

CITY OF RUSHFORD VILLAGE (CRV)
PLANNING/ZONING COMMISSION MEETING MINUTES FROM TUESDAY, January 20, 2026

The Tuesday, January 20, 2026 Planning and Zoning meeting was called to order at 5:32 pm by Planning and Zoning Administrator Jon Pettit in the CRV Office.

Members Present: Jon Pettit, Gordon Johnson and Glen Kopperud

Absent: Jesse McNamer and Hamilton Petersen

Citizens/Others Present: Dennis Overland-Mayor and Mary Miner-Clerk

Agenda Approved as presented:

Motion by Johnson, 2nd by Kopperud. Carried.

Minutes:

- Kopperud questioned the 3rd bullet point on the first page “Pettit explained CRV has a potential subdivision that could connect to a Rushford street but CRV does not want to connect to the Rushford street as there is a problem with the road.” There was confusion as to what road was being discussed and in what context it was being discussed. Pettit requested it be removed from the minutes
- Kopperud commented on the minutes regarding collaboration between the Cities. He questioned how you would determine who the right people would be for this, Pettit stated it should be those with less baggage or those who have not been part of discussions in the past. Overland stated there has been interest from business owners from CRV, Rushford and the R-P School to start working together, Overland stated Longmire will be working on this. Kopperud stated sometimes speculation turns into people thinking the speculation is the facts when it is not. Johnson stated each city, even if working together, would remain as they are, it would not change the tax structures for each city unless there was a consolidation which he does not see happening. Kopperud stated we do not know what would happen if the CRV and Rushford started working together, it could change taxes. Johnson stated he feels working together would be the most appealing way to get started and if down the road there was something different it would be easier to accept. Overland stated many Cities work together without consolidating like Goodview and Winona, Dover and Eyota, etc.

Minutes from the December 16, 2025 Planning and Zoning Commission Meeting approved with the removal of the 3rd bullet point on the first page “Pettit explained CRV has a potential subdivision that could connect to a Rushford street but CRV does not want to connect to the Rushford street as there is a problem with the road.”

Motion by Kopperud, 2nd by Johnson. Carried.

NEW PERMITS: None Written

PERMIT STATUS / PROJECTS IN PROCESS / INQUIRIES: Pettit reported

- **Dominic Jenkins : Highway 16:**
 - Permit is very incomplete and he needs to do better. Example, the cost he has for a 35’x80’ shop/office is \$35,000.00, even if he does the work himself he needs to be a little more specific and a septic permit is needed
- **Jeremiah Smith: County Road 27**
 - Kitchen and bathroom remodel for \$40,000.00, no problem with this application
- **Brian Olson: Highway 16**
 - Olson has submitted two permit applications, one for corn bins and one for a house
 - There is not an address assigned to this location
 - Corn bin permit should not be a problem
 - A septic permit is needed before anything can move forward with the house permit
 - Olson would like to have two driveways at this location. Olson was told he needs to contact MN DOT for this. There is a driveway close to this location that serves a garage that is being lived in, Olson was told there is an ordinance that pertains to shared driveways

OTHER ISSUES/CONCERNS:

- **Review 2025 Planning and Zoning Rates Sheet & Permit Application:**

- 2025 Rate Sheet and Permit Application were reviewed. Board felt the rates needed to be revised to help keep the planning and zoning budget in line. Attorney and Engineering fees will increase as more projects start happening
- Options discussed-raising all fees considerably, doing away with no charge permits, price cap for very large projects, reconsider repairs/remodeling cost minimum starting point (now is \$10,000.00 lower to \$3,000.00) and look at the rates for per square foot for new homes and remodeling, chicken permits fee increase, public hearing costs. Johnson stated increases to the permit fees need to be reasonable. Overland stated the Council would make the final decision as to what the zoning permit fees would be but they would want a recommendation from Planning and Zoning to base their decision on.
- Pettit stated he gets paid for ten hours of work per month. Pettit did not recall ever writing down more than 10 hours in a month but stated the next zoning administrator will probably be better at writing down his time which will be additional cost for Planning and Zoning
- Johnson stated legal and publishing fees, public notifications and advertising fees need to be raised or thrown into the mix if they are all part of a public hearing cost or rezoning costs. Right now the cost of the zoning permit is included in the cost of the public hearing when one is needed. This could be raised from \$450.00 to \$650.00 once all the costs are figured in
- Pettit stated he does not know how the Farmer's Winn project would be charged. They are in the process of getting everything put together to start the project which is estimated to be fifteen million dollars. Johnson stated when there gets to be a project of this size maybe the percentages change and it's not so many dollars per thousand but instead for a commercial project a ceiling of so many thousand dollars because once you reach a certain point all the paperwork is done and CRV employee time is covered so what's the bottom line CRV would have to have to make a project like that go. Pettit stated a lot of the fees are paid up front in their cost rather than coming through CRV but CRV will have a lot of costs. Johnson stated 1% of fifteen million, \$150,000.00, is a small amount compared to the project size in the big picture of everything. It might not cost that much but there are a lot of costs for the project which could include attorney fees but it could probably be done for a lot less and that is why a having a ceiling might make sense as far as what CRV's investment might be in the project
- Kopperud stated they would have to be able to justify what they are raising the fees to and if looking at the fees of \$3,619.86 collected in 2025 and raised all the fees 20% it would raise it to a little over \$4,000.00 so that would be a start but 20% is a jump. Johnson stated 20% of a lot of the fee charges do not amount to much
- Pettit stated he wishes the no charge permits would go away and the rest should go up considerably. For the no charge he feels he is a tax collector making sure the paperwork is sent to the County so they can get money on it. Overland stated the problem he sees with doing away with no charge permits is right now people know they need to get a permit for things, he is afraid less people will get permits and CRV finding out after the fact. Miner stated there are people being dishonest who keep the cost under \$10,000.00 because they know they will not be charged for the permit. Johnson stated maybe the \$10,000.00 needs to be \$3,000.00. Pettit stated the recent storms have been a hassle for him but because shingles cost so much that is getting better because the cost is over \$10,000.00 so there should not be as many no cost permits. Now the usual no charge permits are for replacing a couple of windows and a door or things like that and if they are doing it themselves it is sometimes hard to remember to get a permit and why should CRV care because it is not going to change the value of the house and the assessor will come see it. Overland suggested making the minimum \$3,000.00 and charge for everything above that or something like that. Johnson stated even \$30.00 to \$50.00 for a permit is a small part of the cost of the total project, Pettit stated for the most part the contractor will eat the cost of the permit anyway. Johnson stated for the no charge permits maybe charge \$30.00 and up it to \$50.00 the next year to get something for them. Overland suggested having tier rates like \$3,000.00 to \$10,000.00 would be so much etc. Kopperud stated if Jon has to make a trip to deliver the permit that costs probably close to \$50.00
- The last update to the zoning permit fees was 6/5/2012. In the past the numbers didn't look so bad but now the legal and engineering fees are getting to be more
- Pettit feels there should be a permit fee for everything, including a minimum fee up to a certain amount, to make it work better.
- Miner will contact O'Koren to see if a public hearing is needed to change planning and zoning permit fee rates

