

PLANNING COMMISSION

SEPTEMBER 11, 2017

6:30 O'CLOCK P.M.

AGENDA

- 1. Call to Order**
- 2. Minutes of the Previous Meetings – August 14, 2017**
- 3. Public Hearing Meadowbrooke II Final Plat**
- 4. Public Hearing Minor Subdivision**
- 5. Other Business**
- 6. ADJOURN**



City of Kasson
 401 Fifth Street S.E.
 Kasson, MN 55944-2204
 507.634.7071
 (Fax) 507.634.4737
 www.cityofkasson.com

LAND USE APPLICATION

Applicants check all that apply:

- General Development Plan (\$100)
- Preliminary Plat (\$200 + \$10 per acre)
- Final Plat (\$100)
- Planned Unit Development – PUD (\$200)
- Minor Subdivision (\$150)
- Rezone/Zoning Amendment (\$200)
- Conditional Use Permit (\$150)
- Variance (\$200)

Fee Paid \$ 250⁰⁰ Date Filed 8/24/17

1. SEE LEGAL ON FINAL PLAT
 Legal Description of Property

2. STREET ADDRESS HAS NOT YET BEEN ASSIGNED
 Street Address of Property

3. PARADISE BROTHERS LLC 507-529-1161
 Applicant/Owner's Name Telephone

PO Box 100

4. MASSEY LAND SURVEYING & ENGINEERING KASSON, MN 55944 507-634-4502
 Engineer/Architect Address Telephone

5. DAVID MARTIN 507-634-4505
 *Name of Contact Person Telephone

6. Description of Request REVIEW OF FINAL PLAT & SUPPORTING
MAT. DATA

7. Present Zoning Classification R-1

8. Reason for Request APPLICANT IS PROPOSING TO CONSENT
A 19 LOT RESIDENTIAL SUBDIVISION

9. Existing Use of Property VACANT LAND.

*The contact person noted above will receive all review comments and requests for materials/revisions from the City. They are responsible to inform all parties involved on the project of pending public hearings and meetings, changes or updates that may occur throughout the process.

The undersigned applicant hereby represents upon all of the penalties of law that all statements herein are true and that all work herein mentioned will be done in accordance with the ordinances of the City of Kasson, the State of Minnesota and any other applicable laws and regulations.

Signature of Applicant [Signature] Date 8/28/17

APPLICATION NOT COMPLETE UNTIL ALL REQUIRED SUBMISSIONS RECEIVED

MEADOWBROOKE SECOND

BEARINGS

All Bearings are in relationship with the Dodge County Coordinate System NAD 1983, Adjusted 1996.

