#### PLANNING COMMISSION

#### MAY 14, 2018

#### 6:30 O'CLOCK P.M.

#### AGENDA

#### 5:30 Open House for Comprehensive Plan

- 1. Call to Order at 6:30
- 2. Minutes of the Previous Meetings April 9, 2018
- 3. Public Hearing Comprehensive Plan
- Public Hearing Wilker Conditional Use Permit

   a. 2010 Wilker CUP Information
   b. 2018 Wilker CUP Information
- 5. Kasel Preliminary Plat Revisions
- 6. Other Business
- 7. ADJOURN

#### MINUTES OF PLANNING COMMISSION MEETING April 9, 2018

Pursuant to due call and notice thereof, a regular Planning Commission meeting was held at City Hall on the 9th day of April, 2018 at 6:30 PM

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

THE FOLLOWING WERE ABSENT: Commissioner Borgstrom

**THE FOLLOWING WERE ALSO PRESENT**: Administrator Theresa Coleman, City Clerk Rappe, City Engineer Brandon Theobald, Ron Kasel, Rich Massey, Jeff and Tracy King, Joe and Gail Groteboer, Joe and Jolene Ryan, Justin Haase, Jeff Patzke, Jeff and Karen Paschke, Bettie and Stacy Fiscus, Matt Naatz, Jeremy and Alyssa Leeper, Angela Goldsmith, Nicole and Donovan Lambright, Earl and Jackie Longendyke and Joe Winkels

**<u>CALL TO ORDER</u>**: Commissioner Ferris called the meeting to order at 6:30 PM.

#### MINUTES OF PREVIOUS PLANNING COMMISSION MEETING: Motion to Approve the March 12, 2018 minutes made by Commissioner Tinsley, second by Commissioner Zelinske with all voting Aye.

#### PUBLIC HEARING – PRELIMINARY PLAT REQUEST FOR KASEL ADDITION

Administrator Coleman indicated that the City Engineer was present to discuss his recommendations. Engineer Theobald stated that there was a lengthy review in packet including references to City Ordinances, the Comprehensive Plan that is currently in place and the draft of the new Comprehensive Plan. To summarize the review; the intent is to preserve floodplain, recreation and open spaces. Theobald stated three recommendations for consideration. Administrator Coleman stated the City Attorney weighed in on the deed restrictions in a floodplain easement and the removal of fences, sheds and anything on the out lots. Engineer Theobald stated that the City needs to preserve the easement behind all of the current properties.

Public hearing opened -

Rich Massey - suggested that easements are protected by law and doesn't see that there is a way to require that the sheds and fences be removed.

Jackie Longendyke 1002 3<sup>rd</sup> St NE - stated that the lines on their map are not correct and there are no accesses to these lots except through the owner's lots. She asked about the future for the platted land, what does this means once it is platted, what are the City's requirements once it is platted. Mr. Massey answered that Mr. Kasel's intention is to sell the lots to the adjacent homeowners. Ms. Longendyke asked, if they bought a lot, would they have to pay property taxes. That is affirmative.

Stacy Fiscus 806  $3^{rd}$  St NE – what happens if we don't buy it and will someone go back there and build on it. Mr. Massey answered that no one is forced into buying these lots. Mr. Kasel owns it and others are occupying it and there is a liability factor.

Chairman Ferris asked about plans for unsold lots. Mr. Kasel stated that he would continue to mow it and take care of it. There are 15-20 people who are occupying his land. Mr. Kasel stated that the taxes on the entire 11 acres taxes are \$600 a year. Commissioner Zelinske asked how many have tentatively agreed to buy lots. Mr. Kasel stated that most of the neighbors that have agreed to purchase are not here tonight.

Joe Groteboer 102 8<sup>th</sup> Ave NE – is concerned that if he doesn't buy the lot behind him can his neighbor buy it and park stuff back there. Mr. Kasel stated the neighbor could buy it but he would prefer to sell it to the adjacent owner. Mr. Kasel stated that deed restrictions could restrict what could be put on this land.

Jackie Longendyke– we haven't seen deed restrictions but if the city is going to allow people to store things on these lots she is concerned. Mr. Kasel stated that it is however you treat your backyard.

Nicole Lambright 906 3<sup>rd</sup> St NE– there have been vehicles parked there in the past and there is a shed in the back along with mowers and gas cans. Another consideration is that when they bought their house they were under the impression that the city owned this land and were not told that Blaine owned it. They have been in their house for 10 years and have utilized the adjacent property during that time.

Public Hearing Closed

Chairman Ferris stated there are discrepancies between the homeowners and the person who owns the land. Commissioner Burton stated that the property owner is well within his rights to do with his property as he sees fit. If Mr. Kasel doesn't sell it he has the right to require that things be moved off of his land. Engineer Theobald added that deed restrictions would prohibit building on these lots.

Administrator Coleman stated that the Planning Commissions only obligation tonight is to hold the public hearing.

Commissioner Fitch thinks there needs to be more communication between the property owner and the neighbors and he believes this should be rejected and brought back in the future after the questions have been answered.

Administrator Coleman stated that the City has 120 days to act on the preliminary plat. Mr. Massey asked if the plat is conceptually acceptable to the City.

Commissioner Zelinske questioned the reason to move forward. Engineer Theobald stated that from an engineering and regulatory perspective we are extending lots into a floodplain and that could be reason to reject the plat. Alternatively, its approved with deed restrictions and the City gets a greenbelt for trail. Another possibility is that the City takes ownership of all of the land, there are pros and cons. The City should preserve the floodplain management and the parkland for the trails systems.

Commissioner Tinsley indicated that access is an issue for these proposed lots.

Mr. Kasel has an updated version of the plat that would give the City an acre of land adjacent to the current park.

Commissioner Zelinske would like to see a determination on the parkland and would want to see what the deed restrictions will look like.

## Motion to table the Kasel Addition Preliminary Plat made by Commissioner Burton, second by Commissioner Zelinske with all voting Aye.

#### PUBLIC HEARING - ORDINANCE 154 HEIGHT LIMITATIONS EXEMPTIONS

Administrator Coleman stated that this adds sports press box to avoid future variances since we know that more are going to be built.

Public hearing opened.

Joe Winkels  $303 9^{\text{th}}$  Ave NE – asked how many press boxes they need and wanted to make sure that this is not for a jumbo tron.

Administrator Coleman stated that this is only a press box, the building only. Public hearing closed.

<u>Motion to Approve Ordinance 154.052 as presented made by Commissioner Burton,</u> <u>second by Commissioner Fitch with all voting Aye.</u>

#### **ORDINANCE REVISIONS** -

**Floodplain ordinance** – Administrator Coleman and Engineer Theobald stated that the current ordinance is not very restrictive so they provided a sample restrictive ordinance with markups that comes from the DNR. They do have one concern with the variance process. Is there a preference that we work with the existing ordinance or should we work with the restrictive one and bring it back. Commissioner Burton has an issue with nonconforming uses and structure and feels we could be even more restrictive than what the ordinance is. If we are making things nonconforming and allowing them to expand up to 50% of the market value doesn't make any sense. Administrator Coleman will confer with the City Attorney about variances and sunset for nonconforming uses.

**Ordinance 152 – Design Standards** – Administrator Coleman stated that this is for review and has been cleaned up already.

#### **COMPREHENSIVE PLAN UPDATE**

Get any comments on the draft plan to Administrator Coleman by tomorrow. Next Monday, April 16 meeting with the City Council, Planning Commission and Comp Plan Working Group at the Kasson Public Library at 6:00PM.

May 14, 2018 there will be a public hearing for the Comprehensive Plan at the next regular Planning Commission.

#### **OTHER BUSINESS**

None

ADJOURN 7:43PM

## CITY OF KASSON COMPREHENSIVE PLAN

KASSON UP VARD 2040





#### This plan was adopted by the City of Kasson on \_\_\_\_\_, 2018.



### ACKNOWLEDGEMENTS

MAYOR Chris McKern

#### **CITY COUNCIL**

Coy Borgstrom Doug Buck Dan Eggler Lonnie Zelinske

#### PLANNING & ZONING COMMISSION

Coy Borgstrom, Council Appointee Collin Tinsley, Member Lonnie Zelinske, Council Appointee Joe Fitch, Member Sheldon Torkelson, Member Tom Ferris, Member Duane Burton, Member Theresa Coleman, City Administrator Linda Rappe, City Clerk

#### KASSON COMPREHENSIVE PLAN WORKING GROUP

P&Z Commission plus: Chuck Coleman Gerald Giese Mark Matuska Chris McKern Melisa Ferris

### CONTENTS

	ACKNOWLEDGEMENTS	
		VI
01	INTRODUCTION	
	WHAT IS A COMPREHENSIVE PLAN?	
	WHY PLAN?	1-2
	PAST PLANS	1-3
	GREENSTEP CITY	1-4
	PLANNING HORIZON (2018-2040)	1-4
	THE PLANNING PROCESS AND COMMUNITY ENGAGEMENT	1-4
	HOW TO USE THIS DOCUMENT	1-7
02		
	LOCATION ANALYSIS	
	DEMOGRAPHIC PROFILE	<u>2</u> -4
	ECONOMIC CONDITIONS	<u>2</u> -7
	EXISTING LAND USE	2-14
	HOUSING	
	PARKS & RECREATION	<u>2</u> -19
	NATURAL RESOURCES & OPEN SPACE	2-23
	TRANSPORTATION	2-25
	PUBLIC FACILITIES & UTILITIES	2-28
03	VISION & GUIDING PRINCIPLES	
	WHAT IS A VISION STATEMENT?	
	WHAT ARE GUIDING PRINCIPLES?	3-2
	VISION STATEMENT	3-3
	GUIDING PRINCIPLES	

O4 LAND USE & COMMUNITY CHARACTER	
ISSUES AND OPPORTUNITIES	4-2
PROJECTIONS AND LAND DEMAND	4-3
FUTURE LAND USE	4-5
GREENWAYS/NATURAL AREAS	4-9
DESIGN CHARACTER AND FORM	
GOALS, POLICIES, ACTION STEPS	4-16
05 COMMUNITY BUILDING & DEVELOPMENT	
ECONOMIC DEVELOPMENT	<u>5</u> -2
HOUSING	
GOALS, POLICIES, AND ACTIONS	5-8
O6 PARKS, RECREATION & ACTIVE LIVING	
PARKS AND RECREATION	<u>6</u> -2
TRAILS AND BIKEWAYS	
ACTIVE LIVING IN KASSON	
ISSUES AND OPPORTUNITIES	6-6
FUTURE OPPORTUNITIES	6-6
GOALS, POLICIES & ACTION STEPS	6-10
O7 TRANSPORTATION	
ISSUES AND OPPORTUNITIES	7-2
COMPLETE STREETS AND ACTIVE TRANSPORTATION	
WAYFINDING	7-3
FUTURE ROADWAY SYSTEM	
ROADWAY ELEVATIONS	7-6
GOALS, POLICIES, ACTION STEPS	7-8
O8 PUBLIC FACILITIES & UTILITIES	
INFRASTRUCTURE SYSTEMS	

GOALS, POLICIES, ACTION STEPS	8-6
O9 IMPLEMENTATION	
GUIDING DECISION MAKING	
MARKETING AND FUNDING TOOL	
TO DO LIST	
A DYNAMIC DOCUMENT	
IMPLEMENTATION ACTION STEPS	

## EXECUTIVE SUMMARY

Incorporated in 1870 and again in 1916, Kasson is a small community located in the Rochester, MN metro area. With a population of just over 6,000 people, Kasson is a place that is rich in history and small town distinction, which act as the foundation of the City's identity.

Kasson is surrounded by agricultural land and enjoys easy access to Highway 14, connecting them to retail, entertainment, and employment opportunities in the region.

#### WHAT IS KASSON UPWARD 2040?

Kasson Upward 2040 is a comprehensive

plan: an

expression of

vision for the

future and a

the community's

strategic map to

reach that vision.

#### **nsive to:** » Understand the Big Picture

» Serve as a Framework for Local Decision Making

The Plan is a Guide and

a Tool. It can be utilized

- » Provide Guidance for Landowners and Developers
- » Inform and Engage the Public
- » Mobilize for action

## The Plan is a Dynamic Document:

 Will remain flexible in order to respond to changing needs, conditions, and emerging trends

KΔSSO

## **Comprehensive Plans** are:

- » Broad in scope
- » Visionary
- » Principles and Policy oriented
- » Guiding Documents
- » Conceptual and Idealistic
- » Focused on neighborhood, community or regional scale

#### COMMUNITY CONTEXT

This process involved analyzing census data, reviewing previous planning efforts, and gathering existing conditions of the community to gain an understanding of Kasson today. Some highlights and findings from this process include:



UNIQUE ASSETS Kasson has a unique character and community assets that can be built upon such as a distinct main street.



#### SCHOOL PRIDE The Kasson-Mantorville School District provides a great education and is well upported by the community.



#### NEW GROWTH

Kasson is experiencing a surge in new homes and jobs. Efficient and orderly growth will provide the maximum benefit.

#### **VISION + GUIDING PRINCIPLES**

While rooted in the reality of the community's past and present, the **vision** seeks to describe how the community will look, feel, and function over the next 20 years. Supporting the vision, the **guiding principles** define the character, values, and priorities of the Kasson community by acting as an ongoing measurement tool for the appropriateness and effectiveness of future initiatives and results.



#### VISION

In 2040, Kasson will be a welcoming community that builds upon and preserves its small town identity while looking towards the future: innovating, collaborating, revitalizing, growing responsibly, adapting to change, and building a vibrant community.

#### **GUIDING PRINCIPLES**





Results from 2040 Six Word Memoir Exercise

#### LAND USE + COMMUNITY CHARACTER

This chapter seeks to identify the pattern, location, and characteristics of growth, development, and redevelopment so the community evolves in a manner that achieves the community's vision and guiding principles.

The land use plan, as seen in Figure 1.1, provides guidance for the City's zoning and subdivision ordinances. The plan seeks a balance between land uses and takes into

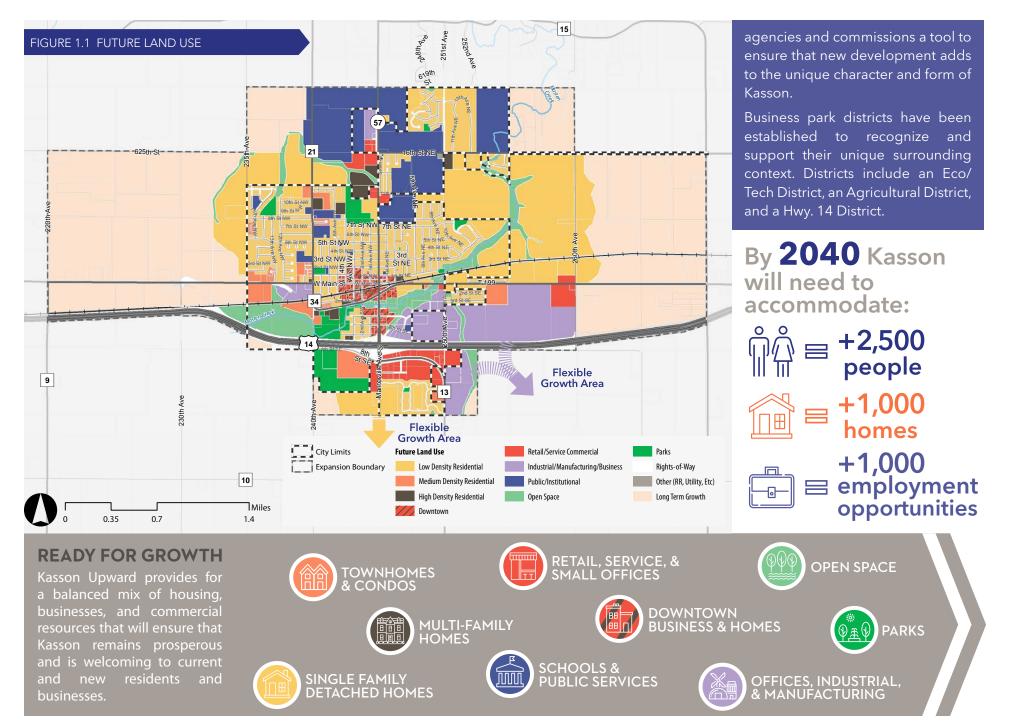
account physical barriers and constraints.

As part of the land use plan a downtown district was established. The district's boundary was purposely extended south along Mantorville Avenue to Highway 14 to help build awareness of Downtown as a destination. The district encourages a vibrant mix of uses that support community vitality.

The land use plan also highlights natural

areas and connections that would be logical components for a greenway/open space network. Setting aside these areas will increase the overall health and value of the community.

Building appearance can be just as important as the land use. The plan specifies Residential Design Principles, Downtown Design Principles, and Business Park Design Principles that provide review

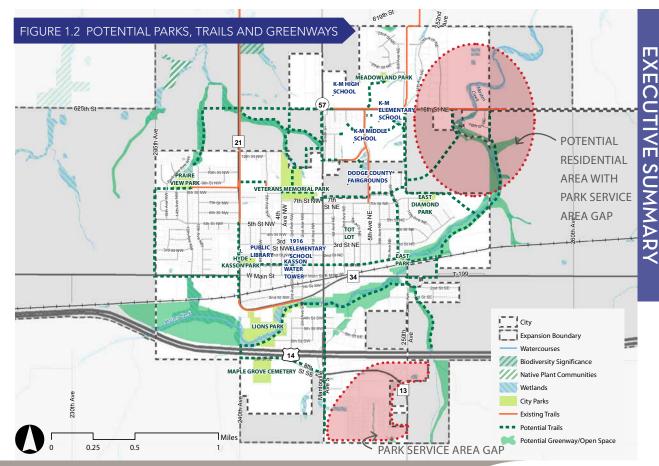


#### COMMUNITY BUILDING + DEVELOPMENT

This chapter centers around Housing and Economic Development. Recommendations included here ensure the quality and sustainability of core amenities.

A life-cycle housing strategy is encouraged. This strategy is based on the premise that the overall housing stock should meet the needs of people at all stages of their life.

Economic Gardening is emphasized as an approach to economic development that seeks to grow the local economy from within by promoting local entrepreneurship and small and local business development. Quality of life investments will help attract and grow businesses.



#### PARKS, RECREATION, + ACTIVE LIVING

This chapter addresses the issues, opportunities and future of parks, recreation, and active living in Kasson. Ways to increase access, enhance their quality, and promote healthy, active lifestyles for Kasson residents have been identified.

This chapter seeks to integrate active living into the daily lives of citizens and the community by improving the following environmental factors: a varied mix of land uses, providing functional, inviting, and attractive parks, safe and comfortable access to parks and the outdoors, and access to healthy foods.

The plan builds upon the existing sidewalk and trail network and takes into account previous planning efforts such as Safe Routes to Schools.

Connectedness of all paths and trails through the city is a goal and is encouraged through a citywide greenway/open space network. Future creation of a city-wide park system master plan will guide future development and growth.



## EXECUTIVE **SUMMARY**

#### **TRANSPORTATION**

The transportation chapter seeks to quide the development of a transportation network that offers a greater degree of connectivity, access, and mobility for all roadway users.

The plan places importance on the creation of complete streets. Complete Streets are streets that are designed to be safe for people of all ages. This includes pedestrians, bicyclists, motorists, and transit riders.

The plan is described through a roadway network system of principal arterials, minor arterials, community collectors, commercial collectors, parkways, and local streets each with its own unique of balance of access and mobility.

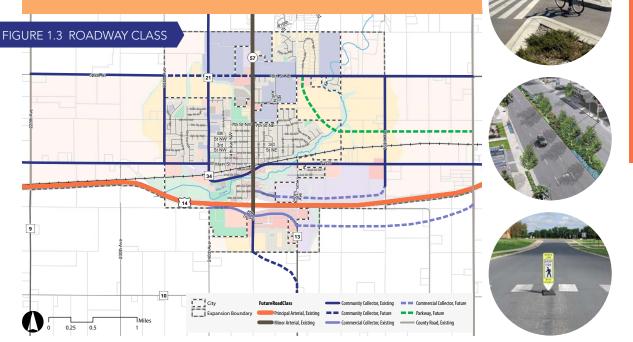
Any lively and vibrant city understands that streets are also for people to enjoy and linger, not just move through. Main Street is an example of a street where special consideration for people space should be emphasized.

8

**PUBLIC FACILITIES + UTILITIES** 

appearance of Kasson. Infrastructure fiscally and environmentally responsible and sustainable.

occur if the City ensures that existing infrastructure is able to handle future growth.





9

Х

#### IMPLEMENTATION

The plan's effectiveness in helping guide decision-making and public investment decisions depends to a large extent on how well implementation is defined up front. The Implementation Chapter identifies and describes the actions and initiatives necessary to implement the plan's vision, goals, and policies.

Action steps were developed in order to carry out ideas or policies identified though the planning process and memorialized in the adoption of the plan. Much like the goals and policies, the action steps directly correlate to the vision and guiding principles. The action steps are as follows:

- » Review and update the zoning code and map so that it is not in conflict with the Comprehensive Plan and it meets the goals set forth in the Comprehensive Plan.
- » Monitor and report land absorption and growth trends on an annual basis and maintain a three to five year lot inventory consistent with annual building permits.
- » Prepare a downtown master plan that addresses zoning, redevelopment, housing, parking, and transportation.
- Prepare a master plan to understand the potential for the business park district character concepts, their feasibility, infrastructure needs, and marketability.
- » Explore and implement zoning and subdivision regulations that encourage the integration of natural resource areas/greenways into new development.
- » Set up meetings with Chamber of Commerce and large employers to enhance communication and provide a forum to discuss retention and expansion opportunities.
- » Improve community wayfinding signage to maximize exposure to the high volume of traffic on Highway 14 and Highway 57. This should include directional

signage within the Community for places of interest. Conduct or participate in a buy local campaign for community members and local businesses.

- Integrate green building best practices information and assistance into the building permit process.
- Create a green residential remodeling assistance/ financing program to assist homeowners in adding space to their existing homes.
- Evaluate the potential to implement a home improvement loan program to assist residents with emergency and non-emergency home repairs and improvements.
- » Develop a master plan for a multi-use trail or greenway through Kasson with regional draw and potential connection to the Stagecoach Trail.
- Develop a bicycle and pedestrian plan to address connectivity within the city; use this plan to apply for state/regional trail and sidewalk funding and to guide future investment and priorities.
- » Seek out state and regional grants to upgrade sidewalks and trails.
- Follow-up with SRTS plan and apply for Implementation Grant funding for specific infrastructure recommendations.
- Implement encouragement/educational recommendations found in SRTS plan; coordinate between the Parks Department and Kasson Schools to implement.
- Seek out partnerships and explore opportunities for farmers markets and community garden sites in Kasson.
- » Upgrade remaining playgrounds to have inclusive and ADA approved equipment.
- » Seek funding opportunities to ensure adequate and sustainable funding for park repairs.
- » Continue to replace trees per the City of Kasson tree replacement policy.
- » Develop a street-hockey program.
- Develop a park system master plan to determine priorities for future parks investments.
- Conduct a community center feasibility study to determine a site, potential program and funding opportunities.
- Work with developers to explore future sites for a new park with neighborhood amenities in northeast and southeast Kasson.
- » Establish a Transportation Improvement District as a strategy to fund roadway projects.

- » Develop a wayfinding master plan that provides key guidance on the types of wayfinding, geographic location of signs, a preferred design theme, and funding resources.
- » Develop a bicycle and pedestrian plan to address connectivity within the city; use this plan to apply for state/regional trail and sidewalk funding and to guide future investment and priorities.
- Complete sanitary sewer system inspections and repairs to identify and fix sources of inflow and infiltration (I&I).
- » Develop and periodically review a crisis response plan for sewage operations to minimize impacts to the City in case of emergencies. Ensure employees are trained for emergency response.
- Implement and update a capital improvement and maintenance plan for the stormwater system identifying annual maintenance needs as well as replacement costs.
- » Develop a stormwater master plan to identify regional stormwater facilities.
- » Develop a capital improvement plan for municipal electrical utility that includes securing service territory in future growth areas.



0

This page intentionally left blank.

## CITY OF KASSON COMPREHENSIVE PLAN

## CONTENTS

WHAT IS A COMPREHENSIVE PLAN?	1-2
WHY PLAN?	1-2
PAST PLANS	1-3
GREENSTEP CITY	1-4
PLANNING HORIZON (2018-2040)	1-4
THE PLANNING PROCESS AND	
COMMUNITY ENGAGEMENT	1-4
HOW TO USE THIS DOCUMENT	1-7

# O1. INTRODUCTION

Incorporated in 1870 and again in 1916, Kasson is a small community located just over 10 miles west of downtown Rochester, MN. With a population of just over 6,000 people, Kasson is a place that is rich in history and small town distinction, which act as the foundation of the City's identity.

Kasson is surrounded by agricultural land and enjoys easy access to Highway 14, connecting them to retail, entertainment, and employment opportunities in the region.



#### Comprehensive Plan vs. Zoning Ordinance

Comprehensive Plan:

- » Broad in scope
- » Visionary
- » Principles and Policy oriented
- » It's a guiding document
- » Conceptual and idealistic
- Focus is on neighborhood, community or regional scale
- » Flexible in its interpretation

#### Zoning Ordinance:

- » Narrow in scope
- » More rigid standards
- » It's the law
- » Detail oriented, specific
- » Focus on the district and site level

So which one rules? In many instances, State Statutes make direct references linking a zoning ordinance provision to a community's master plan. Case law over the years has proven that a zoning ordinance in sync with a comprehensive plan is a more defendable ordinance than one that is not in sync or is not based on an approved comprehensive plan.

A review of zoning and subdivision ordinances always follows the updated comprehensive plan, resulting in minor or major modifications, depending on the new directions forged by the comprehensive plan.

## WHAT IS A COMPREHENSIVE PLAN?

Adapted from League of Minnesota Cities (www.lmnc.org) "Handbook for Minnesota Cities" .

A comprehensive plan is an expression of the community's vision for the future and a strategic map to reach that vision. Comprehensive planning is an important tool for cities to guide future development of land to ensure a safe, pleasant, and economical environment for residential, commercial, industrial, and public activities. A comprehensive plan sets forth a vision and goals for a city's future, and provides the overall foundation for all land use regulation in the city. State law encourages all cities to prepare and implement a comprehensive municipal plan. Under state law, a city planning commission is tasked with creating the city's comprehensive plan. Planning can help:

- » Preserve important natural resources, agricultural land, and other open lands
- » Create the opportunity for residents to participate in guiding a community's future
- » Identify issues, stay ahead of trends, and accommodate change
- » Ensure that growth makes the community better, not just bigger
- » Foster sustainable economic development
- » Ensure more efficient and cost-effective infrastructure and public services
- » Provide an opportunity to consider future implications of today's decisions
- » Protect property rights and values

Enable other public and private entities to plan their activities in harmony with the municipality's plans

The comprehensive planning process helps communities identify issues before they arise, stay ahead of trends in land use development and redevelopment, and anticipate and navigate change in populations and land use patterns.

Once adopted, the city should actively consult the plan, periodically review it for consistency with current policies and practices, and recommend amendments whenever necessary. State law provides that comprehensive plans should be implemented through zoning and subdivision regulations, coordinated public improvements and city services, and a capital improvements program.

## WHY PLAN?

#### UNDERSTANDING THE BIG PICTURE The

"comprehensive" nature of the plan requires that all facets and functions of community life be considered. The data collection, analysis, and public engagement that feeds the plan provides a holistic view of community conditions and dynamics. This holistic view allows for future planning and decision making to be based on an informed, factual understanding of the community.

#### FRAMEWORK FOR LOCAL DECISION MAKING The

vision, guiding principles, goals, and policies outlined in this plan provide a basis for local decision making and ensure that future actions respond to the desires, priorities, and concerns expressed through the public engagement process.

#### **GUIDANCE FOR LANDOWNERS AND DEVELOPERS**

By articulating a vision for future land use, public investment priorities and policies, and development and redevelopment goals, the plan provides guidance, resources, and reassurance to property owners and developers looking to build or reinvest in

#### the community.

**INFORM AND ENGAGE THE PUBLIC** The planning process is an avenue for informing community members about the Comprehensive Plan, gaining input on the community vision and priorities, and encouraging broader discussions about community improvement. Just as the public plays a critical role in creating this plan, they are also a key to its successful implementation. Community members have a role to plan as future advocates for the plan, as well as active participants in its implementation.

**MOBILIZE FOR ACTION** The plan is intended to be action-oriented, recommending concrete steps and strategies that can be implemented by the City in the immediate future. Many of the strategies recommended in the plan require the cooperation of outside groups, agencies, private businesses, and individuals in the community. The plan provides a basis for future partnership and collaboration.

### **PAST PLANS**

#### KASSON COMPREHENSIVE PLAN (2011)

The last comprehensive plan for Kasson was completed in 2011. The plan consisted of eight functional elements including a community profile, economic development, housing, transportation, public and community facilities, natural resources, schools, and land use.

A set of goals and policy statements were derived from each of these elements and a ground work for this comprehensive plan.

## SAFE ROUTES TO SCHOOL: K-M MIDDLE SCHOOL AND ELEMENTARY (2017)

In the spring of 2016, Kasson-Mantorville Public Schools was awarded a Minnesota Department of Transportation (MnDOT) Safe Routes to School (SRTS) planning assistance grant to develop an SRTS Plan. The plan was developed in coordination with MnDOT, the City of Kasson, and the K-M School District.

Education, encouragement, engineering, enforcement, evaluation, and equity program and infrastructure recommendations in this plan are intended to be on a five-year timeline.

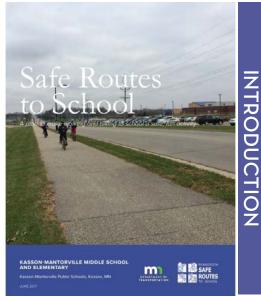
Eight programs such as a bike rodeo and bicycle maintenance training are recommended as a part of this plan.

The SRTS Plan also recommends 24 different streetscape and infrastructure improvements in Kasson, mainly focused around the K-M School Campus. The recommendations are highlighted further in the Parks, Recreation, and Active Living Chapter and Transportation Chapter.

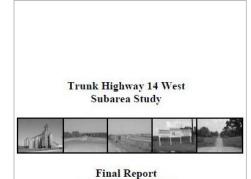
#### TRUNK HIGHWAY 14 WEST SUBAREA STUDY (2004)

In 2003, MnDOT, in collaboration with the City of Byron, the City of Kasson, the City of Rochester, Olmsted County and Dodge County initiated a study of a portion of the Trunk Highway 14 Corridor generally between the Cities of Rochester and Kasson. The purpose of the study was to reaffirm a long term vision for the corridor, to establish a phasing plan to guide implementation of the vision over a period of many years and establish common directions amongst the study partners to assist in future decision making. Takeaways from this study related to Kasson include:

- Potential graded separated interchange at CSAH
   15 or partial interchange connected to interchange at 19th/280th Ave. by collector-distributor roads.
- » Potential future collector roadway segment connecting 8th St. SE to CSAH 15.



Safe Routes to School Plan



September 30, 2004

Trunk Highway 14 West Subarea Study

- Minnesota GreenStep Cities
- » Potential future grade separation of 220th at Hwy. 14

## **GREENSTEP CITY**

Kasson is a Step 2 Minnesota GreenStep City, working towards Step 3. Minnesota GreenStep Cities is a voluntary challenge, assistance and recognition program to help cities achieve their sustainability and quality-of-life goals. This free continuous improvement program, managed by a public-private partnership, is based upon 29 best practices. Each best practice can be implemented by completing one or more actions at a 1, 2 or 3-star level, from a list of four to eight actions.

The policies and action steps within this plan include some of the best practices and best practice actions that Minnesota GreenStep Cities has identified.

## PLANNING HORIZON (2018-2040)

This update of the Comprehensive Plan looks to the year 2040. Considering a future over 20 years away

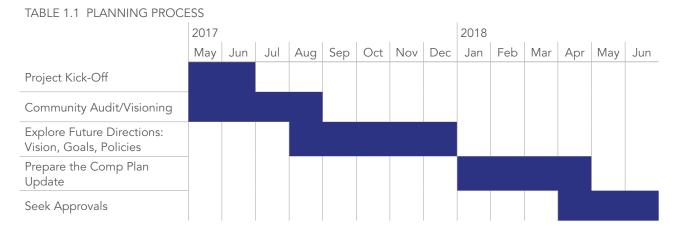
forces the community to broadly consider issues and opportunities facing Kasson. Issues are easier to face before they become a problem. Opportunities can be capitalized upon early.

A Comprehensive Plan is not only about encouraging the right actions, but also preventing the wrong ones. A residential subdivision in the wrong place may block the expansion of a needed industrial area or the right-of-way for a critical road corridor. Looking into the future helps to prevent unintended consequences.

## THE PLANNING PROCESS AND COMMUNITY ENGAGEMENT

The Kasson Comprehensive Plan was developed over a year long process undertaken by the City of Kasson and planning consultants from Hoisington Koegler Group, Inc. and engineering consultants from WHKS. The planning process, as illustrated in Table 1.1, consisted of five tasks including:

» Task 1: Project Kick-Off, The primary objective of this task was to orient City staff, the Working Group, and the consultant team to the project's objectives,



issues, opportunities, and timeline.

- » Task 2: Community Audit/Visioning, This task included a focused audit of the physical community in Kasson, looking at natural/environmental resources, land use patterns, infrastructure systems, utility service areas, walkability, bikeability, street network and traffic patterns, schools, park and recreation systems, demographic/economic trends, and future projections.
- » Task 3: Explore Future Directions: Vision, Goals, and Policies, This task uses what was learned from the community engagement process and community analysis to begin exploring future directions including future land use distribution, development patterns and character, park and open space systems, trail and sidewalk connectivity, infrastructure/electric utility service strategy and capacity, economic development strategies, street network, and traffic circulation/ patterns.
- » Task 4: Prepare the Comp Plan, This task included drafting of the Comprehensive Plan Update, incorporating the goals, polices, and plan directions.
- » Task 5: Seek Approvals, This task included reviewing the plan, seeking recommendations and, ultimately, adoption by the City Council.

Community engagement is a vital part of the comprehensive planning process, ensuring that recommendations in the plan are based on a wellrounded understanding of community needs, values, issues, and opportunities. This planning process employed a number of traditional and contemporary modes of public engagement, and provided a range of opportunities for public input throughout the process. Over the course of the planning process, a working group composed of key community members met to provide input and direction. In addition to the working group, two phases of stakeholder engagement were conducted in efforts to involve all residents and members of the community. The first phase was intended to guide the direction of the plan; providing an understanding of the community's needs and desires. The second phase presented the direction to the public, to ensure their initial input was correctly interpreted, and to uncover any new or missing opportunities. Over the course of the project, over 500 points of contact were made with the community.

#### ENGAGEMENT PHASE ONE

In efforts to engage as many interested community members as possible, several input methods were utilized during this phase, including:

- » An online survey in the summer of 2017 (June -September), which received 207 responses.
- » An online mapping tool (Social Pinpoint) in summer of 2017 (June - September), which received 75 comments, 239 unique users, and an average time spent of 17 minutes.
- A monopoly-style game that was played at a community workshop on July 25th, 2017, as well as at various small-group meetings throughout the summer which collected over 60 in-person responses.

Through this phase, participants identified the small-town community, the school district, friendliness/welcoming, and the location as characteristics they love about their city. Participants also identified things they would like to change about Kasson, which included the amount and diversity of retail and entertainment options, traffic safety





Community Workshop 2

All and a second a s

2040 Six Word Memoir



Gameboard Feedback

#### Social Pinpoint Feedback



concerns along Mantorville Ave., high property taxes, and not enough affordable housing to keep with new demand.

FIGURE 1.4 KASSON GAMEBOARD



#### ENGAGEMENT PHASE TWO

The second phase of engagement involved presenting and collecting input on a vision statement, a set of guiding principles, a land use framework, and a series of project ideas. These were established based on an extensive analysis of existing conditions, trends, and input from phase one. Engagement efforts during phase two included:

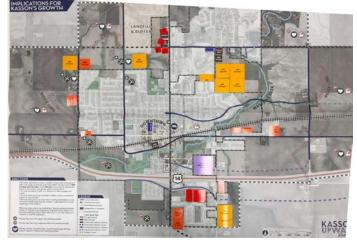
- » A community workshop on November 1st, 2017
- » An online survey from November 2017 to January 2018, which received just over 100 responses
- » An interactive growth allocation game that was played at the community workshop and at various small-group meetings throughout the winter.

Key takeaways from this phase included valuable feedback informing the direction for the vision and guiding principles, understanding that downtown improvement and traffic improvements (safety and increased mobility) may have a higher priority than some other community improvement ideas, and that citizens welcome future growth as long as its well planned, connected, and well served by parks and existing community services.

Engagement strategies and tools employed throughout the planning process included:

- » Project Website
- » Utility Billing Announcements
- » Newspaper Articles and Notices
- » Community Photo Contest
- » Social Media Announcements
- » Promotional materials at community facilities and events
- » Public Hearing

#### FIGURE 1.5 KASSON GROWTH ALLOCATION GAME



For a detailed summary of public engagement and community input, see Appendix A: Public Engagement Summary.

## HOW TO USE THIS DOCUMENT

#### THIS PLAN IS DYNAMIC

While intended to guide change, this plan must also remain flexible to respond to changing needs, conditions and emerging trends. City officials must understand that they are responsible for the future of their community, and they must consider carefully the merits of adjustments to the plan. This is a critical step in the community development process; proposals need to be evaluated against the goals and vision laid out in this plan. Some proposals will fit well, while others may not. Regardless of their overall quality, any ideas that are good and worthy of further consideration could quite possibly lead to changes to the vision or the plan. These proposals will trigger the community planning process.

#### **KEY TERMINOLOGY:**

The **VISION** statement describes how the community will look, feel, and function over the next 20 years. It is an over-arching framework that permeates the plan and informs supporting goals, policies and strategic directions.

The **GUIDING PRINCIPLES** serve as a yardstick to measure the appropriateness and results of future initiatives. The guiding principles are a tool for future decision-making and help to define the character, values, and priorities of the Kasson community.

### **EACH CHAPTER INCLUDES:**

**GOALS** are broad statements that describe a desired outcome or end-state. Goals are often long-term in scope.

**POLICIES** describe the general course of action or way in which programs and activities are conducted to achieve a stated goal or objective. Policies speak to underlying values, context, or principles, and are often place-specific.

ACTION STEPS are programs, actions, or practices that support one or more policy statements. Action steps address, at a high level, the "who, what, when, where, and how" of reaching a goal. An action step may include multiple smaller or short-term actions that lead to a larger outcome.



This page intentionally left blank.

## **CITY OF KASSON COMPREHENSIVE PLAN**

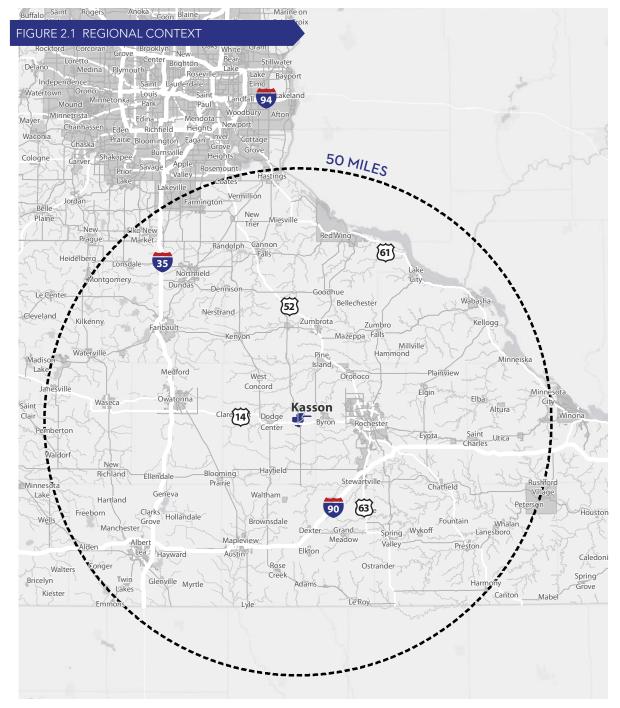
## CONTENTS

	2-2
DEMOGRAPHIC PROFILE	
ECONOMIC CONDITIONS	
EXISTING LAND USE	
HOUSING	
PARKS & RECREATION	
NATURAL RESOURCES & OPEN SPACE	2-23
TRANSPORTATION	.2-25
PUBLIC FACILITIES & UTILITIES	2-28

## 02. COMMUNITY CONTEXT

This chapter of the Comprehensive Plan is intended to provide a high-level overview of Kasson's existing conditions by using a combination of available data sets (local, regional, and national), community sentiment, and past planning initiatives. Additional background information, including what we heard from community engagement is provided in the first part of the topical chapters.





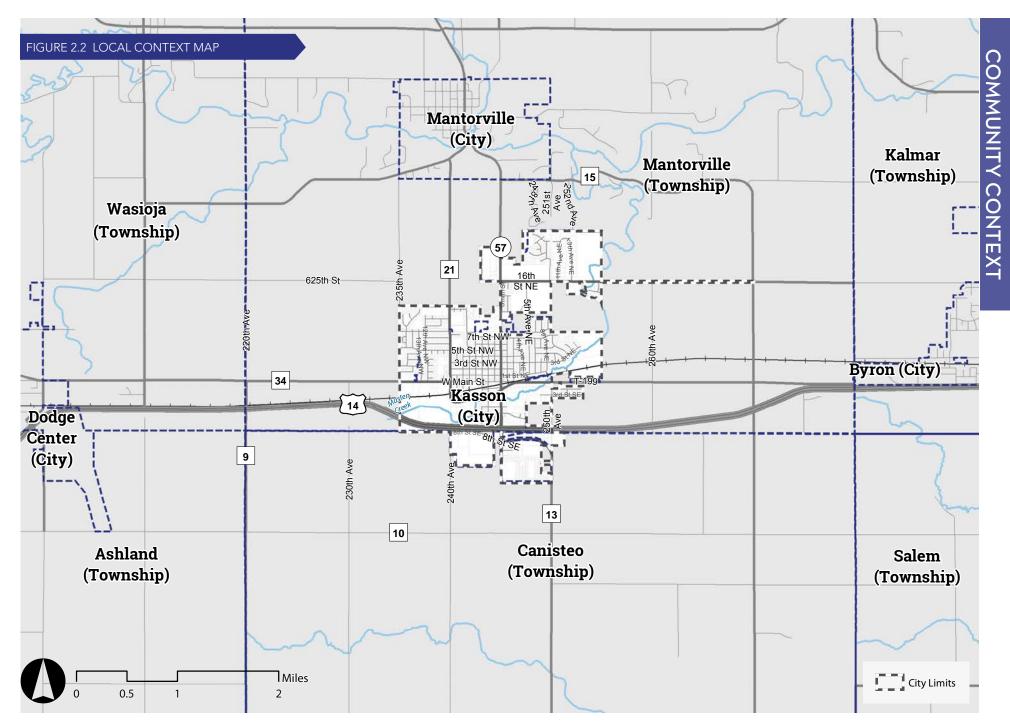
## LOCATION ANALYSIS

#### **REGIONAL CONTEXT**

Kasson is located just over 10 miles west from the City of Rochester, MN. The City's adjacency with US Highway 14 provides an easy route for residents and workers looking to travel into Rochester, Owatonna, and the Interstate Highway System. Kasson is also located approximately 50 miles from the Twin Cities Metropolitan urbanized edge. Primary vehicular travel routes into the Twin Cities include travel up State Highway 57 to US Highway 52 or travel along US Highway 14 to Interstate Highway 35. Other notable cities such as the Cities of Albert Lea, Austin, Winona, Faribault, and Red Wing, MN are also within a 50 mile radius of Kasson.

#### LOCAL CONTEXT

Kasson is located within Dodge County, Minnesota. The City shares jurisdictional boundaries with two different townships; Mantorville and Canisteo. Less than two miles north of Kasson lies the City of Mantorville. Kasson and Mantorville are the two primary cities served by the Kasson-Mantorville School District. Dodge Center and Byron, MN are both just over three miles from Kasson, Dodge Center to the west and Byron to the east.



