
**Planning Commission Members:
Sean Finley, Myron Volker, Bob Burns, Tim Johnson & Kyle Luitjens**

MINUTES OF THE CITY PLANNING COMMISSION
CITY OF JANESVILLE, WASECA COUNTY, MINNESOTA

March 25, 2026

1. CALL TO ORDER

The meeting was called to order by Katelynn Kratz at 3:05 pm.

Members Present: Bob Burns, Sean Finley, Myron Volker, Tim Johnson, and Council Member Kyle Luitjens

Staff present: City Administrator Clinton Rogers and Community Development Director Katelynn Kratz

2. NAME 2026 CHAIRPERSON AND CO-CHAIRPERSON

Motion by Finley, second by Volker to name Sean Finley as Chairperson and Bob Burns as Co-Chairperson. Motion carried 5-0.

3. INTRODUCE NEW MEMBERS AND CITY STAFF

Tim Johnson introduced himself as the newest member of the board. Johnson is the owner of Fit Time and has been on the school board for 12 years.

4. APPROVAL OF AGENDA

Motion by Volker, second by Luitjens to approve the agenda. Motion carried 5-0.

5. APPROVAL OF MINUTES – APRIL 23, 2025

Motion by Burns, second by Luitjens to approve the April 23, 2025 minutes. Motion carried 5-0.

6. BUSINESS ITEMS

1. 2025 Building Permit Report

Kratz presented the 2025 Building Permit Report. Although the total number of permits has increased, all other areas have decreased; likely due to the lack of new home

permits. Burns requested a report from the Building Inspector that keeps track of how many times he visits or inspects a home. Kratz will contact Ben Byron to see if this is possible.

2. 2026 Meeting Schedule

After reviewing the survey sent out by Kratz in January, the board decided to keep the regular meeting schedule, the last Wednesday of each month, but change the meeting time to 3:30pm.

3. Next Meeting – April 29 @ 3:30 pm

The next meeting will be April 29 at 3:30 pm. Rogers stated that he will bring information regarding the street plans for the next 3-4 years to keep the board informed. The board spoke about issues that have come up over the past year since the last meeting. Luitjens has been in contact with public transport companies, namely SMART and Land to Air. Utilizing their services is not a guarantee due to the cost from the lack of requests. If someone requests their service in advance, they would be willing to take it into consideration. Byron expressed concern over access to healthcare in absence of transportation to areas such as Mankato. Burns also stated that he would like to see more large businesses come to Janesville due to its prime location as available land. Kratz responded that the public utilities do not have the capacity to host them, but once that problem has been alleviated, work should be done to attract these businesses.

7. ADJOURNMENT

Motion by Luitjens, second by Volker to adjourn at 3:52 pm. Motion carried 5-0.

Respectfully signed by:



03/25/25

04/29/26

Katelynn Kratz
Community Development Director
City of Janesville

Date

Approved