UTILITY EASEMENT DEFINED

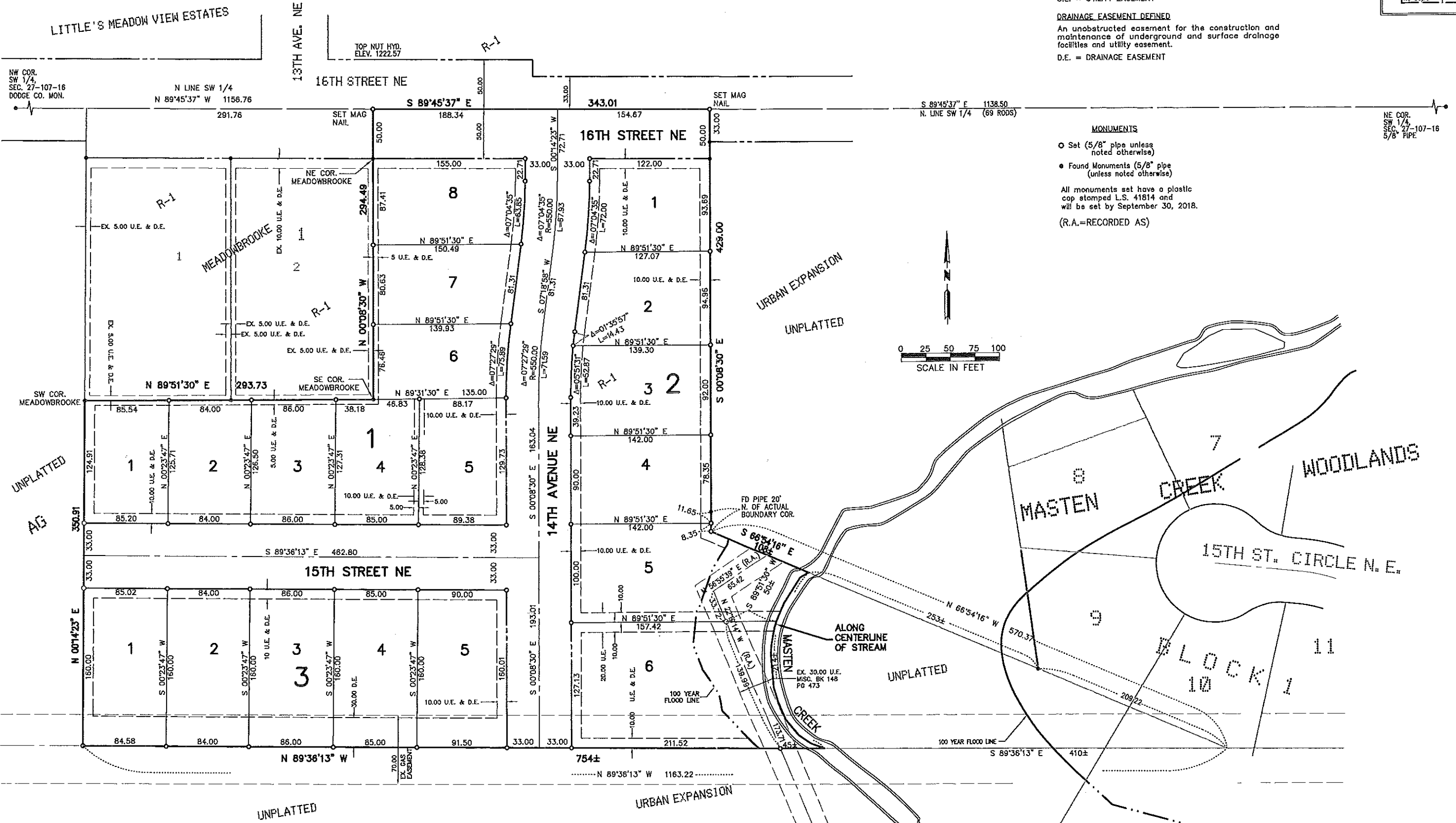
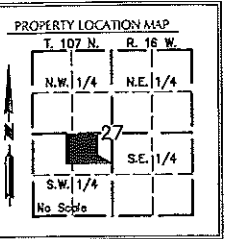
An unobstructed easement for the construction and maintenance of all necessary overhead, underground or surface public utilities, including rights to conduct drainage and trimming on said easement.

U.E. = UTILITY EASEMENT

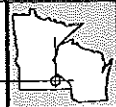
DRAINAGE EASEMENT DEFINED

An unobstructed easement for the construction and maintenance of underground and surface drainage facilities and utility easement.