Motion made table zoning fee rates discussion to February 17, 2026 meeting to allow time to think about best way to increase rates and approve rates as presented for now

Motion by Kopperud, 2nd by Johnson. Carried.

- **Review 2025 Permits Issued and Expenses:**

- 2025 Zoning Permits and Expenses were reviewed
- The total amount received from zoning permits was \$3,619.86. This included 38 residential, 2 new home, 7 farm, 2 business, 2 public hearing and 1 fine. Of the 52 total permits written 19 were no charge permits
- Total Expenses amounted to \$7,346.89. This included salaries \$4,789.91, legal fees \$1,244.00, Advertising/publishing \$912.98, Engineering Fees \$400.00
- There were a lot of items that required a legal opinion in 2025
- Planning and Zoning Board members stated this is a service provided for the CRV residents and do not feel it has to make money but should not be losing as much as it is

Motion made to approve permits issued and expenses as presented

Motion by Kopperud, 2nd by Johnson. Carried.

- Confirm: (1 yr Term: Commission Members Gordon Johnson and Jesse McNamer (1/1/26-12/31/26)
(2yr Term: Commission Members Glen Kopperud and Hamilton Petersen (1/1/26-12/31/27)

Regular Zoning Mtgs: 3rd Tuesday before 2nd Council Meeting, 5:30 PM, Rushford Village Hall-Office.

Next Meeting Tuesday, February 17, 2026

- McNamer was unable to attend the meeting but through text said he would continue his term, it was not known
Petersen would be absent so he was not contacted before the meeting about his term

Motion made to approve the Planning and Zoning Board terms, meeting day and time as presented

Motion by Johnson, 2nd by Kopperud Carried.

- **Jayne Longmire-CEDA Monthly Report:**

- Report was reviewed

- **Revolving Loan Fund (RLF) Committee:**

- Pettit stated he is not in favor of this money being used for grants, Overland stated she is no longer looking at grants but wants to get the money working and the grants Longmire would have been small grants for signage and things like that
- Overland stated we need to find someone who wants or needs to use the money. Pettit stated he wishes CRV did not have the money because CRV is unique and does not have a business downtown district, there are very few businesses in the area so we really do not have a use for the money and that is why it has been laying there and to just create something, he would like to see Norstad create something or do something with the land. Overland stated the way it was set up originally CRV hands were tied and there were so many hoops that had to be jumped through to use it but that has all changed now
- Overland stated the original money that was paid to the businesses came from the State, CRV received money when the businesses paid the loans back but have not been able to use it since which is a shame because there are businesses that could maybe use the money
- Overland stated Jayme Longmire, Miner and himself met to review the RLF application and guidelines revised by Longmire. Longmire has been working with O’Koren on them
- The hope is to put together a RLF Committee that would consist of one planning and zoning member and two council members. Longmire would be there for guidance. The RLF Committee would review the new application and guidelines and send their recommendation to the Council. The only other time they would have to meet is when an application is made they would review it and make a recommendation to the Council based on their findings
- Johnson stated of the Planning and Zoning Board members he felt Kopperud is the most well rounded as far as business is concerned. Glen Kopperud volunteered to be on the RLF Committee

Motion made Glen Kopperud would be the better judge of the Village Zoning Board should it be it comes to the RLF Committee

Motion by Johnson, 2nd by Kopperud Carried.

OTHER UPDATES/ MEETINGS:

- February 3, 2026, Tuesday-NO Council Meeting-Caucus Night
- February 10, 2026, Tuesday-Rushford-Peterson School Building Bond Vote-CRV Hall 7:00 am-8:00 pm

Next Zoning Board Meeting: February 17, 2026, 5:30 pm at CRV Office

Next Council Meetings: February 17, 2026 and March 3, 2026 at 7:00 pm at CRV Office

Motion to Adjourn made by Johnson 2nd by Kopperud at 6:42 pm

Recorder: Mary Miner