#### WHAT WE'VE HEARD:

"Small town feel in a town so close to Rochester, great school district in such a smallschool area, and friendly people [is what makes Kasson unique and interesting]."

## DEMOGRAPHIC PROFILE

Understanding population and demographic trends helps communities prepare and properly plan for future land, infrastructure, service, and programming needs. For instance, if it can be determined that a large cohort of residents are likely going to be retiring over the upcoming decades, adequate sharedmaintenance housing in walk-friendly neighborhoods can be planned.

In 2015, according to US Census American Community Survey (ACS) estimates, the population of Kasson was estimated to be at 6,049. Kasson has seen steady, continued growth since its incorporation in 1870. Though, the 2015 ACS population estimate indicates Kasson's growth rate may be slowing, a consistent trend across the state and county with a flattening of growth as part of the recession. Housing 30% of Dodge County's population, Kasson continues to be the largest city within the County.

#### FIGURE 2.3 HISTORICAL POPULATION



The age distribution in Kasson has undergone some changes between 2000 and 2015. Most notably, the 50-59 age cohorts in Kasson have grown and consist of a larger share of Kasson's population in 2015 than they did in 2000. Aging residents staying in Kasson could explain why the largest age cohort in 2000 was the 35-39 age group and now the 50-59 now consists of a larger share of Kasson's population. The same is true for the 70-84 age cohorts. Substantial decreases can be seen in the share of population in the under 5 years cohort as well as the share of population in the 30-49 and 65-69 age cohorts. In 2015, the largest

**DRAFT - APRIL 2018** 

to Stewartville, a community located in the South Rochester Metropolitan area, Kasson has seen a faster population growth and, as of the 2010 Decennial Census, Kasson has surpassed Stewartville's total population.

the largest of the three communities. Compared

FIGURE 2.4 POPULATION COMPARISONS



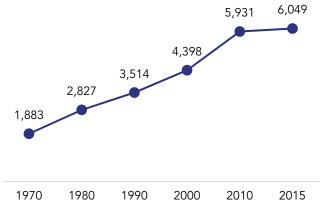
Old Kasson Watertower. Source: John Hazuka

Source: U.S. Census Bureau, Various Years

Compared to other neighboring communities

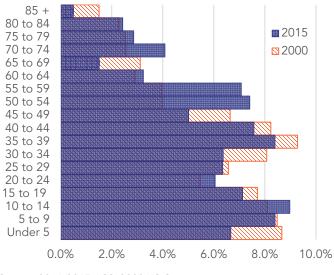
such as Byron and Mantorville, Kasson has seen

similar population gains. Kasson continues to be



age cohort is the 10-14 age group. Such a large share of the population in the 10-14 age group could mean that currently there is a strain on the Kasson-Mantorville school system.

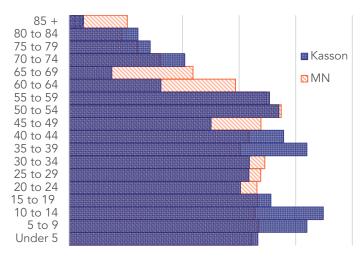
FIGURE 2.5 2015 - 2000 AGE DISTRIBUTION COMPARISON



Source: 2011-2015 ACS, 2000 US Census

A few differences can be observed when comparing Kasson's age distribution to Minnesota's. Kasson has a much smaller share of its population in the 60-69 and 85+ age cohorts than the State of Minnesota does. The smaller population share may mean that newly retired residents and the elderly may be living elsewhere to fulfill their new housing needs and lifestyles. The 5-19 and 35-44 age cohorts in Kasson make up a much larger share of the total population than what they do in Minnesota. A comparatively larger share of the total population in these cohorts indicates that the overall environment in Kasson may be more supportive of families with school age children.

## FIGURE 2.6 KASSON & MINNESOTA AGE DISTRIBUTION COMPARISON





Kasson, along with the rest of the Nation, is experiencing a decrease in household size. Reasons for this decrease typically are attributed to an aging community, having kids later in life, the decision to not have as many kids, increasing childcare costs, and more dual-income families in which both the mother and father work full-time.

#### TABLE 2.1 AVERAGE HOUSEHOLD & FAMILY SIZE

	2015	2000	
Average Household Size	2.63	3	
Average Family Size	3.1	3	
Source: 2011 2015 ACS 2000 Consus			

Source: 2011-2015 ACS, 2000 Census

With the exception of a small, yet slowly growing Hispanic or Latino population, Kasson is largely a homogenous White/Caucasian community. An increasingly diverse population may have different needs, such as communication and house size needs, than what currently exist.



Dodge County Relay for Life. Source: John Hazuka



Festival in the Park. Source: John Hazuka

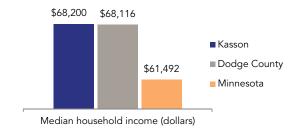
WHAT WE'VE HEARD:

"[Kasson should] embrace

diversity!."

In 2015 the median household income was \$68,200. Of the 2,288 households in Kasson, 23.8%, made between \$50,000 to \$74,999. 22.5% of households made between \$75,000 and \$99,999. When adjusted for inflation, Kasson households earned .5% less dollars in 2015 than they did in 2000. The median household income in Kasson and Dodge County are almost identical. Median household income in Kasson is higher than the median household income in the State of Minnesota by almost \$7,000.

FIGURE 2.7 MEDIAN HOUSEHOLD INCOME COMPARISON



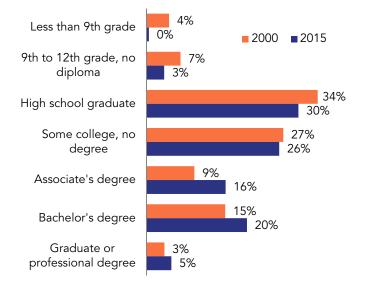
Source: 2011-2015 ACS

#### TABLE 2.2 HOUSEHOLD INCOME

	2015		2000	
	#	%	#	%
Total households	2,288	-	1,690	-
Less than \$10,000	20	0.9%	98	5.8%
\$10,000 to \$14,999	52	2.3%	81	4.8%
\$15,000 to \$24,999	223	9.7%	196	11.6%
\$25,000 to \$34,999	191	8.3%	226	13.4%
\$35,000 to \$49,999	270	11.8%	253	15.0%
\$50,000 to \$74,999	545	23.8%	528	31.2%
\$75,000 to \$99,999	515	22.5%	214	12.7%
\$100,000 to \$149,999	405	17.7%	75	4.4%
\$150,000 to \$199,999	59	2.6%	19	1.1%
\$200,000 or more	8	0.3%	0	0.0%
Median household income (dollars)	\$68,200	-	\$49,022 \$68,572*	-

Source: 2011-2015 ACS, 2000 US Census \*2015 Dollars

Kasson residents are becoming more educated. A higher percentage of people in Kasson hold an Associate's degree, Bachelor's degree, and Graduate or professional degree in 2015 than they did in 2000. Just over 96% of Kasson residents are a high school graduate or higher, compared to 89% in 2000. A higher educated population also means there is a higher educated workforce seeking greater paying jobs that require a more advanced skillset. FIGURE 2.8 EDUCATIONAL ATTAINMENT



Source: 2011-2015 ACS, 2000 US Census

#### 2-6 CITY OF KASSON

## **ECONOMIC CONDITIONS**

#### **KASSON WORKFORCE**

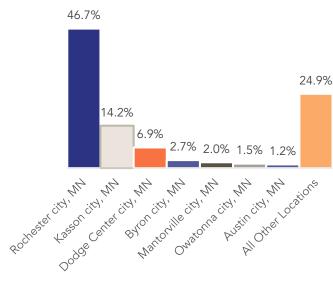
According to the 2015 US Census ACS, Kasson's workforce participation rate is 77.7%. The majority, 85.8%, of working Kasson residents commute to jobs outside of city limits with the highest percentage, 46.7%, of commuters working in the City of Rochester. Just over 14% of Kasson residents work in Kasson. Dodge Center jobs attract 7% of Kasson's workforce.

The majority, 68.3%, of workers employed in Kasson commute in from residences outside of Kasson city limits. Besides Kasson, workers commuting in from Rochester make up the largest share of workers coming from a single city. Just under 32% of workers employed in Kasson also live within the community.

Knowing where Kasson residents work largely explains the means of travel to get to their work destination. Certain travel modes, such as walking, may be convenient for those who live and work in Kasson, but not for residents who work further away. The majority of Kasson residents, 83.6%, drive to work alone in an automobile. Those residents carpooling to work in an automobile account for the second most common way Kasson residents get to work. The third most common way to travel to work in Kasson is not traveling, or those who work at home. This includes both home businesses and those who work remotely (also known as telecommuting). Working at home is a rising national trend and, at 5%, is a growing trend for Kasson residents as well. According to the 2000 US Census, 3.2% of Kasson residents worked at home. On average, it takes a Kasson resident 21 minutes to get to work.

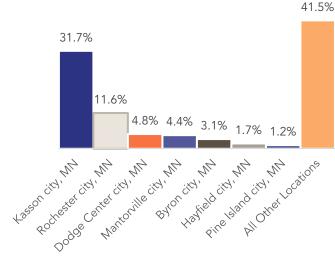
According to the 2014 US Census LEHD LODES

## FIGURE 2.9 2014 KASSON COMMUTE SHED - WHERE RESIDENTS WORK



Source: US Census Bureau. 2016. OnTheMap Application. LEHD Program

## FIGURE 2.10 2014 KASSON COMMUTE SHED - WHERE KASSON WORKERS LIVE



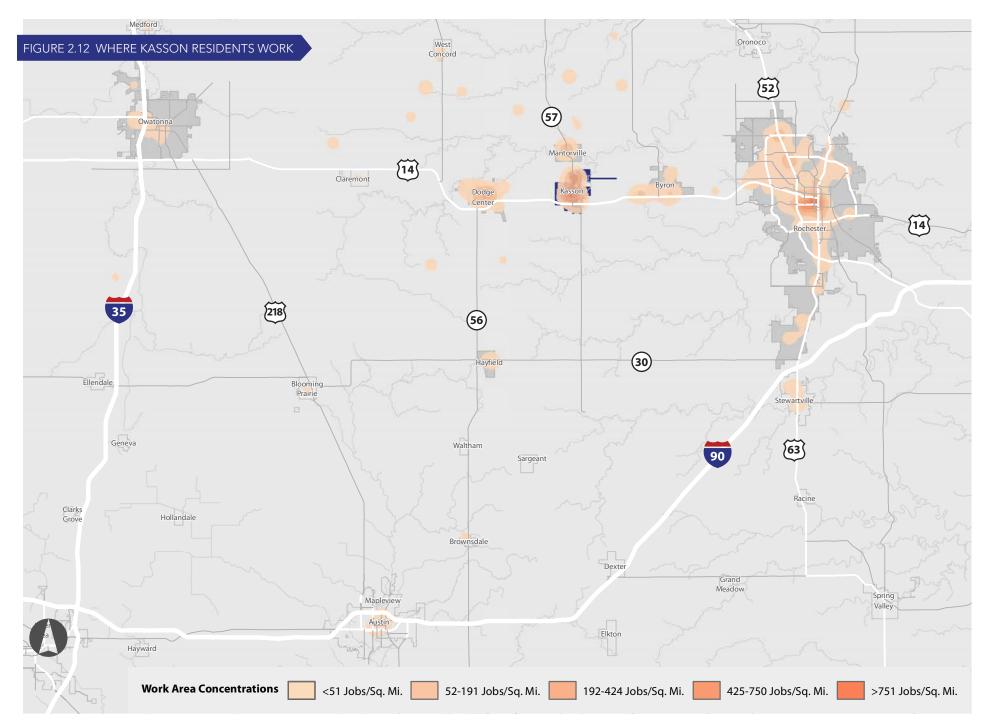
Source: US Census Bureau. 2016. OnTheMap Application. LEHD Program

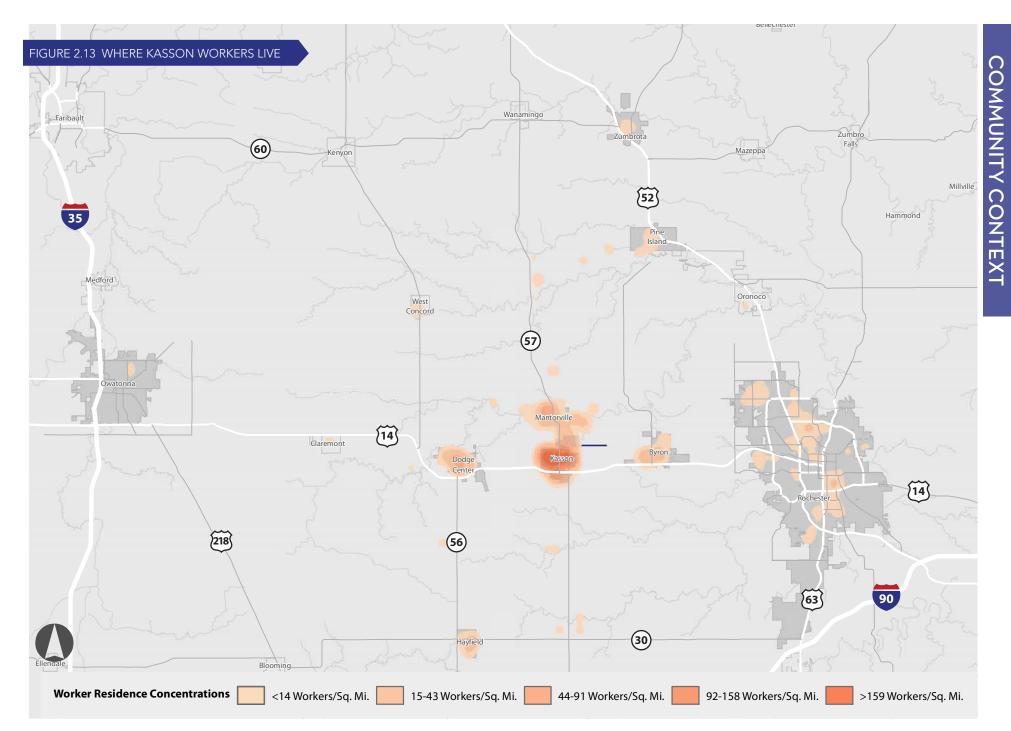


Pedestrian Walking Along Hwy. 57 and CSAH 34

#### TABLE 2.3 TRAVEL TO WORK

STATUS	#	%
Workers 16 years and over	3,252	-
Car, truck, or van drove alone	2,720	83.6%
Car, truck, or van carpooled	272	8.4%
Public transportation	38	1.2%
Walked	21	0.6%
Other means	39	1.2%
Worked at home	162	5.0%
Mean travel time to work (min.)	20.9	0.6%
Source: 2011-2015 ACS		







Kasson-Mantorville High School



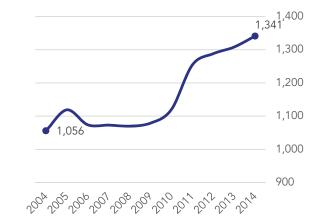
Kasson-Mantorville Middle School



Commercial Strip Center Along Hwy. 57 and 14

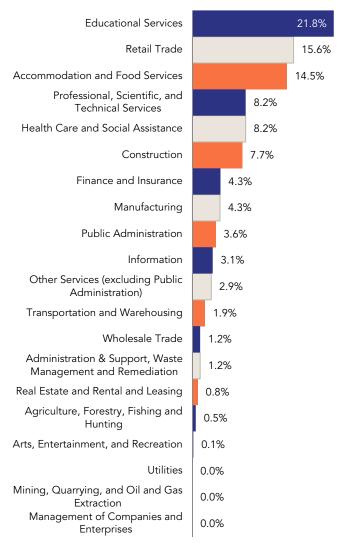
Program, as of 2014 there were 1,341 jobs in Kasson city limits. This is an increase of 285 jobs from 2004. The industry sector employing the most people was the educational services sector. This statistic can been most likely attributed to the fact that the Kasson-Mantorville School District facilities and schools are located within Kasson City limits. The retail trade sector makes up the second highest share of jobs in Kasson, followed by the accommodation and food services sector.

FIGURE 2.14 TOTAL NUMBER OF PRIMARY JOBS IN KASSON



Source: US Census Bureau. 2016. OnTheMap Application. LEHD Program

#### FIGURE 2.15 2014 KASSON WORK AREA PROFILE



Source: US Census Bureau. 2016. OnTheMap Application. LEHD Program

Of the 1,341 jobs in Kasson, just under 44% of them typically employ workers with some type of college education. Just over 23% of jobs in Kasson are filled by those who have received a high school diploma or equivalent with no college education. These shares are similar to those found on the State and County levels, but differ from the Rochester Metropolitan Area. According to the 2014 US Census LEHD LODES Program, 54% of jobs in the Rochester Metropolitan Area typically employ workers with some type of college education while only 19.5% are filled by those who have received a high school diploma or equivalent with no education.

#### TABLE 2.4 JOBS BY WORKER EDUCATIONAL ATTAINMENT

EDUCATIONAL ATTAINMENT	KASSON SHARE	ROCHESTER METRO SHARE
Less than high school	4.5%	4.8%
High school or equivalent, no college	23.2%	19.5%
Some college or Associate degree	26.2%	28.4%
Bachelor's degree or advanced degree	17.6%	25.7%
Educational attainment not available (workers aged 29 or younger)	28.6%	21.6%

Source: US Census Bureau. 2016. OnTheMap Application. LEHD Program

#### KASSON TRADE MARKET OVERVIEW

In the Spring of 2017 the City of Kasson contracted customer market analytic services from Buxton Company to support economic development initiatives. The analytics from this partnership will be used to identify the retail preferences of residents, match the city to complementary retail businesses, provide helpful insights to retain existing local businesses, and support downtown revitalization efforts.

Understanding potential customers in a particular trade area will help the city to promote and match complementary retail businesses. As a part of Buxton's report, every US household is classified into one of 71 distinct consumer segments described by that household's lifestyle and spending habits. Segments found within the Kasson's trade area, represented as drive times as seen in Figure 2.16, are presented to illustrate what the consumer opportunities look like in Kasson.

The following are some highlights of the trade market within a 20 minute drive time from Kasson's retail area:

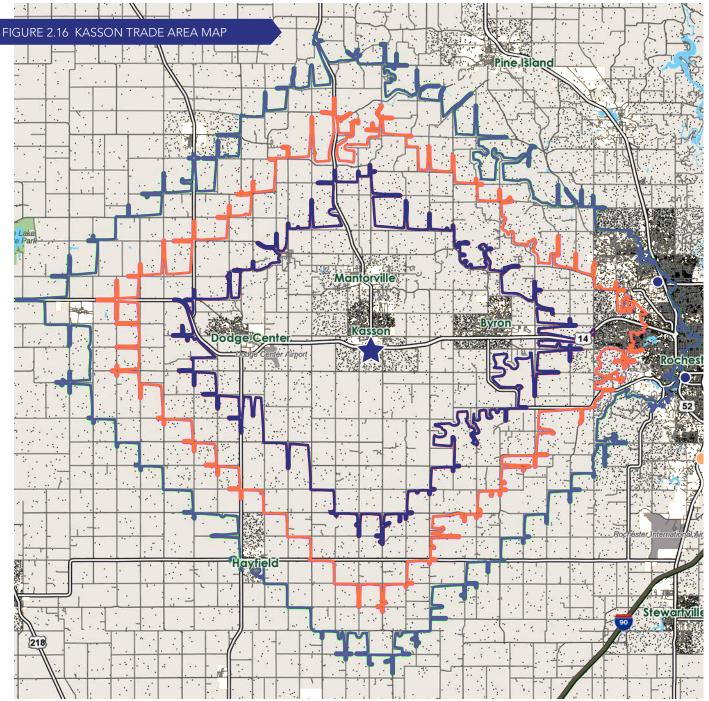
Demographic Highlights:

- » Population: 27,135
- » Workplace Population: 7,868
- » Population Growth ('00-'10): 26.9%
- » Projected Pop. Growth ('15-'20): 8.6%
- » Households: 9,863
- » Avg. HH Income: \$83,825
- » Household Growth ('00-'10): 31.5%
- » Projected HH Growth ('15-'20): 9.6%

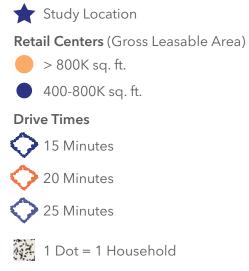
Top Household Segments (see the Household Segment Sidebar for segment descriptions):



Commercial Uses in Downtown Kasson







Source: Buxton SCOUT Market Analysis Tool, 2017

COMMUNITY CONTEXT

- » C14: Boomers and Boomerangs
- B08: Babies and Bliss
- F23: Families Matter Most >>

Nearby large retail centers are also identified in Figure 2.16. Of the three retail centers shown, one retail center (400-800K sq. ft.) exists within a 25 minute drive time. This retail center is located in the northwest area of Rochester along Hwy. 63 and includes numerous big-box retailers ranging from home improvement, grocery stores, and electronics retail as well as chain restaurants on prototypical pad sites. Just outside of the 25 minute drive-shed a regional shopping center with three major anchor tenants is located along US Hwy. 14 and US Hwy. 52. Grocery, office supply, and other big-box retailers are also located in the vicinity. Also shown on the map is an emerging retail center, greater than 800K sq. ft., south of Rochester and US Hwy. 52 along US Hwy. 63. This retail center includes home improvement, farm and implement, and home and retail goods big-box stores as well as a cinema theater and various prototypical pad site restaurants. No large retail centers exist within a 20 minute drive-shed of the Kasson study area.

## CHARACTERISTICS OF TOP HOUSEHOLD SEGMENTS IN KASSON'S TRADE AREA

## **BOOMERS AND BOOMERANGS**

Baby boomer adults and their teenage/young adult children sharing suburban homes.

Key features include:

- » Suburbanites
- » Middle-class families
- » Politically conservative
- » Charitable
- » Big spenders
- » Multi-generational households

## **BABIES AND BLISS**

Middle-aged couples with large families and active lives in affluent suburbia.

Key features include:

- » Large families
- » Online shoppers
- » High credit awareness
- » Child oriented purchases
- » Athletic activities
- » Engaged parenting

## FAMILIES MATTER MOST

Young, middle-class families in scenic suburbs leading active, family-focused lives.

81.3%

Key features include:

- » Sprawling families
- Child-related purchases
- » Family vacations
- » Parent Teach Association parents
- » Internet Active
- » Credit revolver



125 53.1%



Household income Household size \$100.000-5+ persons \$124,999 59.8% Age of children Home ownership Homeowner 4-6 146 63.1% 95.0%

<sup>758</sup> 



Aerial View of Kasson. Source: Tony Morrow



Downtown Kasson



Single Family Neighborhood in Kasson

## EXISTING LAND USE

Of the 1,958 Acres that exist within the City of Kasson, 31.6% of the land is devoted to Single Family - Detached housing, making it the largest land use category by acreage. Overall, 35% (684 Acres) of the land in Kasson is occupied by housing. Public/Institutional land uses, such as schools, city hall, and churches, account for 12.6% of Kasson's land. Undeveloped land, consisting of vacant and agricultural land, accounts for 21.3% of the city of Kasson, or 416 acres.

#### TABLE 2.5 EXISTING LAND USE - KASSON CITY LIMITS

LAND USE	ACRES	%
Vacant	127	6.5%
Agricultural	289	14.8%
Single Family-Detached	618	31.6%
Single Family-Attached	17	0.9%
Manufactured Home Park	30	1.5%
Multi-Family	19	1.0%
Mixed-Use (CBD)	7	0.3%
Retail/Service Commercial	57	2.9%
Public/Institutional	247	12.6%
Industrial/Manufacturing	46	2.3%
Parks & Open Space	86	4.4%
Other (ROW, Railroad, Utilities, Etc.)	415	21.2%
Total	1,958	100.0%

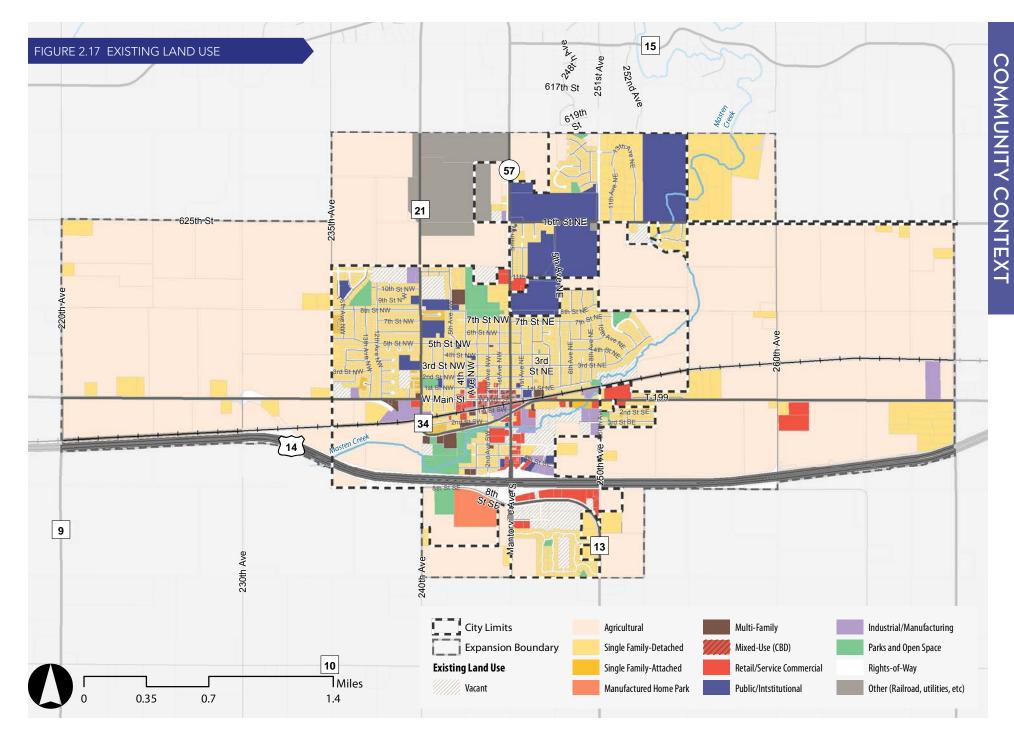
Source: HKGi, Dodge County Assessor, Goodhue County GIS

Within the future Kasson city expansion boundary, agricultural land is by far the dominate land use outside Kasson city limits. Existing single family homes occasionally dot the landscape, mostly in the form of farmsteads. The Dodge County Fairgrounds account for the 35 acres of public/institutional uses located outside of Kasson city limits. Some small businesses exist outside of Kasson city limits, but are limited in number.

TABLE 2.6 EXISTING LAND USE - KASSON EXPANSION BOUNDARY

LAND USE	ACRES	%
Vacant	9	0.2%
Agricultural	3,035	80.4%
Single Family-Detached	304	8.1%
Single Family-Attached	-	-
Manufactured Home Park	-	-
Multi-Family	-	-
Mixed-Use (CBD)	-	-
Retail/Service Commercial	25	0.7%
Public/Institutional	35	0.9%
Industrial/Manufacturing	11	0.3%
Parks & Open Space	-	-
Other (ROW, Railroad, Utilities, Etc.)	354	9.4%
Total	3,773	100.0%

Source: HKGi, Dodge County Assessor, Goodhue County GIS



#### **DRAFT - APRIL 2018**

#### KASSON UPWARD 2040 2-15



Senior Housing in Kasson

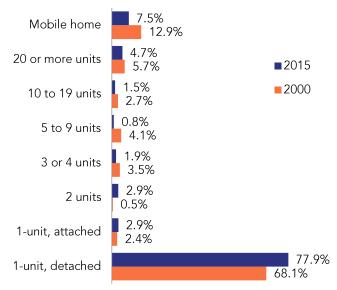


Duplex/Twinhome in Kasson

## HOUSING

Consisting of over three quarters of all housing structures, single family (1-unit) detached homes dominate Kasson's housing stock. When accounting for mobile/manufactured homes, that share of housing is closer to 85%. The remaining 15% of housing structures consists of duplexes/twinhomes, small multi-family buildings, and some larger multifamily stuctures. Comparing 2015 to 2000, Kasson has added a greater share of single family, detached units. Attached single family units, in the form of condos, townhomes, and other housing types have also seen a greater share of total housing structures.

FIGURE 2.19 HOUSING UNITS IN STRUCTURE



Source: 2011-2015 ACS

According to the 2015 US Census ACS, 81.3%, of the occupied housing units in Kasson are owneroccupied. This is not unusual for a rural community like Kasson. Those unable to afford their own home, reluctant to take on the tasks that come with home ownership, or those whose lifestyles are more mobile may not find housing that fits their needs.

## FIGURE 2.18 HOUSING TENURE

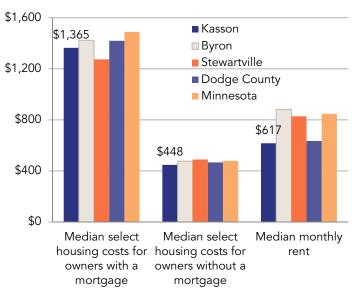


Source: 2011-2015 ACS

Selected monthly owner costs are calculated from the sum of payment for mortgages, real estate taxes, various insurances, utilities, fuels, mobile home costs, and condominium fees. The median select housing costs for owners with a mortgage in Kasson is \$1,365. With the exception of Stewartville, median monthly housing costs are lower in Kasson compared to the other examined area. Median monthly rent in Kasson is \$617. Median monthly rent in Kasson is the lowest among the other examined areas.

When a household pays more than 30 percent of their income for housing they are considered to have a housing cost-burden. These households may have difficulty affording necessities such as food, clothing, transportation, and medical care. Of the 1,350 households with a mortgage in Kasson, 190 or 14.1%, are paying more than 30% of their income on housing costs. Even though median monthly rent costs are lower in Kasson, a significantly higher percentage of rental households in Kasson, 40.2%, pay more than 30 percent of their income on housing costs. The difference in housing cost burden by tenure is not uncommon.

FIGURE 2.20 SELECTED MONTHLY HOUSING COSTS COMPARISON



Source: 2011-2015 ACS

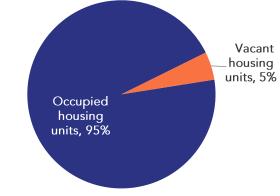
## TABLE 2.7 HOUSING COST-BURDEN (HOUSING COST AS A PERCENTAGE OF HOUSEHOLD INCOME)

	2015	
TENURE	#	%
Housing units with a mortgage	1,350	-
More than 30 percent	190	14.1%
Occupied units paying rent	386	-
More than 30 percent	155	40.2%

Source: 2011-2015 ACS

With only approximately 5% of housing units in Kasson being vacant, vacancies in Kasson are hard to come by and may limit the ability for people outside of Kasson to move into the city or for kids moving out of their parents' home to their own.

## FIGURE 2.21 HOUSING VACANCY, 2015



Source: 2011-2015 ACS

As observed in the Figure 2.22, the number of housing permits issued in Kasson has fluctuated over the past 17 years. A sharp rise in housing permits was issued between 2000 and 2002. This was followed by a sharp decline in housing permits between 2002 and 2007. In the period between 2007 and 2013 Kasson saw a slow, but steady amount of housing permits issued. These trends generally follow the housing bubble and Great Recession the rest of the United States experienced during this period. Since 2013 Kasson has seen a slow, but steady increase in housing permits issued as the housing market has restablized. A total of 46 housing permits were issued in 2016, almost double the amount of housing permits issued in 2013.



Multi-Family Rental in Kasson



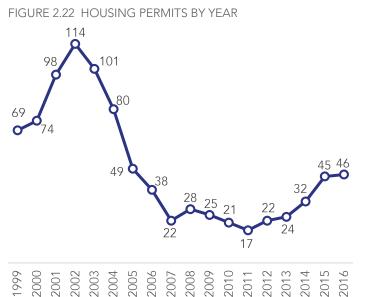
Older Home in Kasson



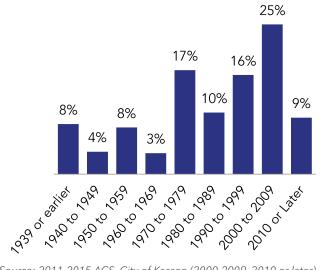
Recently Built Home in Kasson



New Home Under Construction in Kasson



#### FIGURE 2.23 YEAR STRUCTURE BUILT





## Source: City of Kasson

Overall, the age of Kasson's housing stock is young and fairly diverse. Over one-third of the current housing structures in Kasson were built in the last 20 years and three-quarters of it is less than 50 years old. Housing built before 1970 only accounts for a guarter of Kasson's current housing stock. Within the next 20 years one quarter of Kasson's current housing stock will age beyond 50 years old. As Kasson's housing stock passes this milestone, proper house maintenance and safety will need to be accounted for.

## **PARKS & RECREATION**

## NRPA PARK METRICS

National Recreation and Park Association (NRPA) Park Metrics are the most comprehensive source of data standards and insights for park and recreation agencies. Launched in 2009 and previously known as PRORAGIS, these agency performance resources assist park and recreation professionals in the effective management and planning of their operating resources and capital facilities. This suite of tools allows park and recreation agencies to build customized reports that allow for comparisons with peer agencies. Park and recreation professionals can use this benchmark data to gain more funding support, improve operations and better serve their communities.

The typical park and recreation agency offers one park for every 2,266 residents served, with 9.6 acres of parkland per 1,000 residents. But park and recreation agencies are as diverse as the communities that they serve, and what works well for one agency may not be best for your agency. Therefore, you need benchmark data to best identify the best practices to optimally serve your community.

In Table 2.9 are the ranges for the number of parks and acres of parkland. The other metrics for number of facilities don't have ranges listed, just averages.

The NRPA collects data regarding acreage and facilities for public park systems around the county. They group this data according to population ranges. Kasson falls within the smallest population group under 20,000 residents. Table 2.10 highlights:

- » NRPA Standards / Typical Situation based on jurisdictions under 20,000 residents
- » Kasson exceeds the typical in most categories

#### TABLE 2.8 KASSON PARKS

NAMEACRESPARK TYPE*FEATURESLions Park30.41CommunitySkate park, playground, parking lot, open space with creek corridorVeterans Memorial Park22.41Community2 Diamond ballfields, Soccer field, parking lot, picnic shelter, picnic area, aquatic center, playground, sand volleyball, horseshoes, 2 tennis courts, basketball courtJ. Hyde Kasson Park2.83NeighborhoodDiamond ballfield, playground; adjacent to libraryEast Diamond Park3.71NeighborhoodDiamond ballfield, parking lotEast Park1.02NeighborhoodOpen spaceTot Lot0.20NeighborhoodPlaygroundMedowland Park1.73NeighborhoodOpen fieldPrairer View Park7.58NeighborhoodOpen field - 2 soccer fieldsMaple Grove Cemetary**9.70Special UseCemetery plots, open space				
Lions Park30.41Communitywith creek corridorVeterans Memorial Park22.41Community2 Diamond ballfields, Soccer field, parking lot, picnic shelter, picnic area, aquatic center, playground, sand volleyball, horseshoes, 2 tennis courts, basketball courtJ. Hyde Kasson Park2.83NeighborhoodDiamond ballfield, playground; adjacent to libraryEast Diamond Park3.71NeighborhoodDiamond ballfield, parking lotEast Park1.02NeighborhoodOpen spaceTot Lot0.20NeighborhoodPlaygroundMedowland Park1.73NeighborhoodOpen fieldPrairer View Park7.58NeighborhoodOpen field - 2 soccer fields	NAME	ACRES	PARK TYPE*	FEATURES
Veterans Memorial Park22.41Communitylot, picnic shelter, picnic area, aquatic center, playground, sand volleyball, horseshoes, 2 tennis courts, basketball courtJ. Hyde Kasson Park2.83NeighborhoodDiamond ballfield, playground; adjacent to libraryEast Diamond Park3.71NeighborhoodDiamond ballfield, parking lotEast Park1.02NeighborhoodOpen spaceTot Lot0.20NeighborhoodPlaygroundMedowland Park1.73NeighborhoodOpen fieldPrairer View Park7.58NeighborhoodOpen field - 2 soccer fields	Lions Park	30.41	Community	
J. Hyde Kasson Park2.63NeighborhoodlibraryEast Diamond Park3.71NeighborhoodDiamond ballfield, parking lotEast Park1.02NeighborhoodOpen spaceTot Lot0.20NeighborhoodPlaygroundMedowland Park1.73NeighborhoodOpen fieldPrairer View Park7.58NeighborhoodOpen field - 2 soccer fields	Veterans Memorial Park	22.41	Community	lot, picnic shelter, picnic area, aquatic center, playground, sand volleyball, horseshoes, 2 tennis
East Park1.02NeighborhoodOpen spaceTot Lot0.20NeighborhoodPlaygroundMedowland Park1.73NeighborhoodOpen fieldPrairer View Park7.58NeighborhoodOpen field - 2 soccer fields	J. Hyde Kasson Park	2.83	Neighborhood	
Tot Lot0.20NeighborhoodPlaygroundMedowland Park1.73NeighborhoodOpen fieldPrairer View Park7.58NeighborhoodOpen field - 2 soccer fields	East Diamond Park	3.71	Neighborhood	Diamond ballfield, parking lot
Medowland Park     1.73     Neighborhood     Open field       Prairer View Park     7.58     Neighborhood     Open field - 2 soccer fields	East Park	1.02	Neighborhood	Open space
Prairer View Park     7.58     Neighborhood     Open field - 2 soccer fields	Tot Lot	0.20	Neighborhood	Playground
	Medowland Park	1.73	Neighborhood	Open field
Maple Grove Cemetary**         9.70         Special Use         Cemetery plots, open space	Prairer View Park	7.58	Neighborhood	Open field - 2 soccer fields
	Maple Grove Cemetary**	9.70	Special Use	Cemetery plots, open space

\* \*Park Types were developed by HKGi and based on acreage and features. These were designated to analyze park metrics only and the types may change during the comprehensive planning process.

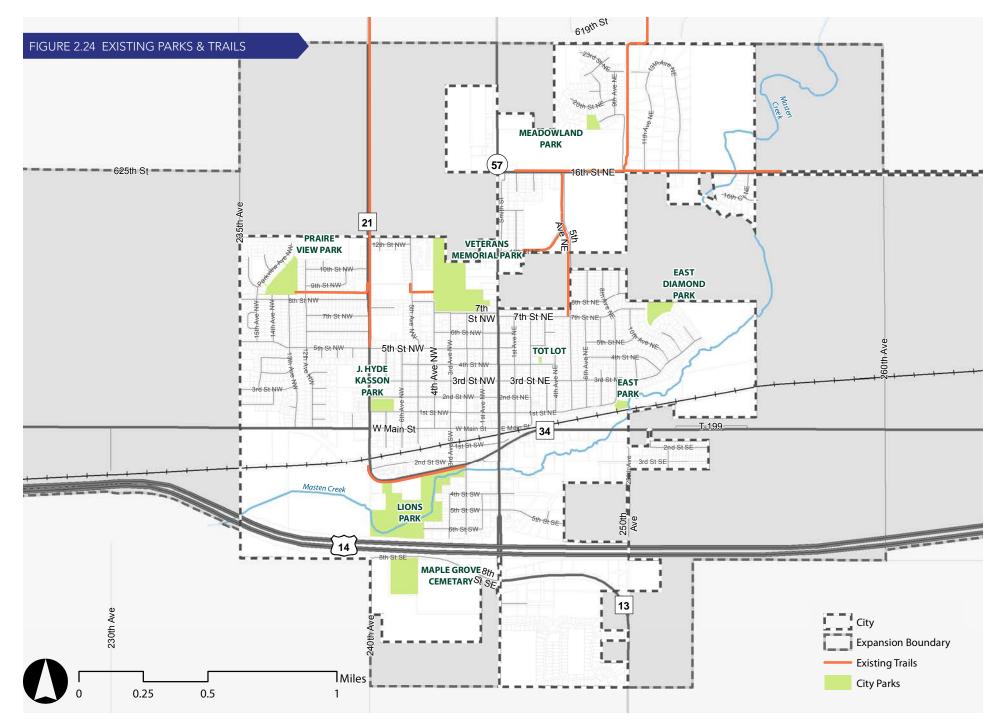
\*\*Not included in NRPA metrics table below

#### TABLE 2.9 NRPA PARK METRICS

FACILITY	TYPICAL (BASED ON JURISDICTIONS WITH POPULATION LESS THAN 20,000)	NRPA METRICS RANGE (FOR JURISDICTIONS UNDER 20,000)	KASSON	CURRENT FACILITIES (POP. 6,074)
Parks	1 per 1,331 residents	787 -2146 residents per park	8 parks	1 park per 759 residents
Acres of Parkland	10.5 Acres per 1,000 residents	4.4 -18.1 acres per 1,000 residents	69.89 acres (GIS)	11.5 ac. Per 1,000 residents

## PARK AND RECREATION FEATURES AND AMENITIES

The City of Kasson contains eight parks and one publicly owned cemetery, which constitutes public open space. These parks service not only Kasson but also larger rural community. The parks include a variety of recreational amenities, such as soccer fields, diamond ballfields, picnic areas, playground, a skate park, and an aquatic facility. The parks are well located throughout the community; however, the residential neighborhoods south of Hwy 14 do not have direct access to a public recreational park.



#### TABLE 2.10 PARK FEATURE INVENTORY

17 (DEL 2.10	PARK FEATURE INVEN		
FACILITY	TYPICAL NATIONAL (BASED ON JURISDICTIONS WITH POPULATION LESS THAN 20,000)	KASSON	CURRENT FACILITIES IN KASSON (POP. 6,074)
Parks	1 per 1,331 residents	8 parks	1 park per 759 residents
Acres of Parkland	10.5 Acres per 1,000 residents	69.89 acres (GIS)	11.5 acres per 1,000 residents
Playgrounds	1 playground per 2,258 residents	4	1 per 1,518 residents
Diamond Fields (youth)	1 field per 3,167 residents	4	1 per 1,518 residents
Rectangular Fields (Soccer, Football)	1 field per 3,250 residents	3	1 per 2,024 residents
Tennis	Not listed	2	1 per 3,037 residents
Basketball Courts	1 court per 3,850 residents	1	1 court per 6,074 residents
Indoor Ice Rink	1 per 7,500 residents	-	-
Indoor Gyms (Full Size)	1 gym per 9,162 residents	-	-
Recreation center	1 per 9,250 residents	-	-
Community Center	1 per 10,500 residents	-	-
Indoor track	1 per 17,500 residents	-	-
Fitness center	1 per 9,660 residents	-	-

Data Sources: NRPA, City of Kasson GIS data, Google Maps

#### TRAIL FACILITIES

There is a total of 3.26 miles of existing trails located

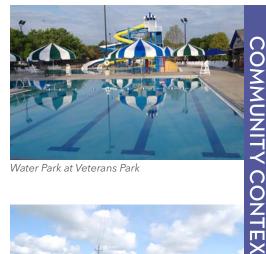
in Kasson. The most continuous segments of trail are the Sunset Trail, located along CR 21 and the Sunrise Trail, located along 5th Ave and NE Kasson. Both of these trails connect Kasson to Mantorville and are separated bituminous facilities.

The Stagecoach State Trail Master Plan published in March 2012 by the MN DNR identifies multiple alignments for the future Stagecoach State Trail linking Owatonna to Rochester. The Stagecoach State Trail is a legislatively authorized state trail. This trail also serves as a connection between the Douglas State Trail, Rice Lake State Park, and the legislatively authorized Prairie Wildflower State Trail. The Stagecoach State Trail is projected to be approximately 36 miles long. Possible alignments through the Kasson-Mantorville area include:

- » Northerly route from Olmsted County Line, along County Road 16, to 260th Ave. to 608th St./5th St. into Mantorville
- » Southerly route 625th St from Byron toward Kasson - Mantorville School Campus, to Sunrise Trail, to Riverside Park in Mantorville
- » Follow South Branch Middle Fork Zumbro River corridor

Future trail alignments in Kasson should build off the existing Sunset and Sunrise trail alignments as these trails will eventually connect to the future Stagecoach State Trail.

The Kasson-Mantorville Safe Routes to School plan also identifies potential trail and infrastructure improvements around K-M Middle School and Elementary School. These improvements primarily create safer, more direct connections between the school grounds and the surrounding neighborhoods. Future trail and infrastructure projects should align with and support the identified improvements.



