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**MEETING MINUTES
AUSTIN CITY PLANNING COMMISSION
November 12th, 2025
AUSTIN CITY COUNCIL CHAMBERS
5:30 PM**

COMMISSIONERS PRESENT: Jay Lutz, Melissa Swenson, Mark Mayer, Peter Bartley, Aaron Stewart, Megan Burroughs, Jason Duffy, Jana Norman

COMMISSIONERS ABSENT: Rita Srock

OTHERS PRESENT: Planning & Zoning Administrator Holly Wallace
City Attorney Craig Byram

Commissioner Lutz called meeting to order at 5:30 pm. Commissioner Swenson made a motion to approve the October 2025 minutes. Commissioner Stewart 2nd. All in favor, none opposed. Motion carried.

Lutz – Aye
Swenson – Aye
Mayer – Aye
Bartley– Aye
Stewart – Aye
Burroughs – Aye
Duffy – Aye
Norman - Aye

Ayes – 8 Nays – 0

OPEN PUBLIC HEARING: The petitioner at 701 31st St NW is requesting a variance from City Code Section 11.031, which limits properties to 3 accessory structures on lots greater than one acre totaling 1800 sq. ft. or less in residential districts.

Holly Wallace went over the petition and items the commissioners must consider. The property is in a R-1 district surrounded by single family properties & Turtle Creek. The owner wishes to build a 16x25 ft addition on a current detached garage and add a 30x40 ft pole shed.

The property will only have 2.5% sq footage coverage with 40% being allowed.

Commissioner Mayer questioned if the structures complied with the setback requirements. Holly stated that they will be reviewed in the permit process.

There is nothing in the ordinance stating which side of the new structure will need to face the Public right of way.

Commissioner Burroughs questioned the purpose of the extra storage.

The petitioners were present. Anthony Mallizzio said he will be using it for hobby space, project cars, making maple syrup.

Commissioner Lutz asked if there were any HOA restrictions.

Holly stated that it would be a private contract the city does not consider.

Notices were mailed to surrounding properties with no response, including empty lots owned by Turtle Creek Construction.

Commissioner Mayer clarified that there will be 3 outbuildings and the home.

-Yes

Commissioner Bartley motioned to recommend to council approval of the variance as presented along with considerations and requirements listed. Commissioner Duffy 2nd. All in favor, none opposed. Motion Carried.

Lutz – Aye

Swenson – Aye

Mayer – Aye

Bartley– Aye

Stewart – Aye

Burroughs – Aye

Duffy – Aye

Norman - Aye

Ayes – 8 Nays – 0

OPEN PUBLIC HEARING: The petitioner at 1106 10th Dr SE is requesting a Conditional Use Permit for outdoor used auto sales in an “I-1 Light Industrial” district.

Holly Wallace went over the petition, requirements, and considerations. The petitioners are not the owners of the property but are the tenants occupying Suite A as “Stinnet Auto Sales” since October 1st, 2025. They are hoping to open a used car lot and have 5 to 7 cars at a time. The owner Jim Walker is in favor of the petition.

The county maintains the ROW in front of the business and prefers vehicles to not be parked or stored there at any time.

-There has been an issue with Suite B “Westside Auto Repair” doing this.

The commissioners had several questions for the petitioners who were present.

Brianna Stinnett 806 7th Ave SE.

They plan to park in the front of the building. They plan to put the cars for sale on the North side gravel lot. There is only 1 required parking spot per employee. They believe there is city sewer & water to the structure. The junk/vehicle complaints in the past were not caused by them. They will not park vehicles in the ROW. They will agree to keep vehicles within known property lines. They will be applying for the state license after the CUP is approved.

Commissioner Duffy said that the state will not approve vehicles being stored on a gravel surface.

Commissioner Bartley asked if we need to put a limit on the number of vehicles they can have for sale at one time?

Holly stated it would make it easier.

Any zoning issues would be enforced by Planning & Zoning.

If there is a property line issue that should be worked out between the owner & tenant.

Notices were mailed to the required surrounding properties with no feedback received.

The commissioners discussed and agreed to 10 vehicles for sale relative to Suite A.

Suite B is a legal nonconforming use annexed into the city.

A new occupant of Suite A would not need to apply for a new CUP, just their state license.

Commissioner Lutz proposes the motion to recommend approval to council of the CUP for Suite A with used auto sales of 10 vehicles, they must operate within property lines, and no parking in the ROW. Commissioner Swenson 2nd. All in favor, none opposed. Motion Carried.

Lutz – Aye

Swenson – Aye

Mayer – Aye

Bartley– Aye

Stewart – Aye

Burroughs – Aye

Duffy – Aye

Norman - Aye

Ayes – 8 Nays – 0

OPEN PUBLIC HEARING: The petitioner at 1109 Oakland Ave W is requesting a variance from City Code Section 11.023, which requires a 20% greenspace in B-2 zoning districts. Amended from the April & June 2025 meetings. The current greenspace is calculated at 9.4%.

Holly Wallace went over the petition. The plan was changed when implemented. There was possibly an error made by the contractor. So, the variance must be amended for zoning compliance.

They are required to have 14 parking spaces and currently have 17 or 18.

Commissioner Lutz suggested that traffic safety is more important than green space.

City engineer Steven Lang was not present but suggested that there has been too much parking on 11th St.

Sam Ewing cannot force his employees not to park there but said he will encourage them to park elsewhere. The parking lot has not been full because the drive throughs are so busy. They have looked into buying a lot from Kwik Trip for employee parking, but it is not feasible.

Commissioner Lutz proposes to recommend approval to council for the amended variance of 9.4% green space. Commissioner Norman 2nd. All in favor, none opposed. Motion Carried.

Lutz – Aye

Swenson – Aye

Mayer – Aye

Bartley– Aye
Stewart – Aye
Burroughs – Aye
Duffy – Aye
Norman - Aye

Ayes – 8 Nays – 0

There is an open house for the Comp Plan Wednesday the 19th from 5-7pm at the Nature Center.

GovWell was discussed. Jay has a zoom meeting set up with them. Other commissioners should be receiving an email.

Commissioner Burroughs motioned to adjourn. Commissioner Swenson 2nd. All in favor, none opposed. Motion Carried.

Lutz – Aye
Swenson – Aye
Mayer – Aye
Bartley– Aye
Stewart – Aye
Burroughs – Aye
Duffy – Aye
Norman - Aye

Ayes – 8 Nays – 0

Meeting adjourned at 6:33 pm.