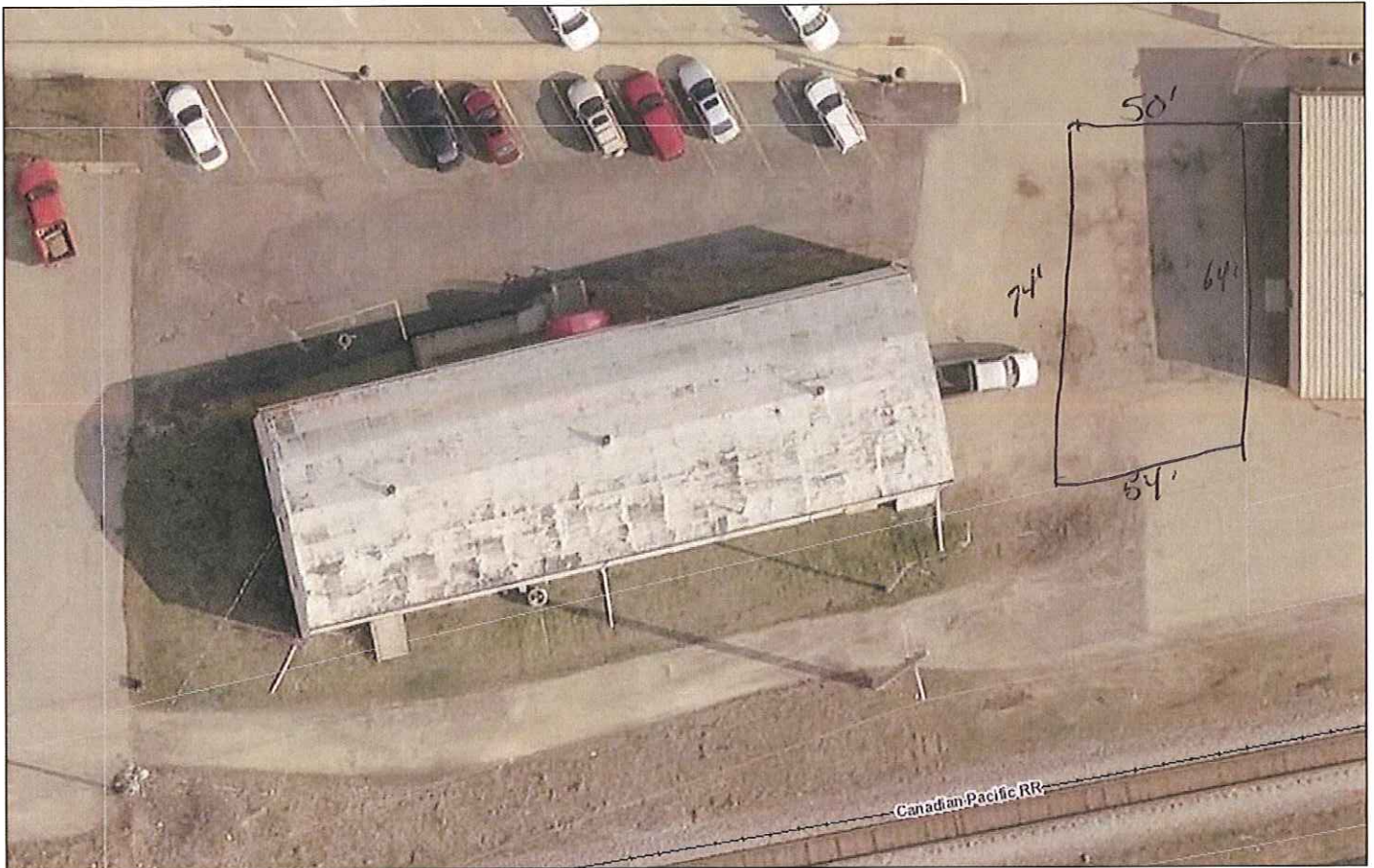
D.E. = DRAINAGE EASEMENT



MASSEY
LAND SURVEYING & ENGINEERING
P.O. BOX 100, KASSON, MN 55944
PH. NO. 607-634-4505

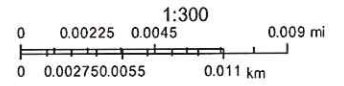


ArcGIS WebMap



September 7, 2017

- | | | | |
|---------|---------|---------|---------|
| Parcels | — CARP | — CSAHP | — SHWY |
| Roads | — CITY | — PVT | — TWP |
| — CARG | — CSAHG | — RR | — USHWY |



MINUTES OF PLANNING COMMISSION MEETING

August 14, 2017

Pursuant to due call and notice thereof, a regular Planning Commission meeting was held at City Hall on the 14th day of August, 2017 at 6:30 PM

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

THE FOLLOWING WERE ABSENT: Commissioner Borgstrom and Commissioner Torkelson

THE FOLLOWING WERE ALSO PRESENT: City Administrator Coleman, Tony Bigelow, David Martin – Massey Surveying, Chad Stannard, Eric Brophy and Paul Czaplewski

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

MINUTES OF PREVIOUS PLANNING COMMISSION MEETING: Motion to Approve the July 10, 2017 minutes made by Commissioner _____, second by Commissioner _____ with all voting Aye.

PUBLIC HEARING HOUSTON’S FIRST SUBDIVISION FINAL PLAT – Public Hearing Opened.

Jesse Preston, WHKS, was in attendance. There were no comments from the public.

Public Hearing Closed. **Motion made by Commissioner Burton to recommend approval with comments from the staff planning review, second by Commissioner _____ with all voting Aye.**

PUBLIC HEARING CONDITIONAL USE PERMIT FOR RENTAL STORAGE UNITS – Chad Stannard – 24749 719th St., Mantorville.

Public Hearing Opened.

Mr. Stannard stated that he is working with David Martin at Massey Surveying. A site plan has been submitted with an access from 8th Ave SE. Mr. Stannard stated that his intention is to build two buildings in the spring and the following year build three more and he would hard surface it when all buildings are complete. The lighting would be wall packs on the buildings and on poles. Mr. Martin stated that a lighting plan would be submitted for review by the City Engineer at building permit.