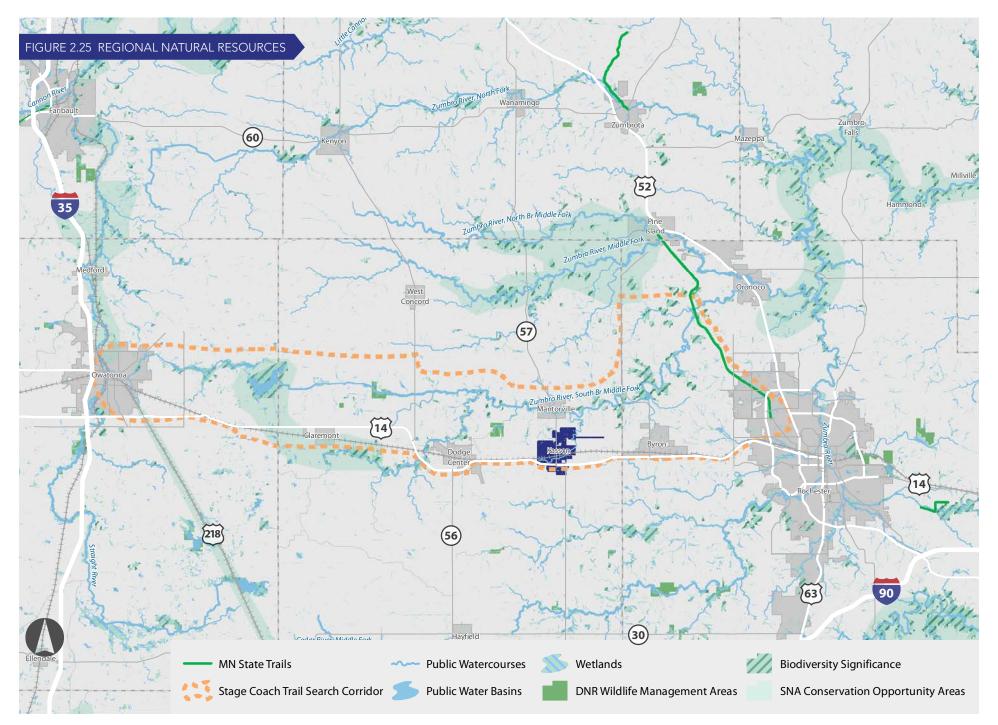
Water Park at Veterans Park



Sunrise Trail



Basketball Court at Veterans Park



## NATURAL RESOURCES & OPEN **SPACE**

The Masten Creek corridor connects the southwest park of the city, Lions Park, and East Park, to open space on the east side of the city. This corridor includes wetlands, park space, and wooded areas that can be preserved to create a natural resource benefit in terms of habitat and community open space. North of the city boundary, the Masten Creek corridor and open space can be connected to create a contiguous open space loop.

Kasson is located on the edge of the Karst lands that cover the southeastern part of the state. Varying levels of sediment, from 50 to 100 feet depth, cover the carbonate bedrock that could contain sinkholes, caves, springs, and underground drainage. The topography of the surface includes gently rolling hills and areas of exposed bedrock. The area has not been glaciated in the past couple hundred thousand years.

As seen in Figure 2.26, Kasson is generally lower in elevation in the north and higher in elevation in the south. Ridge lines surrounding Kasson are also highlighted in this map. Locating new development outside (existing Kasson development considered "inside") these ridge lines would generally be more difficult to serve with sanitary sewer and water utilities.

## WATERSHED MANAGEMENT

Kasson exists within the Zumbro River watershed. which includes Kenyon and Wanamingo on the northwest, Rochester and Eyota on the southeast, and stretches to Wabasha on the northeast. Several counties, municipalities, and townships have partnered together in the Zumbro Watershed Partnership, a non-profit organization that formed in 2004 with the mission to promote the protection and improvement of the Zumbro River watershed.

The Dodge County Soil and Water Conservation District Comprehensive Water Management Plan (2006) identifies as its priority concerns:

- » Fertilizers and herbicides from agricultural fields seeping into drinking water
- » Nutrients and chemicals from animal feedlots flowing into rivers and streams
- » Nutrients and chemicals from animal feedlots seeping into drinking water
- » Soil, fertilizers and herbicides from agricultural fields flowing into rivers and streams
- » Loss of natural vegetation and habitat due to urban and rural development
- » Flash flooding or the guick rise and fall of water and stormwater management.
- » Inadequate individual septic systems, municipal sewers, and community systems that drain to field tile, wetlands, streams or rivers.

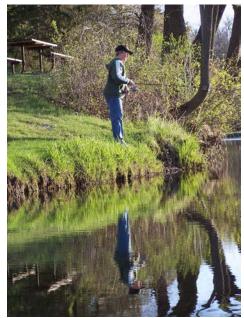
Objectives and goals included in the plan mention the importance for native vegetation along waterways, which would include Masten Creek; educating youth and landowners about benefits and opportunities for land conservation; municipal Stormwater Management Plans that address water quality.



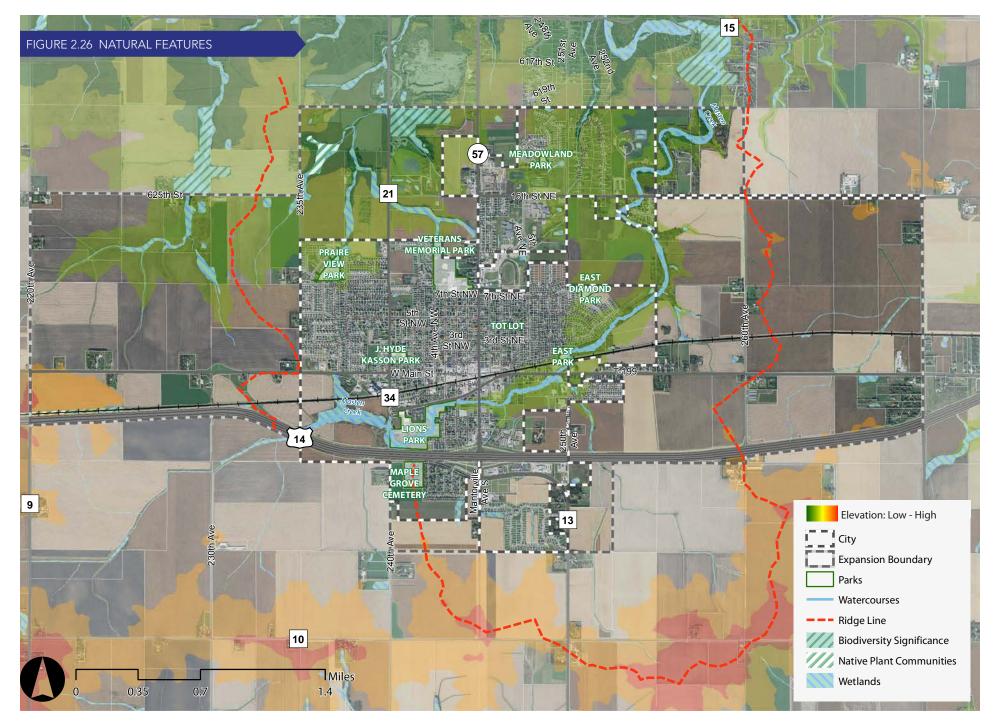
Masten Creek Near Public Works Facility



Quarry North of Kasson



Fishing Along Masten Creek. Source: John Hazuka



## TRANSPORTATION

## PRIMARY TRANSPORTATION CORRIDORS

#### HIGHWAY 14

Highway 14 is classified as "Principal Arterial - Other" within MnDOT's functional classification system and is a significant regional corridor that is a driver of Kasson's economy and connectivity. The highway sees, on average, just over 17,000 vehicle trips a day at the Hwy. 57 overpass location according to 2015 MnDOT AADT Volumes. The corridor serves as a commercial corridor and a connection to the City or Rochester and Owatonna.

The roadway is currently a four-lane divided highway with a grade separated interchange serving the City of Kasson. MnDOT, Kasson, and other partners have studied the highway corridor and local connections for long term improvements to better serve the region. The proposed improvements include upgrading the corridor to a four-lane grade separated freeway from Owatonna to Rochester with a new interchange between Kasson and Byron.

The improvements will continue to be studied and will have an impact on the community when built. We recognize these impacts and will continue to be an advocate and partner in these corridor improvements.

## HIGHWAY 57

Highway 57 not only provides a connection to Mantorville and the Twin Cities, it serves as vital corridor within the City. Most of the corridor is classified as "Minor Arterial" within MnDOT's functional classification system and serves regional traffic traveling through the City and collects local traffic within the heart of the community. On the southern end of Kasson near Highway 14, Highway 57 sees, on average, just over 11,500 vehicle trips a

day. On the northern end of Kasson, Highway 57 sees, on average, 6,700 - 5,800 vehicle trips a day.

The highway also serves as the gateway to downtown Kasson. We recognize a need to upgrade the gateway to better promote the downtown area.

The City and MnDOT have recently agreed to upgrade the highway corridor through the heart of the City in 2022 from County 34 to 11th Street. We will explore ways to improve the gateway, safety and mobility of the corridor within these improvements.

## **16TH STREET**

16th Street is classified as "Major Collector" within MnDOT's functional classification system and is viewed as a local corridor of significant transportation importance and need for investment. The corridor east of Highway 57 to County 15 will serve as a parallel alternative roadway to provide access to Highway 14 which will reduce the traffic on Highway 57. The future corridor west of Highway 57 to County 21 will provide an adequate thoroughfare to serve the growing northwest section of town. The K-M School district campus is located along 16th Street and has supported these upgrades.

The City has recently completed planning and applied for funding for these upgrades to 16th Street. The City will continue to look for opportunities to complete the improvements to 16th Street.

According to 2013 MnDOT AADT Volumes, on average, 3,750 vehicle trips per day are made on 16th Street, west of Hwy. 57, east of 5th Ave NE. East of 5th Ave NE there are 2,450 vehicle trips on average.

## MNDOT PARK AND RIDE

The City and MnDOT partnered to provide a park and ride lot at the intersection Highway 57 and 14. The park and ride lot is used as a commuter bus route



US Hwy. 14 Overpass Over Hwy. 57



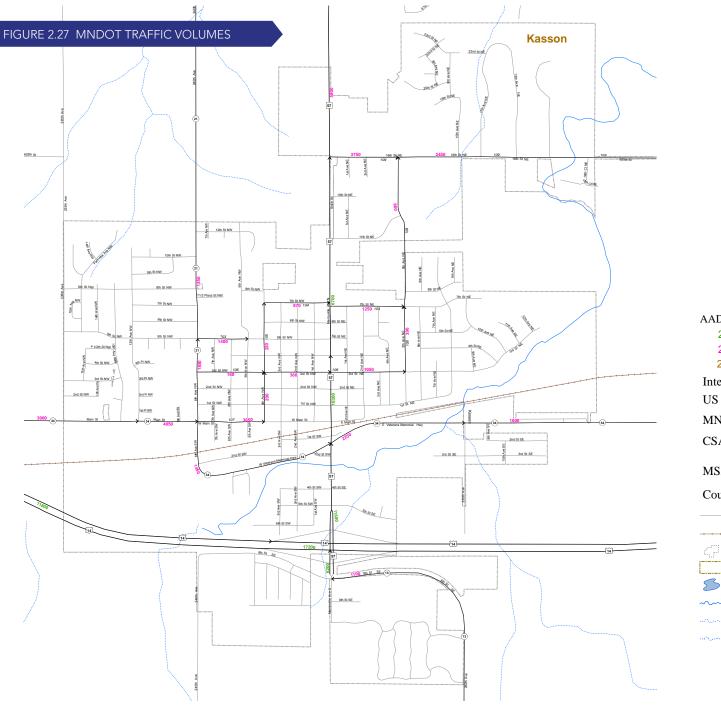
16th Street Transition from Paved to Unpaved



MnDOT Park and Ride Facility



Summer 2017 Kasson Road Reconstruction





0.25 Mi.

z

Numerals Indicate Average Annual Daily Traffic (AADT) Volumes on Designated Roads

0

Traffic Volumes are Subject to Variability and Construction Effects For More Info Visit:

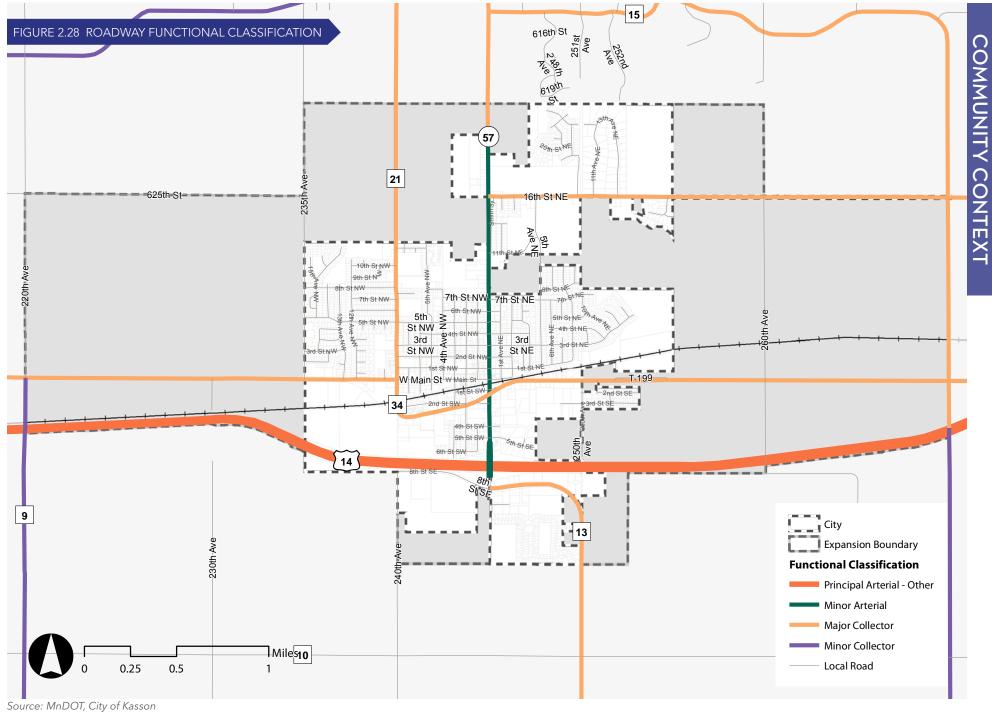
Minnesota Department of Transportation Office of Transportation Data and Analysis Traffic Volume Program http://www.dot.state.mn.us/traffic/data/index.html

#### AADT Year 2015 2014 2013 2012 2011 and older Interstate 94 US Highway [169]-MN Highway 55 -(55)→ CSAH <u>\_101</u> → MSAS 55 County Road $\rightarrow$ Other Roads Railroads -----Cities COUNTIES Lakes **Rivers** ~~~ Perennial Streams Ditches

Map Source: Minnesota Department of Transportation Office of Transportation Data and Analysis Traffic Volume Program 2015 AADT Product http://www.dot.state.mn.us/traffic/data/data-products.html

2-26

CITY OF KASSON



DRAFT - APRIL 2018



Stormwater Collection in Lions Park

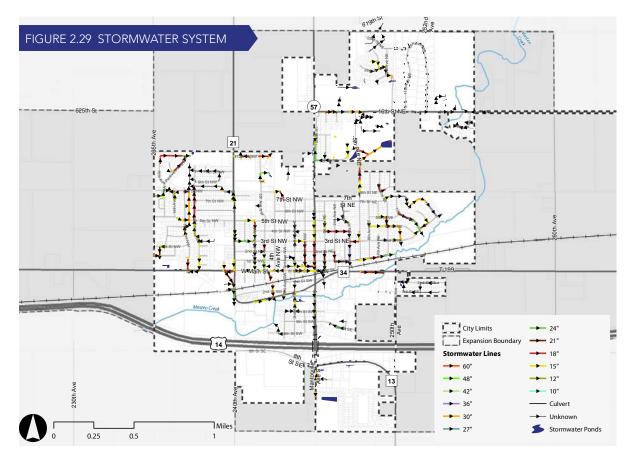
for Mayo Clinic employees. The park and ride lot is paved and contains 107 parking spaces, four of which are handicap accessible. The City will continue to promote the use of the park and ride and explore expansion, if warranted.

## **PUBLIC FACILITIES & UTILITIES**

#### UTILITIES

#### WASTEWATER SYSTEM

The City is served by a centralized sanitary sewer system. This system consists of a gravity collection system, three lift stations and a wastewater treatment



plant. The collection system experiences a significant amount of inflow and infiltration of ground and rain water into the system. The wastewater treatment plant was upgraded in 2017 and began receiving wastewater from Mantorville. As part of these upgrades an additional upgrade was planned in 5-10 years. This upgrade timeline is dependent on growth and plant performance.

A majority of the expansion boundary can be served cost effectively by gravity service to the existing collection system.

## DRINKING WATER

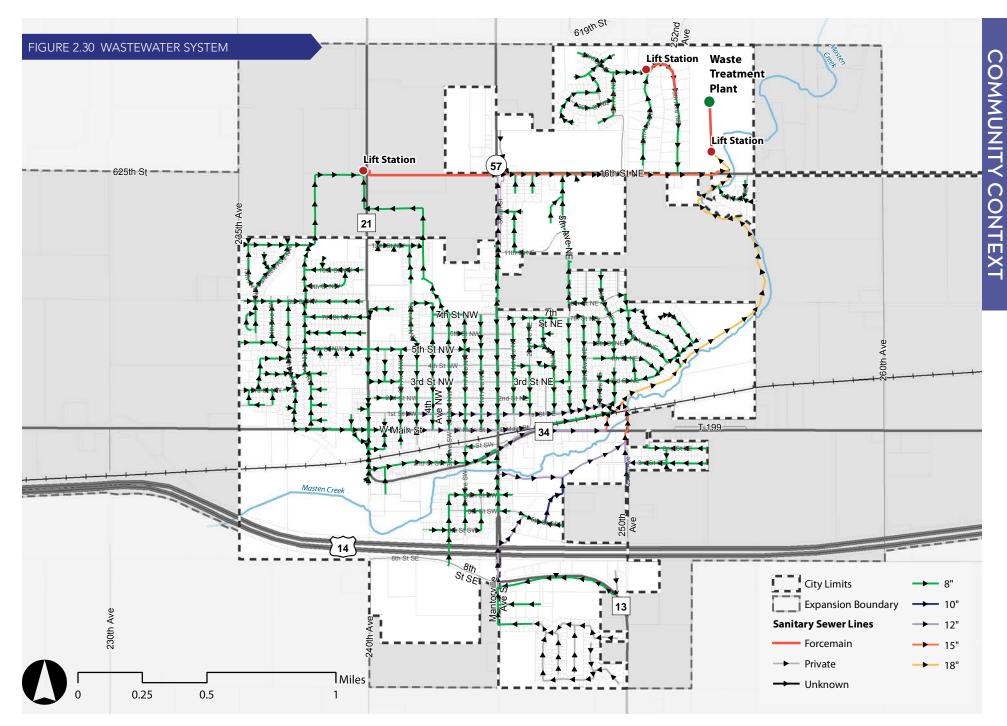
The City's drinking water system consists of wells, water towers, and distribution piping. This system has been providing drinking water that meets federal and state requirements and standards. The distribution system has experienced a significant amount of water loss and pipe breaks. The water tower storage system is near capacity. Additional water tower storage is needed to provide additional drinking water service.

The preservation and protection of our underground water source is important to future safe drinking water. The City should promote and encourage sustainable water usage practices outlined in the City's water supply plan.

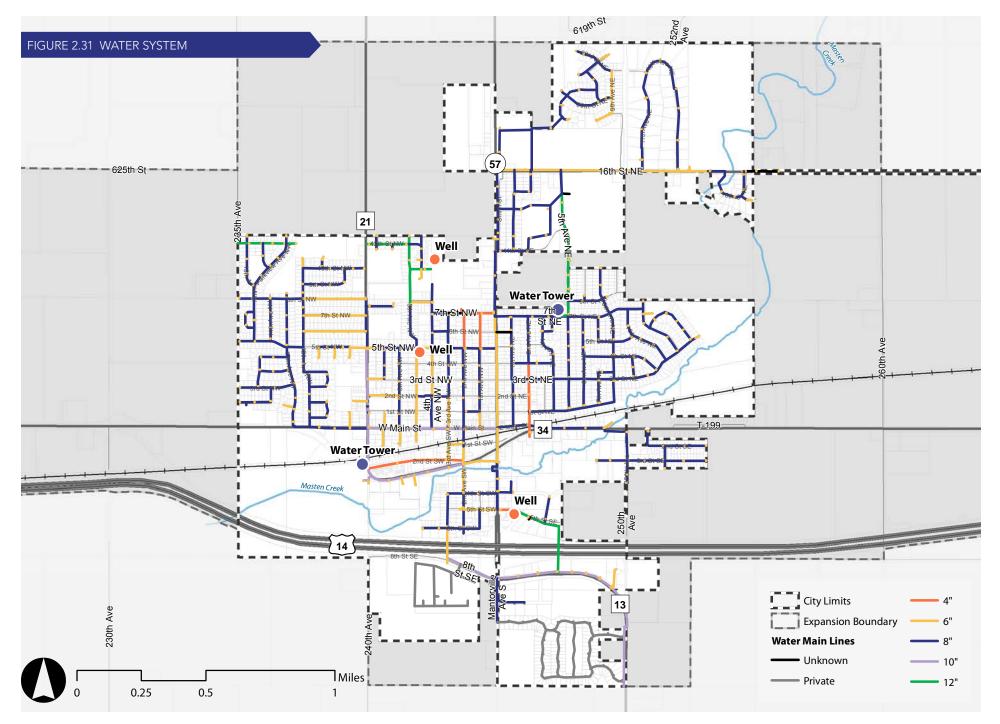
## STORMWATER MANAGEMENT

The City's stormwater system consists of intakes and storm sewer piping with storm water ponds to provide stormwater management and treatment. The older parts of town do not have stormwater management ponds. New developments are required to meet local and state stormwater requirements.

The City has been anticipating the need to create a municipal separate storm sewer systems (MS4) stormwater plan due to Environmental Protection



**DRAFT - APRIL 2018** 



Agency (EPA) requirements. This plan would create a storm water management program to address stormwater discharges to our waterbodies.

The City has a stormwater utility fee that provides a funding source to plan improvements, maintain the system, and educate the public regarding the importance of stormwater management.

## Electric

The City is served by a municipal electric system (Kasson Public Utilities). The electrical system consists of a distribution network of underground cables, overhead poles, conductors and transformers which services 2,600 customers. The City purchases power from Central Municipal Power Agency/Services (CMPAS).

A small portion of the City is served by Xcel Energy and People's Energy Cooperative. The City has been in discussions with these utilities to obtain their service areas within the current City limits.

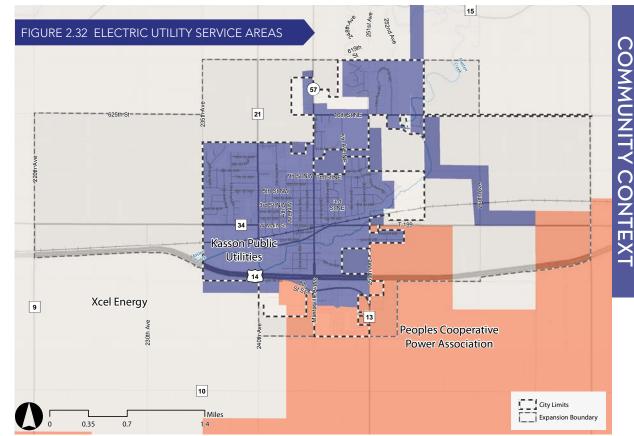
In growth areas, within the future City limits, the City is considering purchasing additional territory to continue to service all areas within the City.

## PUBLIC FACILITIES

As the City of Kasson continues to grow and community services evolve, the city will need to continue to evaluate and plan this growth in key community facilities. Current key community facilities are listed below.

## CITY HALL

City Hall was acquired and remodeled by the City in 1996. The facility provides space for administrative services, Council chambers, meeting room, and file storage. While the capacity of City Hall is limited, the facility is anticipated to continue to serve the community.



Source: 2015, Minnesota Geospatial Commons



Kasson Fire Department



Kasson Public Library



Kasson Municipal Liquor Store



Kasson Water Park

## FIRE DEPARTMENT

The Fire Department is located in the former Public Works building. The structure is in fair to poor condition and additional space is limited. Construction of a new facility has been previously planned.

## POLICE DEPARTMENT

The Police Department is located in the former Fire Hall. The facility is anticipated to provide enough space to meet the growth and needs of the community.

## PUBLIC LIBRARY

The library was newly constructed in 2015 and serves the needs of the community.

## PUBLIC WORKS

The Public Works facility was built in 2009 and serves the electric, street, utility, and park departments. The facility is anticipated to serve and meet the community's Public Works needs.

## MUNICIPAL LIQUOR STORE

The store is located at the south west intersection of Main Street and Highway 57. The interior of the facility was upgraded in 2001. The store property also includes a municipal parking lot which serves other downtown businesses. Improvements to the parking lot have been discussed but no improvements are currently planned.

## SWIMMING POOL

The swimming pool was constructed in 2013 and serves the needs of the community.

## **OLD ELEMENTARY SCHOOL**

The City no longer owns the building which is currently privately owned by a group of citizens.



Kasson City Hall

In general, as the community continues to grow and the delivery of community services evolves, the city will need to continue to evaluate and plan for growth in key community facilities.

## CITY OF KASSON COMPREHENSIVE PLAN

## CONTENTS

WHAT IS A VISION STATEMENT?	
WHAT ARE GUIDING PRINCIPLES?	
VISION STATEMENT	3-3
GUIDING PRINCIPLES	3-3

# 03. VISION & GUIDING PRINCIPLES

This chapter highlights the vision and guiding principles drafted as a part of the planning process. The vision and guiding principles are a direct reflection of ideas, values, and desires heard throughout the community engagement process. The vision and guiding principles establish a clear vision and help define the character, values, and priorities of Kasson as the community grows.



## WHAT IS A VISION STATEMENT?

Establishing a clear vision for Kasson's future is a critical step in the comprehensive planning process. While rooted in the reality of the community's past and present, the vision is a living document that seeks to describe how the community will look, feel, and function over the next 20 years. It is an over-arching framework that permeates the plan and informs supporting policy and strategy decisions.



## WHAT ARE GUIDING **PRINCIPLES?**

Supporting the vision, the guiding principles will help define the character, values, and priorities of the Kasson community by acting as an ongoing measurement tool for the appropriateness and effectiveness of future initiatives and results.

Guiding principles serve to:

- » Orient the community to the future
- » Require imagination, recognizing that the direction it sets for the community is ambitious and aspirational
- » Look to current conditions and community traditions to inform the appropriate future
- » Identify what the community desires for itself based on shared understandings
- » Act as a tool for evaluation of proposals, projects, ideas, and future directions
- » Provide an anchor during conflict; a way of finding common ground and shared values
- » Become a basis for coordination and cooperation
- » Offer a source of energy and enthusiasm for maintaining a commitment to the future of Kasson
- » Remain a living document, integral and vibrant to the community through intentional revisions that are accomplished with the same spirit of community involvement as this original

Credit: John Hazuka

## **VISION STATEMENT**

In 2040, Kasson will be a welcoming community that builds upon and preserves its small town identity while looking towards the future: innovating, collaborating, revitalizing, growing responsibly, adapting to change, and building a vibrant community.

## **GUIDING PRINCIPLES**



## 1. SMALL TOWN IDENTITY

One of the qualities of greatest importance to the Kasson community is its small town identity. Characteristics of a small town to be preserved and enhanced may include:

- » Ease of travel for all modes
- » Compact neighborhoods
- » Vibrant Main Street
- » Safety and family-friendliness
- » Abundance of small, local businesses
- » Connections to the outdoors
- » Common gathering spots
- » Civic engagement and collaboration



## 2. PROSPEROUS

Today, and into the future, Kasson's rich local history and culture, its proximity to regional employment centers, access to regional highways, and the surrounding fertile agricultural land will all contribute to future economic success. Strategically investing in and protecting its existing community assets, maintaining quality infrastructure to align with future growth, and allowing for a balanced mix of housing, businesses, and commercial resources will ensure that Kasson remains prosperous.

## WHAT WE'VE HEARD:

"[The vision statement needs to be] easily memorized by council, committee, and board members."

## WHAT WE'VE HEARD:

"The businesses and people that live in Kasson are what makes the town great"



## WHAT WE'VE HEARD:

"[Kasson has a] small town feel in a town so close to Rochester, great school district in such a small-school area, [and] friendly people."

## **3. WELCOMING**

Kasson's friendly and welcoming environment is strengthened through its public spaces, housing options, community groups, quality schools, and attractive streetscapes. Kasson's residents, civic leaders, businesses, and civic organizations share in the responsibility to promote the community's image through high quality service and hospitality. A welcoming community is also one that embraces the community of the future.



### **4. VIBRANT**

Kasson is gifted with a distinct main street and historic structures, a beautiful natural landscape, quality schools, actively programmed parks, and a thriving business environment. As a vibrant community, Kasson will place special emphasis on creating unique places where people can gather, connect, socialize, conduct business, and entertainment and the arts.

## 5. HEALTHY

Supported by a growing parks and trails system, high quality health and recreational facilities, and fitness related businesses, Kasson will provide its residents a place where they can live a healthy and active lifestyle.

A healthy community also practices environmental stewardship. As a GreenSteps City, Kasson will continue to protect its natural setting, water quality, and clean air into the future.



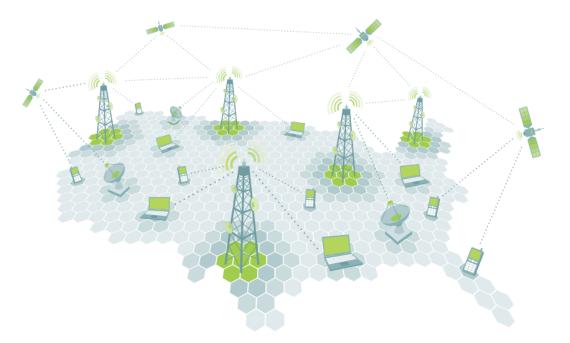
## 6. INNOVATIVE

Innovation comes from ideas, inspiration, and perseverance from inside the community. Kasson embraces innovation through the cultivation of new ideas, inspiration, perseverance, educational excellence, and community collaboration.



## 7. CONNECTED

Many choose to live, work, and play in Kasson because of the rich depth of connections provided by civic organizations, recreational opportunities, educational institutions, the Kasson Public Library, the roadway network, and telecommunications. Supporting and strengthening all of these connections will continue to make Kasson a great place to live, work, and play.



This page intentionally left blank.

## **CITY OF KASSON COMPREHENSIVE PLAN**

## **CONTENTS**

ISSUES AND OPPORTUNITIES	
PROJECTIONS AND LAND DEMAND	4-3
FUTURE LAND USE	4-5
GREENWAYS/NATURAL AREAS	4-9
DESIGN CHARACTER AND FORM	4-9
GOALS, POLICIES, ACTION STEPS	4-16

## 04. LAND USE & COMMUNITY CHARACTER

This chapter seeks to identify the pattern, location, and characteristics of growth, development, and redevelopment so the community evolves in a manner that achieves the community's vision and guiding principles.

The land use plan provides guidance for the City's zoning and subdivision ordinances.





Source: John Hazuka

## WHAT WE'VE HEARD:

"It seems good to determine where future housing will be since we are growing so fast."

Chapter Cover Photo Source: Tony Morrow

## **ISSUES AND OPPORTUNITIES**

Kasson, originally built as a railroad town and founded in 1870, shares many of the same characteristics of towns founded in the late 19th Century including small, walkable blocks, a pedestrian friendly scaled and compact main street, and unique historical structures. Kasson's rich local history and culture, its proximity to regional job centers and the Mayo Clinic, its proximity to other regional centers and access to regional highways, and the surrounding fertile agricultural land all contribute to Kasson's community character.

#### **EXISTING CONDITIONS TAKEAWAYS**

A full overview of existing land use conditions can be found in Chapter 02 Community Context, some key takeaways related to existing land use conditions are highlighted below.

Overall, 35% (684 Acres) of the land in Kasson is occupied by housing, making it the most predominate land use within the City. Just over 3%, only 64 acres is devoted to some type of commercial, retail, or mixed use. There is limited amount of commercial and retail land within the City of Kasson, Kasson residents have had to look elsewhere for non-consumable goods (clothes, cars, appliances, etc.) and entertainment and dining needs. Results from the community engagement process indicated 91% of Kasson residents go elsewhere for non-consumable goods and 54% go elsewhere to meet their entertainment and dining needs.

Public/Institutional, Parks & Open Space, and Other (Right-of-Way, Railroad, Utilities, Etc.) uses account for about 750 acres, over 38% of the Land in Kasson. Most, if not all, of these acres do not directly produce any property tax for the City of Kasson, though uses adjacent to parks and open space tend to have a higher value and therefor produce more property tax.

TABLE 4.1 EXISTING LAND USE - KASSON CITY LIMITS

LAND USE		ACRES	%
Vacant		127	6.5%
Agricultural		289	14.8%
Single Family-Detached		618	31.6%
Single Family-Attached		17	0.9%
Manufactured Home Park		30	1.5%
Multi-Family		19	1.0%
Mixed-Use (CBD)		7	0.3%
Retail/Service Commercial		57	2.9%
Public/Institutional		247	12.6%
Industrial/Manufacturing		46	2.3%
Parks & Open Space		86	4.4%
Other (ROW, Railroad, Utilities, E	tc.)	415	21.2%
	Total	1,958	100.0%

Source: HKGi, Dodge County Assessor, Goodhue County GIS

Agricultural land is by far the dominate land use outside Kasson city limits. While some existing single family homes occasionally dot the landscape, mostly in the form of farmsteads.

## WHAT WE'VE HEARD

During the community engagement process community stakeholders directly shared their opinions and feedback on future land use through hands-on activities, such as a Monopoly-like gameboard exercise and a growth allocation game exercise, and through online feedback tools, such as a future directions survey and online mapping tool. Indirectly, community members shared their thoughts on land use through their ideas and aspirations on topics having interrelated impacts on land use such as housing affordability and availability.

Community members were tasked with allocating future land uses on a map based on projected demands and known development barriers. Participants placed low, medium, and high density housing chips, commercial chips, institutional chips, and industrial chips in areas they would like to see that growth. Participants were made aware that placing certain land uses in one area may positively affect the stated guiding principles, while placing them in other areas may negatively affect the guiding principles.

The results from this exercise (see Figure 4.1) produced varying land use scenarios, but also had some general similarities. Most people felt that the Northeast area of Kasson was most suitable for residential development of varying densities. This

assumption make sense due to the fact that existing recent residential growth is already being directed this way and locating future homes in this area would place them in close proximity to the Kasson-Mantorville School Campus. Most participants recognized the benefit of placing new industrial/manufacturing uses along Hwy. 14. Analyzing the overall mixture of low density, medium density, and high density housing units placed in Kasson in this exercise reveals that participants desired a mix of 35% low density units, 40% medium density units, and 25% high density housing units.

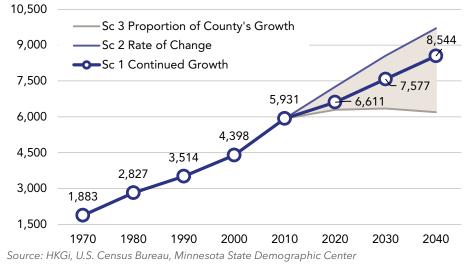
Throughout the engagement process a greater amount and diversity of retail, commercial, and entertainment and dining uses has been voiced as a need for Kasson residents. Desired locations for

these uses vary, but have mostly been identified as redevelopment and infill along Kasson's Main Street, in North Kasson along Mantorville avenue/ Hwy. 57 near the K-M School Campus, and South of Hwy. 14.

## **PROJECTIONS AND LAND** DEMAND

One purpose of a Comprehensive Plan is to allocate sufficient land to accommodate future growth. The amount of land needed is directly related to the quantity of growth that is expected to occur. In order to assess land demand needs, growth trends were examined over the history of the community. A long view of growth patterns is helpful in understanding potential growth forecasts.

FIGURE 4.2 KASSON HISTORICAL GROWTH AND FUTURE PROJECTIONS



As seen in Figure 4.2, Kasson has seen steady growth over the last four decades. From 1970 to 1980 Kasson saw a 50% growth in population, 24% growth from 1980 to 1990, 25% growth from 1990 to 2000, and 35% growth from 2000 to 2010. Over this time period

FIGURE 4.1 FEEDBACK FROM GROWTH ALLOCATION GAME





Kasson, on average, saw a 34% growth from decade to decade.

This historical perspective establishes a basis for projecting into the future. Looking to year 2040 or an approximate 20 year planning horizon, it is reasonable to assume that growth in Kasson will remain steady. As Figure 4.2 shows, different projection methods produce different growth outlooks for Kasson. If it's assumed that Kasson will share the same amount of growth with Dodge County as it historically has (scenario 3), its possible that Kasson could see a small amount growth until 2030, then a slight population loss from 2030 to 2040, but still a larger population than 2010. If its assumed that the rate of population change continues as it historically has (scenario 2) then Kasson could see a significant population gain, soaring to approximately 10,000 people by 2040. The average rate of change decade to decade would be 18% in this scenario. Assuming Kasson's growth follows a more linear path (scenario 1) would put its anticipated growth in between the two previously highlighted forecasts. Using these linear growth assumptions, Kasson would grow by about 2,500 people reaching a total population of approximately 8,500 people. It is worth noting that more significant growth could occur depending on the growth of the Rochester Metropolitan Statistical Area and the ability of Kasson to capture a larger share of commuters who are seeking a small town experience.

The need for additional housing is largely driven by population growth. Assuming that Kasson maintains approximately 2.63 people per household, the community would need an additional 1,000 housing units by 2040, or an average of about 45 new housing units each year. This new home construction rate is similar to what is being built currently. Using a ratio of one job per housing unit, future land use will also need to accommodate an additional 1,000 jobs as well.

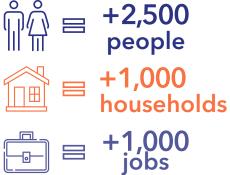
Based on these underlying projections of population, housing, and job growth, the Kasson Comprehensive Plan needs to identify at least 230 to 340 additional acres of land that is currently either not developed or that can be redeveloped to help meet the needs over the next 20 years. While redevelopment of deteriorated or obsolete properties can supply some of the required land, most of the growth will be accommodated by new development.

The existing land use inventory already identifies over 400 acres of vacant land or agricultural land within the current City limits. It is important to recognize that not all of this land is truly available for development. Some of the factors that affect land availability include:

- » Some sites are constrained by wetlands, utilities, and contamination issues that make development challenging.
- » Locational choices are often driven by factors such as road access, visibility, site amenities, etc.
- » Economics is a significant driver of land choices. Conversion of agricultural land to urban uses may be hampered due to land costs. In addition, infrastructure costs may influence land demand.
- » The state of the economy heavily influences growth rates and overall land demand. The ability to expand housing and businesses is influenced by current lending practices and the availability of financing.

The community already has sufficient land within its boundary to accommodate growth over the next 20 years, however, the future land use plan does identify growth areas in an effort to ensure future growth beyond the existing boundary occurs in an efficient

# By **2040** Kasson will need to accommodate:



manner. In addition, growth outside the boundary may be appropriate to address existing market deficiencies, such as in the housing market.

## **FUTURE LAND USE**

Kasson's future land use plan is intended to guide future investment and development toward desired uses, development form, and character. The plan seeks to reinforce desirable land use patterns, build upon existing assets and community character, and identify new land for future growth.

Development and redevelopment of land, according to the adopted goals, policies, and land use designations will result in an appropriate balance of public facilities, housing, employment, services, and recreational uses.

## **EXPANSION BOUNDARY**

Kasson and Mantorville Township have entered into an orderly annexation agreement. In this agreement the City and Township agree that preservation of prime farmland and natural amenities are important and desirable. The township prefers that any annexation occurs as a result of comprehensive development proposals rather than on a lot by lot basis. All the land within the expansion boundary, outside of the City of Kasson and North of Hwy. 14 is a part of this orderly annexation agreement. The extents of this orderly annexation agreement can be seen in Figure 4.3.

Areas outside of the City of Kasson, within the expansion boundary and South of Hwy. 14 are within Canisteo Township. These lands have been included in the expansion boundary because of their adjacency to existing development and their inclusion in Dodge County's Urban Expansion District.

#### FLEXIBLE GROWTH AREAS

The future land use map includes two different flexible growth areas in Kasson. These are areas that are close to Kasson's current city limits, have the potential to be efficiently and effectively served by Kasson public utilities, and have development marketability. Development of these areas is not as readily feasible because an orderly annexation agreement between Canisteo Township and the City of Kasson does not currently exist. Additionally, as highlighted in Chapter 8, servicing these areas with sanitary sewer services would require development north of Highway 14 to happen before/concurrently or the installation of temporary lift stations until future development happens.

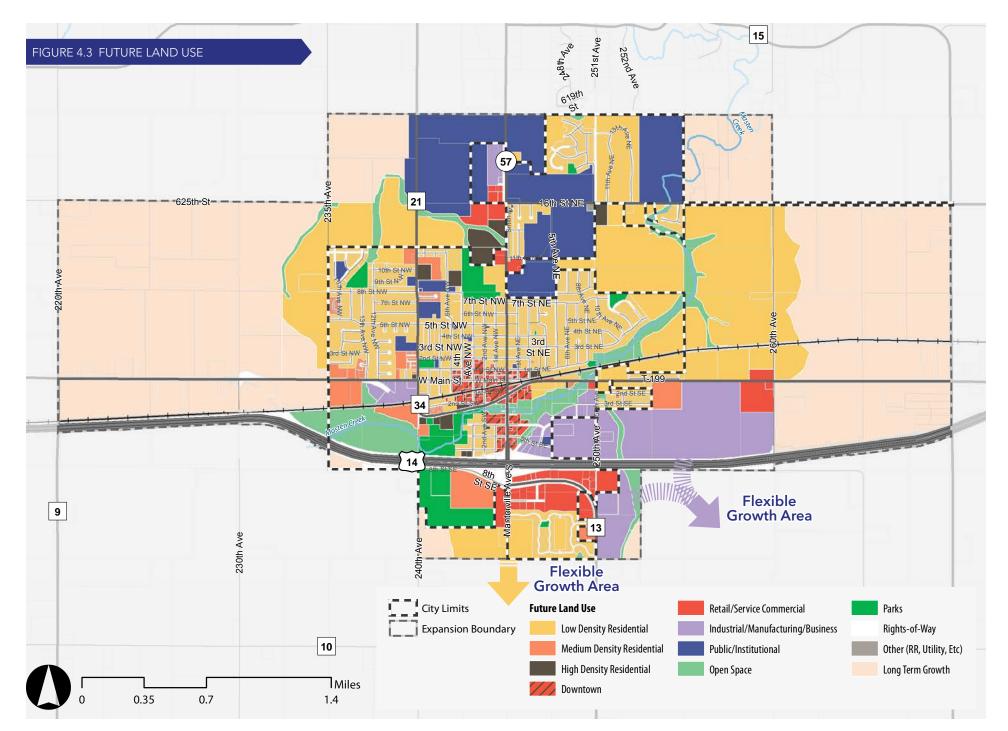
## FUTURE LAND USE CATEGORIES

Twelve major land use categories were created to represent the future land use character of Kasson. The boundaries of the future land use categories are defined based on existing land use patterns, location relative to existing City infrastructure, and suitability for future development (topography, soils, wetlands, roadway access, etc.).

#### TABLE 4.1 FUTURE LAND USE

LAND USE	ACRES	%
Low Density Residential	1,440	25.1%
Medium Density Residential	187	3.3%
High Density Residential	36	.6%
Downtown	53	.9%
Retail/Service Commercial	99	1.7%
Industrial/Manufacturing	396	6.9%
Public/Institutional	274	4.8%
Open Space	244	4.3%
Parks	124	2.2%
Other (ROW, Railroad, Utility, Etc.)	635	11.1%
Long Term Growth	2,243	39.1%
Total		100.0%

Source: HKGi



## FUTURE LAND USE CATEGORIES

LOW DENSITY RESIDENTIAL





Consists of single family detached residential as the prevailing development type but may also consist of limited amounts of two unit buildings (twin home or duplexes). Density of development within the Low Density Residential areas falls within a range of 2 to 4 housing units per gross acre (lot sizes ranging from 8,000 to 20,000 square feet).

