

MINUTES OF PLANNING COMMISSION MEETING

July 10, 2017

Pursuant to due call and notice thereof, a regular Planning Commission meeting was held at City Hall on the 10th day of July, 2017 at 6:30 PM

THE FOLLOWING MEMBERS WERE PRESENT: Commissioner Ferris, Commission Sannes, Commissioner Tinsley and Commissioner Zelinske, Commissioner Torkelson, Commissioner Burton and Commissioner Borgstrom.

THE FOLLOWING WERE ABSENT: None

THE FOLLOWING WERE ALSO PRESENT: City Administrator Coleman, City Clerk Rappe, Tony Bigelow, Jesse Preston - WHKS and David Martin – Massey Surveying

CALL TO ORDER: Commissioner Ferris called the meeting to order at 6:30 PM.

MINUTES OF PREVIOUS PLANNING COMMISSION MEETING: Motion to Approve the June 12, 2017 minutes made by Commissioner Zelinske, second by Commissioner Burton with all voting Aye.

PUBLIC HEARING DAVIDSON DEVELOPMENT CUP REVOCATION –Administrator Coleman stated that the reason for revocation per ordinance is that no activity has taken place in 12 months and the owner has been notified.

Public Hearing Opened

No comments from the present public

Public Hearing Closed

Motion to Recommend Approve the Revocation of the CUP made by Commissioner Sannes, second by Commissioner Torkelson with all voting Aye.

PUBLIC HEARING CHAD STANNARD CUP REQUEST – Administrator Coleman stated that this was anticipated after the last meeting, changing the ordinance to include rental storage units in a C-3 zone.

Public Hearing Opened – no public comments

Public Hearing Closed

Administrator Coleman stated that City Attorney Leth noted that buffer yards include but not limited to plantings. City Clerk Rappe stated that the required submittals had not been received from Mr. Stannard.

Motion to Deny the CUP because the application was not complete and required submittals were not turned in made by Commissioner Borgstrom, second by Commissioner Burton with all voting Aye.

PUBLIC HEARING FOR HOUSTONS FIRST SUBDIVISION PRELIMINARY PLAT – Administrator Coleman stated that this has to be annexed and the staff planning review is included along with a mark-ups on the plat.

Public hearing opened

Tony Bigelow - 1210 16th St NE –This is a 25 lot, single family subdivision tying into Blaine’s 11th Subdivision. There is an orderly annexation agreement in place for this land. Commissioner Zelinske asked if Mike Paradise had any issues with the staff review and Mr. Bigelow stated he did not. Commissioner Borgstrom thought this was fine pending annexation. Jesse Preston – WHKS Engineering – stated that the annexation should be on the City Council’s agenda this month.

Public Hearing Closed

Discussion – Commissioner Burton confirmed that the drainage will go west and that the street configuration is consistent with comp plan.

Motion to Recommend Approval of the Preliminary Plat Contingent on Annexation made by Commissioner Borgstrom, second by Commissioner Zelinske with all voting Aye.

GENERAL DEVELOPMENT PLAN FOR MEADOWBROOK II – Administrator Coleman stated that she provided Mr. Martin with the marked up plan from the staff review. The temporary pond would require an agreement with the current owner of property not in the city limits. The City of Kasson is updating the flood plain map but the City Engineer has not indicated a date of completion. Engineer David Martin was in attendance to answer question from the Commission.

Motion to Accept the GDP as Modified with the Requirements of Staff Review made by Commissioner Borgstrom, second by Commissioner Torkelson with all voting Aye.

Ordinance Discussion - Review changes to Chapters 150 and 151 – Administrator Coleman presented the changes that were suggested at the last meeting and stated the new changes she suggested.

Ordinance Discussion – Comments for Chapter 152 through 152.54 – The Planning Commissioners discussed and suggested many changes to this part of the ordinance. Administrator Coleman will make the suggested changes and bring this part back to the next meeting. Administrator Coleman stated that at the next meeting the planning commission review 152 through Minor Subdivision and discuss the definitions.

COMPREHENSIVE PLAN – Administrator Coleman encouraged the Commissioners to check out the Website - <http://cityofkasson.com/kassonupward2040> and to participate in the survey and the interactive map. Commissioners Ferris and Tinsley gave a brief update on the Comprehensive Plan working group; its meeting on July 5 and the upcoming community event on July 25, 2017 from 6-8 PM in the KM High School Commons. They stated that this is a very daunting task.

OTHER BUSINESS

ADJOURN 8:02PM

ATTEST:

Linda Rappe
City Clerk

Theresa Coleman
Zoning Administrator/City Administrator