Public Hearing Closed.

Motion to Approve with the Conditions of : 1. A useable dust-proof condition shall be provided within one year of initial construction with the potential for an extension of up to one additional year. 2. Building permit application to include grading, site, and lighting plan relative to adjoining property made by Commissioner Burton, second by Commissioner Zelinske with all voting Aye.

PUBLIC HEARING CONDITIONAL USE PERMIT FOR CZAPLEWSKI FUNERAL HOME – Administrator Coleman stated that this plan includes access from 8th Ave SE and suggests that the City vacates the south part of 8th Ave SE for the funeral home to use as a private drive to access their garage and canopy. The building permit has been submitted and reviewed by the City Engineer. Commissioner Tinsley recused himself from voting since his employer was involved in the design of the building. Commissioner Zelinske asked about vacating the south of 8th Ave SE. Paul Czaplewski, PO Box 461, Hayfield, MN – Mr. Czaplewski asked how a vacation would work and is satisfied with the answer.

Public Hearing Opened.

No Comments

Public Hearing Closed.

Motion to approve the Conditional use Permit for a Funeral Home in a C-3 District with conditions from staff planning review as stated made by Commissioner Zelinske, second by Commissioner Burton. Ayes: Sannes, Burton, Ferris and Zelinske, Abstention: Tinsley.

PUBLIC HEARING FOR PRELIMINARY PLAT FOR MEADOWBROOK II – Administrator Coleman stated that the Engineer has added some comments on the drainage.

Public Hearing Opened.

David Martin, Massey – stated that he is working with the City Engineer on the drainage plans and they are not planning on building the entire retention pond at first. Commissioner Burton asked if the pond placement will hamper future development. Mr. Martin stated that he is working from a GDP that was submitted some time ago but it will not interfere.

Eric Gruhlke – 1601 13th Ave NE – asked about the water and sewer easement along 16th St NE and wanted to know if this is an additional easement. Administrator Coleman stated that it is not an additional easement.

Public Hearing Closed.

Commissioner Burton asked if discussions had started with the landowner about the retention pond. Mr. Martin stated that Mr. Bigelow was planning on calling the landowner the next day. **Motion to approve the preliminary plat with conditions outlines by City staff made by Commissioner Burton, second by Commissioner Zelinske with all voting Aye.**

Ordinance Discussion - Review changes to Chapters 152 through 152.54 – Administrator Coleman presented the changes that were suggested at the last meeting and stated the new changes she suggested.

Ordinance Discussion – Comments for Definitions – Administrator Coleman stated that there are definitions at the beginning of the ordinance and there are definitions in each section and would like to condense all definitions into one chapter. The Commission discussed “small building and the like” and “trailers”. There was discussion of many of the definitions. Administrator Coleman brought adding ghost plats to the City’s zoning and interim use permits.

COMPREHENSIVE PLAN – Commissioner Burton asked about the answers from the Community Meeting. Administrator Coleman stated that she had three more maps to submit for them to add to the responses and she will send out the responses when they get them all together.

OTHER BUSINESS - None

ADJOURN 7:36PM

ATTEST:

Linda Rappe
City Clerk

Theresa Coleman
Zoning Administrator/City Administrator

Staff Planning Review

Meadowbrooke II

Final Plat

Owner: Paradise Brothers LLC

Developer: Bigelow Voigt Land Development LLC

Public Works Director

Electric Supervisor

Pipe Crossings at entrance and at 15th Street NE and 15th Street NE dead end

Park and Recreation Supervisor

Water/Wastewater

Discuss water main size

Discuss sanitary sewer alignment to trunk line

WAC at final plat (7.84 x \$1,000 = 7,840)

SAC at final plat (7.84 x \$1,000 = 7,840)

Streets

Crosswalk at 16th Street

City Engineer

Review and Approve Construction Plans

Pond Maintenance Agreement at Final Plat

Pond Maintenance Declaration at Final Plat

Development Agreement

Add Drainage Easement between Block 1 lots 4 and 6.

Zoning

In Electric territory

Parkland fees at final plat (7.84 Acres x \$800 = \$6,272)

Meadowbrooke Parkland and WAC at final plat (\$3,482.50)

Finance

Demolition Permit Required

Wells on the Site?

Turning Radius for Emergency Vehicles

Fire