MEDIUM DENSITY RESIDENTIAL



Represents greater density residential development than Low Density Residential, consisting of more attached housing products. This land use pattern would include some single family detached housing, typically on small lots clustered together, as well as some more moderate density housing consisting of attached side-by-side products such as townhomes or condos. Density in this land use pattern would fall in the 4 to 12 units per gross acre.

HIGH DENSITY RESIDENTIAL



Includes stacked orientation of multi-family housing such as apartments and condos. Generally, this land use category would not include any single family detached housing product type but could include attached side by side townhome or condominium type structures. Density in this land use pattern would generally exceed 12 units per acre.



Consists of a mix of uses, vertically or horizontally, and a pattern of development that supports the notion of a walkable community, providing destinations for residents and workers. Typical uses would be retail goods and services such as coffee, restaurant, dry cleaner, hair/beauty salon, real estate/finance/accounting, and dental office. Medium to high density housing and civic, institutional, and parks may also exist. When mix of uses is vertical, more active commercial uses are desired at the street level.

#### **RETAIL/SERVICE COMMERCIAL**



Reflects highway frontage along Highway 14, and small neighborhood nodes (5 to 10 acres in size). Uses require high visibility and good access to the arterial system. Uses in this category might be general retail and service commercial, specialty retail, small professional offices and support services.

INDUSTRIAL/MANUFACTURING/BUSINESS



Intended to provide a coordinated and planned environment for business uses including manufacturing, light industrial, research and design, or professional offices. This category is less focused on retail goods and services and more focused on jobs. This use should be characterized by strict development standards, which include well designed buildings, generous landscaping, and limited outdoor operations.

#### PUBLIC/INSTITUTIONAL



Represents uses such as churches, schools, and government facilities. Properly integrated into neighborhoods, public/institutional uses can be a strong anchor.

#### **OPEN SPACE**



Represents areas where the community intends to preserve and manage the valued natural resources. Open space is more passive in character. Recreational trails may be included in open space corridors where appropriate, but development is kept to a minimum.



Parks

Represents both public and private parks. Park amenities vary from park to park and can serve different scales of areas such as neighborhood, community, and regional. Parks provide both active and passive recreation.

## **GREENWAYS/NATURAL AREAS**

The importance of nature in the built environment cannot be overstated. Just look at Central Park in New York City or even the impact plants make along a street or around a house. While the integration of nature into our communities has not always been highly recognized, its absence is keenly felt, even at a subconscious level.

Throughout its history Kasson has placed a value on preserving parks and open spaces. This can be seen in the creation of Veteran's and Lions parks. As the community expands it should look to using greenways as a foundation for the integration of nature into its development pattern, as well as the defining edge of future growth.

In contrast to individual parks and open spaces, greenways are intended to be a linked system that maintains ecological integrity, provides public access, and preserves scenic, small town character and views. Creating a connected system is important to the greenway's overall value and functionality, similar to how a street is of no use to a property owner with a car if it does not connect to other streets.

Kasson has limited natural assets inside and just outside of its limits that are logical components of a greenway system. Figure 4.4 shows the elements considered in the identification of the greenway system. These include creeks, drainageways, woods, wetlands, topographically interesting places, and environmentally sensitive areas. These primary greenway areas, as shown on Figure 4.4, are then connected by off-street or on-street trails. While the location of the trail features might shift due to more detailed development plans, it is critical that they are established to ensure a functioning system.

## DESIGN CHARACTER AND FORM

A community's development pattern is one of the most visible demonstrations of its evolution and heritage. While recreating the historical pattern may not be not possible, nor always desirable given modern preferences and current technologies, it is important to preserve parts of Kasson's past and ensure future patterns create the rich hometown qualities that made Kasson a desirable place to live and work.

The design principles outlined below in the light orange boxes will provide direction to designers, developers, City staff, City commissions and decision makers regarding the City's expectations for design excellence in Kasson. The guidelines provide review agencies with an implementation and planning tool that can be used to judge the merits of proposed

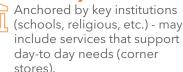
#### **VIBRANT NEIGHBORHOODS**



Ы

Walkable Scale & Design Approximately 1/4 mile radius (or a 10-minute walking distance from end to end); accommodates multiple modes, including bikes and pedestrians.

#### **Community Institutions**



## Parks/Open Space

Provides access to parks and recreational facilities that promote healthy, active living.

## Identity/Character

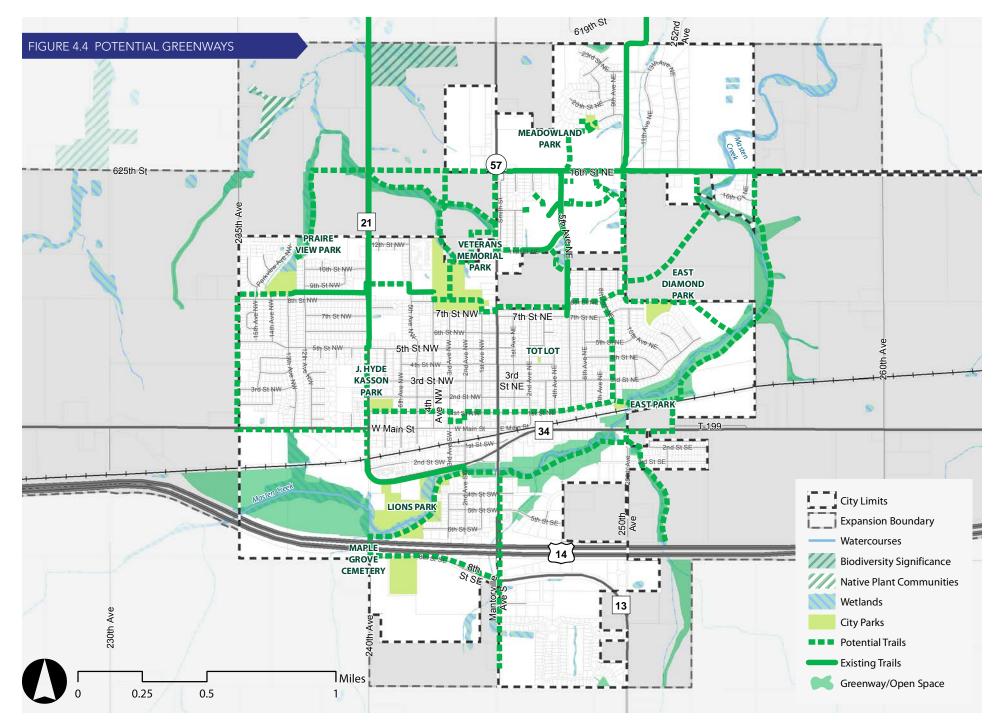


## **Public Spaces**



## Neighborhood Cohesion

Activities and organizations that engage and connect residents and promote a safe, welcoming environment.



projects, informing the design review and approval of individual development projects.

#### **RESIDENTIAL NEIGHBORHOODS**

Kasson's residential neighborhoods are a key contributor in its quality of life and small town atmosphere. The community is committed to expanding and maintaining a diverse range of housing options to meet the needs of a wide range of residents of various ages and socioeconomic situations. To support the development of the city's neighborhoods, it is important to focus on policies that maintain the character that community residents' value.

A neighborhood's design will more likely influence its perception of attractiveness and livability than its individual uses. It is therefore important that both old and new neighborhoods have the design characteristics that address the community's values.

One key feature of desirable neighborhoods is the sense of connection they offer residents to other neighborhoods and to the greater community. Kasson's existing grid pattern is an example of a neighborhood feature that contributes to connectivity. The well spaced network of collector streets disperse traffic, making for a safer and more enjoyable pedestrian and bicycling experience within residential neighborhoods. Connected street systems are also more efficient in providing services such as snow plowing, public safety, and street maintenance.

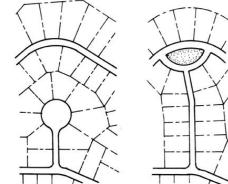
In addition to connected streets, neighborhoods should have trails or sidewalks so residents can safely and conveniently move throughout and between neighborhoods, as well as to other community destinations and the proposed greenway system.

#### **NEIGHBORHOOD DESIGN PRINCIPLES:**

- » Encourage the development of a variety of housing types and styles within a neighborhood.
- » Front residential streets with the primary entrances to residences, porches, stoops and windows rather than excessive garage doors.
- » Continue the establishment of well spaced collector streets to distribute traffic and minimize congestion.
- » Use alleys to manage access where appropriate.
- » Maximize connectivity between neighborhoods by minimizing the use of cul-de-sacs in favor of a connected street system using a grid or curvilinear pattern.
- » Support active living through the development of sidewalk or trails along both sides of all streets.
- » Ensure each resident is within a 5 to 10 minute walk of a park.
- » Encourage park and open space features to be designed with public street frontage rather than being hidden behind homes.
- » Design multi-family housing to minimize the perceived density, provide appropriate setbacks, and contribute to a safe, walkable public realm.
- » Encourage preservation and rehabilitation of historic homes, structures, and sites. Develop historic interpretation and signage to highlight "hidden" historic sites.
- » Provide for flexibility for home businesses and



Subdivisions designed primarily with culs-desac decrease walkability and concentrate traffic on a few streets and intersections.



If a continuation of grid pattern is not desired, looped or curvilinear streets can still provide connectivity.



Subdivisions should have sidewalks and homes with design features that minimize the presence of the garage along the street.

#### FIGURE 4.5 DOWNTOWN KASSON



Downtown Kasson includes the core commercial area along Main Street as well as the industrial uses along the railroad and parcels along Mantorville Ave. (Hwy. 57).



Cultivate new housing types in downtown such as live-work spaces and artist lofts.



Encourage active street frontages- and cultivate a diverse mix of uses that brings people and activity to downtown throughout the day.

live-work situations (including personal or professional office, studios, workshops, and small-batch production) provided that business use of the property does not negatively impact the residential character of the neighborhood.

 Non-residential uses such as civic institutions (school and churches) and parks may be allowed with appropriate site design and form.

#### DOWNTOWN

Downtown Kasson continues to be the heart of the community. Downtown is such an important component in achieving the community's vision and guiding principles that it is addressed in its own section both within this chapter and in the next chapter, Community Building and Development. This chapter focuses on how to maintain and enhance the land use and character of downtown, while the next chapter explores the programs and activities that will strengthen downtown as an economic and quality of life generator.

While perhaps not every building is currently being fully utilized, nor the number or variety of commercial properties meeting community desires, this comprehensive plan recognizes that downtown Kasson has a good foundation. The most important recommendation for downtown is that the community carefully consider how a future project will enhance or detract from the character of downtown.

As in many communities, Kasson's downtown is distinctive in its character and pattern from the rest of the city. As the historic center, downtown has the entire range of land uses including residential, commercial, industrial, civic, institutional, and park. Downtown is a dense area of the community with many buildings being built close to the street with sidewalks and predominantly on-street parking. Buildings generally range in height from one to three stories with many structures having more than one type of use.

In the comprehensive planning process the boundaries of downtown were set recognizing the important influence that uses on the edge of the traditional commercial downtown core have on its success. The boundary includes the core commercial area along Main Street as well as the industrial uses along the railroad, parcels of varying use along Mantorville Ave. (Hwy. 57), and a section of Masten Creek. The boundary was purposely extended south along Mantorville Avenue to Highway 14 to help build awareness of Downtown as a destination.

Downtown Kasson should continue to include the wide variety of uses within its downtown boundaries. Having a variety of land uses is important in creating an active, safe area both day and night. The mixing of uses also supports commercial uses in particular as industrial employees may eat and patronize retail establishments during the day and as they leave the community, while downtown residents support them in the evenings and on weekends.

As infill and redevelopment occurs in downtown, it is important that the historic character is sustained and built upon. New construction and renovations should evoke a similar character through site and building design features.

Expansion of parking in downtown should be carefully considered so as to not negatively impact the district's cohesiveness. While necessary for visitors and employees, surface parking lots generally detract from the pedestrian environment. As a result, parking should be located behind buildings rather than between the front of a building and the street. Parking should be examined on a district basis whereby individual businesses do not have to have separate parking lots but contribute to a shared system. This is particularly useful for uses that have different peak hours, such as a theatre and an office. When additional parking is needed, structured parking should be considered to minimize the amount of buildings that must be removed in the downtown area.

### **DOWNTOWN DESIGN PRINCIPLES:**

- » Encourage two to three-story buildings.
- » Buildings should possess components that offer protection to pedestrians, such as awnings and canopies.
- » Encourage the use of quality building materials that complement the existing historic architecture.
- Encourage building orientation, height-towidth ratios and placement of door and window openings to be proportional to those of surrounding commercial buildings.
- » Maintain the existing downtown street grid so as to ensure the historic walkable character remains.
- » Avoid development of long stretches of blank, inactive building walls along streets by requiring active window spaces that allow views into and out of buildings.
- Consider cultivating unique housing options in downtown such as live/work housing and artist lofts.
- » Concentrate the location of city-wide community uses and attractions, such as

civic buildings, museums, arts and cultural attractions, entertainment venues, community events, and gatherings in downtown.

- » Maintain an attractive, high quality streetscape that allows for safe and convenient traffic movements and efficient snow removal, and enhances pedestrian comfort and safety.
- Integrate public art such as sculpture and murals, into the design of the public realm (parks, streets, storefronts, signage, etc.).
- » Maintain appropriate trail connections to the district for all users.
- » A clear wayfinding system within and connecting to downtown directs visitors to key destinations and public parking lots.

# **BUSINESS PARKS**

Business parks are intended to provide a coordinated and planned environment for business uses including manufacturing, light industrial, research and design, or professional offices. They are broadly defined and are intended to cultivate economic growth through a job-rich and activity-rich development pattern.

The Comprehensive Plan envisions Kasson's industrial, manufacturing, and business climate to evolve over the next 20 years. Some of this change will come from new growth on raw land at the edge of the community. New growth will provide opportunities not otherwise available within the existing pattern. Infill development within existing business areas is important, not only from the efficient use of utilities and infrastructure, but also from a connectivity and district character perspective. Vacant lots are generally less attractive and are missing design elements such as sidewalks or landscaping that create



Murals and other forms of public art enliven the public realm in downtown.

# WHAT WE'VE HEARD:

"Downtown needs a major revitalization in order to draw businesses. Some consistency with colors, store fronts, and expectations with renovations are needed in order to make sense for further expansions and growth."



Stormwater management should be thought of as an amenity and places for employees to walk should be considered.



Building facades should be designed to have a rhythm and pattern.



Entries should be marked by architectural features that emphasize their importance.



Buildings with large footprints and/or elevations should be articulated in such a way as to break up the apparent scale of the building. a desirable business district.

Land uses in this type of district may generate noise, traffic, odors, and at times unsightly storage of product or supplies. Site design and building aesthetics in this district should aim to mitigate these effects, contributing to the view from public streets and conveying the quality and durable construction of spaces within. Such design considerations support the image of Kasson as an attractive community for visitors and prospective businesses.

#### **BUSINESS PARK DESIGN PRINCIPLES:**

- » Encourage outside storage and heavy equipment to be oriented on the site in a way to minimize impacts on adjacent uses that are not of a similar nature.
- » Encourage natural areas to be integrated seamlessly into the development.
- » Stormwater management should be thought of as an amenity to the site and not as simply a required improvement.
- Recreation areas should be considered to enhance the physical environment for employees and provide places to take walks, host corporate events, or simply eat lunch.
- » Support the use of buffers and screening when adjacent to residential neighborhoods.
- » Orient buildings on the site to complement the natural topography and to take advantage of the site's microclimate, solar, daylighting, natural ventilation and energy floes.
- Buildings with large footprints (15,000 sf and higher) and/or elevations (1,500sf or higher), should consider being articulated in such a

way as to break up the apparent scale of the building into smaller areas.

- » Encourage building mass that reinforces the definition and importance of the street or open space.
- » Encourage entries to be marked by architectural features that emphasize their importance. Features such as tall building features, a change in the building plane, projecting overhangs, special lighting, awnings and signage can signify the location and importance of an entry.
- Building facades should consider being designed to have a rhythm and pattern measured according to human movement and scale.
- » As much as possible, give preference to locally (within 500 miles) harvested and manufactured materials to express dedication to the local economy.
- » Driveways should be aligned with existing or planned driveways on the opposite side of the street or oriented to existing or future street median breaks.
- » At least one sidewalk connection between the building and the perimeter street is encouraged. Consider sidewalk connections to the building entries or ground plaza areas from large parking areas.
- » Where opportunities exist for shared parking between users with staggering peak parking demands, owners and developers should make an effort to take advantage of this opportunity to reduce the total number of parking spaces

within each site or parcel.

» Bicycle parking and/or carpool parking spaces should be provided at an amount equivalent to at least 10% of the total automobile parking.

## **BUSINESS PARK DISTRICTS**

As mentioned earlier, business parks are intended to provide a coordinated and planned environment. Additionally, each area guided for industrial/ manufacturing/business has its own unique context within the City, and therefor should reflect that. Each of the City's future districts are illustrated in Figure 4.6. The business park districts consist of an Eco/Tech District, Agricultural District, and Hwy. 14 District. Their particular character is detailed below.

## **ECO/TECH DISTRICT**

Characteristics of the Eco/Tech District include:

- » Ecologically friendly and technology oriented businesses
- » Partnerships with K-M Schools, resource recovery specialists (landfill), energy based uses
- » Low/no heavy truck traffic because of proximity to school and distance from Hwy. 14

#### AGRICULTURAL DISTRICT

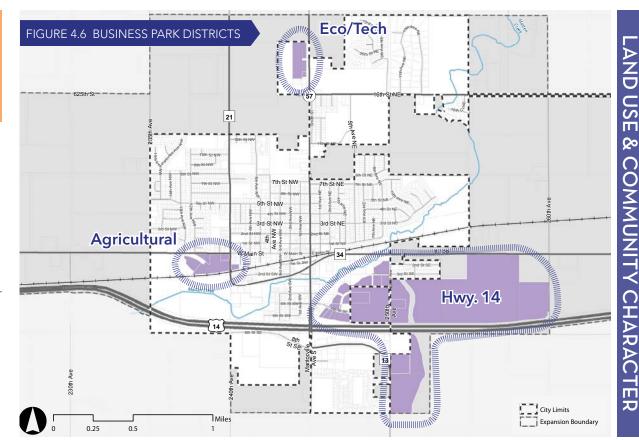
Characteristics of the Agricultural District include:

- » Agricultural, farm and implement, and grain and feed oriented businesses
- » Proximity to agricultural uses
- » Railroad spur access

#### Hwy. 14 District

Characteristics of the Hwy. 14 District include:

» Large and regional employers and general industrial and manufacturing



» Easy access to Highway 14

Further exploration and master planning may be necessary to understand the potential for these district character concepts, their feasibility, infrastructure needs, and marketability.



Winona and St. Peter Railroad Station in Kasson. The first station built in Kasson, 1865.



Chicago and Northwestern Railroad Station in Kasson. Built in 1885.

Oftentimes cities can look to their past for unique and exemplary design character and form. These former Kasson railroad stations are great examples of Kasson's past built form.

Source: Past and Present Minnesota Railroad Stations. http://www.west2k.com/mn.htm

# GOALS, POLICIES, ACTION STEPS

# LAND USE GOALS AND POLICIES

These goals and policies provide direction for future land use investment, development, redevelopment, and land use decision making within Kasson. They also provide direction to maintain the quality of life and working environment.

GOAL 4.1 💿 🙆 🌚 🚫 💟 🔘 😵

Maintain an adequate and balanced supply of land uses to accommodate 2040 forecasts for job and household growth.

Policy 4.1.1 Coordinate with land owners, developers, and builders to understand development potential and desires on a community wide basis.

- Policy 4.1.2 Plan capital improvements (roads, infrastructure, utilities) consistent with phased growth areas.
- Policy 4.1.3 Re-evaluate (and update if needed) the future land use plan every three to five years

GOAL 4.2 🛛 🔄 🚱 💮 📿 🌘

Grow first within our corporate limits where infrastructure currently exists. Expansion of our corporate limits should be driven by the ability to efficiently provide infrastructure without prematurely forcing development in skipped over areas.

- Policy 4.2.1 Continue to coordinate with adjacent townships to ensure an orderly annexation process
- Policy 4.2.2 Ensure infrastructure investments have a financial plan to fund both capital expenditures

and ongoing operating, maintenance, and replacement needs.

Policy 4.2.3 Minimize the fragmentation and development of agricultural lands and open spaces in and around the City.

GOAL 4.3



Support the redevelopment of dilapidated, underutilized, or economically obsolete land uses. Policy 4.3.1 Monitor and track long term (6 month or

more) building or land vacancies within the city and collaborate with owners to find compatible re-use.

- Policy 4.3.2 Consider using available redevelopment tools available to the city to support redevelopment and reuse efforts where a greater public benefit can be realized.
- Policy 4.3.3 Evaluate and support alternative zoning tools (approaches) that encourage the integration of land uses and placemaking strategies while not impeding or discouraging investment in the market place.
- Policy 4.3.4 Design the Downtown public realm (street, sidewalk, public parking areas, plazas, parks) to encourage local businesses and retailers to bring their business outside during community events or high volume shopping days/times.

# GOAL 4.4 💭 🥝 🚱 🔇 🛇 🔘 😵

Ensure future development occurs in a coordinated, connected, and compatible manner relative to existing development.

Policy 4.4.1 Require through the site planning and building plan adequate design considerations to transition new development to adjacent development in a way that minimizes negative

LAND USE & COMMUNITY CHARACTER

impacts (traffic, light, noise, air pollution, or storm water runoff).

- Policy 4.4.2 Locate commercial and other high traffic generating land uses with direct access onto major streets (collectors).
- Policy 4.4.3 Encourage and support land use patterns what provide adequate pedestrian connections to nearby neighborhoods and other community destinations.
- Policy 4.4.4 Encourage and support a land use pattern, and subdivision design that makes walking and biking an attractive alternative to driving for short trips.
- Policy 4.4.5 Minimize the fragmentation and development of agricultural lands and open spaces in and around the City.
- Policy 4.4.6 Evaluate new developments against the design principles laid out in this plan.
- Policy 4.4.7 Encourage development within the industrial/manufacturing/business land use category to match its district's character. As laid out in the Comprehensive Plan.

GOAL 4.5



Protect and preserve natural and cultural resources.

- Policy 4.5.1 Integrate natural resource areas/ greenways and cultural resources as part of the park and open space amenities within a development program.
- Policy 4.5.2 Encourage the preservation of sensitive landscapes, native vegetation, or mature native trees through educational initiatives that target communications early in the design process.
- Policy 4.5.3 Support and promote low impact design strategies through education and information dissemination.

- Policy 4.5.4 Evaluate integration of key low impact design strategies into existing site planning and zoning ordinances.
- Policy 4.5.5 Support local historical/cultural preservation organizations in efforts to identify historic or cultural sites.
- Policy 4.5.6 Consider energy efficient construction and green/sustainable building and land use practices

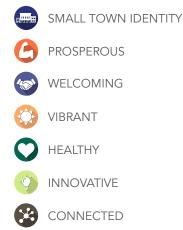
Policy 4.5.7 Consider MN Tree Trust's Best Practices.

- Policy 4.5.8 Consider ordinances to promote native vegetation.
- Policy 4.5.9 Consider a landscaping ordinance to allow for low water-use landscaping.

# **ACTION STEPS**

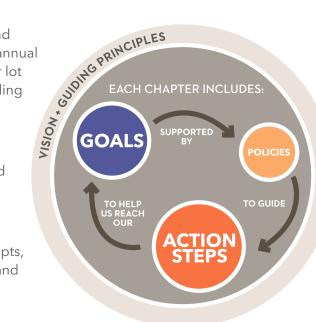
- ACTION STEP 4.1 Review and update the zoning code and map so that it is not in conflict with the Comprehensive Plan and it meets the goals set forth in the Comprehensive Plan.
- ACTION STEP 4.2 Monitor and report land absorption and growth trends on an annual basis and maintain a three to five year lot inventory consistent with annual building permits.
- ACTION STEP 4.3 Prepare a downtown master plan that addresses zoning, redevelopment, housing, parking, and transportation.
- ACTION STEP 4.4 Prepare a master plan to understand the potential for the business park district character concepts, their feasibility, infrastructure needs, and marketability.

# **GUIDING PRINCIPLES**



Guiding Principles: see Chapter 03 Vision and Guiding Principles for more information.

The icons next to each goal indicate the Guiding Principles that are demonstrated within the stated goal. Guiding Principles that are most pertinent are shown in full color.



ACTION STEP 4.5 Explore and implement zoning and subdivision regulations that encourage the integration of natural resource areas/greenways into new development.

# **CITY OF KASSON COMPREHENSIVE PLAN**

# CONTENTS

ECONOMIC DEVELOPMENT	5-2
HOUSING	5-6
GOALS, POLICIES, AND ACTIONS	5-8

# 05. Community building & Development

This chapter of the Comprehensive Plan centers around two main areas for future action that play a critical role in enhancing the overall quality of life in the community: Housing and Economic Development. Recommendations included here ensure the quality and sustainability of core amenities- housing, jobs, shopping, and services- that will make Kasson a destination and community of choice for residents, visitors, and businesses.





# WHAT WE'VE HEARD:

"It's hard staffing a restaurant in Kasson because we are losing employees to more attractive jobs in Rochester."

# ECONOMIC DEVELOPMENT

The work of business retention and attraction is critical to the local economy in Kasson, driving growth of the local tax base and expanding the employment opportunities, services, and amenities that residents depend on and desire. Kasson aspires to bring new opportunities, businesses, and economic vibrancy to the community in the next 20 years.

Kasson supports a wide range of businesses and industries. An established Economic Development Authority (EDA) works to retain existing businesses, assist existing businesses with expansion plans, and develop new businesses and industry within the City.

# **ISSUES AND OPPORTUNITIES**

#### **EXISTING CONDITIONS TAKEAWAYS**

A full overview of existing economic conditions can be found in Chapter 02 Community Context, some key takeaways related to existing economic conditions are highlighted below.

Connectivity, both transportation and telecommunication connectivity, to regional job centers has become increasingly important to economic growth in the City of Kasson. Much of the growth in Kasson can be accounted for from young families that are moving from the Rochester area to find more affordable, quality housing, or seeking a more small town environment with amenities such as a good education and a sense of community.

An increasing proportion of the population is commuting into Rochester as well. This has implications for the direction of development in Kasson in the future. Only 32% of the workforce population that lives in Kasson works in Kasson. Although business development is still an important component of growth in the city, the city must also focus on developing amenities that will serve existing residents and attract new ones.

One large retail center (400-800K sq. ft.) exists within a 25 drive time. This retail center is located in the northwest area of Rochester along Hwy. 63 and includes numerous big-box retailers ranging from home improvement, grocery stores, and electronics retail as well as chain restaurants on prototypical pad sites. Two other large retail centers also exist just outside a 25 min drive, near Rochester.

Businesses in Kasson aren't necessarily competing with each other, they are competing with other businesses in the region. The fact that so many people who live in Kasson work in the City of Rochester may dictate where residents fulfill their shopping, dining, and entertainment needs.

Within the Kasson 20 minute drive trade area, many baby boomers sharing their homes with their teenage/young adult children, middle age couples with young children and active lifestyles, and young, middle-class families living active lifestyles exist. Understanding potential customers in a particular trade area will help the city to promote and match complementary retail businesses.

## What We've Heard

During the community engagement process community stakeholders directly shared their opinions and feedback on economic development through hands-on activities, such as a Monopoly-like gameboard exercise and a growth allocation game. The Kasson community also shared their thoughts through online feedback tools such as a community survey and an online mapping tool.

When asked what residents liked least about Kasson or what the most serious issue faces Kasson during

the gameboard exercise and the online community survey, many respondents mentioned a lack of shopping, businesses, and restaurants and that they would like to see more of these things in downtown Kasson and elsewhere throughout the community.

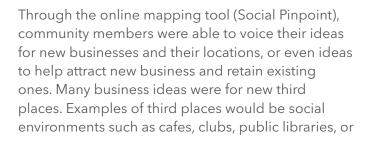
#### FIGURE 5.8 SOCIAL PINPOINT FEEDBACK



A coffee shop/bagel or baked goods shop here would be a hit with high school students before and after school along with families coming to town for sporting events at the parks, ball fields or ice arena. Could also be downtown if space allowed for parking and gathering inside.

2nd St NW

Improve the main street intersection to provide a gateway to downtown.



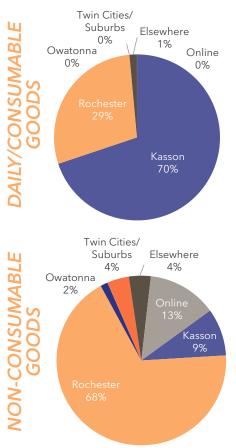
#### parks.

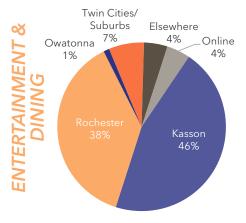
As highlighted in Figure 5.7, during the gameboard exercise at the first community workshop, participants were asked to mark where they bought their daily/ consumable goods (food, gas, etc.), non-consumable goods (clothes, cars, appliances, etc.), and entertainment and dining (restaurants, bars, movies, etc.). The locations of these purchases varied widely by type of purchase. Just over two-thirds of daily/ consumable goods are purchased within Kasson, the other third of these goods are purchased in Rochester, most likely on the way home from work or other trips to Rochester. Online purchases for these types of goods is limited, most likely due to the fact that online same-day shipping for these goods isn't widely offered in Kasson.

Non-consumable goods are largely purchased outside of the City of Kasson. Only 10% of these purchases are made within the City, and most likely only consist of clothing purchases. Over twothirds of non-consumable goods are purchased in Rochester. Purchases such as furniture, appliances, and automobile purchases tend to be dedicated trips themselves and Kasson residents travel over 10 miles to Rochester, even over 50 miles to the Twin Cities/Suburbs to make these purchases. Due to ease, greater variety and even free shipping, a growing retail trend is online shopping. Online purchases account for 13% percent of non-consumable goods in Kasson and most likely will continue to rise.

Entertainment and dining purchases are split more evenly between Rochester and Kasson. Almost half of entertainment and dining purchases by respondents are made within Kasson, just over a third in Rochester. Convenience and proximity give Kasson an advantage in this category, but variety and

#### FIGURE 5.7 CONSUMER PREFERENCE RESULTS FROM GAMEBOARD EXERCISE





# WHAT WE'VE HEARD:

69.15% of survey participants bring out-of-town guests to places outside of Kasson when they are visiting.



quantity help Rochester. Online purchases, likely in the form of video streaming services, account for 4% of purchases. Almost one-tenth of entertainment and dining purchases are made in the Twin Cities/Suburbs. The Twin Cities are rich with entertainment and dining options and offer many museums, theatrical arts, specialty dining options, sporting attractions, musical venues, and other unique experiences that draw people from around the whole state.

Through this planning process, community members expressed a strong desire for additional shopping and dining options in Kasson, pointing to a lack of diversity in local retail/food services, as well as high turnover of local businesses particularly in the downtown area. One of the major challenges to the viability of local retail and restaurants is competition, for both the employment pool and services offered, within the region which offers shoppers, dining guests, and employees a greater variety of stores, products, and higher wages.

#### **BUSINESS ATTRACTION**

A growing body of research into economic trends and economic development strategy suggests that the traditional models of business attraction may not be suitable, successful, and sustainable for many communities, particularly in a time of constrained public resources.

Going forward, the City of Kasson should consider financial incentives, tax breaks, and land subsidies for business attraction on a case by case basis, but the primary engines for business attraction should be: to provide clear land use and development guidance that encourages diverse and desirable industrial and business uses to locate in the community; and to invest in public infrastructure improvements and amenities that will enhance the community's image and attractiveness to prospective businesses, entrepreneurs, and employees.

Recent trends of the locational preferences of recent college graduates show that increasingly, young people are choosing where to live based on lifestyle and quality of life considerations, rather than job opportunities or pay. Similarly, businesses, particularly those within the knowledge economy, have fewer physical or resource requirements that dictate location within a particular city or region; rather, businesses are looking for places to locate that will provide a high quality of life for their employees and appealing work environment.

In this regard, the broader Quality of life improvements recommended in this plan (such as investment in infrastructure, schools, parks, housing, retail, arts and culture, and recreational amenities) are critical to the City's business attraction efforts.

## **GROWING NEW JOBS AND BUSINESSES**

Minnesota is a state known for its high concentration of Fortune 500 companies. Most of these Fortune 500 companies, such as UnitedHealth Group, Target Corporation, Best Buy, and 3M all have one thing in common, they were founded and grown in Minnesota. Most of these Fortune 500 companies didn't relocate to Minnesota because of gigantic and unsustainable tax breaks, they were cultivated and nurtured where they grew up.

The Comprehensive Plan recommends an "Economic Gardening" approach to growing jobs and businesses in Kasson to complement quality of life and regulatory recommendations. Economic gardening is an approach to economic development that seeks to grow the local economy from within by promoting local entrepreneurship and small and local business development. By promoting diversity of local industries and widespread prosperity, economic gardening can be a more cost-effective and sustainable strategy for economic development than providing incentives to attract large outside companies to the community.

An underlying principle of economic gardening is to work with what you have in the community to build new opportunities. To this end, the City should provide greater support for existing businesses and entrepreneurs, as well as home-based businesses and cottage industries: Individuals who work from home as freelancers, consultants, or remote employees, and other individuals making or selling products from home.

In general, economic gardening strategies should seek to connect existing businesses and entrepreneurs to resources that will help them grow and thrive; leverage the expertise of existing successful businesses in the community; encourage the development of essential infrastructure and facilities for business development; provide businesses with needed information and training; and reduce the barriers to starting and operating a business.

Benefits of Economic Gardening include:

- » Encourages a more resilient local economy by developing a diversity of local businesses.
- Capitalizes on a growing segment of the national economy (i.e. small independent businesses, entrepreneurs, and self-employed individuals).
- » Expands opportunities for households to earn additional income through remote employment and home businesses; and potentially provides flexibility for families with children in managing childcare needs.

- » Attracts, retains, and cultivates a creative, educated workforce.
- » Supports home businesses that are natural business incubators; as home businesses grow, owners are likely to relocate within their own community.

#### WORKFORCE DEVELOPMENT

The City should leverage the Kasson-Mantorville School District as a strategic partner to help create new educational pathways for Kasson residents and to foster new businesses, career opportunities, and entrepreneurship in the community. The City should work with educational institutions and economic development entities to address the "skills mismatch," to ensure that local workers can obtain desirable jobs in high growth and high need employment sectors.

#### DOWNTOWN

The City should continue to promote downtown as a hub of economic and cultural activity within the city and region and a unique mixed use destination. Activating and beautifying the downtown streetscape and storefronts supports economic activity by creating an attractive environment for visitors, residents, and businesses. The City should support ongoing downtown revitalization efforts that encourage downtown redevelopment; expand housing options; promote downtown businesses and cultural and civic institutions; and activate and improve the quality and character of the public realm.



# WHAT WE'VE HEARD:

"Keeping our community businesses thriving [is the most serious issue facing Kasson today]. We need to be a selfsufficient community as much as possible."

# HOUSING

The quality of housing options is often a decisive factor for residents, employees, and businesses in choosing whether to stay in or move to a particular community. To attract new residents and sustain long-term residents in the community, Kasson will have to provide attractive, affordable, and high quality housing options that meet the needs of residents at all stages of life and at various income levels.

#### **ISSUES AND OPPORTUNITIES**

Even though Kasson was originally founded in 1870, it hadn't seen any significant population growth until mid 20th century. Due to this population growth pattern, the majority of Kasson's housing structures were built after 1970. A trip around Kasson reveals that in older neighborhoods, new homes are mixed with old homes, and large homes are mixed with more modest sized homes. Generally, newer neighborhoods have nicely grown up next to old neighborhoods. This integration has partially helped offset the monotony that can attributed to new neighborhoods that are fully built by one builder with one housing type.

If Kasson wants to continue to be a welcoming community to new residents and accommodating to long-term residents it will need to ensure its housing stock diversity (age, price, style, etc.) is maintained.

## **EXISTING CONDITIONS TAKEAWAYS**

A full overview of existing housing conditions can be found in Chapter 02 Community Context, some key takeaways related to existing housing conditions are highlighted below.

Consisting of over three quarters of all housing structures, single family (1-unit) detached homes dominate Kasson's housing stock. When accounting for mobile/manufactured homes, that share of housing is closer to 85%. Additionally, most, 81.3%, of the occupied housing units in Kasson are owneroccupied. Those unable to afford their own home, reluctant to take on the tasks that come with home ownership, or those whose lifestyles are more mobile may not find housing options that fit their needs.

Overall, the age of Kasson's housing stock is young and fairly diverse. Over one-third of the current housing structures in Kasson were built in the last 20 years and three-quarters of it is less than 50 years old. Though, within the next 20 years one quarter of Kasson's current housing stock will age beyond 50 years old. As Kasson's housing stock passes this milestone, proper house maintenance and safety will need to be accounted for.

Housings costs in Kasson have historically been lower than many similar communities in the region, but due to a low vacancy rate and an increased demand for new housing units, potential Kasson homeowners and renters are having a harder time finding and affording housing in Kasson.

#### WHAT WE'VE HEARD

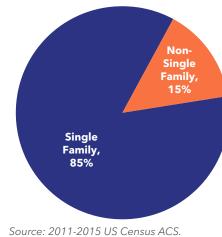
During the community engagement process community stakeholders directly shared their opinions and feedback on housing through hands-on activities, such as a Monopoly-like gameboard exercise and a growth allocation game. The Kasson community also shared their thoughts through online feedback tools such as a community survey and an online mapping tool.

During the growth allocation game participants were tasked with placing a mix of 1,000 housing units of varying densities. Each chip (20 total) placed on the board represented 50 housing units and the representative amount of land for low density (3 units/

# WHAT WE'VE HEARD:

"We need more townhomes for single-parents with families! Byron has so many nice/luxury townhomes.."





acre), medium density (6 units/acre), and high density housing (12 units/acre). To meet the "Welcoming" guiding principle, participants had to place a variety of housing chips on the board, at least five of each housing type. Analyzing the overall mixture of low density, medium density, and high density housing units placed in Kasson in this exercise reveals that participants desired a mix of 35% low density units, 40% medium density units, and 25% high density units.

During the gameboard exercise community members felt that when developing new housing it is very important to maintain quality of life in neighborhoods and provide a greater variety of housing choices.

As part of the community survey in the initial phase of community engagement respondents were asked

FIGURE 5.2 COMMUNITY OPINION ON SUPPLY OF VARIOUS HOUSING TYPES IN KASSON



the share their opinions about the supply of various housing types in the City of Kasson. The results of the question can be seen in Figure 5.2. Two different observations can be made from this feedback. First, overall, out of the nine different types of housing mentioned, six of them were stated as "need more". This sentiment aligns with observations seen and heard throughout the engagement process that new housing hasn't been able to keep up with demand. Second, housing types that tend to, but not necessarily always, be more affordable are stated as being more in need of in the City of Kasson. Starter homes for young families rank the highest on the list of "need more".

Starter homes tend to be homes that are not new construction and have had at least one previous owner. They have a more modest footprint and tend to have two to three bedrooms. The biggest draw of starter homes is their price point. Homes for the typical first time home buyer usually don't cost more than the low \$200Ks. Because starter homes tend to be previously owned homes, their availability can be dependent on the availability of other "move up" housing in the City.

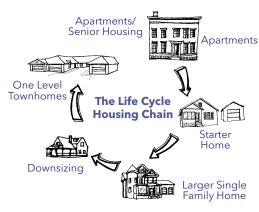
#### MAINTENANCE AND REHABILITATION

Rehabilitation and maintenance of the existing housing stock helps to maintain aesthetically pleasing neighborhoods and supports preservation of the fabric of Kasson's older neighborhoods. However, individual homeowners may find such improvements to be costly and time consuming, and may lack the skills or ability to complete these projects on their own. City programs should seek to remove barriers to rehabilitation and maintenance by providing financial and technical support for homeowners who might want to pursue home and property improvements, including historic preservation and restoration.

# WHAT WE'VE HEARD:

"We need more housing options available for numerous people wanting to move to Kasson community."

#### FIGURE 5.3 LIFE-CYCLE HOUSING CHAIN





Older Home in Kasson



Newer Home in Kasson

## LIFE-CYCLE HOUSING

Life-cycle housing is based on the premise that as people go through life, their housing needs change. A young person getting out of school and just starting out usually can not afford a home, so often begins by renting. As a person grows older, they often establish a family and buy their first home, usually a townhouse or a small starter home. Then as a family's household income grows and children enter the picture, they may move up to their largest home. Once the children leave and a family's size decreases, parents often move back to a smaller home with fewer maintenance needs or into a home with an association that takes care of home and property maintenance. Eventually, as a person ages there is often a need for an assisted living or nursing home facility. This represents the lifecycle housing chain as illustrated in Figure 5.3.

Rental housing is another component of life-cycle housing that needs to be monitored over time. Rental housing is a critical component as it provides more housing options for both the beginning and end of the life-cycle chain. It also fulfills the needs of several segments of the population including commercial and retail service employees; single-income families and individuals; senior citizens living on fixed incomes; young people moving out of childhood homes and into the workforce; and economically disadvantaged households. The City may want to use rental housing maintenance regulations, licensing programs, and rehabilitation funding programs to ensure that the existing rental housing supply is maintained in good condition.

#### DOWNTOWN HOUSING

The City should play an active role in developing housing options in Downtown, facilitating both the activation of existing vacant units through redevelopment and rehabilitation, as well as the development of new housing options unique to downtown such as live-work units, artist lofts, and higher density apartment buildings. New residential development promotes the image of downtown as a unique district where people come to live and work. Housing in downtown should serve the needs of diverse tenants, including students, young families, empty nesters, artists, and others seeking the convenience of downtown living; and should include rental and ownership options. Zoning and subdivision regulations should be revised as needed to encourage and enable the desired mix of housing types.

# GOALS, POLICIES, AND ACTIONS

## ECONOMIC GOALS AND POLICIES

GOAL 5.1 🛛 💭 🚱 🔇 💟 🔮

Promote Kasson as a great place for business, innovation, and commerce and as a community that provides diverse and sustainable economic opportunities for all.

- Policy 5.1.1 Maintain an inventory of available commercial and industrial land and buildings on the City website.
- Policy 5.1.2 Explore opportunities for financial assistance to promote updating and rehabilitation of existing commercial core.
- Policy 5.1.3 Invest in quality of life amenities like housing, parks, trails and open spaces, as well as community programs and events that contribute to the attractiveness of the Kasson community to prospective businesses and residents.

#### GOAL 5.2

Provide an atmosphere that promotes business development and growth from within the community.

- Policy 5.2.1 Seek opportunities to enhance telecommunication infrastructure, through continued partnerships with the private sector.
- Policy 5.2.2 Establish and preserve partnerships and coordination with local, regional, and state organizations that support economic development activities.
- Policy 5.2.3 Promote green businesses that are recognized under a local, regional or national program.

GOAL 5.3

Continue to promote and develop a strong, balanced and sustainable local economy that meets the needs of current and future residents by providing reasonable opportunities to live, work at a living wage, play, and shop in Kasson. Policy 5.3.1 Understanding the proximity to the regional economic center of Rochester, promote and encourage commercial development that meets the needs of the large volume of residents that commute from Kasson.

Policy 5.3.2 Collaborate with educational institutions, economic development entities, and local businesses to address industry workforce needs and create career and educational pathways for residents of all ages.

# **ECONOMIC ACTION STEPS**

ACTION STEP 5.1 Set up meetings with Chamber of Commerce and large employers to enhance communication and provide a forum to discuss retention and expansion opportunities.

- ACTION STEP 5.2 Improve community wayfinding signage to maximize exposure to the high volume of traffic on Highway 14 and Highway 57. This should include directional signage within the Community for places of interest.
- ACTION STEP 5.3 Conduct or participate in a buy local campaign for community members and local businesses.

