 and 07.925.0200 in Sections 16 and 21 T105N R22W of New Richland Township.
UDC Reference	 §6.08 6.08 A-1 AGRICULTURAL PROTECTION DISTRICT STANDARDS  §6.17 HC Highway Commercial District Standards
Issues with the Request	None
Agency Comments	<p>New Richland City Administrator was sent an email containing a link to the staff report for review and comments. Anthony Martens' comment is below:</p> <p>From: Anthony Martens <amartens@newrichlandmn.gov> Sent: Monday, December 2, 2024 10:05 AM To: Maame Quarcoo <Maame.Quarcoo@wasecacounty.gov> Subject: Re: County Rezoning Request east of New Richland City limits</p> <p>You don't often get email from amartens@newrichlandmn.gov. Learn why this is important</p> <p>[NOTICE: This message originated outside of Waseca County -- DO NOT CLICK on links or open attachments unless you are sure the content is safe.]</p> <p>Good Morning,</p> <p>We have no concerns with the changes that are being proposed.</p> <p>Tony</p> <p><i>Anthony Martens</i> City Administrator Emergency Management Director</p>  <p>203 N. Broadway Ave PO Box 57 New Richland, MN 56072 www.newrichlandmn.gov</p> <p>Please note new email: amartens@newrichlandmn.gov</p>
Affected Property Owner(s) comments	<p>Staff sent a letter notifying the affected property owners of the rezoning request and asking for their feedback or comments.</p> <p>An email from Jason N. Godwin, from Northern Natural Gas (Right of Way Department expressing no objection to the proposed rezoning request by the County. The email is shown below:</p> <p>From: Godwin, Jason (Northern Natural Gas) {Contractor} Jason.Godwin@nngco.com Sent: Tuesday, December 3, 2024 11:46 AM To: Maame Quarcoo Maame.Quarcoo@wasecacounty.gov Cc: zoningpermits zoningpermits@wasecacounty.gov Subject: COMMENT per Rezoning Letter - New Richland, Corner of Hwy 13 and Hwy 30</p> <p>Some people who received this message don't often get email from jason.godwin@nngco.com. Learn why this is important</p> <p>[NOTICE: This message originated outside of Waseca County -- DO NOT CLICK on links or open attachments unless you are sure the content is safe.]</p> <p>Dear Maame Quarcoo,</p> <p>My name is Jason Godwin and I am writing you from the Land Department at Northern Natural Gas Company. I am writing in response to your letter of October 24th which announced the proposed zoning changes for four properties located at or near the corner of Highways 13 and 30 in New Richland.</p>

	<p>Northern owns the tract which is known by PID No. 07.925.0200. This property is operated as a natural gas point-of-sale station where Northern sells natural gas to the local gas utility. This station is served by a high-pressure natural gas pipeline which traverses the property known by PID No. 07.021.0600. Please see the various attachments for reference. In addition, the local gas utility likely operates gas pipelines which emanate outward from the point-of-sale station as well.</p> <p>Northern does NOT object to the rezoning of this property. However, we did want to call these high-pressure natural gas facilities to the attention of the Planning Commission and the Planning and Zoning Office.</p> <p>Please let me know if you have any questions or need anything further.</p> <p>Thank you,</p> <p>Jason N. Godwin Northern Natural Gas Right of Way Department Office: 651-456-1711 jason.godwin@nngco.com</p>					
Public Comments	<p>The Public Hearing was opened and closed at 7:45 pm</p> <p>No member of the public, both online and in-person, commented on the request.</p>					
Planning Commission Discussion/ Questions	None					
DECISION:						
Motion on Conditions	Motion to Recommend Approval of the request.					
Motion By:	<input type="checkbox"/>	Russ Frederick Chair	<input type="checkbox"/>	Stephanie Roemhildt Vice Chair	<input type="checkbox"/>	Brad Krause County Commissioner
					<input checked="" type="checkbox"/>	Tom Sexton
Seconded By:	<input type="checkbox"/>	Marv Pearson	<input type="checkbox"/>	Mark Sommers	<input type="checkbox"/>	Leon Schoenrock
	<input type="checkbox"/>	Russ Frederick Chair	<input type="checkbox"/>	Stephanie Roemhildt Vice Chair	<input type="checkbox"/>	Brad Krause County Commissioner
					<input type="checkbox"/>	Tom Sexton
	<input type="checkbox"/>	Marv Pearson	<input checked="" type="checkbox"/>	Mark Sommers	<input type="checkbox"/>	Leon Schoenrock
Vote	<input checked="" type="checkbox"/>	Pass	<input type="checkbox"/>	Fail	Vote: <u>7</u> Yes <u>0</u> No	
Decision on Condition	APPROVE <input checked="" type="checkbox"/>		APPROVE AS AMENDED <input type="checkbox"/>		DENY <input type="checkbox"/>	
Decision on Request	Recommend Approval with Conditions		Table Request <input type="checkbox"/>		Deny <input type="checkbox"/>	
	As presented <input type="checkbox"/>	With revisions to site Plan <input checked="" type="checkbox"/>	Reason:		Reason:	
Vote to Approve the Request	<input checked="" type="checkbox"/>	Pass	<input type="checkbox"/>	Fail	Vote: <u>7</u> Yes <u>0</u> No	

B. Request for Amendments to Article 6 of the Unified Development Code (UDC)

Applicant Name(s)	Waseca County Planning and Zoning
UDC Section to be amended	Article 6; §6.06 through §6.16
Request	Waseca County requests amendments to Article 6 following a series of work sessions by the Waseca County Board of Commissioners.
Proposed Code Amendment Language	The proposed code language can be found by following the link: https://www.wasecacounty.gov/DocumentCenter/View/10034/Proposed-Changes-Amendment-to-Article-6?bidId .