# HOUSING GOALS AND POLICIES

GOAL 5.4 Develop a diverse and high quality housing stock that meets the needs of current and future residents at all stages of life and at various income levels.

Policy 5.4.1 Support programs and tools that enable current and future residents of all income levels to find homes to rent and own.

GOAL 5.5

Policy 5.5.1 Support programs that promote

GOAL 5.6

Improve the energy efficiency of the overall housing stock, both old and new homes. Policy 5.6.1 Promote and incentivize construction and development that is low-impact, resilient, sustainable, and energy efficient.

## **GUIDING PRINCIPLES**

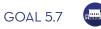


Guiding Principles for more information.

The icons next to each goal indicate the Guiding Principles that are demonstrated within the stated goal. Guiding Principles that are most pertinent are shown in full color.



**DRAFT - APRIL 2018** 





Cultivate vibrant and cohesive residential neighborhoods that support the image of Kasson as a welcoming and connected community. Policy 5.7.1 New residential developments should include land area for open green space, to be adequately maintained.

## HOUSING ACTION STEPS

- ACTION STEP 5.4 Integrate green building best practices information and assistance into the building permit process.
- ACTION STEP 5.5 Create a green residential remodeling assistance/financing program to assist homeowners in adding space to their existing homes.
- ACTION STEP 5.6 Create and implement a home improvement loan program to assist residents with emergency and non-emergency home repairs and improvements.

# CITY OF KASSON COMPREHENSIVE PLAN

# CONTENTS

PARKS AND RECREATION	6-2
TRAILS AND BIKEWAYS	6-2
ACTIVE LIVING IN KASSON	6-4
ISSUES AND OPPORTUNITIES	6-6
FUTURE OPPORTUNITIES	6-6
GOALS, POLICIES & ACTION STEPS.	

# 06. PARKS, RECREATION & ACTIVE LIVING

This chapter addresses the issues, opportunities and future of parks, recreation, and active living in Kasson. Today, there are well-loved community assets found in the parklands and recreational facilities in Kasson. This chapter identifies ways to increase access, enhance the quality, and promote healthy, active lifestyles for Kasson residents.





Playground equipment in Veterans Memorial Park



Bike Racks at Kasson Aquatic Center

WHAT WE'VE HEARD:

"Concentrate on "pedestrian"

issues, especially with children

CITY OF KASSON

# The City of Kasson 2011 Comprehensive Plan addressed Parks and Recreation within the context of the Public Facilities. With the strong community responses to issues raised about parks and recreation, along with strong feedback regarding sidewalks and accessibility, a separate chapter has been created for this document, to address parks, recreation and also to address active living.

# PARKS AND RECREATION

The Park and Recreation Department maintains a variety of parklands and recreation facilities throughout the City, primarily maintaining eight park areas, an aquatic center and a cemetery, along with co-owning and maintaining Dodge County Ice Arena.

Within the City parklands, there are three baseball/ softball fields, a football field, an outdoor ice rink, a soccer field, a horseshoe pits area, a sand volleyball court, a skateboard/bike area, two tennis courts, a disc golf course, picnic shelters, and a number of playgrounds.

# **EXISTING PARKS**

- » Meadowland Park
- » Veterans Memorial Park
- » East Diamond Park
- » East Park
- » Tot Lot
- » Lions Park
- » Prairie View Park
- » J. Hyde Kasson Park

# OTHER PARKLANDS/RECREATIONAL FACILITIES

- » Maple Grove Cemetery
- » Dodge County Ice Arena
- » Kasson Aquatic Center

# EXISTING RECREATIONAL PROGRAMS

The City sponsors leagues for adult softball and men's basketball. The Parks and Recreation Department is supported through the General Fund of the City of Kasson (tax dollars) with supplemental support for programs through fees.

# TRAILS AND BIKEWAYS

Trails and bikeways serve to provide transportation and scenic recreation for residents and visitors to Kasson. Trails are generally paved, with a width to accommodate pedestrians and bicyclists (8-10'). A number of local trails exist in Kasson, connecting to nearby Mantorville, as well as to park destinations.

# **EXISTING TRAILS**

- » Sunset Trail
  - Paved trail along Hwy 21, connecting Kasson to Mantorville
- » Sunrise Trail
  - Paved trail connecting K-M Elementary School to Mantorville via Hwy 57, 15, and off-road sections
- » 16th St NE Trail
  - Paved trail along the north side of 16th St NE beginning at K-M Senior High School and ending near the city limits
- » 5th Ave NE Trail
  - Paved trail along 5th Ave NE from 16th St. NE to residential area east of Dodge County Fairgrounds and connecting along K-M Middle School
- » Trail along Veterans Memorial Highway
  - Paved trail along Veterans Memorial Highway connecting 2nd Ave SW to Kasson Water Tower

6-2

and the elderly."



**DRAFT - APRIL 2018** 







Biking, jogging, hiking, and gardening are all examples of Active Living principles in action

# ACTIVE LIVING IN KASSON

Active living is a way of life that integrates physical activity and healthy eating into daily routines. Depending on one's age or abilities, there are a variety of amounts of daily exercise recommended in order to lead a healthy lifestyle. There are many ways to engage in daily exercise, such as biking, walking or gardening. Daily physical exercise can be achieved without expensive gym memberships or rigorous workout routines designed for athletes. Active living can be achieved through small changes in our lifestyles, and can contribute to increasing social interactions and our connections to nature.

Our ability to integrate active living into our daily lives and into our communities is heavily influenced by the following environmental factors:

- » A varied mix of land uses
  - Locating places where we live, work, study, shop, eat, and play near each other make walking and biking more convenient
- » Functional, inviting, and attractive parks
  - Providing places that are engaging and inviting encourages us to get outdoors and enjoy physical activity
- » Safe and comfortable access to parks and the outdoors
  - Providing places where people of all ages, abilities can safely and comfortably access parks is one of the most influencial factors to Active Living in the community. This includes providing visible signage and safe road crossings for pedestrians.
- » Access to healthy foods

 Providing places where people can access healthy, fresh, and affordable food is a serious consideration for active living. There are a number of ways that parks can provide access to healthy foods, such as serving as a dropoff point for CSAs (Community Supported Agriculture), and providing community garden plots.

## SIDEWALKS IN KASSON

One of the most impactful ways to promote and support active living in Kasson is to address sidewalk and pedestrian connectivity throughout the City.

The City of Kasson has sidewalks throughout residential and commercial areas to promote safe and enjoyable travel around town for pedestrians. However, to maintain the safety of this network, periodical updates and replacement of sidewalks are necessary. Previous attempts to implement a sidewalk program, requiring homeowners to contribute money to fund the cost of maintenance for sidewalks and trails have not been successful, as the funds have been limited or re-assigned. Other barriers to completing and maintaining the sidewalk network are related to steep slopes and narrow right-of-ways. Today, many of the City's sidewalks do not meet ADA requirements for width and slope.

Recently, the City of Kasson began requiring developers to provide sidewalks within new project areas. Previously, the cost and construction burden for new sidewalks was placed on homeowners, resulting in gaps in the sidewalk network as some parcels developed before others. The City of Kasson should continue to encourage and enforce developers to provide sidewalks in new developments.

To address sidewalk maintenance, as well

PARKS, RECREATION & ACTIVE LIVING

as to identify future sidewalk connections to neighborhoods, parks, and commercial areas for pedestrian routes, a priority project should include creating a city-wide pedestrian and bicycle plan. A pedestrian and bicycle plan will guide future projects, and ultimately will lead to a completed network of consistent walkways and bikeways. Creating a citywide pedestrian and bicycle plan will require the combined efforts of multiple city departments and a robust engagement strategy with the community.

#### SAFE ROUTES TO SCHOOL

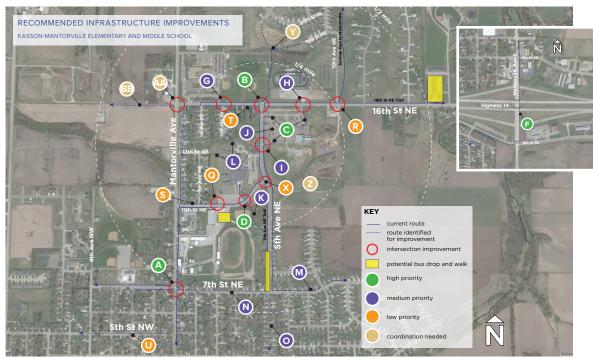
In the spring of 2016, the Kasson-Mantorville Public School District was awarded a MnDOT Safe Routes to School (SRTS) planning assistance grant to develop a SRTS Plan. The purpose of the plan was to identify barriers and challenges for kids to bike and walk to school on a daily basis, as well as identify program and infrastructure improvements that would support safe, easy, and enjoyable routes for walking and biking to schools. SRTS planning assistance through MnDOT was only available to elementary and middle schools for this year.

During this process, data was collected to understand baseline information on modeshare distribution today in Kasson. Generally, the majority of elementary students use school buses to get to school, followed by family vehicle. Only 7% of elementary students walk or bike to school regularly. As students in Kasson age into middle school, more report biking or walking (23.5%) as their usual mode. In general, students who live within a half mile of schools are more likely to bike or walk, while the rates decrease as the distances are further than one mile. As future neighborhoods are developed in the northeast area of Kasson, further attention to safe routes to school should be considered, as this area will fall within the half-mile walkshed of the schools.

A number of programs were identified to support and encourage increased biking and walking to school. Some of these include coordinating specific events through the school district, such as Walk/ Bike to School Day, and Park and Walk Days. Other program recommendations include community-wide wayfinding and messaging efforts to educate students and parents on preferred walking routes, as well as increasing law enforcement of speeding near the schools. WHAT WE'VE HEARD:

"Make more trails for biking, running and walking. Cities that invest into trails seem to attract more people to live-in and visit the community."

The plan also identified infrastructure recommendations, which are proposed modifications to roadways and intersections to increase safety for pedestrians and bicyclists near schools. With the SRTS plan for Kasson completed, the school district and city can apply for MnDOT SRTS Infrastructure funding to implement these recommendations, as well as use the recommendations to guide future city investments.



Recommended Infrastructure Improvement Plan from the Kasson-Mantorville SRTS Plan, 2017



Pickleball is increasingly becoming a popular sport with seniors



Example of a nature-based play area

# WHAT WE'VE HEARD:

"Having a safe roads plan that works with a sidewalk plan to get sidewalks throughout the city to help get people off of the streets will be a huge win for the city."

# **ISSUES AND OPPORTUNITIES** EXISTING CONDITIONS TAKEAWAYS

An overview of existing parks and recreation conditions can be found in Chapter 02 Community Context; some key takeaways related to existing conditions are described below:

- » According to NRPA (National Recreation and Park Association), the City of Kasson exceeds metrics related to recreation and park amenities provided for cities of similar size (under 20,000 residents)
- » The existing parks are well-located throughout the City, but future development and expansion of residential areas may present a need for new park areas to meet the needs of residents.

# WHAT WE'VE HEARD

Through the community engagement process, stakeholders in Kasson shared their thoughts on existing parks, trails, and recreation in Kasson, along with many ideas for the future. The following are some of the most popular themes gathered through the planning process:

- » High level of interest for creating more sidewalks and trails for walking, biking, jogging, and connecting people to the outdoors, as well as to other neighborhoods and commercial areas within Kasson.
  - Additionally, there was also a high level of interest in upgrading the existing sidewalk network and improving the conditions of existing sidewalks within Kasson
  - Figure 6.2 on page 6-7 shows existing and desired trail alignments, as identified by the community during the engagement process
- » Community interest in creating more places to gather and socialize in Kasson. Many people feel

that there are not enough places for families and friends to gather.

- » Community interest to increase recreational and park facilities that are inclusive to people of all ages (not just children), as well as a strong focus on providing facilities and amenities that are completely accessible for people with disabilities
- » Community interest in nature-based and educational programming within the existing parks and trails, including natural playscapes
- » Restroom facilities, as well as shade structures and upgraded playground equipment, were identified by the community as future improvement projects in existing parks

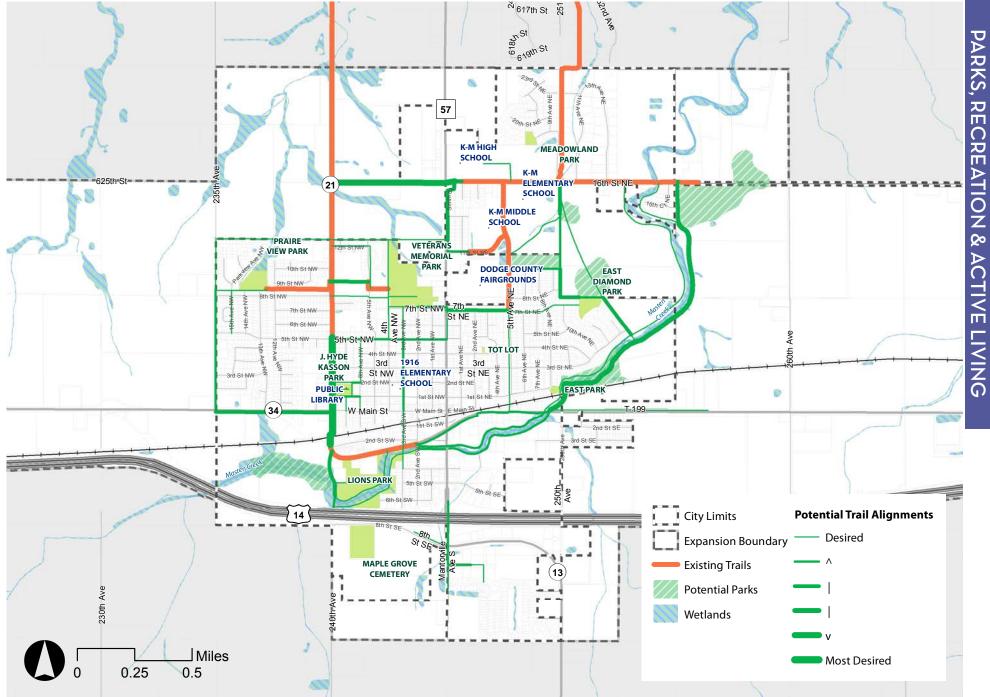
# **FUTURE OPPORTUNITIES**

# **FUTURE PARKS**

Figure 6.1 on page 6-3 identifies areas that are within 1/2 mile of parks in Kasson. Most of the city area is covered within the service areas. One residential neighborhood south of Hwy 14 and west of County Road 13 is more than 1/2 mile from a park. This is an area where potential future parkland could be considered. Additionally, future residential areas northeast of East Diamond Park will benefit from a potential neighborhood or community park, potentially aligned with a future Maston Creek Greenway.

Creation of a city-wide park system master plan will guide future development and growth, as well as address improvements and programming within existing parks, the aquatic center, and Dodge County Ice Arena.

FIGURE 6.2 WHAT WE'VE HEARD: PARKS, TRAILS AND GREENWAYS



**DRAFT - APRIL 2018** 



Indoor facilities at the Lexington Senior Center, Kentucky



Example of an on-street bike lane in combination with a sidewalk for pedestrians

# WHAT WE'VE HEARD:

"We need more indoor activity space for the winter"

# FUTURE COMMUNITY CENTER

Current and past evidence shows community interest for a new community center facility in Kasson. This center would be supported in part by annual fees and would be programmed for people of all ages and abilities. This center could fulfil community desires for increased places to gather, as well as indoor program space for a senior center. Other supported facilities to consider within a future community center would be an indoor walking track, open area for exercise equipment, meeting rooms and event space, offices for the Parks and Recreation Departments, and other indoor athletic facilities. The future community center could also be a site for a farmers market and/or community gardens.

A planning effort to locate and design a future community center is a recommended action step. The Dodge County Fairgrounds or the historic 1918 Elementary School could be potential locations for a future facility.

# FUTURE TRAILS & GREENWAYS

Connectedness of all paths and trails through the city is a goal. Considerations for a comprehensive trail network (comprised of on-street and off-street segments) would require a cooperative effort on the part of multiple city departments, along with a robust community engagement strategy, especially with respect to acquisition of right-of-way along residential properties. Funding could be pursued through federal, state, and regional trail grants. An action step towards this goal will be to develop a city-wide bicycle and pedestrian plan.

Local trails within Kasson could exist as:

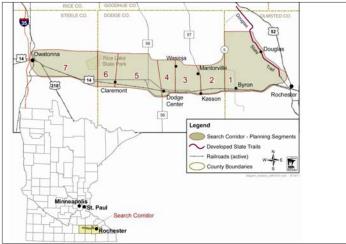
- » Paved trails separated from the roadway
- » On-street bikeways or bike lanes in combination

with sidewalks for pedestrian use.

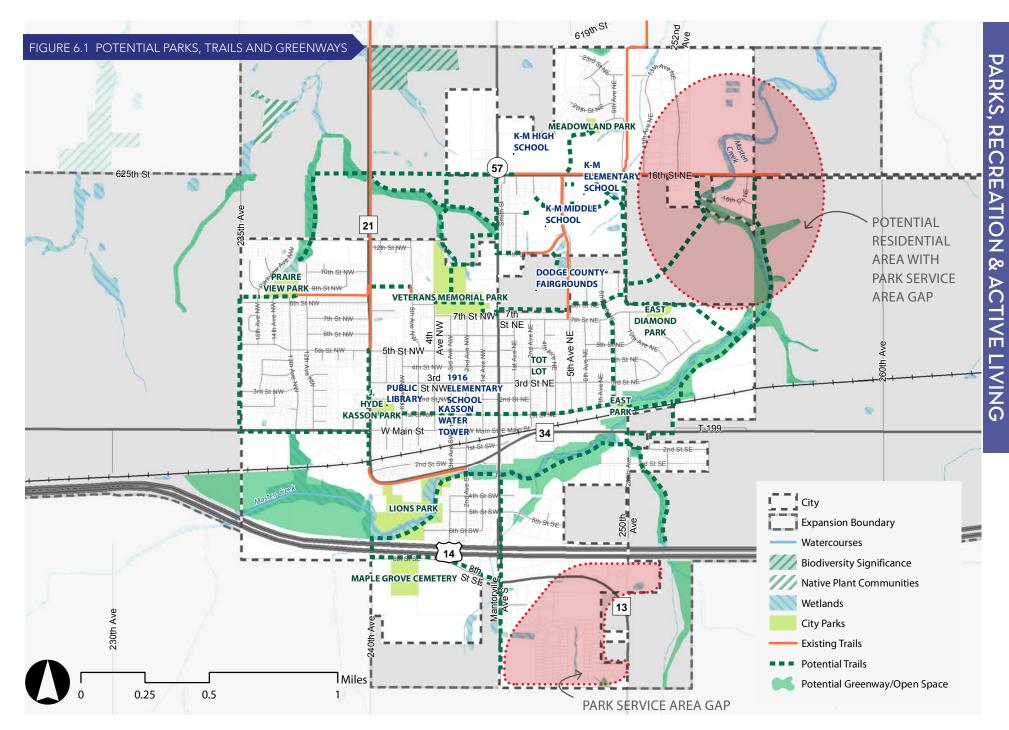
Local trails would serve to better connect residents to parks, schools, and other community destinations if created with a system-wide approach, such as providing a local trail every quarter-mile within the city.

Masten Creek Greenway is a potential future greenway that would provide scenic views and connections to the waterway that runs from the southwest to the northeast area of Kasson. This greenway should be considered with future residential development in the northeast area, as it could provide an amenity and structure to future neighborhood design, as well as connect to a potential new parkland in this area.

The Stagecoach State Trail is a legislatively authorized state trail which will connect the Douglas State Trail near Rochester to Wildflower State Trail near Owatonna. The new state trail will pass by or through Kasson, and is intended to be a multi-use trail. Future local trail or greenway connections in Kasson should connect to the future Stagecoach State Trail.



Stagecoach State Trail Overview Map with Planning Segments, from the Stagecoach State Trail Master Plan, 2012



**DRAFT - APRIL 2018** 

# GOALS, POLICIES & ACTION STEPS

The goals and policies listed below provide direction for future investment and decision-making to provide high-quality parks that meet the needs of the community. The action steps provide near-term direction to reach our goals.

#### **GOALS & POLICIES**

The icons next to each goal indicate the Guiding Principles that are demonstrated within the stated goal. Guiding principles that are most pertinent are shown in full color.

# GOAL 6.1 🛛 📾 🕑 🌚 🔇 💙 💿 🔇

- Improve pedestrian and bicycle connectivity throughout the city, to Mantorville and to regional trail connections.
- Policy 6.1.1 Align future investment with SRTS recommendations.
- Policy 6.1.2 Seek public input to identify priority routes and alignments.
- Policy 6.1.3 Develop a Masten Creek Greenway master plan.

# GOAL 6.2

# 😳 🔿 🚱

Increase the amount of ADA accessible sidewalks, trails, and recreational facilities throughout Kasson to better serve children, seniors, and people with disabilities.

Policy 6.2.1 Continue to require new developments within Kasson to include ADA sidewalk or trail connections within the project area and connect to existing or future adjacent developments. Policy 6.2.2 Address network gaps through a system-wide approach (rather than placing the cost and implementation burden on individual homeowners).

# GOAL 6.3 🛛 🕞 🌚 😳 💙 🔮

- Continue to provide and develop high quality park programming and facilities to meet the current needs of residents, including indoor, yearround and inclusive programs.
- Policy 6.3.1 Consider Safe Routes to Schools, Safe Routes to Parks, ADA Accessiblity and inclusive design strategies for future park and recreation investments.
- Policy 6.3.2 Consider integrating sensory playground features into future park additions/ improvements.
- Policy 6.3.3 Encourage and support Active Living in Kasson through programs that address walking, biking, and healthy eating.

GOAL 6.4



Preserve, enhance, and restore natural resources within parks and along trails.

- Policy 6.4.1 Consider restoration, native plantings, and decreased mowed/turf areas to lower on-going maintenance and increase habitat diversity in City parks and trails.
- Policy 6.4.2 Develop Best Management Practices (BMPs) for parks, trails and sidewalks to maintain stormwater, provide resilient facilities, and lower maintenance costs over the long-term.
- Policy 6.4.3 Address EAB and other pest and invasive-species related issues within the city forests, parks and open spaces while increasing diversity, habitat, and scenic value, and addressing stormwater.

Policy 6.4.4 Develop programs to increase education and stewardship of natural resources within the City of Kasson.

# GOAL 6.5

. 🚍 🥑 🍩 😳 😵 Provide a park within a 10-minute walk for all Kasson residents.

Policy 6.5.1 Encourage/Require/Incentivize new developments within Kasson to provide public, accessible park spaces within residential areas.

# **ACTION STEPS**

## **ACTION STEP 6.1**

Develop a master plan for a multi-use trail or greenway through Kasson with regional draw and potential connection to the Stagecoach Trail.

## **ACTION STEP 6.2**

Develop a bicycle and pedestrian plan to address connectivity within the city; use this plan to apply for state/regional trail and sidewalk funding and to guide future investment and priorities.

## **ACTION STEP 6.3**

Seek out state and regional grants to upgrade sidewalks and trails.

## **ACTION STEP 6.4**

Follow-up with SRTS plan and apply for Implementation Grant funding for specific infrastructure recommendations.

## **ACTION STEP 6.5**

Implement encouragement/educational recommendations found in SRTS plan; coordinate between the Parks Department and Kasson Schools to implement.

## **ACTION STEP 6.6**

Seek out partnerships and explore opportunities

#### **DRAFT - APRIL 2018**

for farmers markets and community garden sites in Kasson.

## **ACTION STEP 6.7**

Upgrade remaining playgrounds to have inclusive and ADA approved equipment.

## **ACTION STEP 6.8**

Seek funding opportunities to ensure adequate and sustainable funding for park repairs.

## **ACTION STEP 6.9**

Continue to replace trees per the City of Kasson tree replacement policy.

## ACTION STEP 6.10

Develop a street-hockey program.

# **ACTION STEP 6.11**

Develop a park system master plan to determine priorities for future parks investments.

## **ACTION STEP 6.12**

Conduct a community center feasibility study to determine a site, potential program and funding opportunities.

## **ACTION STEP 6.13**

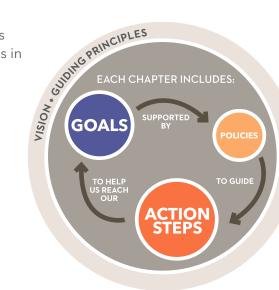
Work with developers to explore future sites for a new park with neighborhood amenities in northeast Kasson.

# **GUIDING PRINCIPLES**





Guiding Principles: see Chapter 03 Vision and Guiding Principles for more information



PARKS

**RECREATION &** 

This page intentionally left blank.

# **CITY OF KASSON COMPREHENSIVE PLAN**

# CONTENTS

ISSUES AND OPPORTUNITIES	7-2
COMPLETE STREETS AND ACTIVE TRANSPORTATION	7-3
WAYFINDING	
FUTURE ROADWAY SYSTEM	7-5
GOALS, POLICIES, ACTION STEPS	7-8

# 07. TRANSPORTATION

The growth and development of Kasson has been heavily shaped by regional transportation systems starting with the railroad corridor in the early stages of Kasson and ultimately Highways 14 and 57, which are the greatest influence on growth and land use patterns today.

The comprehensive plan recognizes the existing transportation system in place today and identifies key areas of attention relative to long term improvement.



#### Hwy. 57 at 16th St. NE



#### Hwy. 57 at CR 34



Hwy. 57 at Hwy. 14



During the engagement process, many indicated that various intersections along Hwy. 57 are unsafe.

# **ISSUES AND OPPORTUNITIES**

Kasson became a city thanks in part to transportation investments. In 1865 the Winona & St. Peter Railroad was completed from the East (Winona) to Kasson. The railroad company built a freight house in December of 1866, which became the first building erected in Kasson.

Kasson has grown beyond a city dependent on the railroad and is now served by regional highways such as Highways 14 and 57. However, the regional systems are only one part of our community's transportation system. A variety of locals streets ranging from Main St. to neighborhood streets are what serve the everyday transportation needs of the community. Kasson must continue to plan for our local system of streets and roadways to enhance mobility options and preserve quality of life.

#### **EXISTING CONDITIONS TAKEAWAYS**

The existing roadway network provides for one access point to Highway 14 (via Highway 57). By improving 16th Street NE, an additional access to Highway 14 will be provided (via Dodge County 15). This will help elevate traffic volumes along Highway 57 and provide an additional access point for emergency vehicles.

During times of high traffic volumes Highway 57/ Mantorville Avenue can become congested. Specifically, at the Highway 14 on/off ramps and the intersections of County 34, Main St and local streets north of Main St.

The intersection at Highway 57 and 16th Street is perceived to be unsafe, especially during school hours.

Main St. parking options can become limited during busy periods through-out the work day. The City municipal parking lot is well utilized. Residential subdivisions have been developed adjacent to rural gravel township roadways. These gravel roadways are serving as collector streets for the City and are substandard.

The local trail system lacks connectivity and does not fully tie into the Dodge County regional trail system.

#### WHAT WE'VE HEARD

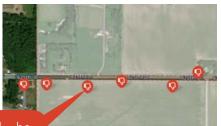
During the community engagement process community stakeholders had many things to say about Kasson's transportation network, particularly things that aren't working for their transportation needs. Most of the comments heard through the online mapping site were related to transportation. These comments touched on the subjects of traffic, traffic safety, and both vehicular and non-vehicular new connections. Some of the specific transportation issues pointed out by residents included:

- » A need for a secondary access point to Highway 14 (via 16th Street NE)
- » A desire to ease congestion on Highway 57, particularly during peak hours
- » Safer intersection at Highway 57 and 16th Street
- » Optimize parking on Main St.

FIGURE 7.1 SOCIAL PINPOINT FEEDBACK

There should be stop light at this intersection by the schools. / There needs to be a round-about to direct traffic. This area is dangerous and very congested, getting worse every year.





This road should be blacktopped all the way out to next black top so that Kasson can be accessed more from Hwy 14.



Traffic is a nightmare evenings. More ways to get in and out of Kasson would be great. 260th Ave and connect the NE side and expand 235th Ave to connect the NW side.

# COMPLETE STREETS AND **ACTIVE TRANSPORTATION**

Streets comprise more than 80% of public space in cities, but they often fail to provide their surrounding communities with a space where people can safely walk, bicycle, drive, take transit, and socialize. It is becoming more widely accepted that streets aren't just for moving cars - they're for moving people. Furthermore, any lively and vibrant city understands that streets are also for people to enjoy and linger, not just move through.

Complete Streets are streets that are designed to be safe for people of all ages. This includes pedestrians, bicyclists, motorists, and transit riders.

Complete streets;

**DRAFT - APRIL 2018** 

- Are easy to cross and travel along, >>
- Increase opportunities for physical activity, »
- Safely accommodate multiple modes of transportation,
- » Allow users to enjoy the public life around them, and
- » Result in increased walkability, a characteristic of a livable, desirable community.

Active transportation is any self-propelled, humanpowered mode of transportation, such as walking or bicycling. Public transportation is often included as well due to its dependence on walking and/or biking at the beginning and end of trip.

Chapter 6 - Parks, Recreation, and Active Living mentions trails and bikeways as an approach to accomplishing daily physical exercise that can be achieved without expensive gym memberships or rigorous workout routines designed for athletes. Strong connectivity within a well-designed grid street system with ample trail and sidewalk connections helps encourage walking and biking not only for recreation purposes but for trip purposes too.

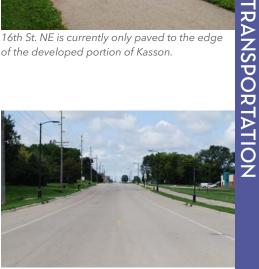
# WAYFINDING

Wayfinding can be defined as spatial problem solving; it is knowing where you are in the environment, where your desired location is, and how to get there. A good wayfinding system is a critical component of all cities and towns. Principles of wayfinding include:

- » Using landmarks to provide orientation cues and memorable locations
- » Providing well-structured paths
- Creating individual identities at each location »
- Limiting users choices in navigation >>



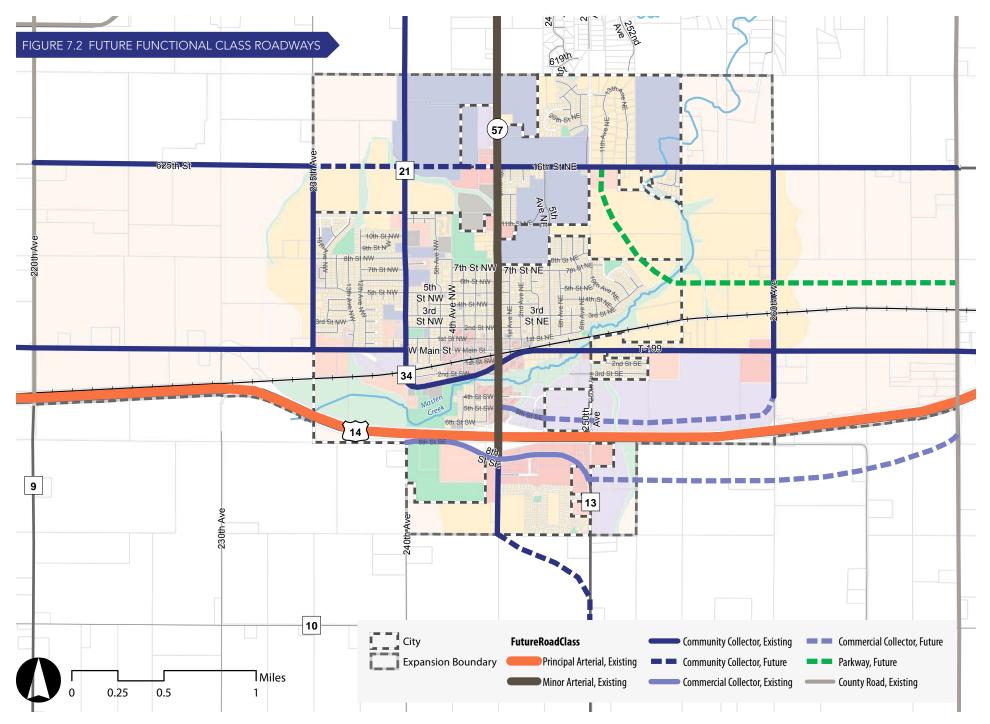
16th St. NE is currently only paved to the edge of the developed portion of Kasson.



16th St. NE caters to a variety of roadway users.



Sidewalk riding is most common when bicyclists don't feel safe riding their bikes along the roadway. Sidewalks typically aren't built to handle safe and convenient bicycle movements.



- » Using survey views (give navigators a vista or map)
- » Providing signs at decision points to help

Wayfinding, when done properly, can also improve the safety of the transportation system. Heavy traffic can be directed towards the proper roadway corridors and roadway users can spend more time focusing on safely traveling along the street rather than looking for their destination.

Kasson currently lacks a comprehensive and effective wayfinding system to guide residents and visitors to community assets, including parks, trails, schools, downtown, historical assets, or businesses.

# FUTURE ROADWAY SYSTEM

The plan includes a system of roadways that provide access to property and allow traffic to move through the community, connecting it to regional destinations. The plan is described through a roadway network system of principal arterials, minor arterials, community collectors, commercial collectors, parkways, and local streets.

## FUNCTIONAL CLASSIFICATION

#### PRINCIPAL ARTERIALS

Principal Arterials are typically a 4 lane divided highway that serve a regional mobility function first and foremost, connecting Kasson to regional destinations such as to Rochester or Mankato. They will carry the highest traffic volume, are intended for longer trips and have the most strict access controls. Direct access is restricted to connections with other arterial and collector roadways. Highway 14 is the only principal arterial in Kasson.

#### MINOR ARTERIALS

Minor Arterials are typically 2-4 lane roadways that serve an inter-city mobility function, connecting

Kasson to nearby local destinations such as Mantorville and to principal arterials such as Highway 14 and Highway 52. These roads favor mobility over access. Unlike principal arterials, minor arterials can vary widely in configuration depending on the surrounding context such as rural vs developed. Highway 57/Mantorville Avenue is the only minor arterial in Kasson

#### Collectors

Collectors, both community and commercial, are typically a 2-3 lane roadways that may include a center turn lane or landscaped median that provide access from local nodes, commercial areas, and neighborhoods to minor arterials. These roads are generally county or state roads in Kasson but may sometimes be under the City's jurisdiction. These roads will carry a moderate level of traffic. Managing access on collector streets is an important objective due to the longer trip generating characteristics of these roads. 16th Street NE is an example of a collector in Kasson.

## PARKWAYS

Parkways are a variation of a collector and serve the same travel purpose. These roadways feature a wide landscaped median as well as landscaped boulevards and walk/bike trails. They provide a greater focus on pedestrian and bicyclist comfort.

## LOCAL

Local roadways provide access from private property to collector streets. These are Kasson's neighborhood streets.

# **ROADWAY JURISDICTION**

Roadway jurisdiction identifies the responsible government agency. Roadways don't stop at corporate boundaries. They span the community



Wayfinding aimed at directing people to points of interest and various destinations via map.



An example of a parkway type roadway.

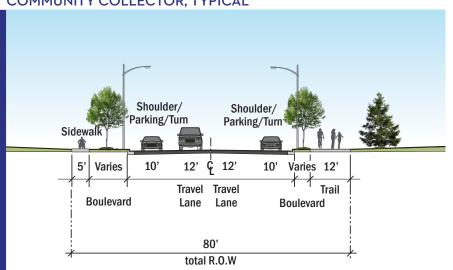


An example of a complete street with safety for all roadway users.

# **ROADWAY ELEVATIONS**

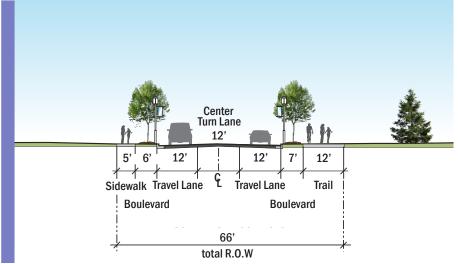
be integrated into future road projects. These configurations

from National Association of City Transportation Officials (NACTO), the Federal Highway Administration (FHWA), and Minnesota Dept. of Transportation (MnDOT) should be considered in every roadway project.

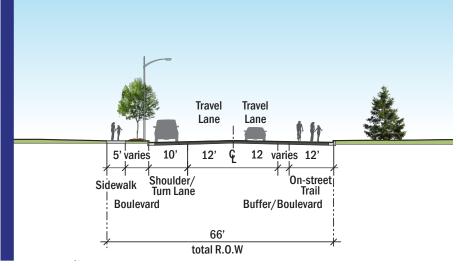


## COMMUNITY COLLECTOR, TYPICAL

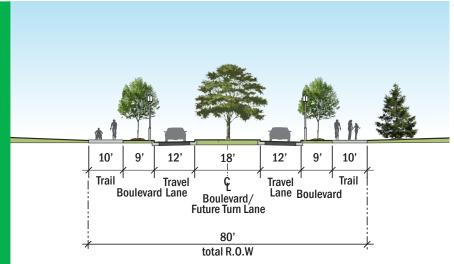




# COMMUNITY COLLECTOR, CONSTRAINED



#### PARKWAY



extending into adjacent rural areas. They also serve more than local needs, providing access to the region and ultimately the nation. Jurisdictional classification determines what government entity is responsible for development, maintenance and access to the roadway. Jurisdiction includes City, Dodge County, State (MnDOT) and the Federal Highway Administration (FHWA).

## LAND ACCESS

Access management is the planning, design, and implementation of land use and transportation strategies that maintain a safe flow of traffic while accommodating the access needs of adjacent development. Managing access points onto a road benefits the community in many ways. Consolidation of access at controlled intersections reduces delays. Fewer direct access points allow for less pavement and more landscaping or amenities and enhances the pedestrian experience. However, certain commercial land uses depend highly on convenient access to vehicular traffic.

Access and visibility is of great concern to businesses, but too many access points create conflict, accidents, congestion and visual clutter which is detriment to the success and vitality of a business and a community as a whole.

Figure 7.3 illustrates how access needs to roadways can vary depending on the functional classification of the roadway.

#### **ROADWAY CONNECTIVITY**

Connectivity refers to a system of roads that connect points of interest such as; neighborhoods to schools, business centers, or downtown; collector and local roads to arterial roads; and neighborhoods to other neighborhoods. Greater connectivity within the transportation network enables a variety of travel choices along transportation corridors which move people through and within the community.

### STORMWATER MANAGEMENT

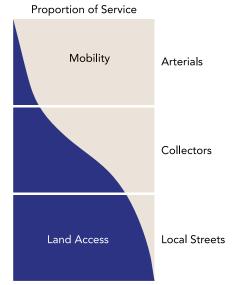
Stormwater management is an important aspect of street systems and street design. Streets are hard surfaces that generally increase stormwater volume and rates of run off. Integrating stormwater management strategies into the design and reconstruction of streets can help minimize flooding impacts, protect surface water resources, and beautify the public realm.

## MAJOR MOVES

Kasson must continue to plan for our local system of streets and roadways to enhance mobility options and preserve quality of life. The following transportation improvements identified through the planning and engagement process have the potential to make impactful change within Kasson by both serving future transportation needs and spurring future community development.

- » Safe Routes To School implementation
- » TH 14 interchanges and improvements
- » 16th Street NE improvements
- » 16th Street NW Extension
- » TH 57 corridor and intersection improvements
- » Local, collector, and parkway roadway development.





TRANSPORTATION



Landscaped medians are some of the most effective means to regulate access and reduce crashes.

## GOALS, POLICIES, ACTION STEPS

## TRANSPORTATION GOALS AND POLICIES

Kasson seeks a transportation system that is sustainable which is defined through the following goals and policies.

# GOAL 7.1 📼 🙆 🌚 🔘 💙 🔘 😵

Offer a greater degree of connectivity for all roadway users in future developments.

- Policy 7.1.1 Require new neighborhoods to have multiple ingress and egress points from local streets connecting to collector and arterial street systems.
- Policy 7.1.2 Minimize the use of cul-de-sacs and dead end streets to places where such a street design protects or preserves significant natural resource elements or topographic features.
- Policy 7.1.3 Explore new street/roadway improvements on a City wide basis that increase or enhance connectivity within the community as a solution to relieving traffic congestion on existing collector corridors.
- Policy 7.1.4 Plan beyond a specific development projects boundaries. Roads and trails do not just end a particular project's edges. As development is proposed in new growth areas make sure that the circulation system considers how adjacent property might develop and how a circulation system works for the larger area and connects to the collector and arterial roadway system.
- Policy 7.1.5 Work with the railroad companies to ensure adequate levels of railroad crossing are available to facilitate connectivity.

# GOAL 7.2 📾 🕑 🐼 🔇 💙 🔇 😵

Kasson's goal for mobility options is to offer a full range of travel modes as well as routes. This includes transit, walking, biking, and alternative vehicles that are energy efficient or that serve less mobile populations.

- Policy 7.2.1 Encourage site design and building design that strengthens the connection between sidewalks and trails (both existing and planned) such that getting to a building from the public right-of-way is an easy and attractive route.
- Policy 7.2.2 Incorporate parking areas for bicycles and other alternative vehicles in major public destination areas such as Downtown Kasson, major businesses, and local school campuses.
- Policy 7.2.3 As roadway improvements are planned, incorporate off street multi-use trails and sidewalks along all major road corridors (collectors) that lead to key destinations such as downtown Kasson, schools, churches, or recreation destinations.
- Policy 7.2.4 Require sidewalks to be built in new subdivisions on all roads and that provide connections between neighborhoods, to neighborhood or community parks, schools or other destinations. Sidewalks should be encouraged on both sides of the street. Support a policy of maintaining sidewalks that includes property owner responsibility for clearing sidewalks along local streets and City plowing along trail corridors, collector and arterial streets.
- Policy 7.2.5 As local roadways get reconstructed or as roads are constructed in new growth areas evaluate design alternatives that include incorporating on-street accommodations for alternative vehicles that travel at lower speeds



Streets like Main Street focus less on moving people around and more on getting people to stay and socialize and shop.



An example of a street with less focus on moving people around and more on getting people to stay and socialize and shop.

TRANSPORTATION

than typical automobiles. This may include electric golf carts or vehicles, motorized scooters/wheel chairs, or other innovative technology.

- Policy 7.2.6 As local roadways are re-striped or resurfaced consider low cost bikeway/pedestrian facility retrofits within the existing roadway through reduced travel-lane widths, reduced travel lanes, or partially removing private vehicle storage (parking).
- Policy 7.2.7 Sidewalk design in Downtown Kasson should support the needs of downtown merchants to occasionally bring the business out to the street, while preserving the ability for safe and convenient movement of people with various mobility challenges.

GOAL 7.3

Colored that system that

Develop a safe roadway system that minimizes traffic collisions and minimizes property damage that results from unsafe roadway systems.

- Policy 7.3.1 Work with State and County agencies in determining the optimal speed limits for major road corridors in conjunction with the stated function and desired design character of the roadway.
- Policy 7.3.2 Support a way-finding system to clearly guide and direct travelers who are new to the community and are seeking a particular destination.
- Policy 7.3.3 Ensure sign ordinances provide a balance between displaying appropriate business names and address information while minimizing distractions and clutter.
- Policy 7.3.4 Monitor traffic patterns and incidents on a regular basis to be able to respond to changing travel behaviors and traffic

movements.

- Policy 7.3.5 Support and enforce the policies related to access management, connectivity, mobility options, and traffic management as a means to enhance safety of the roadway system.
- Policy 7.3.6 Continually work with major employers and the trucking industry to make sure that truck traffic is able to move through the community in a safe and efficient way.
- GOAL 7.4 Concernence invest in the
  - anner, invest in the
  - maintenance and reconstruction of the existing roadway infrastructure and ensure that new road corridors and intersections are planned for both short term and long term needs.
- Policy 7.4.1 Support dedication of funds for street maintenance and reconstruction on an annual basis, consistent with a street reconstruction plan and consistent with needs for upgrading existing infrastructure systems that can be aligned with street improvements.
- Policy 7.4.2 Collaborate with regional agencies to secure regional and federal funding for roadway projects that have a regional benefit.
- Policy 7.4.3 Institute a funding mechanism with new developments to offset costs to construct higher classification roadways needed due to new developments.

GOAL 7.5

Ensure the transportation system is consisted of attractive and memorable street corridors.

Policy 7.5.1 Establish a 'wayfinding' system that identifies key locations for unique signage that promotes community destinations (Downtown

## **GUIDING PRINCIPLES**



Guiding Principles: see Chapter 03 Vision and Guiding Principles for more information.

The icons next to each goal indicate the Guiding Principles that are demonstrated within the stated goal. Guiding Principles that are most pertinent are shown in full color.





Providing cross access to adjacent businesses reduces traffic and the potential for crashes on roadways.

## WHAT WE'VE HEARD:

"Make more trails for biking, running and walking. Cities that invest into trails seem to attract more people to live-in and visit the community." Kasson–Schools -Regional Trail heads–historic land marks.)

- Policy 7.5.2 Encourage commercial property along arterial and collector corridors to have an attractive and high amenity site design that address the corridor. This can be done through architectural enhancements and/or key site design amenities described in Chapter 4 - Land Use and Community Character.
- Policy 7.5.3 Discourage vast blank parking areas between the street and the business. Where a parking configuration in the front of a structure is the most optimal site design pattern, require an orchard parking approach (heavily landscaped– parking area is broken up with tree islands).
- Policy 7.5.4 Establish a landscape and streetscape palette for public and private streetscape/ landscaping. Such a palette can offer flexibility while ensuring consistency between public and private streetscape/landscape enhancements.

# GOAL 7.6 📼 🙆 💿 🚱 💟 🕐 😵

Manage access to the existing and future roadway network.

- Policy 7.6.1 Control and manage direct access to arterial and collector roadways in new growth areas.
- Policy 7.6.2 Over time, correct access problems within existing developed areas as property intensifies in development, redevelops or as roadways are reconstructed.
- Policy 7.6.3 Require individual properties to access the arterial roadway system via access to collector or local streets rather than direct access to arterial streets.

Policy 7.6.4 Support redevelopment of property along existing collector road corridors that seeks

to reduce individual direct access points.

- Policy 7.6.5 Encourage consolidation of driveways along collector streets.
- Policy 7.6.6 Restrict left turning movements and movements across the roadway, except at intersections.
- Policy 7.6.7 Coordinate approvals of local development projects that have potential regional impacts in collaboration with appropriate Township, County and State road agencies.
- Policy 7.6.8 Collaborate with Dodge County and MnDOT in establishing clear and concise access management standards, guidelines and policies that can be uniformly applied to major corridors that are within Kasson.

## **ACTION STEPS**

- ACTION STEP 7.1 Establish a Transportation Improvement District as a strategy to fund roadway projects.
- ACTION STEP 7.2 Develop a wayfinding master plan that provides key guidance on the types of wayfinding, geographic location of signs, a preferred design theme, and funding resources.
- ACTION STEP 7.3 Develop a bicycle and pedestrian plan to address connectivity within the city; use this plan to apply for state/regional trail and sidewalk funding and to guide future investment and priorities.

# **CITY OF KASSON COMPREHENSIVE PLAN**

## CONTENTS

INFRASTRUCTURE SYSTEMS	.8-2
GOALS, POLICIES, ACTION STEPS	8-6

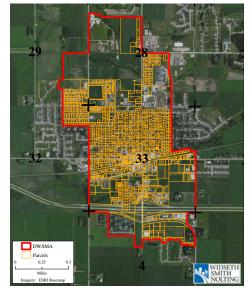
# 08. PUBLIC FACILITIES & UTILITIES

The focus of this section is on public facilities and infrastructure systems that are critical to the health, function, and appearance of Kasson. Infrastructure systems provide the ability for Kasson to support development in a way that is fiscally and environmentally responsible and sustainable.

Achieving the Comprehensive Plan's vision and guiding principles can only occur if the City ensures that existing infrastructure is able to handle future growth.



FIGURE 8.1 WELLHEAD PROTECTION AREAS - DRINKING WATER SUPPLY MANAGEMENT AREA



## INFRASTRUCTURE SYSTEMS

Infrastructure is a key element provided by cities to improve the safety, health, functioning, and quality of life for residents and businesses. These systems work best as interconnected networks, and because of this, the City (and in some cases, other public agencies or private companies) provides many of these services at a community-wide scale. It would be impractical for each home and business to have a well reaching down to the aguifer, or to require each home and business to be built on enough land to accommodate a septic system. City-provided services allow for development land patterns of businesses on Main Street and residential neighborhoods. It is the City's responsibility to provide these services efficiently and sustainably. Infrastructure must be maintained, and new investments in infrastructure must consider the impacts to the community's long term health and financial stability.

#### **POTABLE WATER**



Kasson fairgrounds water tower

Water is a necessity in many ways. Making sure there is adequate water for fire protection is a public safety need of the City's. A well functioning, safe water system is crucial to a city's ability to support residents.

Pollution can be a significant threat to a City's ability to provide water. Implementation and enforcement of the wellhead protection program will protect aquifers from contamination. Distribution infrastructure will protect water from contaminants. These efforts minimize the water related health risks for residents.

Across the country, droughts and water shortages are taking a toll on cities and their capacity to grow and provide basic services. While Minnesota has plentiful water resources, limits on the aquifers are beginning to be seen as they are being drawn down faster than they can replenish. By implementing strategies to conserve water, the City of Kasson can be more resilient and less affected by changes and unforeseen circumstances with regards to water.

The water system in Kasson consists of 34 miles of distribution including 2 towers, and 3 wells drawing from the Jordan aquifer. The wells currently provide a maximum capacity of 3.6 million gallons per day. A wellhead protection program went into effect in 2016 to protect groundwater around wells.

Planned improvements over the next five years include:

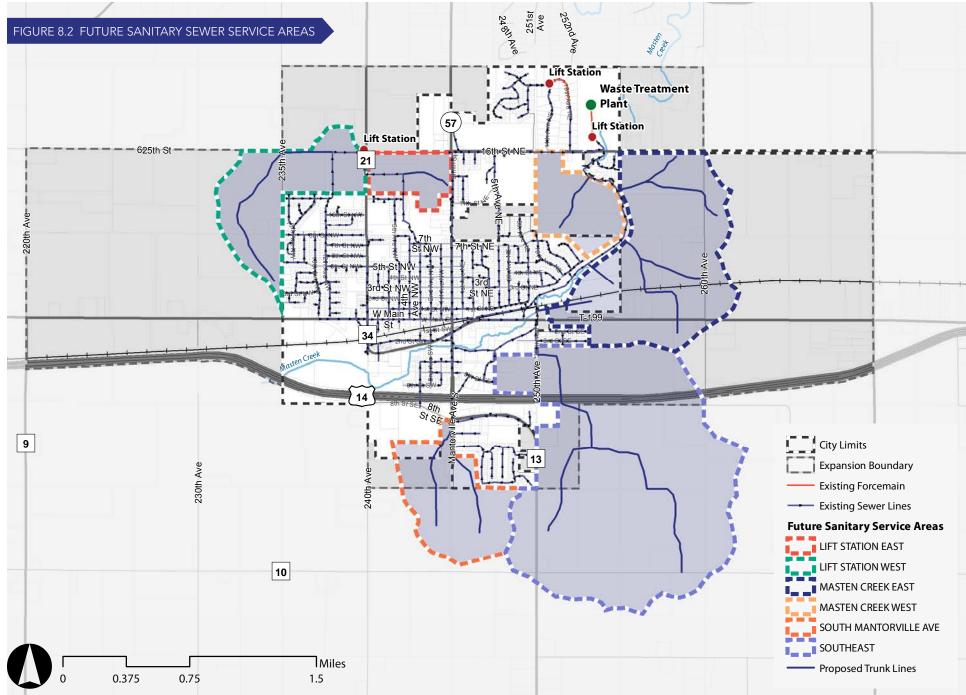
- » Replacement of the 100,000-gallon fair grounds water tower with a larger water tower to increase storage capacity to meet future growth.
- » Providing water meters to all unmetered service connections.
- » Locating and fixing water leaks within the distribution system.

Established wellhead protection areas are illustrated in Figure 8.1.

## SANITARY SEWER

While perhaps not glamorous, sanitary sewer systems may be the most important thing a city does for the health of the community. Safely moving and treating waste keeps residents from being exposed to a long list of diseases.

Future growth in Kasson will largely be determined by how well growth areas can be served by an effective and cost-efficient sanitary sewer system. Figure 8.2 illustrates where future growth in Kasson can be served by cost-efficient sanitary sewer infrastructure investments. This system is largely gravity fed. Gravity sewer systems typically resemble natural runoff patterns with large trunk sewers in each valley



PUBLIC FACILITIES & UTILITIES

## Benefits of a Public Power System

The City of Kasson, its residents, and businesses receive many benefits by being served by a public power system. One of the many benefits is the Kasson City Council has local control of the electric rates and the utility's policies and objectives. The benefits also include the donated street lighting and occasional other transfers to help support city services and projects that may otherwise not be funded. Other advantages of having a public power system in Kasson are local customer service and the ability to issue taxexempt bonds when necessary for improvements, which is typically at a lower cost of financing. Lastly, shared billing services and equipment with other city utilities helps keep the total operating cost lower for all of these services.

receiving flow from smaller lateral sewers extending up hillsides. Gravity systems reduce the need for additional lift stations. Lift stations pump sewage from lower elevations to higher elevations and have upfront capital costs and, more importantly, long-term maintenance costs.

The current sanitary sewer system consists of the sewage treatment plant which currently accommodates Kasson with a capacity of 2.07 million gallons per day. The treatment plant was built in 1984 and was upgraded in 2001 and again in 2017. The plant began receiving wastewater from Mantorville in 2017. There are 33 miles worth of collection system and three lift stations that facilitate the movement of waste. After treatment, the cleaned waste water is discharged into the Zumbro River.

One issue in any sewer system, but especially pronounced in older systems, is inflow/infiltration. Inflow is the introduction of water to the sanitary sewer system from inappropriate sources such as sump pumps, roof drains, or cellar drains. Infiltration is the introduction of groundwater to the sanitary sewer system through defective or broken pipes and joints. In both cases, the water entering the system is still generally clean and adding it to the sanitary sewer costs the community money to clean water that does not need it.

Maintaining and repairing the existing system, improving efficiencies, and reducing non-sewage connections will help the sewage system last longer and accommodate additional growth or new users.

The feasibility of future sanitary sewer trunk line extensions, as shown in Figure 8.2, largely depends on contiguous and efficient development. "Leapfrog" development, where development skips over undeveloped land, provides a much lower return on investment because of the extra pipe required to reach that development.

#### STORMWATER MANAGEMENT

The first objective of the City's stormwater system is to keep stormwater from causing damage or creating unsafe conditions. When water is concentrated in certain locations, the impacts can be severe. Flooding in low areas can cause significant damage and prevent many uses of the land. Likewise, water that is concentrated in rivulets, creeks, or rivers will cause the flows to rise and move faster, increasing erosion and undercutting banks.

Dealing with stormwater is typically done utilizing two techniques. The traditional method has been to get stormwater into pipes and move it away from areas where it can cause damage. This system is made up of the curbs, gutters, ditches, and storm drains that can be seen from the street. Below the street, a series of pipes carry water downhill to be released, in Kasson's case, into the Zumbro River system of tributaries. This technique also includes other conveyance methods such as drain tile and swales. The second technique is to capture stormwater locally and to allow it to slowly infiltrate into the ground, or in some cases settle before moving into the "pipes" portion of the stormwater system. This cleans the rainwater and helps minimize peak flows during rain events, and reduces erosion issues downstream. Holding stormwater on site may be done with rain gardens, retention ponds, and cisterns.

Both approaches are used in Kasson, and both are necessary components of the system to manage stormwater. The City of Kasson manages the 20-miles of stormwater piping portion of the system and requires new development to incorporate stormwater capture techniques. The Dodge County Soil and Water Conservation District also assists with the implementation of best management practices (BMPs).

## ENERGY

Kasson Public Utilities provides municipal electric service to the majority of the city. The electric department provides electrical transmission and support to its 2,000 customers. The electrical distribution system consists of 31 miles of underground power lines, 28 miles of overhead power lines and 440 street lights.

Xcel Energy and Peoples Cooperative Energy also provide electric service to a small portion of the City and future growth areas. The City has been pursuing securing the electric territory to these areas and the future growth areas.

## **ELECTRICITY SUPPLY**

The City currently does not generate any of its power. A study was completed for development of an energy park. The energy park would add power generation to its electrical transmission.

The Electrical Utility has a Conservation Improvement Program (CIP) that provides rebates to customers that implement energy saving upgrades.

### **RENEWABLE ENERGY SOURCES**

Within the last decade sustainability and climate change have become more relevant and emerging topics to planning. The need to conserve and manage energy costs, as well as public concern over climate change (even at the local level), are the primary drivers for this trend.

Renewable energy is energy generated from natural resources–such as sunlight, wind, rain, and geothermal heat–which are renewable (naturally replenished). Renewable energy technologies range

## STORMWATER MANAGEMENT BEST PRACTICES

There are a variety of storm water management techniques that can manage stormwater volumes and flows. These tools help reduce flooding and preserve water quality by treating stormwater at its source. In addition, when sensitively designed, storm water systems can also be a development amenity that increases the overall attractiveness of the community. The following are examples of types of storm water management techniques that should be explored in Kasson. Clockwise from top left: a cistern that catches rooftop runoff and reuses storm water for irrigation - public art that functions as storm water management - stormwater treatment as part of a street boulevard - a street with no curb and drainage swale to treat stormwater - parking lot island - parking lot storm water treatment drain and garden - stormwater drain - rain garden outside multi-family housing.



from solar power, wind power, hydroelectricity/micro hydro, biomass and biofuels for transportation.

Wind power is one of the fastest growing energy sources worldwide, and it produces no carbon emissions or pollution. In Minnesota, wind turbines are an increasingly common part of the landscape. Biomass uses food processing and agricultural wastes to create electricity and solid fuel. Because it produces no waste and causes no carbon emissions, hydroelectric power is a sustainable form of energy. Solar panels are increasingly popular renewable energy sources. They can be isolated private installations serving single uses, or part of larger installations such as solar farms that send energy back on to the regional grid.

The Kasson Electric Utility Department has been providing the City with electric power. Solar panels were installed on the roof of City Hall through a federal grant program. A large scale solar farm is being considered at the City owned wastewater treatment plant property.

#### COMMUNICATIONS

Communications for residents are currently provided through private companies. All developed areas of Kasson have access to broadband internet and speeds above 3Mbps. There are surrounding areas in the Kasson-Mantorville school district that do not have high speed access.

#### **RECYCLING AND REFUSE**

The City permits private recycling and trash service for Kasson. In addition to typical recyclables handled by private providers, the City collects materials such as mercury vapor fluorescent lamps, spiral CFLs, dry cell batteries, and old electronic equipment at the Wastewater Facility.

# GOALS, POLICIES, ACTION STEPS

## **GOALS AND POLICIES**

Facility and utilities goals and policies ensure current and future residents and businesses receive essential services.

## GOAL 8.1 📄 🕝 💿 🔘 💟 🔘 🙁

In collaboration with respective agencies (i.e. MPCA, DNR, PUC), ensure Kasson's core infrastructure systems (sanitary sewer, storm sewer, potable water, electricity, and telecommunications) meet the needs of current residences and businesses, and facilitate future growth without compromising the quality of the natural environment.

Policy 8.1.1 Develop a asset management plan Policy 8.1.2 Invest in the long term maintenance of

- the existing infrastructure systems by making scheduled improvements to replace worn or obsolete components.
- Policy 8.1.3 Provide clean, safe drinking water to all residents by protecting groundwater aquifers from contamination, treating drinking water, and protecting treated drinking water during distribution in order to minimize individual and widespread health risks.
- Policy 8.1.4 Ensure that water supply will meet current and projected water demand through efficient management activities.
- Policy 8.1.5 Develop in areas that can be easily served with municipal utilities.

## GOAL 8.2 🛛 🗁 🙆 🚫 🚫 🔘

Provide safe and clean drinking water to the City of Kasson.

- Policy 8.2.1 Implement strategies in the new wellhead protection program to protect current well fields with compatible land uses such as parks, recreation, and open space.
- Policy 8.2.2 Use city communications to create awareness of groundwater protection and contamination prevention.

Policy 8.2.3 Test and monitor the water distribution system to ensure the absence of contaminants

## GOAL 8.3

) 💿 📀 📿 🌍

Ensure reliable water supply to meet the demands of growth, the Fire Department, industry, and agriculture.

Policy 8.3.1 Provide upgrades to the water system as needed to ensure reliable water supply in compliance with fire protection standards.

Policy 8.3.2 Identify additional well locations to ensure a water source if needed to meet additional demand.

Policy 8.3.3 Manage demand by supporting water saving strategies for both residential and commercial users (watering policies, efficient fixtures, etc.)

Policy 8.3.4 Investigate opportunities for use and reuse of non-potable water (rainwater, graywater, etc.) for appropriate uses.

Policy 8.3.5 Support alternative landscaping options that require less water for parks and other city properties.

 municipal sewage.

Policy 8.4.1 Treat and test sewage and discharged effluent to meet or exceed all regulations, including current permit requirements for National Pollutant Discharge Elimination System (NPDES).

Policy 8.4.2 Regulate the use of septic systems to minimize pollution and health risks.

## GOAL 8.5

Ensure reliable wastewater collection and treatment to meet current and future demand. Policy 8.5.1 Prohibit discharges of waters to the sanitary sewer system that do not require treatment. This may include stormwater runoff, cooling water, sump pumps, or other unpolluted sources.

Policy 8.5.2 Prohibit discharges and connections to the sanitary sewer system that are not recommended for treatment at the City's sewage plant. This may include industrial wastewater or other sources.

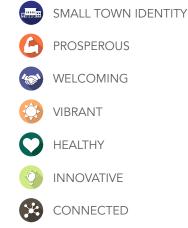
Policy 8.5.3 Encourage the use of waste water reduction strategies to manage demand on the sanitary sewage system.

GOAL 8.6

Prevent local erosion and flood damage. Policy 8.6.1 Encourage the use of retention ponds, rainwater gardens, and other water storage methods to slow and/or reduce the discharge of water into creeks and rivers.

Policy 8.6.2 Require temporary and permanent erosion and sediment control best management practices (BMPs) for construction projects and development

## **GUIDING PRINCIPLES**



Guiding Principles: see Chapter 03 Vision and Guiding Principles for more information.

The icons next to each goal indicate the Guiding Principles that are demonstrated within the stated goal. Guiding Principles that are most pertinent are shown in full color.



,

Policy 8.6.3 Identify and address locations where flooding occurs. Plan compatible "floodable" uses for these areas.

## GOAL 8.7

0 🗘 🗘 📀

The City will work to improve surface water quality through reducing the impacts of runoff on water quality and damages to natural resources and the environment.

- Policy 8.7.1 Encourage the use of retention ponds, vegetated swales, rainwater gardens, and other water storage methods to remove pollutants from stormwater.
- Policy 8.7.2 Encourage the use of best practices for managing agricultural runoff including the use of buffers, scheduling fertilization and tilling to minimize runoff, and managing livestock waste.
- Policy 8.7.3 Complete periodic street sweeping to help prevent the conveyance of debris and waste from streets into the stormwater system.
- Policy 8.7.4 Coordinate with the Dodge County Soil and Water Conservation District to encourage and implement BMPs for water quality improvement.
- Policy 8.7.5 Develop snow plowing and storage solutions that provide for efficient storage of snow, and the treatment and management of snowmelt.

## GOAL 8.8



Increase waste prevention, reuse and recycling, moving to a more cyclical, biological approach to materials management.

Policy 8.8.1 Coordinate with City contractors to encourage recycling of household goods.Policy 8.8.2 Improve city operations and procurement to prevent and reuse, recycle and compost waste from all public facilities and minimize use of toxics and generation of hazardous waste.

Policy 8.8.3 Improve residential trash, recycling and organics collection by private operations and offer significant volume-based pricing on residential garbage and/or incentives for recycling.

GOAL 8.9



Safely collect and dispose of waste.

Policy 8.9.1 Coordinate with City contractors to ensure the provision of refuse collection services in Kasson.

- GOAL 8.10 🛛 🕒 🕑 🚫 🚫 🚫 😢
  - Provide safe, efficient municipal electric to the entire city to offset the rising costs of electricity and to minimize economic and environmental impacts.
- Policy 8.10.1 Continue to pursue securing electrical territory for areas currently within the City limits that are not served by municipal electric.
- Policy 8.10.2 Plan to purchase additional electrical territory in the planned growth areas before or as development occurs.
- Policy 8.10.3 Continue to invest in the replacement of aging energy infrastructure.
- Policy 8.10.4 Investigate opportunities for the integration of renewable energies and work with utilities for partnerships on associated infrastructure development.

GOAL 8.11



Expand internet access to underserved areas around the City of Kasson.

- Policy 8.11.1 Support efforts to improve internet access to nearby areas without high speed internet.
- Policy 8.11.2 Coordinate with utilities to collocate broadband infrastructure in City right-of-way.

GOAL 8.12

## 8 😳 🔿 😳 😵

Reduce emissions and costs by increasing energy production through renewable energy sources and reducing energy consumptions.

- Policy 8.12.1 Promote energy conservation and sustainability practices.
- Policy 8.12.2 Continue offering rebates for technology upgrades, appliance upgrades, operations or other sustainability practices that result in more efficient energy usage and lower consumption.
- Policy 8.12.3 Consider energy efficient vehicles as the City fleet is replaced.
- Policy 8.12.4 Allow for smaller scale wind or solar energy installations that are designed to coexist within the context of the surrounding neighborhood weather it is residential or commercial.
- Policy 8.12.5 Consider strategies and techniques for retrofitting city-owned infrastructure or technology that improve energy efficiency. Pursue and participate in State and Federal incentive programs and research programs focused on energy efficiency building improvements.
- Policy 8.12.6 Support and encourage landscape improvements that preserve water and reduce energy consumption.
- Policy 8.12.7 Encourage electric vehicle quick (DC fast charging) charging stations at retail/ restaurant locations near the Hwy 14/Hwy 57

interchange and AC Level 2 charging stations at all major employers, including public/ institutional.

## **ACTION STEPS**

- ACTION STEP 8.1 Complete sanitary sewer system inspections and repairs to identify and fix sources of inflow and infiltration (I&I).
- ACTION STEP 8.2 Develop and periodically review a crisis response plan for sewage operations to minimize impacts to the City in case of emergencies. Ensure employees are trained for emergency response.
- ACTION STEP 8.3 Update and implement a capital improvement and maintenance plan for the stormwater system identifying annual maintenance needs as well as replacement costs.
- ACTION STEP 8.4 Develop a stormwater master plan to identify regional stormwater facilities.
- ACTION STEP 8.5 Develop a capital improvement plan for the municipal electrical utility that includes securing service territory currently within the City and in future growth areas.

This page intentionally left blank.

**CITY OF KASSON COMPREHENSIVE PLAN** 

## CONTENTS

GUIDING DECISION MAKING	
MARKETING AND FUNDING TOOL	9-2
TO DO LIST	9-2
A DYNAMIC DOCUMENT	
IMPLEMENTATION ACTION STEPS	9-3

COLOA

# 09. IMPLEMENTATION

Kasson's Comprehensive Plan serves as the policy framework to guide the physical changes in the community over the next twenty years. The plan's effectiveness in helping guide decision-making and public investment decisions depends to a large extent on how well Implementation is defined up front. The Implementation Chapter identifies and describes the actions and initiatives necessary to implement the plan's vision, goals, and policies.

A number of action steps, both short-term and long-term have been identified in key chapters of the plan to address the community's vision and goals.





Credit: John Hazuka

Implementation of the Comprehensive Plan will occur in three ways:

- » As a guide for decision-making
- » As a marketing and funding tool
- » As a to do list

## **GUIDING DECISION MAKING**

The plan should be used by City staff in their dayto-day operations. Staff should also reference plan goals and policies to support elected and appointed officials in carrying out their decisionmaking responsibilities. Land use requests and major development projects should be evaluated based on consistency with the plan. City Staff's copy of the plan should be easily recognized as being extensively used.

Elected and appointed officials should use the plan to justify hard decisions related to land use development, zoning requests, annexation, growth, redevelopment, and public infrastructure investment.

The plan should be used by major institutions such as the Kasson-Mantorville School District, Dodge County, SEMCAC, and others to ensure that community systems and infrastructure are in place to support the valuable functions provided by the institutions.

The plan should also be used by the development community to understand how particular projects fit within the community and how it might affect existing or planned growth. Developers, brokers, realtors, and investors should use the plan to help formulate strategies for new development projects or investing in existing development and to help with risk assessment.

# MARKETING AND FUNDING TOOL

Implementation of the Comprehensive Plan will require a coordinate effort by the community. As an adopted policy plan developed through a participatory public process, the Comprehensive Plan can help solidify the support, commitment, and collaboration needed to mobilize the community. The plan should be referenced, celebrated, and promoted to the community and broader region seeking to invest and reinvest in the City. The plan should provide key policy directions that can be referenced when applying for grant funding from government and non-government entities. In essence, the plan becomes the document that is provided to prospective businesses, residents, grant agencies, and investors.

## TO DO LIST

Almost everyone maintains a "to do list," sometimes the list is at home stuck on the fridge or at work stuck on the computer. Many have multiple to do lists spread across bulletin boards, sticky notes, and smart phones. The City of Kasson's to do list should be informed and regularly updated by the Comprehensive Plan. It serves as a resource for city departments, boards, commissions and the council as they establish annual goals and work programs. While this Implementation chapter is a starting point, regular review should also include the individual chapters for identification of any additional strategies that should be pursued. Successful implementation of the comprehensive plan results in checking off some of the projects on the list. As multiple items get checked off the list, it is an indicator that the plan be revisited and refreshed

## A DYNAMIC DOCUMENT

Comprehensive Plans are not static documents. Rather they are dynamic plans that inspire innovative thought and a desire for progress. They must be reviewed and updated on a regular basis.

Kasson should establish a "Future of the City Forum" or similar event to review the Comprehensive Plan on an annual or biennial basis and facilitate a community dialogue about what has worked well and what has not worked so well. This evaluation should lead to identifying a need for amendments or updating the "to do list" on an annual or every other year basis. This can occur through regular scheduled processes such as the Strategic Planning process or through an expanded process designed to "take the pulse of the community" and celebrate community accomplishments.

# IMPLEMENTATION ACTION STEPS

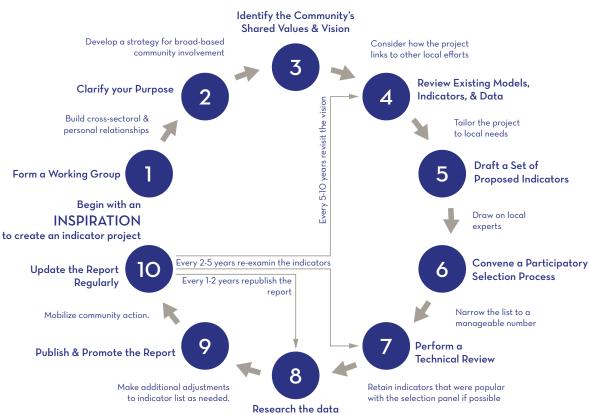
The action steps in the implementation matrix, Table 9.1, are concrete initiatives that are intended to carry out an idea, policy, or strategy identified through the planning process and memorialized in the adoption of the plan. The action steps directly correlate to the vision and guiding principles and the various goals and policies defined throughout the plan. The action steps will result in both tangible and intangible outcomes. Entities that would be most capable of addressing each action step have been highlighted. These entities will become champions of their respective action steps and provide the skillset needed to see through their completion.

## COMMUNITY INDICATORS TO MEASURE PROGRESS

Community indicators are an effective measurement tool to assess how Kasson is progressing towards its goals and objectives identified throughout the plan. "Indicators are measurements that reflect the interplay between social, environmental, and economic factors affecting a community's well-being (American Planning Association)." The City of Kasson should establish a series of indicators to evaluate the progress and success of this plan.

Agreeing upon a series of community indicators will require a public process. Figure 9.1 depicts a process that was developed by the American Planning Association. The 10 step process provides a community with the tools necessary to formulate effective community indicators. This is a long term strategy that will provide the City of Kasson with a wealth of information to help guide future decision making.

# FIGURE 9.1 A PROCESS FOR IDENTIFYING COMMUNITY INDICATORS. SOURCE: PLANNING ADVISORY SERVICES REPORT #517 AMERICAN PLANNING ASSOCIATION









What gets measured and how it gets measured must be a product of a community dialogue. The implementation matrix in Table 9.1 lists some possible indicators relevant to Kasson as a starting point.

## **FUNDING SOURCES**

Implementation of the Comprehensive Plan will require a combination of public and private actions. Public actions require a public investment and some private actions will require a partnering financial effort as well. When possible, public investments should seek to leverage private investments. While there is not a bottomless pot of money to tap into, there are a variety of financial resources available to undertake community development projects and action steps. However, the tools of today may become outdated and should be reviewed on a regular basis. City staff and decision makers will need to retain a current working knowledge of all of the tools that can be used to create specific implementation strategies and apply those resources to the appropriate strategy when advising decision makers.

A financial "toolbox" should be developed identifying available resources such as: state and federal grant and loan programs, foundation grant and loan programs, city operating budgets and capital improvement program funding, tax increment financing (TIF), tax abatement, philanthropic opportunities, special taxing districts, special service districts or business improvement districts, bonding or borrowing, local option sales tax, referendums, etc. Kasson should partner with state legislators to think beyond the box and create new tools to address the City's unique challenges. The City should subscribe to newsletters and database organizations that match grant programs with community interests. Potential funding sources have been indicated in the implementation matrix.

## IMPLEMENTATION MATRIX KEY

#### PRIORITY/TIMING:

Ongoing = Ongoing task, constant monitoring

Immediate = Immediate action

Near = Action to be completed in 0-5 years

Long = Action to be completed in 5+ years

## Cost:

\$ = Low cost, mostly staff effort

\$\$ = Medium cost, may require procuring consultant
help

\$\$\$ = High cost, costs associated with first lower cost levels plus capital investment

#### TABLE 9.1 IMPLEMENTATION MATRIX

STEP NUMBER	ACTION STEP	RESPONSIBLE ENTITY	PRIORITY/ TIMING	соѕт	FUNDING	INDICATOR
4.1	Review and update the zoning code and map so that it is not in conflict with the Comprehensive Plan and it meets the goals set forth in the Comprehensive Plan.	Planning & Zoning (P&Z)	Immediate	\$-\$\$	General Fund	N/A
4.2	Monitor and report land absorption and growth trends on an annual basis and maintain a three to five year lot inventory consistent with annual building permits.	City Administrator (Admin)	Ongoing	\$	N/A	Acres devloped annually, lot inventory
4.3	Prepare a downtown master plan that addresses zoning, redevelopment, housing, parking, and transportation.	EDA, Chamber, P&Z, Local Businesses	Near	\$\$	Fed/State and Foundation Grant, General Fund	Completed Plan
4.4	Prepare a master plan to understand the potential for the business park district character concepts, their feasibility, infrastructure needs, and marketability.	EDA, Chamber, P&Z	Near	\$\$	Fed/State and Philanthropic Grant, General Fund	Completed Plan
4.5	Explore and implement zoning and subdivision regulations that encourage the integration of natural resource areas/greenways into new development.	P&Z, Parks, Public Works	Near	\$-\$\$	CIP, Fed/State Grant	Acres of preserved greenways
5.1	Set up meetings with Chamber of Commerce and large employers to enhance communication and provide a forum to discuss retention and expansion opportunities.	Economic Development Agency (EDA)	Immediate	\$	N/A	# of meetings/year, # of businesses in Chamber
5.2	Improve community wayfinding signage to maximize exposure to the high volume of traffic on Highway 14 and Highway 57. This should include directional signage within the Community for places of interest.	EDA, Parks	Near	\$\$-\$\$\$	State Grant, CIP, Foundation Grant, BID	Public sentiment, Growth in sales
5.3	Conduct or participate in a buy local campaign for community members and local businesses.	Chamber, EDA, Local Businesses	Near	\$	Foundation Grant	Growth in sales
5.4	Integrate green building best practices information and assistance into the building permit process.	Admin, Public Works	Near	\$	N/A	
5.5	Create a green residential remodeling assistance/financing program to assist homeowners in adding space or making renovations to their existing homes.	EDA, Banks, Builders, Utility Companies	Near	\$	General Fund	# of home improvements financed
5.6	Create and implement a home improvement loan program to assist residents with emergency and non-emergency home repairs and improvements.	EDA, Banks, Builders	Near	\$	General Fund	# of loans
6.1	Develop a master plan for a multi-use trail or greenway through Kasson with regional draw and potential connection to the Stagecoach Trail.	Parks, Dodge County, State Agencies	Near	\$\$	CIP, Fed/State and Foundation Grant	Completed plan
6.2	Develop a bicycle and pedestrian plan to address connectivity within the city; use this plan to apply for state/regional trail and sidewalk funding and to guide future investment and priorities.	Public Works, Parks, School District	Near	\$\$	CIP, Fed/State and Foundation Grant	Completed Plan
6.3	Seek out state and regional grants to upgrade sidewalks and trails.	Public Works, Admin	Ongoing	\$	N/A	Secured grants
6.4	Follow-up with SRTS plan and apply for Implementation Grant funding for specific infrastructure recommendations.	Public Works, Admin	Ongoing	\$	N/A	Secured grants

STEP NUMBER	ACTION STEP	RESPONSIBLE ENTITY	PRIORITY/ TIMING	COST	FUNDING	INDICATOR
6.5	Implement encouragement/educational recommendations found in SRTS plan; coordinate between the Parks Department and Kasson Schools to implement.	Parks, Schools, Admin	Ongoing	\$	N/A	# of events and programs
6.6	Seek out partnerships and explore opportunities for farmers markets and community garden sites in Kasson.	EDA, Chamber, Civic Volunteer Groups	Ongoing	\$	N/A	# of vendors, # of community gardens
6.7	Upgrade remaining playgrounds to have inclusive and ADA approved equipment.	Parks	Near - Long	\$\$-\$\$\$	CIP	# of parks with accessible equipment
6.8	Seek funding opportunities to ensure adequate and sustainable funding for park repairs.	Parks	Ongoing	\$	N/A	# of funding sources
6.9	Continue to replace trees per the City of Kasson tree replacement policy.	Parks	Ongoing		Foundation Grant	# of trees replaced
6.10	Develop a street-hockey program.	Parks	Near	\$\$-\$\$\$	N/A	Creation of program
6.11	Develop a park system master plan to determine priorities for future parks investments.	Parks	Near	\$\$	Fed/State and Foundation Grant, CIP	Completed plan
6.12	Conduct a community center feasibility study to determine a site, potential program and funding opportunities.	Parks, Admin	Long	\$\$	General Fund	Completed study
6.13	Work with developers to explore future sites for a new park with neighborhood amenities in northeast and southeast Kasson.	Parks, Developers	Ongoing	\$	N/A	Park site identified and secured
7.1	Establish a Transportation Improvement District as a strategy to fund roadway projects.	Public Works, Admin	Near	\$\$	General Fund	Establishment of district
7.2	Develop a wayfinding master plan that provides key guidance on the types of wayfinding, geographic location of signs, a preferred design theme, and funding resources.	See 5.2				
7.3	Develop a bicycle and pedestrian plan to address connectivity within the city; use this plan to apply for state/regional trail and sidewalk funding and to guide future investment and priorities.	See 6.2				
8.1	Complete sanitary sewer system inspections and repairs to identify and fix sources of inflow and infiltration (1&1).	Public Works	Ongoing	\$	N/A	Reduction rate of I&I
8.2	Develop and periodically review a crisis response plan for sewage operations to minimize impacts to the City in case of emergencies. Ensure employees are trained for emergency response.	Public Works	Ongoing	\$	N/A	Completed plan, public sentiment
8.3	Update and implement a capital improvement and maintenance plan for the stormwater system identifying annual maintenance needs as well as replacement costs.	Public Works, Admin	Immediate	\$\$-\$\$\$	CIP, Fed/State Grants	Miles of infrastructure, quality of surface water, reduced flooding
8.4	Develop a stormwater master plan to identify regional stormwater facilities.	Public Works, State, Regional Agencies	Near - Long	\$\$	CIP, Fed/State Grants	Completed plan
8.5	Develop a capital improvement plan for municipal electrical utility that includes securing service territory in future growth areas.	Admin	Immediate	\$	N/A	% of City served by municipal electric service

This page intentionally left blank.



Conditional Use Permit 2010-2 Issued March 24, 2010

Conditions on Granting Conditional Use Permit

- 1. That no additional commercial structures will be allowed on the property.
  - On 3-7-18, a building permit application was denied consistent with this condition.
- 2. That, at a minimum, 60% of the entire lot be planted and maintained in trees, shrubs, or other plants in a density certified as appropriate by the City Forester.
  - On 1-8-2018. Attorney Nagorski, on behalf of Jason Wilker, provided an aerial photograph showing landscape materials and open space. Recent photos are included.
- 3. That the applicant shall install and maintain a buffer along the south and west sides of the property prior to commencing operations.
  - Recent photo included; also see SW Corner photo under #2.
- 4. That the applicant acknowledges that any additional lighting installed on the property will require a separate conditional use permit.
- 5. That no overnight, outside storage of equipment will be permitted on the property.
  - Recent photos included.
- 6. That hours of operation shall be limited to 7:00 am to 9:00 p.m.
- 7. That outside storage and/or display of landscaping material shall be allowed only north of the existing structure.
  - Imagery included; also see South Property Line #3.
- 8. That the operator must have a valid nursery license prior to beginning operation.
  - Nursery Stock Dealer Certificate obtained on 5-2-2018
  - Nursery Stock Grower defined as ... a person who raises, grows, or propagates nursery stock
  - Current on site signage reads "Retaining Walls and Pavers"



# WEBER, LETH & WOESSNER, PLC

Attorneys

Melanie J. Leth Timothy A. Woessner Brian L. Weber, of Counsel Attorneys Lindsay C. Saxton Nicole J. Frey Paralegals

January 2, 2018

City of Kasson Interim Zoning Administrator 401 5th Street SE Kasson, MN 55944

RE: Wilker building permit for 62847 240th Avenue, Kasson Part of the SE 1/4, Section 29, Township 107 North, Range 16 West Dodge County, Minnesota

Ms. Coleman:

I have been asked to give a legal opinion with regards to Jason Wilker's request to expand a currently existing structure on the above-referenced property.

### Background

Mr. Wilker owns property in the City of Kasson located at 62847 240th Avenue. He purchased the property via Warranty Deed from Bigelow-Voigt Development LLC, dated June 3, 2010. At some point prior to Wilker's purchase, two separate parcels of property were combined to create the property purchased by Wilker. The property was annexed into the City at the time of Wilker's purchase and is zoned R-1, Single Family Residential District.

A few months before Wilker's purchase, on January 11, 2010, Bigelow-Voigt Development, LLC, as the owner of the property, applied for a Conditional Use Permit on Wilker's behalf to allow him to operate a nursery and landscaping business on the property. It appears that the Conditional Use Permit was granted<sup>1</sup>

P.O. Box 130, Dodge Center, Minnesota 55927

Dodge Center: (507) 374-6355 Fax: (507) 374-2129 & Kasson: (507) 634-2281 wlw@kmtel.com

<sup>&</sup>lt;sup>1</sup> The Conditional Use Permit was never recorded. However, the failure to record a Conditional Use Permit has no effect upon its validity or enforceability pursuant to Minn. Stat. §462.36.

to allow the operation of the nursery and landscaping business on the property and in the existing structure, subject to a number of conditions including the following:

1) that no additional commercial structures be allowed on the property;

2) that 60% of the entire lot be planted and maintained in trees, shrubs, or other plants; and

3) that the operator have a valid nursery license prior to beginning operations.

Wilker now desires to expand the existing structure located on the property by constructing a 32 foot x 54 foot addition thereon. On December 13, 2017, Wilker requested the City Council approve a building permit to allow him to proceed with such expansion. The matter was referred to the Planning and Zoning Commission for recommendation.

## Opinion

First, it is unclear whether Wilker has properly applied for a building permit. Pursuant to City Ordinance §150.05(B), application for a building permit shall be made to the City Administrator, accompanied by a plan, drawn to scale, showing the dimensions of the building to be erected. To my knowledge, no such application has been submitted. Furthermore, the City's Building Official, not the City Council, would be the appropriate entity to issue the building permit, if the application were approved.

i

Second, before granting such a building permit, the City should determine whether Wilker is complying with the conditions imposed upon him by his Conditional Use Permit. The first condition listed on the permit is "that no additional commercial structures will be allowed on the property." In my opinion, expanding the footprint of the existing building, especially by such a significant area (more than 1,700 square feet), constitutes allowing "an additional commercial structure" on the property, and would therefore directly conflict with this condition of his Conditional Use Permit.

It would also be important to determine whether Wilker is complying with the other conditions of his Conditional Use Permit. The next condition listed is "that 60% of the entire lot be planted and maintained in trees, shrubs, or other plants," and the last condition listed on the permit is "that the operator have a valid nursery license prior to beginning operations." The City had the authority to grant Wilker a Conditional Use Permit in 2010 because his non-conforming use of the residentially-zoned property as a nursery was an allowed conditional use of the property in the R-1 district pursuant to City Ordinance §154.147(H). However, if Wilker is not actually operating as a nursery, Wilker's use of the property may no

longer be an allowed conditional use of the property pursuant to the ordinance, and Wilker's conditional use permit could be revoked.

In conclusion, Wilker's request for the building permit directly conflicts with a condition set forth in his conditional use permit and therefore should be denied. To pursue the matter further, Wilker would need to request a new conditional use permit pursuant to City Ordinance §154.029 since the ordinances do not outline any procedure for amending a Conditional Use Permit.

If you have any questions or concerns, please do not hesitate to contact me.

Sincerely,

WEBER, LETH & WOESSNER, PLC

Melanie J. Leth



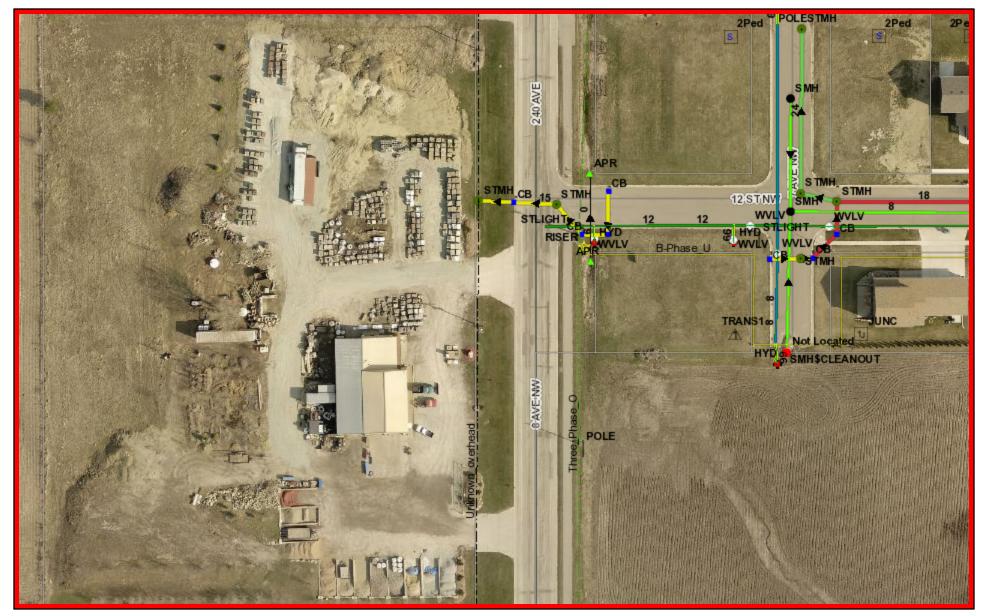








## ArcGIS WebMap





#### Kasson, MN Code of Ordinances

### § 154.060 BUFFERYARDS AND SCREENING.

Bufferyards when required shall include plantings of coniferous trees and other evergreens not less than three feet in height and spaced not less than eight feet apart; the remaining shall be planted in grass and maintained and kept free of debris. Alternative bufferyard plantings may be submitted to the city for consideration, and upon approval shall be considered an acceptable alternative. Berming or additional plantings may be required in addition when deemed necessary by the city. Fencing may be required in addition to plantings, but shall not in any case be considered acceptable in place of plantings.