Public Comments	The Public Hearing was opened and closed by Frederick at 8:10pm. No member of the public, either online or in-person, commented on the zoning code amendment.					
Planning Commission Discussion/ Questions	None					
DECISION:						
Motion to approve UDC amendment	Motion to recommend approval of the Zoning Code Amendment as presented by staff.					
Motion By:	<input type="checkbox"/>	Russ Frederick Chair	<input type="checkbox"/>	Stephanie Roemhildt Vice Chair	<input type="checkbox"/>	Brad Krause County Commissioner
					<input checked="" type="checkbox"/>	Tom Sexton
Seconded By:	<input type="checkbox"/>	Marv Pearson	<input type="checkbox"/>	Mark Sommers	<input type="checkbox"/>	Leon Schoenrock
	<input type="checkbox"/>	Russ Frederick Chair	<input type="checkbox"/>	Stephanie Roemhildt Vice Chair	<input type="checkbox"/>	Brad Krause County Commissioner
Vote	<input type="checkbox"/>	Marv Pearson	<input checked="" type="checkbox"/>	Mark Sommers	<input type="checkbox"/>	Leon Schoenrock
	<input checked="" type="checkbox"/>	Pass	<input type="checkbox"/>	Fail	Vote: <u>6</u> Yes <u>0</u> No	
Amendment	APPROVE <input checked="" type="checkbox"/>		APPROVE AS AMENDED <input type="checkbox"/>		DENY <input type="checkbox"/>	
Decision on Request	Recommend Approval with Conditions		Table Request Reason <input type="checkbox"/>		Deny Reason: <input type="checkbox"/>	
	As presented With revisions	<input checked="" type="checkbox"/>				
Vote to Approve the Request	<input checked="" type="checkbox"/>	Pass	<input type="checkbox"/>	Fail	Vote: <u>7</u> Yes <u>0</u> No	

MISCELLANEOUS: There were discussions on feedlot setbacks and reciprocal variances to feedlot operators.

ADJOURNMENT

Motion:	Motion to adjourn the meeting					
Motion By:	<input type="checkbox"/>	Russ Frederick Chair	<input type="checkbox"/>	Stephanie Roemhildt Vice Chair	<input type="checkbox"/>	Brad Krause County Commissioner
					<input type="checkbox"/>	Tom Sexton
Second By:	<input type="checkbox"/>	Marv Pearson	<input type="checkbox"/>	Mark Sommers	<input checked="" type="checkbox"/>	Leon Schoenrock
	<input type="checkbox"/>	Russ Frederick Chair	<input type="checkbox"/>	Stephanie Roemhildt Vice Chair	<input type="checkbox"/>	Brad Krause County Commissioner
Vote to Adjourn	<input type="checkbox"/>	Marv Pearson	<input checked="" type="checkbox"/>	Mark Sommers	<input type="checkbox"/>	Leon Schoenrock
	<input checked="" type="checkbox"/>	Pass	<input type="checkbox"/>	Fail	Vote: <u>7</u> Yes <u>0</u> No	
Time	8:15pm					

Note:

1. Full Planning Staff Report on this matter can be found at:
<https://www.wasecacounty.gov/AgendaCenter/ViewFile/Agenda/12052024-602>
2. Contact the Planning and Zoning Department to listen to the full meeting recording.
Waseca County Planning and Zoning Department
300 N State Street
Waseca, MN 56093
Phone: 507-835-0650; Fax: 507-837-5310

Russ Frederick
Waseca County Planning Commission Chair



PLANNING STAFF REPORT

UDC Amendment: Articles 6 and 8

To: Planning Commission
From: Maame Quarcoo, AICP, Senior Land Use Planner
Meeting Date: January 2, 2025
Applicant: Waseca County
Location: All Townships and Unincorporated Areas in Waseca County
Main Contact: Planning and Zoning Department

Background

Request: Request for Amendments to Articles 6 and 8 of the Unified Development Code (UDC).

Waseca County requests these amendments following a series of work sessions by the Waseca County Board of Commissioners.

Background Information: The County Board of Commissioners in one of their work sessions reviewed sections 6.17 through 8.03 with County staff and proposed some changes. A link to the changes can be found by using the link at the bottom of this report.

Notifications:

- Legal Notice was published in the Waseca County Pioneer Newspaper on December 19, 2024.
- First class notices were mailed to all townships and municipalities in the County by December 20, 2024.
- Planning Commission Public Hearing scheduled for January 2, 2025.
- County Board of Commissioners Action anticipated within the first quarter of 2025.

Legal Consideration: Most of the changes are for ease of interpretation of the standards.

Recommendation

Staff recommends the Planning Commission consider making a recommendation to the Waseca County Board of Commissioners to adopt the proposed changes to the UDC as shown on the County [Planning and Zoning Department Page](#).

Code Amendment Link

Click on the link below for the UDC proposed changes to §6.17 through §8.03:
<https://www.wasecacounty.gov/DocumentCenter/View/10061/Proposed-Changes-to-Articles-6and8?bidId>