(Prior Code, § 24-39) (Ord. 728, passed - -)

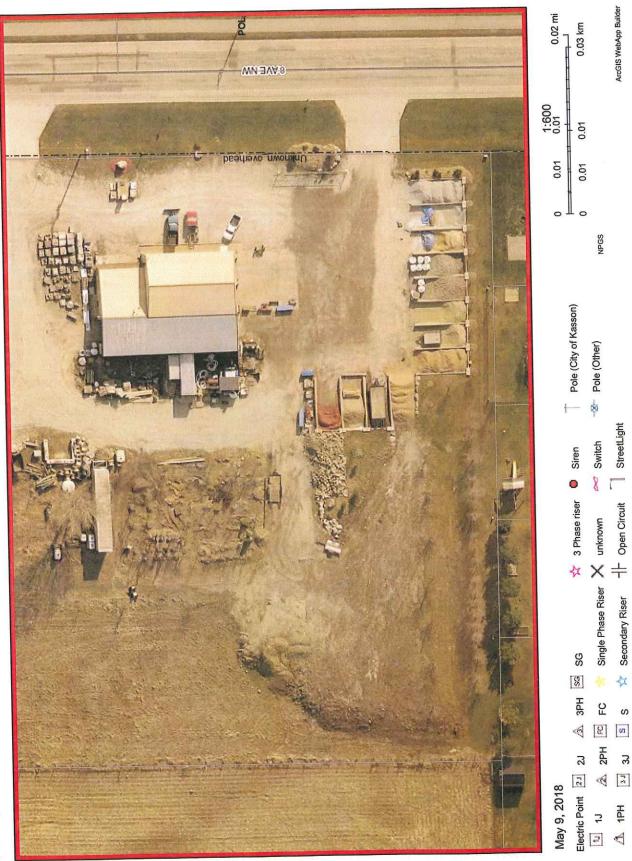






2016 IMAGERY

ArcGIS WebMap



ArcGIS WebApp Builder

StreetLight

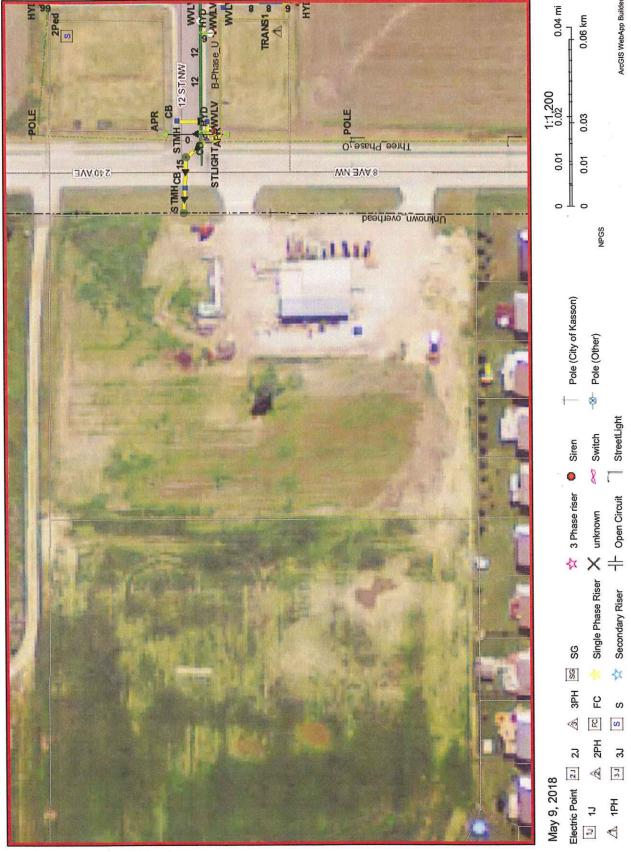
H Open Circuit

📩 Secondary Riser

Å 1PH

2010 IMAGERY

ArcGIS WebMap



# 7

ArcGIS WebApp Builder

S

3J

Changes to the Minnesota Department of Agriculture website are coming soon. In order to see future content, please update your browser. <u>More information.</u>



#### **Licensing Information Search Details**



New Search

License Number: 20195897

License Type: NURSERY STOCK DEALER CERTIFICATE

NAME	ADDRESS1	ADDRESS2	CITY	STATE	ZIP	COUNTY	PHONE	RELATIONSHIP
WILKER JASON J DBA J WILKER RETAINING	1103 8TH AVE NW		KASSON	MN	55944	DODGE	(507) 208-1819	CERTIFICATE HOLDER

#### License Period

INITIAL DATE	STARTS	ENDS		
05/02/2018	05/02/2018	12/31/2018		

The data within this site is public information as defined in <u>Minnesota Statutes, Chapter 13</u> (Minnesota Government Data Practices Act). Information provided lists all individuals or companies who hold licenses, certificates, and/or permits required by state law and regulated by the Department. Additionally, LIS lists all companies who must register products with the Department before being used or sold in commercial channels within the state. Note: The data on this site is real time and therefore constantly changing.

Minnesota Department of Agriculture 625 Robert Street North, St. Paul, Minnesota 55155-2538 Affirmative action policy | Site terms of use | Privacy policy | MDA staff directory | Visitor & parking information 651-201-6000 ~ 1-800-967-2474 ~ TDD: 1-800-627-3529 ~ MDA.Info@state.mn.us ~ © 2009 MDA Changes to the Minnesota Department of Agriculture website are coming soon. In order to see future content, please update your browser. <u>More information.</u>



## **Licensing Information Search Details**



New Search

License Number: 20093292

License Type: NURSERY STOCK DEALER CERTIFICATE

NAME	ADDRESS1	ADDRESS2	CITY	STATE	ZIP	COUNTY	PHONE	RELATIONSHIP
JASON WILKER RETAINING WALLS & PAVERS	600 4TH ST NE		BYRON	MN	55920	OLMSTED	(507) 775-7800	CERTIFICATE HOLDER

#### License Period

INITIAL DATE	STARTS	ENDS		
05/03/2006	01/17/2007	12/31/2007		

The data within this site is public information as defined in <u>Minnesota Statutes</u>, <u>Chapter 13</u> (Minnesota Government Data Practices Act). Information provided lists all individuals or companies who hold licenses, certificates, and/or permits required by state law and regulated by the Department. Additionally, LIS lists all companies who must register products with the Department before being used or sold in commercial channels within the state. Note: The data on this site is real time and therefore constantly changing.

Minnesota Department of Agriculture 625 Robert Street North, St. Paul, Minnesota 55155-2538 Affirmative action policy | Site terms of use | Privacy policy | MDA staff directory | Visitor & parking information 651-201-6000 ~ 1-800-967-2474 ~ TDD: 1-800-627-3529 ~ MDA.Info@state.mn.us ~ © 2009 MDA

#### MINNESOTA STATUTES 2017

#### **18H.02 DEFINITIONS.**

Subdivision 1. Scope. The definitions in this section apply to this chapter.

Subd. 2. Agent. "Agent" means a person who, on behalf of another person, receives on consignment, contracts for, or solicits for sale on commission, a plant product from a producer of the product or negotiates the consignment or purchase of a plant product on behalf of another person.

Subd. 3. Annual. "Annual" means a plant growing in Minnesota with a life cycle of less than one year.

Subd. 4. **Certificate**. "Certificate" means a document authorized or prepared by a federal or state regulatory official that affirms, declares, or verifies that a plant, product, shipment, or other officially regulated item meets phytosanitary, nursery inspection, pest freedom, plant registration or certification, or other legal requirements.

Subd. 5. Certification. "Certification" means a regulatory official's act of affirming, declaring, or verifying compliance with phytosanitary, nursery inspection, pest freedom, plant registration or certification, or other legal requirements.

Subd. 6. Certified nursery stock. "Certified nursery stock" means nursery stock which has been officially inspected by the commissioner and found apparently free of quarantine and regulated nonquarantine pests or significant dangerous or potentially damaging plant pests.

Subd. 7. **Commissioner.** "Commissioner" means the commissioner of agriculture or the commissioner's designated employee, representative, or agent.

Subd. 8. **Consignee.** "Consignee" means a person to whom a plant, nursery stock, horticultural product, or plant product is shipped for handling, planting, sale, resale, or any other purpose.

Subd. 9. **Consignor.** "Consignor" means a person who ships or delivers to a consignee a plant, nursery stock, horticultural product, or plant product for handling, planting, sale, resale, or any other purpose.

Subd. 10. **Container-grown.** "Container-grown" means a plant that was produced from a liner or cutting in a container.

Subd. 11. Department. "Department" means the Minnesota Department of Agriculture.

Subd. 12. **Distribute.** "Distribute" means offer for sale, sell, barter, ship, deliver for shipment, receive and deliver, offer to deliver, receive on consignment, contract for, solicit for sale on commission, or negotiate the consignment or purchase in this state.

Subd. 12a. Dormant. "Dormant" means nursery stock without etiolated growth.

Subd. 12b. Etiolated growth. "Etiolated growth" means bleached and unnatural growth resulting from the exclusion of sunlight.

Subd. 12c. Individual. "Individual" means a human being.

Subd. 13. Infected. "Infected" means a plant that is:

(1) contaminated with pathogenic microorganisms;

(2) being parasitized;

(3) a host or carrier of an infectious, transmissible, or contagious pest; or

#### 18H.02

#### MINNESOTA STATUTES 2017

(4) so exposed to a plant listed in clause (1), (2), or (3) that one of those conditions can reasonably be expected to exist and the plant may also pose a risk of contamination to other plants or the environment.

Subd. 14. Infested. "Infested" means a plant has been overrun by plant pests, including weeds, or contains or harbors plant pests in a quantity that may threaten other plants.

Subd. 15. [Repealed, 1Sp2005 c 1 art 1 s 98]

Subd. 16. Mark. "Mark" means an official indicator affixed by the commissioner for purposes of identification or separation to, on, around, or near plants or plant material known or suspected to be infected with a plant pest. This includes, but is not limited to, paint, markers, tags, seals, stickers, tape, ribbons, signs, or placards.

Subd. 16a. **Nonhardy.** "Nonhardy" means a plant that cannot be expected to survive or reliably produce flowers and fruit in average minimum winter temperatures at the growing site as determined by the commissioner based upon independent field trials and industry input represented by the United States Department of Agriculture Plant Hardiness Zone designations.

Subd. 17. Nursery. "Nursery" means a place where nursery stock is grown, propagated, collected, or distributed, including, but not limited to, private property or property owned, leased, or managed by any agency of the United States, Minnesota or its political subdivisions, or any other state or its political subdivisions where nursery stock is fumigated, treated, packed, or stored.

Subd. 18. Nursery certificate. "Nursery certificate" means a document issued by the commissioner recognizing that a person is eligible to sell, offer for sale, or distribute certified nursery stock at a particular location under a specified business name.

Subd. 19. [Repealed, 1Sp2005 c 1 art 1 s 98]

Subd. 20. Nursery stock. "Nursery stock" means a plant intended for planting or propagation, including, but not limited to, trees, shrubs, vines, perennials, biennials, grafts, cuttings, and buds that may be sold for propagation, whether cultivated or wild, and all viable parts of these plants. Nursery stock does not include:

(1) field and forage crops or sod;

(2) seeds;

(3) vegetable plants, bulbs, or tubers;

(4) cut flowers, unless stems or other portions are intended for propagation;

(5) annuals; or

(6) Christmas trees.

Subd. 21. **Nursery stock broker.** "Nursery stock broker" means a nursery stock dealer engaged in the business of selling or reselling certified nursery stock as a business transaction without taking ownership or handling the nursery stock.

Subd. 22. Nursery stock dealer. "Nursery stock dealer" means a person involved in the acquisition and further distribution of certified nursery stock; the utilization of certified nursery stock for landscaping or purchase of certified nursery stock for other persons; or the distribution of certified nursery stock with a mechanical digger, commonly known as a tree spade, or by any other means. A person who purchases more than half of the certified nursery stock offered for sale at a sales location during the current certificate year

is considered a nursery stock dealer rather than a nursery stock grower for the purposes of determining a proper fee schedule. Nursery stock brokers, landscapers, and tree spade operators are considered nursery stock dealers for purposes of determining proper certification.

Subd. 23. **Nursery stock grower.** "Nursery stock grower" includes, but is not limited to, a person who raises, grows, or propagates nursery stock, outdoors or indoors. A person who grows more than half of the certified nursery stock offered for sale at a sales location during the current certificate year is considered a nursery stock grower for the purpose of determining a proper fee schedule.

Subd. 24. **Owner.** "Owner" includes, but is not limited to, the person with the legal right of possession, proprietorship of, or responsibility for the property or place where any of the articles regulated in this chapter are found, or the person who is in possession of, proprietorship of, or has responsibility for the regulated articles.

Subd. 24a. **Packaged stock.** "Packaged stock" means bare root nursery stock packed with the roots in moisture-retaining material encased in plastic film or other material designed to hold the moisture-retaining material in place.

Subd. 25. **Person.** "Person" means an individual, firm, corporation, partnership, association, trust, joint stock company, unincorporated organization, the state, a state agency, or a political subdivision.

Subd. 26. Place of origin. "Place of origin" means the county and state where nursery stock was most recently certified or grown for at least one full growing season.

Subd. 27. **Plant.** "Plant" means a plant, plant product, plant part, or reproductive or propagative part of a plant, plant product, or plant part, including all growing media, packing material, or containers associated with the plants, plant parts, or plant products.

Subd. 28. Plant pest. "Plant pest" means a biotic agent that causes or may cause harm to plants.

Subd. 28a. **Pollinator lethal insecticide.** "Pollinator lethal insecticide" means an insecticide absorbed by a plant that makes the plant lethal to pollinators. Pollinator lethal insecticide includes, but is not limited to, the neonicotinoid class of insecticides that affect the central nervous system of pollinators and may cause pollinator paralysis or death.

Subd. 29. Public nuisance. "Public nuisance" means:

(1) a plant, appliance, conveyance, or article that is infested with plant pests that may cause significant damage or harm; or

(2) premises where a plant pest is found.

Subd. 30. **Quarantine.** "Quarantine" means an enforced isolation or restriction of free movement of plants, plant material, animals, animal products, or any article or material in order to treat, control, or eradicate a plant pest.

Subd. 31. **Regulated nonquarantine pest.** "Regulated nonquarantine pest" means a plant pest that has not been quarantined by state or federal agencies and whose presence in plants or articles may pose an unacceptable risk to nursery stock, other plants, the environment, or human activities.

Subd. 32. Sales location. "Sales location" means a fixed location from which certified nursery stock is displayed or distributed.

Copyright © 2017 by the Revisor of Statutes, State of Minnesota. All Rights Reserved.

18H.02

3

#### 18H.02

Subd. 32a. **Sod.** "Sod" means the upper portion of soil that contains the roots of grasses and the living grass plants.

Subd. 33. Tree spade. "Tree spade" means a mechanical device or machinery capable of removing nursery stock, root system, and soil from the planting in one operation.

Subd. 34. Tree spade operator. "Tree spade operator" means a person who uses a tree spade to dig, sell, offer for sale, distribute, or transport certified nursery stock.

Subd. 35. **Tropical plant.** "Tropical plant" means a plant that has a United States Department of Agriculture hardiness zone designation of zone 6 or greater, or an annual minimum hardiness temperature of -9 degrees Fahrenheit.

**History:** 2003 c 128 art 5 s 1; 1Sp2005 c 1 art 1 s 41-46; 2009 c 94 art 1 s 69-72; 2012 c 244 art 1 s 11,12; 2014 c 299 s 1; 1Sp2015 c 4 art 2 s 15-17

### **MINNESOTA STATUTES 2017**

#### **18H.05 NURSERY CERTIFICATE REQUIREMENTS.**

(a) No person may offer for sale or distribute certified nursery stock as a nursery stock grower or dealer without first obtaining the appropriate nursery stock certificate from the commissioner. The commissioner may not issue a certificate to a person who does not sell certified nursery stock. Certificates are issued solely for these purposes and may not be used for other purposes.

(b) A certificate issued by the commissioner expires on December 31 of the year it is issued.

(c) A person required to be certified by this section must apply for a certificate or for renewal on a form furnished by the commissioner which must contain:

(1) the name and address of the applicant, the number of locations to be operated by the applicant and their addresses, and the assumed business name of the applicant;

(2) if other than an individual, a statement whether a person is a partnership, corporation, or other organization;

(3) the type of business to be operated and, if the applicant is an agent, the principals the applicant represents; and

(4) source or sources of purchased nursery stock.

(d) No person may:

(1) falsely claim to be a certified dealer, grower, broker, or agent;

(2) make willful false statements when applying for a certificate; or

(3) sell or distribute certified nursery stock to an uncertified nursery stock dealer who is required to be certified or nursery stock grower.

(e) Each application for a certificate must be accompanied by the appropriate certificate fee under section 18H.07.

(f) Certificates issued by the commissioner must be prominently displayed to the public in the place of business where certified nursery stock is sold or distributed.

(g) The commissioner may refuse to issue a certificate for cause.

(h) Each grower or dealer is entitled to one sales location under the certificate of the grower or dealer. Each additional sales location maintained by the person requires the payment of the full certificate fee for each additional sales outlet.

(i) A grower who is also a dealer is certified only as a grower for that specific site.

(j) A certificate is personal to the applicant and may not be transferred. A new certificate is necessary if the business entity is changed or if the membership of a partnership is changed, whether or not the business name is changed.

(k) The certificate issued to a dealer or grower applies to the particular premises named in the certificate. However, if prior approval is obtained from the commissioner, the place of business may be moved to the other premises or location without an additional certificate fee.

18H.05

18H.05

(1) A collector of nursery stock from the wild is required to obtain a dealer's certificate from the commissioner and is subject to all the requirements that apply to the inspection of nursery stock. All collected nursery stock must be labeled as "collected from the wild."

History: 2003 c 128 art 5 s 4; 1Sp2005 c 1 art 1 s 47



# CITY OF KASSON CONDITIONAL USE PERMIT

Conditional Use Permit Number: 2010-2

Date of Hearing: March 8, 2010

Date Approved: March 24, 2010

**Owner: Bigelow-Voigt Land Development** 

Address: 62847 240<sup>th</sup> Ave NW Kasson, MN 55944

Property Description: 4.81 acres of the SE ¼ of Section 29 Township 107 Range 16 Dodge County

After conducting a hearing in the matter of granting a Conditional Use Permit under the provisions of the Zoning Ordinance of the City of Kasson;

THE CITY COUNCIL HEREBY GRANTS said Conditional Use Permit to Bigelow-Voigt Land Development to allow the operation of a nursery and landscaping business on the property and in the existing structure:

- 3) That no additional commercial structures will be allowed on the property.
- 4) That, at a minimum, 60 % of the entire lot be planted and maintained in trees, shrubs, or other plants in a density certified as appropriate by the City Forester.
- 3) That the applicant shall install and maintain a buffer along the south and west sides of the property prior to commencing operations.
- 4) That the applicant acknowledges that any additional lighting installed on the property will require a separate conditional use permit.
- 5) That no overnight, outside storage of equipment will be permitted on the property.
- 6) That hours of operation shall be limited to 7:00 am to 9:00 pm.
- 7) That outside storage and/or display of landscaping materials shall be allowed only north of the existing structure.
- 8) That the operator must have a valid nursery license prior to beginning operations.

# Special Conditions on Granting Conditional Use Permit

- 1) That no additional commercial structures will be allowed on the property.
- 2) That, at a minimum, 60 % of the entire lot be planted and maintained in trees, shrubs, or other plants in a density certified as appropriate by the City Forester.
- 3) That the applicant shall install and maintain a buffer along the south and west sides of the property prior to commencing operations.
- 4) That the applicant acknowledges that any additional lighting installed on the property will require a separate conditional use permit.
- 5) That no overnight, outside storage of equipment will be permitted on the property.
- 6) That hours of operation shall be limited to 7:00 am to 9:00 pm.
- 7) That outside storage and/or display of landscaping materials shall be allowed only north of the existing structure.
- 8) that the operator must have a valid nursery license prior to beginning operation.

# Findings of Fact for Approval or Denial

1. The use will not create an excessive burden on existing parks, schools, streets and other public facilities which serve or are proposed to serve the area. The use will not create demands on parks or schools as it is not a residential use. The use may add slightly to the traffic in the area, but, as the existing traffic on 8<sup>th</sup> Ave. NW is 1,110 ADT, it is unlikely that the increase will be significant or noticeable.

2. The use will be sufficiently compatible or separated by distance or screening from adjacent residentially zoned or used land so that existing homes will not be depreciated in value and there will be no deterrence to development of vacant land.

As "Nurseries" are specifically included as a permitted Conditional Use in the R-1 District, it has been found that the use is sufficiently compatible as to be allowed adjacent to residential properties. The existing structure is at least 100 feet from any residential property and will be screened as a Condition of this permit. As the plantings are, by definition, removable, it is unlikely that development of vacant land will be deterred by this Permit.

- 3. The structure and site shall have an appearance that will not have an adverse affect upon adjacent residential properties. As a commercial enterprise in the business of improving the appearance of property, it can be assumed that, if anything, the structure and site will have an improved appearance with the addition of trees and shrubs to the site.
- 4. The use, in the opinion of the City, is reasonably related to the overall needs of the City and to the existing land use.

Compatible commercial development has been identified as an overall need of the City. And, as the operation of a Nursery is listed as a permitted Conditional Use on the District, it must be considered as being reasonably related to the existing land use.

5. The use is consistent with the purpose of this Ordinance and the purposes of the zoning district in which the applicant intends to locate the proposed use.

Since Nurseries are specifically listed as Conditional Uses in this Zoning District, it must be considered compatible with the Ordinance.

6. The use is not in conflict with the Comprehensive Plan of the City.

Additional commercial development is identified as a goal of the Comprehensive Plan, and, since no other use is proposed for this area, the use is in accordance with the Comprehensive Plan.

# 7. The use will not cause traffic hazards or congestion.

As with all uses, a certain amount of traffic increase can be expected. However, in this case, the increase will not be significant. In addition, the majority of the traffic past this site is already commercial in nature.

8. The traffic generated by the proposed use can be safely accommodated on the existing or planned street systems and the existing public roads providing access to the site will not need to be upgraded or improved by the City in order to handle the additional traffic generated by the use.

Since this is not a particularly traffic-intense use and 8<sup>th</sup> Street is an existing thoroughfare carrying commercial and other traffic, congestion is not anticipated. 9. Adequate measures have been taken or are proposed to prevent or control offensive odor, fumes, dust, noise, vibration or lighting which would otherwise disturb the use of neighboring property.

Offensive odors, fumes, dust, noise, vibration or lighting should be confined to the site itself and all measures required by the Code will be in place. The impact of the odors, fumes, dust, noise, vibration or lighting is expected to be minimized by the Conditions placed on this Permit.

10. Adequate utilities, parking, drainage and other necessary facilities will be provided.

Adequate utilities to serve this site and use are already in place. The plans, as presented, provide adequate parking. Drainage control is likely to be enhanced by the additional plantings.

- 11. The proposed use will not impede the normal and orderly development or improvement of the surrounding property. The proposed use will be contained entirely on land owned by the applicant and is expected to allow the orderly development of the surrounding property to proceed.
- 12. The proposed use will not be injurious to the use and enjoyment of other property in the neighborhood and will not significantly diminish or impair the values of such property. The proposed use will be separated by space and screening from surrounding properties so that enjoyment of surrounding property is not expected nor is any diminishing of property values.
- 13. The use will not disrupt the character of the neighborhood. The proposed use is of a nature that is expected to be an improvement over the present use of the property as a dump and storage facility that no disruption of the neighborhood is anticipated.

## **General Provisions**

- A) This permit is not valid until it has been recorded at the Office of the County Recorder. A true and correct copy of the full legal description of the affected property must be attached to this document.
- B) This permit does not constitute a building permit, sewage system permit, grading permit, land alteration permit, well permit or the like. Separate permits may have to be applied for and obtained in order to accomplish all the goals of the project authorized herein.
- C) The issuance of this permit does not negate the need to secure other permits from other local units of government, state agencies or federal agencies who may also have jurisdiction over portions of your project.
- D) Unless otherwise specified by the City at the time it is authorized, a conditional use permit shall expire if the applicant fails to utilize such conditional use permit within one (1) year from the date of authorization.

# ACCEPTANCE OF CONDITIONS OF CONDITIONAL USE

I understand and agree to abide by the conditions as set forth by the granting of this conditional use and also understand that failure to comply with the conditions of the conditional use constitutes failure to comply with the Zoning Ordinance which will result in the following: halting of construction, order to take corrective action, being charged with a misdemeanor offense, subject to fines and reimbursement of prosecution costs.

Date /2-13 17

To be signed by the applicant after City Council Action

## KASSON CITY COUNCIL REGULAR MEETING MINUTES March 24, 2010

Pursuant to due call and notice thereof, a regular City Council meeting was held at City Hall on the 24<sup>th</sup> day of March, 2010 at 6:00 p.m.

THE FOLLOWING MEMBERS WERE PRESENT: Coleman, Marti, Nelson, Tjosaas, Torkelson.

## THE FOLLOWING MEMBERS WERE ABSENT: None.

**THE FOLLOWING WERE ALSO PRESENT:** City Administrator Lenth, Admin Assist Benfield, Community Dev Director Martin, Neil Britton, Mike Bubany, Earl & Jean Johnson, Joshua Larsen, Jerry Berg, Coy Borgstrom, Lorraine Hopkins, Randy Carlsen.

Mayor Tjosaas presided over the meeting.

## COUNCIL

Agenda: There were no changes to the March 24, 2010 agenda.

**Consent Agenda**: Motion by Marti and second by Coleman approving the March 24, 2010 consent items. Ayes: Coleman, Marti, Nelson, Tjosaas, Torkelson. Nays: None.

- 1. <u>Minutes</u>: Approved the March 10, 2010 regular meeting minutes as submitted.
- 2. <u>Claims</u>: Approved all claims paid after the March 10, 2010 regular meeting, as audited for payment in the amount of \$485,858.32.
- 3. <u>Acknowledgement of Committee and Meeting Minutes</u>: Acknowledged the following committee and meeting minutes for:
  - a. Planning Commission 02/08/10
  - b. Library Board 02/09/10
- 4. <u>**Conferences/Training**</u>: Acknowledged the following employee training/conference attendance for:

a.	S. Howarth	Ice Making & Painting Technology	4/19-22	Moorhead
b.	B. Gazley	BCA Criminal Justice Trng & Educ	5/18-19	St. Paul

## PUBLIC HEARING

1. <u>Cooperative Property Tax Abatement – Kurt's Auto Body & Repair, Inc</u>: Mayor Tjosaas opened the public hearing on the cooperative property tax abatement for Kurt's Auto Body & Repair, Inc. at 6:03 p.m. Mike Bubany of David Drown Associates presented the tax abatement plan for Kurt's Auto Body & Repair, Inc. The proposal establishes a cooperative tax abatement between the City of Kasson, Dodge County and the Kasson-Mantorville School District. Both Dodge County and the School District have approved the tax abatement. The cooperative abatement shall be for at least five years beginning in 2012, and possibly up to seven years, contingent upon the company's revenues. The City will collect the monies from the County and the School annually and dispense the funds from the three parties to the business. The City's share of the tax abatement will be approximately \$3,000 per year. Jerry Berg questioned what would happen if the company failed. A development agreement will be drawn up and the tax abatement will only be reimbursed when the taxes are up-to-date. It was also noted that the duration of the tax abatement is half the time and \$1,000 less a year than what the business owner had requested. No written comments were received. The hearing was closed at 6:13 p.m.

a. <u>Resolution Approving Property Tax Abatement Related to Kurt's Auto Body</u> <u>& Repair, Inc. Project 2010</u>: Motion by Nelson and second by Coleman to adopt the resolution approving the property tax abatement related to Kurt's Auto Body & Repair, Inc. Project 2010. Ayes: Coleman, Marti, Nelson, Tjosaas, Torkelson. Nays: None.

## Resolution #3.2-10 Resolution Approving Property Tax Abatement Related to Kurt's Auto Body & Repair, Inc. Project 2010 (on file)

## **COMMITTEE REPORTS**

### 1. Planning Commission

a. <u>Scott Conditional Use Permit</u>: This Conditional Use Permit allows the Scotts to operate an antique refurbishing and sales facility at 301 5<sup>th</sup> Street SE (the former Hiawathaland Tool building). The Planning Commission conducted a public hearing on the CUP application and no comments were received. Motion by Torkelson and second by Marti, with all voting aye, to approve the Scott Conditional Use Permit, as recommended by the Planning Commission.

i

- b. <u>Bigelow-Voigt Land Development (on behalf of Jason Wilker) Conditional Use</u> <u>Permit</u>: This Conditional Use Permit allows Jason Wilker to operate a nursery and landscaping business on 8<sup>th</sup> Avenue NW (the former Bob More property). The Planning Commission conducted a public hearing on the CUP application. Positive and negative comments were received, but proposed conditions satisfied concerned neighbors. Motion by Coleman and second by Marti, with all voting aye, to approve the Bigelow-Voigt Land Development (on behalf of Jason Wilker) Conditional Use Permit, with conditions, as recommended by the Planning Commission.
- c. <u>Amendment to Comprehensive Plan</u>: This amendment to the Comprehensive Plan states that the City is encouraged to consider zoning that would allow commercial development in blocks or areas where there are traffic counts of more than 5,000 cars per day and contain larger lots. The Planning Commission held a public hearing on the amendment and voted 5-2 to recommend adoption of the amendment. Discussion by council members regarding the amendment included the hesitancy in adopting the amendment when the entire Comprehensive Plan will be updated this year. A super majority (two-thirds vote) by council members is required for the amendment to pass.
  - 1. <u>Resolution Adopting an Amendment to the Comprehensive Plan</u>: Motion by Nelson and second by Marti to approve the resolution adopting an amendment to the Comprehensive Plan. Ayes: Marti, Nelson, Torkelson. Nays: Coleman, Tjosaas. Action on the amendment failed due to lack of super majority.

## Resolution #3.3-10 Resolution Adopting an Amendment to the Comprehensive Plan (on file – Action failed due to lack of super majority)

# OLD BUSINESS

- 1. <u>SEMDC Contract for Comprehensive Plan</u>: The Southeastern Minnesota Development Corporation has been recommended by the Planning Commission as an outside consultant to prepare the Comprehensive Plan update. SEMDC has submitted a proposal with a fee not to exceed \$14,500. Motion by Torkelson and second by Coleman, with all voting aye, to approve the contract with SEMDC and authorize the Planning Commission to work with SEMDC to update the City's Comprehensive Plan.
- 2. <u>Approve Ice Arena Plans</u>: Plans for the Ice Arena are being reworked with more separation between the horse arena and the proposed driveway. The location of the ice rink/skate park will be moved to the west. The plans will be completed for the April 14<sup>th</sup> council meeting.

## **CLERK-ADMININISTRATOR'S REPORT**

1. <u>Sanitary Sewer Break</u>: Administrator Lenth reported that a sanitary sewer break has been identified near 8<sup>th</sup> Avenue NW by the tree farm. It is estimated that 400,000 – 500,000 gallons of water per day has been leaking into the system. Staff is working on getting it repaired.

**ADJOURN**: The meeting was adjourned at 6:56 p.m.

ATTEST: Randy City Administrator

Tim Tjosaas, Mayor

# WILKER CONDITIONAL USE PERMIT

Bigelow Homes, on behalf of Jason Wilker, has applied for a Conditional Use Permit to operate a nursery and landscaping business on the former Bob More property in 8<sup>th</sup> Ave. NW.

The Planning Commission has held a Public Hearing at which a number of comments were received, both positive and slightly negative. After review, the Commission decided that the proposed Conditions were sufficient to answer the concerns of the neighborhood.

The Commission also specifically determined that the operation of a landscaping business is an "incidental use" commonly associated with the operation of a nursery. Therefore, the landscaping business is permitted as a part of the nursery facility.

The Commission voted unanimously to recommend approval of the CUP. The Council is asked to concur with the Commission.

# MINUTES OF PLANNING COMMISSION MEETING March 8, 2010

Pursuant to due call and notice thereof, a regular Planning Commission meeting was held at City Hall on the 8th day of March, 2010 at 6:30 PM

**THE FOLLOWING MEMBERS WERE PRESENT**: Nelson, Sannes, Dean, Coleman, Jorgenson and Ferris Borgstrom arrived at 6:45

## THE FOLLOWING WERE ABSENT: None

**THE FOLLOWING WERE ALSO PRESENT**: Community Development Director Mike Martin, Deputy Clerk Linda Rappe, Lorraine and Al Hopkins, Ken Etchason, John Buckingham, John Talcott and Jim and Dorothy Larsen, Tony Bigelow, Jason Wilker, Don Marti, Eric and Jessica Ask, Bill and Sue Theobald, Chad Boelter, Ben Finley, John VanCamp, Carol Malecha, Deanna Tompkins, Vern and Tracie Kerns, Chuck Emanuell, Jason Marwardt

CALL TO ORDER: Chairman Nelson called the meeting to order at 6:30 PM.

<u>MINUTES FROM PLANNING COMMISSION</u>: Motion made by Coleman, second by Jorgenson to approve the minutes from the February 8, 2010 meeting with the date corrected. All Ayes.

**PUBLIC HEARING OPENED FOR CONDITIONAL USE PERMIT:** A Conditional Use Permit has been applied for by Rick and Melissa Scott to operate an antique reupholstering and sales shop on the property of 301 5<sup>th</sup> St SE. Zoning Administrator Martin stated that the Scott's are out of the country and will not be in attendance for this meeting. Martin stated that the refurbishing business is a permitted use but the retail sales portion of the business requires a conditional use permit. All activity will be contained within the existing building. They are putting up a banner type sign 3 feet by 16 feet. There were no comments by the public in attendance and there are no comments that have been submitted.

# PUBLIC HEARING CLOSED.

**DISCUSSION**: Commission Dean questioned the parking spaces, Martin stated that there is sufficient parking for this type of business. Chairman Nelson questioned if there would be an hazardous waste issues, Martin stated that all of that would be taken care of at permitting. There was no other discussion.

**MOTION**: Motion to recommend approval of the Conditional Use Permit, made by Jorgenson, seconded by Sannes. All Ayes.

<u>PUBLIC HEARING OPENED FOR CONDITIONAL USE PERMIT</u>: Bigelow-Voigt Land Development has requested a conditional use permit to allow Jason Wilker to operate a nursery and landscaping business on the former Bob More Property located at 62847 240<sup>th</sup> Ave NW. The building is a permitted non-conforming use. Martin stated that he has listed in his sample resolution the conditions he suggests to put on the conditional use permit. Jason Wilker was in attendance for this meeting as well as land owner Tony Bigelow. Mr. Bigelow stated that it is finally nice to be able to get use out of this building that has been sitting empty. Justin Zea – 807 10<sup>th</sup> St NW – concerned about loading and unloading of materials and is concerned about herbicides and pesticides, diesel smells, etc. He has talked to department of agriculture and was told that Mr. Wilker would need a license and does not have one at this time. Mr. Zea concerned about this business since Mr. Wilker does not have a license at the present time what his education is in this area. Mr. Zea concerned about the appearance of the property. Don Marti – 63797 250<sup>th</sup> Ave – Mr. Marti owns property to the east of this property and thinks that this is a good use.

Jon Van Camp - 804 10<sup>th</sup> St NW - excited about a nursery and greenhouse and something that would beautify the area. Mr. VanCamp wants to know Mr. Wilker's business plan and if the licenses are applied for and what licenses would be in place and how much of the property will be set aside for garden center. Mr. VanCamp wants to know from the Mr. Wilker exactly what he is putting in his backyard to see what conditions really should be put on the property and on this business.

Jason Wilker – he has not currently applied for the licenses until he knew the conditional use permit was approved. Does plan on planting a few hundred trees the first year and a few hundred each year following. Primarily he does do landscaping. He would primarily put in pine trees to sell as a cut your own Christmas tree area. Also plans on planting some deciduous trees. He does get shrubs in from time to time. Primarily now his business is landscaping but he would like to branch off in the nursery business also. Questions from Commissioner Coleman as to whether his equipment will fit into the building. Mr. Wilker stated that he plans on eventually enclose the lean-to on the west side to keep the equipment stored indoors. Mr. Wilker stated that he is not planning on using any pesticides or chemicals.

Bill Theobald - 802 10<sup>th</sup> St NW - worried about gravel dust.

Eric Ask  $-805 \ 10^{\text{th}}$  St NW - his property is backed up to this property and is thrilled if this property is getting cleaned up.

## PUBLIC HEARING CLOSED.

**<u>DISCUSSION</u>**: Commissioner Borgstrom – permanent buffer, hours of operation. Commissioner Sannes – sounds like a good opportunity for improving an eyesore.

Commissioner Jorgenson – it would improve the look of the area, dust control should be addressed.

Commissioner Coleman - Good use

Commissioner Ferris – has worked with Mr. Wilker before and has no concerns with this. Commissioner Dean – lives in that neighborhood and feels this is a good use. Asked about how many crews work for Mr. Wilker. Mr. Wilker stated that he has two crews and there would be some coming and going.

Chairman Nelson – likes the use of the property and would encourage residents and Mr. Wilker to work together.

**MOTION TO RECOMMEND APPROVAL**: Motion to recommend approval of the conditional use permit with the eight conditions stated made by Coleman, second by Jorgenson. All Ayes.

<u>AMENDMENT RECOMMENDATION</u>: Martin stated that the Commissioners should use the last revision of the amendment in their packets which incorporates recommendations made by Commissioner Coleman. The changes were in action item #1 consider zoning adjustments on all streets carrying over 5000 trips per day and only on lots large enough to support commercial development. If you are looking at North Mantorville avenue the only lots this would apply to are lots north of 7<sup>th</sup> St. The other change is in #4 "should encourage annexations requests on north mantorville ave north of the Carriage House to be C-3". Martin also stated that the EDA has not met since the last Planning Commission meeting but he has heard from three members of the EDA that were in favor of the positive resolution.

DISCUSSION: Commissioner Coleman – This incorporates all of his suggested changes. Commissioner Borgstrom – is going back to "why" we are doing this. Chairman Nelson stated that we have been requested by two property owners to revisit and revise the comprehensive plan. We have it in place to have a comprehensive plan and the comprehensive plan is only for bringing in new undeveloped land. Commissioner Borgstrom wants to know if anyone has read the comp plan. He doesn't see anywhere along Mantorville avenue to put this in place. Commissioner Borgstrom wants discussion. Chairman Nelson stated that the property north of the Carriage House is still in the comp plan as being R-C so the comp plan would still need this amendment to allow commercial development in that area. Martin stated that the comp plan encompasses the entire City. Borgstrom doesn't believe that that it is the City's responsibility to change the comp plan to allow for commercial development. Chairman Nelson stated that if we change the comp plan we would invite commercial development.

Commissioner Sannes – doesn't want the hopscotch effect, and all action items state that "Kasson should consider" these are considerations it does not say that this will happen. Is in favor of sending this to the City Council to be part of the entire City plan.

Commissioner Jorgenson – wants it clarified that since the Casey scenario brought this to a head that if this amendment is put into place and Casey's came back do we have the ability to deny the request. Martin stated absolutely the Planning Commission could deny the application. Jorgenson does not want to see the "hopscotch" effect. And the business district should be a continuous segment.

Commissioner Dean – did not like the 5000 trip per day clause in the former proposal because that opens all of Mantorville Avenue up for commercial, but with the clarification of only on lots that support a commercial development. We have to look at the whole picture and we do the appropriate steps with can avoid a contentious discussion. Dean believes this is the way to go about it. Likes the way it is worded as "encourage retail development on all streets meeting criteria, including, but not solely limited to, carrying more than 5000 car trips a day" Lot size clearly a very basic measurement for consideration. Concerned with someone buying more than one lot somewhere else on Mantorville Avenue would they be able to be considered? Martin stated that the lots would have to go through a minor subdivision to be able to be considered as one lot so that would not be an issue and they would have to go through a rezone, which is a very rigid process.

Commissioner Ferris – nothing more to add.

Commissioner Borgstrom – cannot see doing anything south of the Carriage House, and does not foresee any commercial development ever going into those lots. Martin stated that the comprehensive plan does give the Planning Commission considerable leeway but you have to start with measurable and objective criteria and not an arbitrary and capricious point. The measurable and objective criteria is the street must carry 5000 car trips per day <u>and</u> the lots must be of sufficient size <u>and</u> have the frontage for the C-3 district. Borgstrom does not want to change any zoning south of the Carriage House. Martin stated that we are NOT changing any zoning with this amendment it would only allow the Planning Commission to consider it on its merits based upon measurable criteria.

John Talcott interrupted as a public speaker and this is not a public hearing. Chairman Nelson stated that this is not substantially different than the amendment that the public hearing was held on.

**MOTION RECOMMEND APPROVAL OF THE AMENDMENT**: Motion made by Sannes, second by Dean to recommend approval of the amendment, Ayes: Nelson, Coleman, Jorgenson, Sannes and Dean. Nays: Borgstrom, Ferris

**SEMDC COMPREHENSIVE PLAN PROPOSAL**: A proposal has been submitted by the Southeast Minnesota Development Corporation to guide us through and do the legwork to update our Comprehensive Plan. Martin stated that the funds have been budgeted. Shord Elliott

submitted a quote of \$75K and WSN submitted a quote of \$30, SEMDC submitted a quote not to exceed \$14,500. Borgstrom would like to keep the process in house. Chairman Nelson stated that Martin, Nelson the Mayor and the City Administrator have discussed this and they believe that having outside input at this point in time would be the best. Borgstrom stated that everyone should read the entire comp plan and that we should not spend money to get these people up to speed. Chairman Nelson stated that all the companies have seen the comprehensive plan and are up to speed and we will have a hand in this all the way through the project. Commissioner Coleman stated that with the plan that is laid out by SEMDC there are more goals. Commissioner Ferris wouldn't mind having someone from the outside pushing us a little and has a focus beyond Kasson.

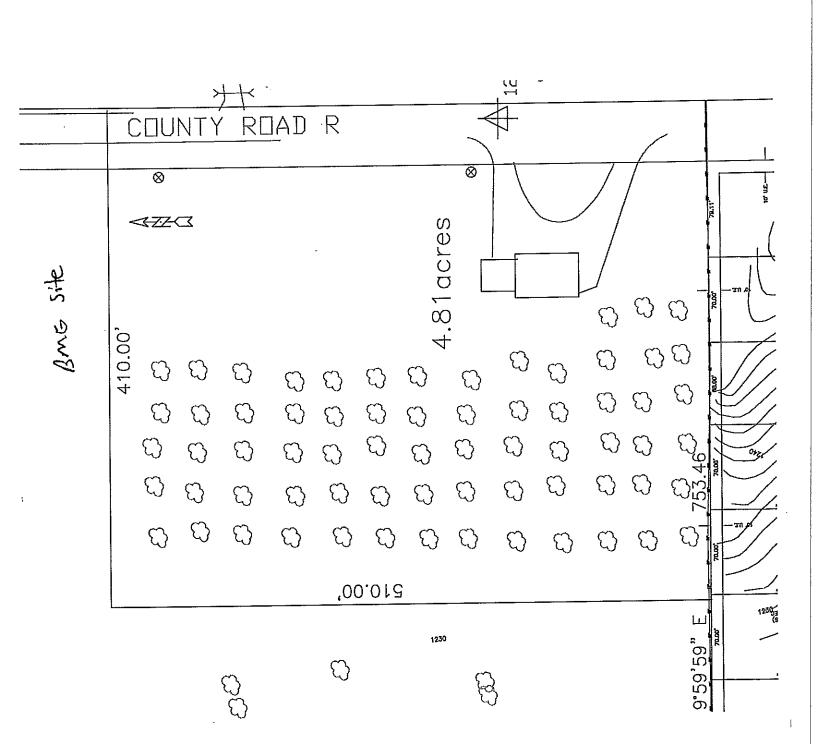
MOTION TO RECOMMEND: Motion to recommend hiring SEMDC to help the Planning Commission update the Comprehensive Plan made by Coleman, second by Sannes. All Ayes.

**OTHER BUSINESS:** Commissioner Borgstrom has been asked to find out about vendors setting up in Veterans Memorial Park. Staff stated that this person should talk to the Park Board.

ADJOURN: Since the agenda had been met the meeting was adjourned at 7:55

Respectfully submitted,

inda Rappe, Deputy Cler



## WILKER CONDITIONAL USE PERMIT

Bigelow Homes, on behalf of Jason Wilker, has applied for a Conditional Use Permit to operate a nursery and landscaping business on the former Bob More property in 8<sup>th</sup> Ave. NW.

The Planning Commission has held a Public Hearing at which a number of comments were received, both positive and slightly negative. After review, the Commission decided that the proposed Conditions were sufficient to answer the concerns of the neighborhood.

The Commission also specifically determined that the operation of a landscaping business is an "incidental use" commonly associated with the operation of a nursery. Therefore, the landscaping business is permitted as a part of the nursery facility.

The Commission voted unanimously to recommend approval of the CUP. The Council is asked to concur with the Commission.

Meeting: <u>PZ</u> Date: 3-8-10 ALL ATTENDEES PLEASE SIGN IN 20. Jason Markwardt 1. LO He okins 21. Denstry lausen 22. Jin Larson 2. John Brebyl 3. ma Apple 4. Tony Byelow 23. 5. 24. 25. 6. 26. Enc Ack 8 27. JESKICK ASK 9. 28. 10. Bill & Sue Sheobald 29. 11. Chad Boelter 30. 12. Ben Fin kell 31. 13. John Lan Camp 32. 14. John Telan 33. 15. Carol Malecha 34. 16. Deanna Tompkins 35. 17. Jern Lorns 36. 18. Tracie Kerns 37. 19. Chudy Emanuel 38.

STATE OF MINNESOTA COUNTY OF DODGE CITY OF KASSON

I, the undersigned, being the duly qualified and acting City Clerk of the City of Kasson, Minnesota, DO HEREBY CERTIFY that I have compared the attached and foregoing extract of minutes with the original thereof on file in my office, and that the same is a full, true and complete transcript of the minutes of a meeting of the City Council duly called and held on the date therein indicated, insofar as such minutes relate to a Conditional Use Permit in Bigelow-Voigt Subdivision.

WITNESS my hand on December 11, 2017.

12 Linda Rappe, City Clerk

Seal

Jason Wilker Conditional Use Permit Application 2018

154.029 B. (2)(b) ...there will be no deterrence to development of vacant land. Vacant land to the west and north will be developed with a potential 12<sup>th</sup> street NW connection between 5<sup>th</sup> Ave NW and 12<sup>th</sup> Ave NW as properties

154.029 B. (2)(f) ...the use is not in conflict with the comprehensive plan Kasson 2040 Future Land Use shown as medium density residential

154.029 B. (2)(k) ... not impede the normal and orderly development or improvements of surrounding property Future residential development to the west and north; including  $12^{th}$  Street NW

154.029 B. (2)(m) The use will not disrupt the character of the neighborhood. Current use and appearance incompatible with residential neighborhood; appropriate for commercial zoning. Print

### Kasson, MN Code of Ordinances

### § 154.029 CONDITIONAL USE PERMITS.

(A) *Purpose*. The purpose of a conditional use permit is to permit a use that would not be appropriate generally, but may be allowed with appropriate restrictions upon finding that:

(1) Certain conditions as detailed in this chapter exist;

(2) The use or development conforms to the comprehensive plan; and

(3) Is compatible with the existing area.

(B) Standards for granting a conditional use permit.

(1) In making the determination, whether or not the conditional use is to be allowed, the city shall consider:

(a) The effects of the proposed use on the comprehensive plan; and

(b) The effects of the proposed use upon the health, safety and general welfare of occupants of surrounding lands.

(2) Among other things, the city shall make the following findings where applicable.

(a) The use will not create an excessive burden on existing parks, schools, streets and other public facilities which serve or are proposed to serve the area.

(b) The use will be sufficiently compatible or separated by distance or screening from adjacent residentially zoned or used land so that existing homes will not be depreciated in value and there will be no deterrence to development of vacant land.

(c) The structure and site shall have an appearance that will not have an adverse effect upon adjacent residential properties.

(d) The use, in the opinion of the city, is reasonably related to the overall needs of the city and to the existing land use.

(e) The use is consistent with the purpose of this chapter and the purposes of the zoning district in which the applicant intends to locate the proposed use.

(f) The use is not in conflict with the comprehensive plan of the city.

(g) The use will not cause traffic hazards or congestion.

(h) The traffic generated by the proposed use can be safely accommodated on existing or planned street systems; and the existing public roads providing access to the site will not need to be upgraded or improved by the city in order to handle the additional traffic generated by the use.

(i) Adequate measures have been taken or are proposed to prevent or control offensive odor, fumes, dust, noise, vibration or lighting which would otherwise disturb the use of neighboring property.

(j) Adequate utilities, parking, drainage and other necessary facilities will be provided.

(k) The proposed use will not impede the normal and orderly development or improvements of the surrounding property.

(1) The proposed use will not be injurious to the use and enjoyment of other property in the neighborhood and will not significantly diminish or impair the values of the property.

(m) The use will not disrupt the character of the neighborhood.

(C) *Additional conditions*. In permitting a new conditional use or in the alternative of an existing conditional use, the city may impose, in addition to the standards and requirements expressly specified by this chapter, additional conditions which the city considers necessary to protect the best interest of the surrounding area or the community as a whole. These conditions may include, but are not limited to, the following:

(1) Increasing the required lot size or yard dimension;

- (2) Limiting the height, size or location of the buildings;
- (3) Controlling the location and number of vehicle access points;
- (4) Increasing the street width;
- (5) Increasing the number of required off-street parking spaces;
- (6) Limiting the number, size, location or lighting of signs;

(7) Requiring diking, fencing, screening, berming, landscaping or other facilities to protect adjacent or nearby property;

- (8) Designating sites for open space; and
- (9) Limiting the hours of operation.

(D) Required exhibits for conditional use permits. The following items shall be required:

- (1) A completed application form;
- (2) An accurate boundary description of the property;
- (3) Evidence of ownership or enforceable option on the property;

(4) A development plan of the property showing the existing or proposed buildings, streets, access roads, driveways, parking spaces and signs;

(5) Landscaping and screening plans; and

(6) Any additional information deemed necessary by the city to determine the suitability of the particular site for the proposed use.

(E) *Procedure*. The procedure for obtaining a conditional use permit is as follows.

(1) The applicant or his or her agent shall meet with the Zoning Administrator to explain the situation, learn the procedures and obtain an application form.

(2) The applicant shall file the completed application form together with required exhibits with the Zoning Administrator and shall pay a filing fee, as established by the Council, for processing the conditional use procedures.

(3) The Zoning Administrator shall review the application and within ten business days after receiving the application shall notify the applicant in writing if the application is not complete and what additional information is required.

(4) The city shall take action to approve or deny the application within 60 days of receiving a completed application. If the city cannot take action to approve or deny the application within 60 days of receiving the completed application, the city may extend the timeline for taking action before the end of the initial 60-day period by providing written notice of the extension to the applicant. The notification shall state the reasons for the extension and its anticipated length, which may not exceed 60 days unless approved by the applicant in writing.

(5) When the Zoning Administrator determines the application to be complete, the Zoning Administrator shall set the date for a public hearing and shall have notice of the hearing published at least once in the legal newspaper, not less than ten days and not more than 30 days prior to the hearing.

(6) The Zoning Administrator shall transmit the application to the Planning and Zoning Commission and shall notify all property owners within 350 feet of the outer boundaries of the property in question; however, failure of any property owner to receive the notification shall not invalidate the proceedings.

(7) The Planning and Zoning Commission shall hold the public hearing and may table the application if necessary to study the application to determine possible adverse effects of the proposed conditional use and determine what additional requirements may be necessary to reduce any adverse effects. The Planning and Zoning Commission shall then recommend to the Council one of three actions: approval, conditional approval or denial.

(8) The Council shall act upon the application within 30 days after receiving the recommendation of the Planning and Zoning Commission.

(9) No application of a property owner for a conditional use permit shall be considered by the city within a one-year period following a denial for the request, except the Planning and Zoning Commission may permit a new application, if in the opinion of the Planning and Zoning Commission, new evidence or a change in circumstances warrant it.

#### CHAPTER 154: ZONING xx

(F) *Record keeping*. The city shall maintain a record of all conditional use permits issued including information on the use, location and conditions imposed by the city; time limits, review dates and such other information as may be appropriate. A record of applications which were not approved shall also be maintained for record keeping purposes.

(G) *Revocation of conditional use permits*. The Planning and Zoning Commission may call a public hearing to revoke a conditional use permit when it finds that at least one of the following circumstances exist:

(1) Where a conditional use permit has been issued and no work thereon has commenced within nine months of the date of granting the conditional use permit;

(2) In the event that the applicant violates any of the conditions set forth in the conditional use permit; and/or

(3) Upon receipt of three written complaints from property owners within 350 feet of the property issued a conditional use permit.

(H) Notice; hearing; recommendation.

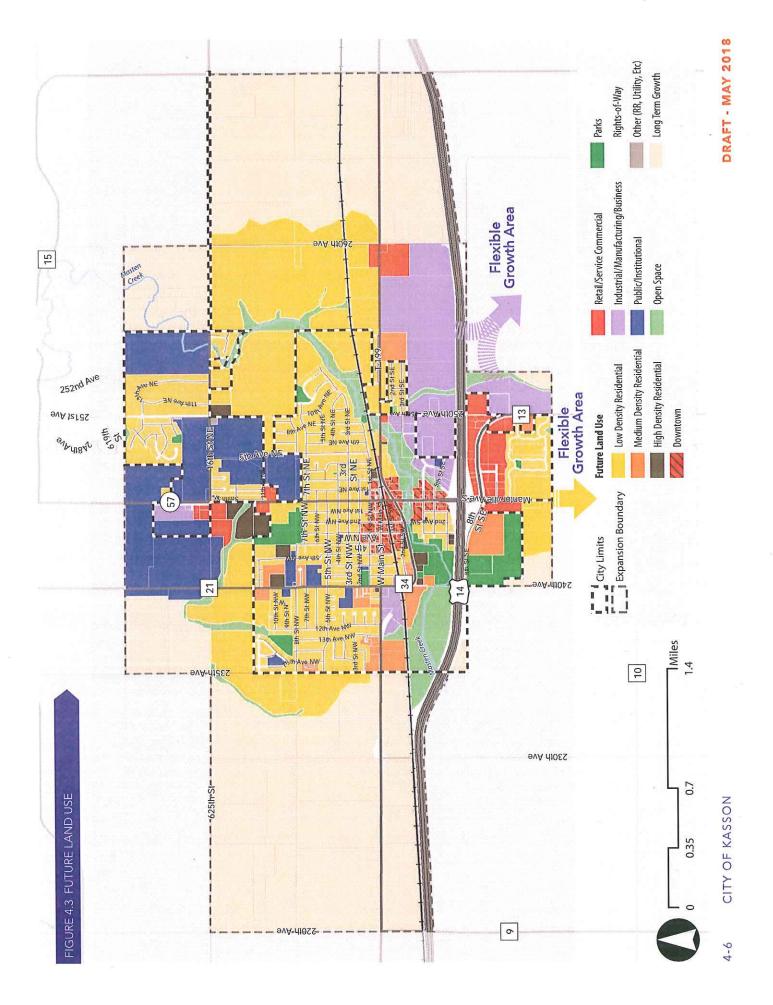
(1) Proper notice shall be mailed to the party or individual to which the conditional use permit was issued and to property owners within 350 feet of the outer boundaries of the property in question, not less than ten days and not more than 30 days prior to the hearing. Notice of the hearing shall also be published in the legal newspaper, not less than ten days and not more than 30 days prior to the hearing.

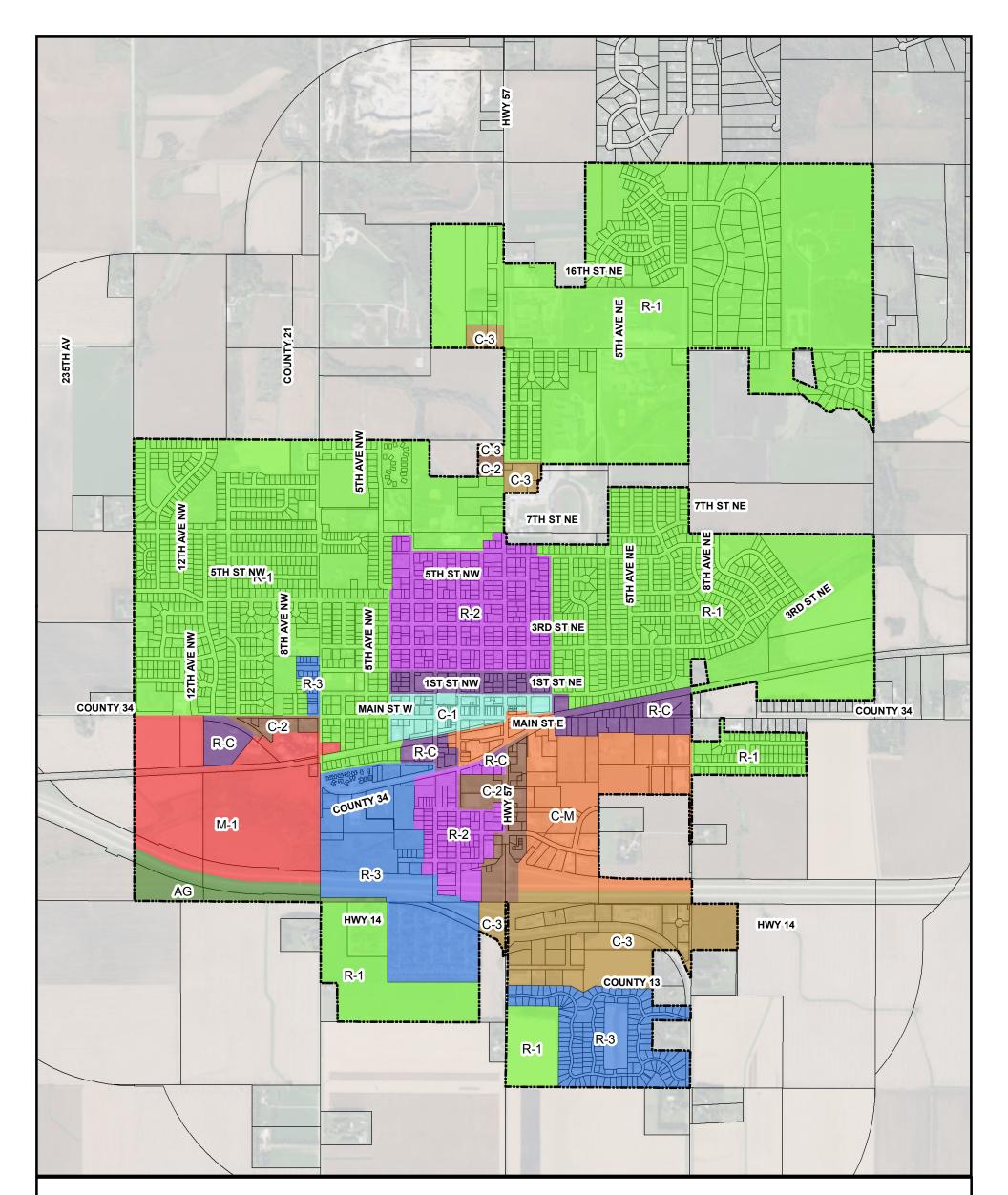
(2) The public hearing shall be held by the Planning and Zoning Commission. If the Planning and Zoning Commission finds that the continuation of the conditional use is in violation of this chapter, the Planning and Zoning Commission shall recommend the City Council revoke the conditional use permit.

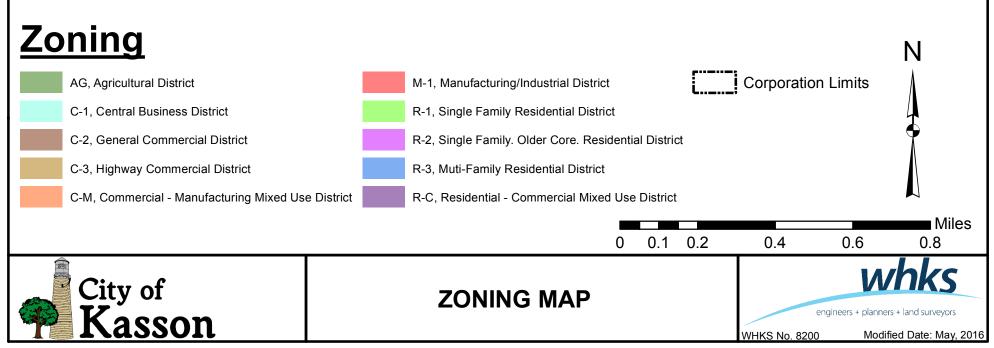
(3) The City Council shall act upon the recommendation of the Planning and Zoning Commission within 30 days of receiving the recommendation. The Zoning Administrator shall, in writing, inform the individual or party in question of the action of the Council and shall enforce the action taken.

(Prior Code, § 24-18) (Ord. 728, passed - -)

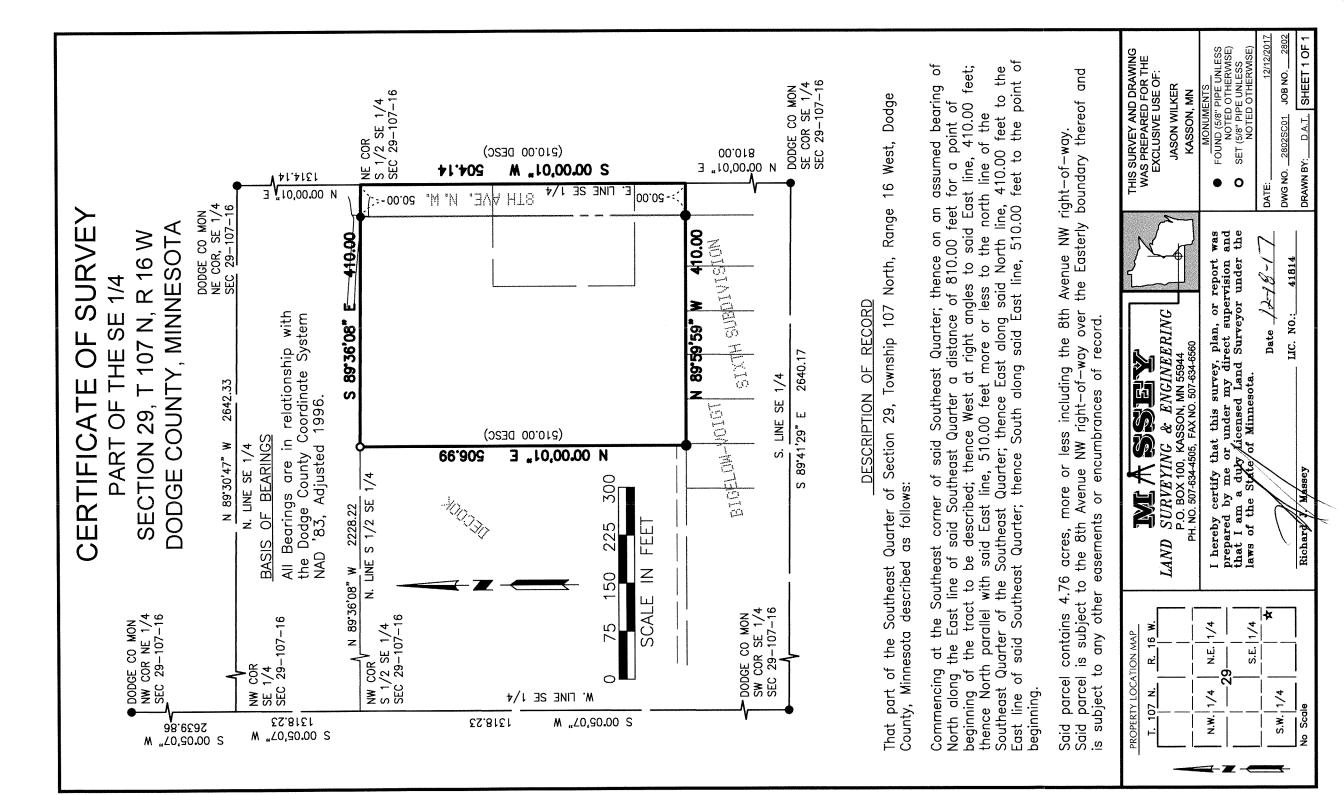
154.029B(2)(F) (b) (K)







	154.029 D. (1)			
APPLICATION FOR C	ONDITIONAL USE PERMIT			
	Fee Paid \$			
	Date Filed <u>4-26-18</u>			
Street Address of Property 1103 8th An	ie NW			
Legal Description of Property 4-27	-18 Called regarding conditional use. Phone 507 208-1819			
Owner's Name Jason Wilker	Phone <u>507 208-1819</u>			
Address Same	Wilker landscoping @ Intmail.com 3 Sent an email @ 8:13 am with the list of conditional uses. J. Phone			
Applicant (if other than Owner):	list of conditional uses. J.			
Address 4-30-12	3 called tot menage because could not leave a mailbox			
Description of Request	J. Juic.			
per phone call : Gardens	and nurseries			
Reason(s) for Request <u>City Council</u>	e quest			
Present Zoning Classification				
Existing Use of Property				
Signature of Applicant	Date <u>4-26-18</u>			
FOR OF	FICE USE ONLY			
	by the Planning Commission on, 19			
	by the City Council on, 19			
If approved, the following conditions were prescrib	ed:			
If denied, denial was for the following reason(s):				



# 6/15/2010 187403

Certified filed and or recorded on 6/15/10 10:50 AM Office of the County Recorder Dodge County, Minnesota Sue Alberts, County Recorder

Return to: TITLE SERVICES, INC.

Receipt #: 46887

A 187403

Sue A. Alberts Dodge County Recorder by LRS, Deputy

This cover sheet is now a permanent part of the recorded document.

Warranty Deed

Limited Liability Company to Individual(s)

#### WARRANTY DEED

No delinquent taxes and transfer entered; Certificate of Real Estate Value (V filed () not required

Certificate of Real Estate Value No. 5111 June 15, 2010

County Auditor NNDS by Auditor/Treasurer Deputy

STATE DEED TAX DUE HEREON: \$495.00 Date: June 3, 2010

FOR VALUABLE CONSIDERATION, Bigelow-Voigt Development LLC, a Limited Liability Company under the laws of Minnesota, Grantor(s), hereby convey(s) and warrant(s) to Jason Wilker, Grantee(s), real property in Dodge County, Minnesota, described as follows:

Lengthy - see attached

together with all hereditaments and appurtenances belonging thereto, subject to the following exceptions:

Subject to covenants, easements and restrictions of record.

Sellers certify that they do not know of any wells on the subject property.

Bigelow-Voigt Development LLC

DAT

By: Joel Bige ow, Managing Grovernor Chief Manager

STATE OF MINNESOTA ) ) ss. COUNTY OF DODGE )

lanager

The foregoing instrument was acknowledged before me this 3<sup>rd</sup> day of June, 2010 by Joel Bigelow, managingChief governor of Bigelow-Voigt Development LLC, a limited liability company under the laws of Minnesota, on behalf of



This instrument drafted by: Atypical Title, Inc. 16 N. Mantorville Avenue Kasson, MN 55944

Deborah N. B. E' Cornor Notary Public

Tax Statements for the real property described herein shall be sent to: Jason Wilker 308 10th Street NW Byron MN 55920

\$4059.0800

PAID

Dep.

reasure

#### EXHIBIT A

The SE 1/4 of Section 29, Township 107, Range 16, Dodge County, Minnesota described as follows: Commencing at the Southeast corner of said SE 1/4, thence on an assumed bearing of North along the East line of said SE 1/4 a distance of 810.00 feet for a point of beginning of the tract to be described; thence West at right angles to said East line 410.00 feet; thence North parallel with said East line 510.00 feet, more or less, to the north line of the SE 1/4 SE 1/4; thence East along said North line 410.00 feet to the East line of said SE 1/4; thence South along said East line 510.00 feet to the point of beginning.



#### Hi Chris,

I wonder if Mr. Wilker should be required to bring his business site into compliance with his conditional use permit which he agreed to in 2010 before any additional conditional use permit is issued. It seems he has started construction on his addition prematurely.

Conditions included in his current conditional use permit which seem non-compliant include; That no overnight, outside storage of equipment will be permitted on the property. Also, that outside storage and/or display of landscaping materials shall be allowed only north of the existing structure.

There has been an increasing amount of storage trailers, tanks and assorted excess material (junk) accumulating on his site.

Since 2012 there have been several bins of landscaping material stored/displayed south of the buildings.

You can view the progression of the accumulation on the county GIS Parcel Viewer for years 2010, 2012 and 2016 here. <u>https://maps.co.goodhue.mn.us/Dodge%20County%20TPV/</u>

Maybe the adjacent property owners aren't concerned. But perhaps they are not aware of the conditions of his current conditional use permit. If I lived there, I sure would be concerned.

I feel it should be the City that is the policing authority for these issues and not have property owners feeling guilty about "turning in" neighbors.

The condition of the site was a concern at the original conditional use permit hearing/meeting. Previously it was a construction business site and was generally in the same condition as it has become now which is why the conditions were put in place.

The permit was partially justified under the "nurseries" classification. Look at Houston's nursery and compare Mr. Wilker's site to theirs which, in my opinion, would fit in very nicely to a residential neighborhood. I believe Mr. Wilker's site is a blight on the neighborhood.

Perhaps Mr. Wilker can use this time to bring his site into compliance before proceeding with his application for an additional conditional use permit.

I am not against Mr. Wilker's business but I believe he has taken advantage of Kasson and not lived up to his promise. After all he doesn't live here...we do.

Thank you,

Jerry Berg



## INFORMATION MEMO Land Use Conditional Use Permits

Learn the basics of conditional use permits (CUPs) in administering the city's land use ordinances. Define conditional use permits, for what purposes they may be granted; learn who grants them and procedural considerations for public hearings and the role of neighborhood opinion. Understand expiration dates, time limits and revocation of CUPs.

**RELEVANT LINKS:** 

## I. Conditional use

A conditional use is a land use designated in a zoning ordinance that is specifically allowed in a zoning district so long as certain standards are met. The zoning ordinance typically detail both general standards that apply to all conditional uses, as well as specific standards that apply to a particular conditional use in a given zoning district.

A use is typically designated in a zoning ordinance as conditional because of hazards inherent in the use itself or because of special problems that its proposed location may present. For example, uses that generate traffic such as family childcare, service stations, convenience stores, or drive-thrus are often designated as conditional uses.

## II. Conditional use permit (CUP)

A conditional use permit is a document a city issues to grant a conditional use when the general and specific ordinance standards have been met by the applicant. The use is allowed by permit only if the special concerns are addressed as set forth in the zoning ordinance. Conditional use permits are authorized under state law.

## A. General CUP standards

A zoning ordinance will typically detail general standards that apply to all conditional uses. For example, some zoning ordinances provide that all conditional uses must conform to the comprehensive land use plan of the community, be compatible with the adjoining properties, and be served by adequate roads and public utilities.

This material is provided as general information and is not a substitute for legal advice. Consult your attorney for advice concerning specific situations.

Minn. Stat. § 462.3595.

Minn. Stat. § 15.99.

## B. Specific CUP standards

In addition to general CUP standards, many zoning ordinances will detail specific standards that apply to a particular conditional use, such as those made for businesses operating a drive-thru. Conditions for such uses may include specific standards regarding things like off-street parking and loading areas, landscaping and site plan, and hours of business operation.

## III. Granting conditional use permits

Generally, CUPs are granted only for uses specifically listed in the zoning ordinance as conditional uses in a particular zoning district. If a use is not designated as a conditional use in a zoning district, then arguably the city has no ability to issue a CUP without first amending the zoning ordinance to provide for the conditional use. This would of course allow other applicants to apply for a conditional use permit under the same standards.

## A. Who grants

A CUP is typically approved by the city council. Planning commissions often first consider the CUP application and make recommendations to the city council. State statute allows the city council to designate its CUP approval to another authority, and some cities have designated the planning commission as the approving body. In any event, the city council is generally makes the final decision on CUPs.

## B. Required approval

If a proposed conditional use satisfies both the general and specific standards set forth in the zoning ordinance, the applicant is entitled to the conditional use permit. Importantly, if the applicant meets the general and specific ordinance standards, the city usually has no legal basis for denying the CUP.

### C. Time limits

A written request for a CUP is subject to Minnesota's 60-day rule, and must be approved or denied within 60 days of the time it is submitted to the city. A city may extend the time period for an additional 60 days, but only if it does so in writing before expiration of the initial 60-day period. Under the 60-day rule, failure to approve or deny a request within the statutory time period is considered an approval.

See Section IV, Public hearings.

Minn. Stat. § 462.3595, subd. 3. A.G. Op. 59-A-32 (February 27, 1990).

Minn. Stat. § 462.3597.

Minn. Stat. § 462.3595, subd. 2. Minn. Stat. § 462.357, subd. 3.

LMC information memo, *Zoning Guide for Cities*, Section V-C-2-b on conducting public hearings.

## D. Other conditions on permits

#### 1. Permitted

Reasonable conditions relating to the ordinance standards may be attached to a CUP based upon factual evidence contained in public record. For example, if a zoning ordinance provides that a conditional use should not have adverse visual or noise impacts on any adjacent property, a city might require specific screening and landscaping conditions to address any potential impacts established in the record.

#### 2. Not permitted

State statute provides that a CUP remains in effect as long as the conditions agreed upon are observed. The attorney general has found that time limits such as sunset provisions or automatic annual review are not consistent with state law, explaining that cities may not enact or enforce provisions that allow a city to terminate CUPs without regard to whether or not the conditions agreed upon are observed.

If a city wishes to place time constraints on particular uses, then the appropriate zoning tool is an interim use permit, rather than a conditional use permit. State law authorizes interim use permits for a temporary use of property until a particular date, until the occurrence of a particular event, or until zoning regulations no longer permit it.

## **IV. Public hearings**

A proposed conditional use is allowed only after a statutorily required public hearing. The city must provide published notice of the time, place, and purpose of the hearing on a proposed CUP at least 10 days prior to the day of the hearing. If the decision affects an area of five acres or less, the city may need to mail notice to property owners within a 350-foot radius of the land in question. The purpose of the public hearing is to help develop a factual record as to whether the applicant meets the relevant ordinance standards such that the CUP should be granted.

## A. City role in hearing

A city exercises so-called "quasi-judicial" authority when considering a CUP application. This means that the city's role is limited to applying the standards in the ordinance to the facts presented by the application. The city acts like a judge in evaluating the facts against the standards. If the applicant meets the standards, then the CUP should be granted. In contrast, when the city in zoning ordinance designates certain uses as conditional, the city is exercising "legislative" authority and has much broader discretion.

See LMC information memo, Taking the Mystery out of Findings of Fact.

Minn. Stat. § 462.3595, subd. 3.

Minn. Stat. § 462.3595, subd. 4.

Jed Burkett 651.281.1247 jburkett@lmc.org

League of Minnesota Cities.

#### B. Role of neighborhood opinion

Neighborhood opinion alone is not a valid basis for granting or denying a CUP. While city officials may feel their decision should reflect the overall preferences of residents, their task is limited to evaluating how the CUP application meets the ordinance standards. Residents can often provide important facts to help the city address whether the application meets the standards, but unsubstantiated opinions and reactions to an application do not form a legitimate basis for a CUP decision. If neighborhood opinion serves as the sole basis of the decision, it could be overturned by a court if challenged.

### C. Documentation of hearing

Whatever the decision, a city should create a record that will support it. If a city denies a CUP application, the 60-day rule requires the reasons for the denial be put in writing. Even if a city approves a CUP, a written statement explaining the decision is advisable. The written statement explaining the decision should address the general and specific ordinance standards, and explain the relevant facts and conclusions.

## V. Conditional use permit after issuance

A conditional use permit is a property right that "runs with the land" so it attaches to and benefits the land and is not limited to a particular landowner. State statute requires that CUPs be recorded with the county recorder's office. When the property is sold, the new landowner will have the continued right to the CUP so long as the conditions are met.

A city can revoke a conditional use permit if there is not substantial compliance with conditions, so long as the revocation is based upon factual evidence, after appropriate notice and hearing. Because a CUP is a property right, a city should work closely with the city attorney if considering a CUP revocation.

### **VI.** Further assistance

LMCIT offers land use consultations, training and information to members. Contact the League's Loss Control Land Use Attorney for assistance. You can also learn more about land use issues in the land use section of the League's website.



## Taking the Mystery Out of Findings of Fact

"Findings of fact" (a city's written explanation of a decision) are a crucial part of land use decisions, and acting without a clue can be treacherous. Take the mystery out of findings of fact by exploring the what, why, and how of findings facts to make defensible decisions.

#### **RELEVANT LINKS:**

## I. Use of findings of fact

Working with municipal land use regulations can be difficult for both city officials and residents. Sometimes decisions need to be made that are controversial, and no matter what the result, someone will be unhappy. Trying to figure out the best result in the midst of heated discussions can be a headache.

But no matter what the result, an important part of the process is developing and adopting written "findings of fact" that explain the decision. Carefully and thoughtfully developing written findings can help solve a contentious problem. It forces officials to focus their inquiry on the relevant considerations. And it produces a record that makes it easier for a court to uphold the decision if challenged.

## II. What are findings?

"Findings of fact" is a common term used to refer to a city's written explanation of a land use decision. The term originates from the courts, where judges often explain their determinations by issuing documents entitled "Findings of Fact and Conclusions of Law." They recite the relevant facts and then make conclusions by applying those facts to relevant legal criteria.

Like courts, cities sometimes need to apply facts to law to make a decision. In administering land use ordinances, the city is often tasked with determining the facts associated with a particular request and then applying those facts to the legal standards. This process is called "quasi-judicial", and city authority is limited to applying the rules in place to the facts presented. If the facts indicate an applicant meets the relevant legal standards, then they may be entitled to the approval. Typical land use approvals for which a city may need to find facts include requests for condition or interim use permits, zoning variances, and a subdivision or plat approval.

This material is provided as general information and is not a substitute for legal advice. Consult your attorney for advice concerning specific situations.

#### **RELEVANT LINKS:**

Minn. Stat. § 15.99.

LMC Sample Findings of Fact.

If a city is sued over a land use decision, courts will review the record for a sufficient statement of the reasons given by the city for granting or denying the request. In the case of a denial of an application relating to zoning, Minnesota's 60-day rule requires the reasons for a denial be put in writing. Even when an application is approved, written findings explaining the decision are advisable. Findings should provide a court with everything needed to uphold the decision.

## III. How to make findings

Creating findings of fact can be relatively straightforward if a city follows some basic guidelines.

## A. Apply facts to law

Findings of fact should explain to the reader how and why the city reached its decision. The document should identify the relevant legal criteria such as statutory standards or code provisions, explain the relevant facts relating to the particular application, and then apply those facts to the legal criteria.

## B. Show your work

Like a math exam in school, it is important to be complete and to "show your work." Showing your work can be more important than reaching a particular result. Explaining the method of reasoning followed by the city in judging an application helps ensure the city is on the right track. If a reader can tell how you reached your result, without having to guess, you have showed your work. But if the reader is left guessing, then the city may be on shaky ground.

## C. Look up the law

Before setting out to find facts, a little investigation is needed. A crucial early step is to identify the relevant legal standards. For example, applications for conditional use permits are subject to standards that should be spelled out in city ordinance. Determine exactly what ordinance standards apply. Reference and quote the relevant standards in your findings.

## D. Provide relevant facts

Findings of fact should state all of the relevant facts the city considered in making its decision. A fact is relevant if it proves or disproves that the application meets the legal standards. For instance, if an applicant is seeking a conditional use permit where the effect of traffic on adjacent properties is an ordinance standard, then the city should look for facts related to traffic impacts. It is important to address each and every relevant legal standard by describing relevant facts.

Minnetonka Congregation of Jehovah's Witnesses, Inc. v. Svee, 226 N.W.2d 306 (Minn. 1975).

#### E. Stay on track

Sometimes issues arise that don't relate to the legal standards. If city officials start to discuss and debate the facts of the application without limiting themselves to the relevant legal standards, a lot of time and energy can be wasted on issues that don't lead to a solution. Arguments about irrelevant facts can easily lead the city astray. Don't include irrelevant facts in your findings.

#### F. Beware opposition

Neighborhood opposition is perhaps the most challenging issue to deal with when considering the merits of a particular land use request. Case law holds that the opinions of neighbors should not be the sole basis for a particular city action. While residents can bring to light helpful information that relate to the legal standards, opposition alone is never a legally relevant finding.

## G. Don't parrot

Findings must adequately describe the reasoning for a decision. Ambiguous, conclusory or boiler plate language does not usually provide a sufficient explanation of the decision's rationale. Merely restating or "parroting" the legal standard is not enough. It is important to state the legal criteria. But more needs to be done to explain why the standard is or is not met.

### H. Just because

One of the simplest techniques to ensure findings sufficiently connect the decision to legal standards is to use the word "because." Read each statement carefully before completing the finding. What you write after the word "because" in each finding must support the statement that introduces the finding. A similar approach is to phrase the standard as question, and then provide a detailed answer.

#### I. Don't assume

Don't assume the reader knows about your city or has any background about the decisions. Present a complete picture, by telling the whole story. Written findings should be clear to someone unfamiliar with the matter. A person who knows nothing about your city or subject property should be able to read the findings and know what decision was made and why. Jed Burkett Loss Control Land Use Attorney 651.281.1247 jburkett@lmc.org

#### J. Presentation matters

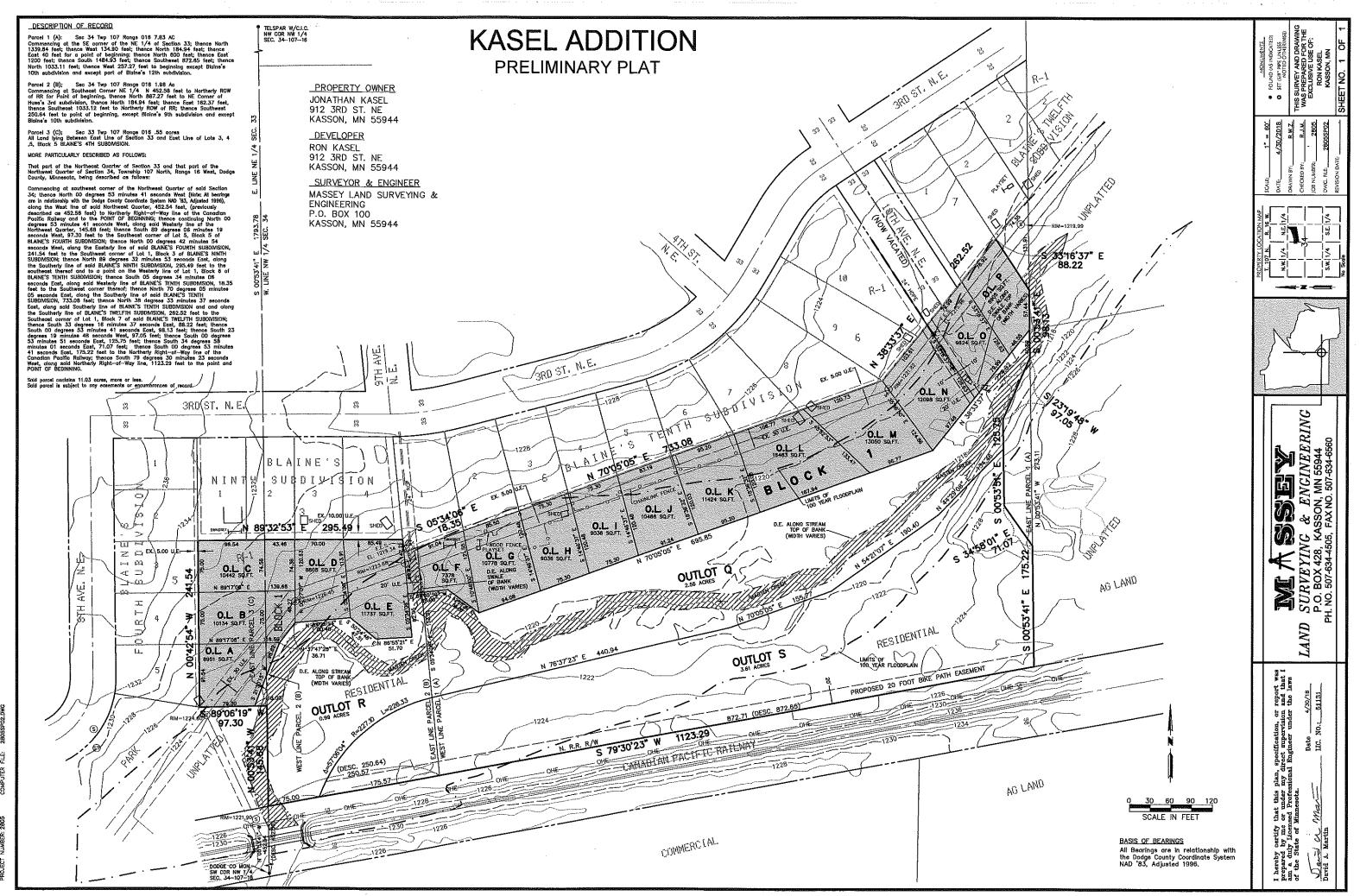
Presentation can be important if you want to be taken seriously. So check your spelling, use correct grammar, avoid pronounces, and don't try to be funny. If you take the care to present well, it reinforces the idea that the city knows what it is doing and acted for good sound reasons.

## K. Get help

Sometimes a city might find itself in over its head, and it can be important to seek guidance. Be sure you understand the statements in your findings. For example, if you do not know what the comprehensive plan provides, do not try to complete a finding regarding the comprehensive plan until you learn what it states. Consult a planner or the city attorney or contact the League.

## L. Conclude

Written findings should identify the relevant legal criteria such as statutory standards or code provisions, explain the relevant facts relating to the particular application, and then apply those facts to the legal criteria to reach a conclusion. Sometimes more than one conclusion is possible. If the city takes care to develop thoughtful findings of fact that relate to the relevant legal standards, then there should be no mystery as to why the city reached the decision it did.



#### Modified Staff Planning Review

#### **Kasel Addition**

Modified Preliminary Plat; Prepared for Rich Massey

#### **Zoning Administrator**

The 20 foot wide path needs to proceed north along the east property line to provide for future connectivity.

#### **Zoning Clerk**

Lots may not be sold to adjoining property owner or combined with an existing lot.

#### Attorney

Development Agreement providing for deed restrictions, flood plain acknowledgement, and removal of fences, sheds, playsets and other obstructions located on the utility easements.

#### **City Engineer**

**1.** 152.002 (B), (G), (I), (L) Protect Natural Resources, Public Lands, Safeguard Interests, Preserve Open Land **2**. 152.007 Conserve natural resources and advantageously utilize natural features; minimize soil erosion **3.** 152.020 (B,1.,C) Preservation of natural drainage ways; every effort ... to retain the natural drainage systems in the City 4. 152.023 (B,1.), (D,2.) Reservation of future park land, City Council shall reserve the right to negotiate **5**. 152.075 (A), (B) Drainage way extends beyond the existing water course; path needs to proceed north **6.** 152.077 (D) Every lot shall have access for fire protection; lots may not be sold to adjoining property owner. **7.** 152.080 20 foot wide path needs to proceed north along the east property line to provide for future connectivity Chapter 153: Floodplain Management **1**. 153.070 (A) No land shall be subdivided which is unsuitable for the reason of flooding 2. 153.070 (B) Lots may not be sold to adjoining property owner or combined with an existing lot. Comp Plan currently in place: Section III: Transportation, Goals and Policies Section IV: Public Facilities, Parklands Section VI: Land Use, Goals and Policies

Comp Plan currently being drafted: 1-4: Greenstep City 2-19: Parks and Recreation 2-23: Natural Resources And Open Space 4-9: Greenways/Natural Areas 6: Parks, Recreation and Active Living To summarize; the above items intent is to provide preservation of floodplains, recreation, open space and ultimately protect the public.

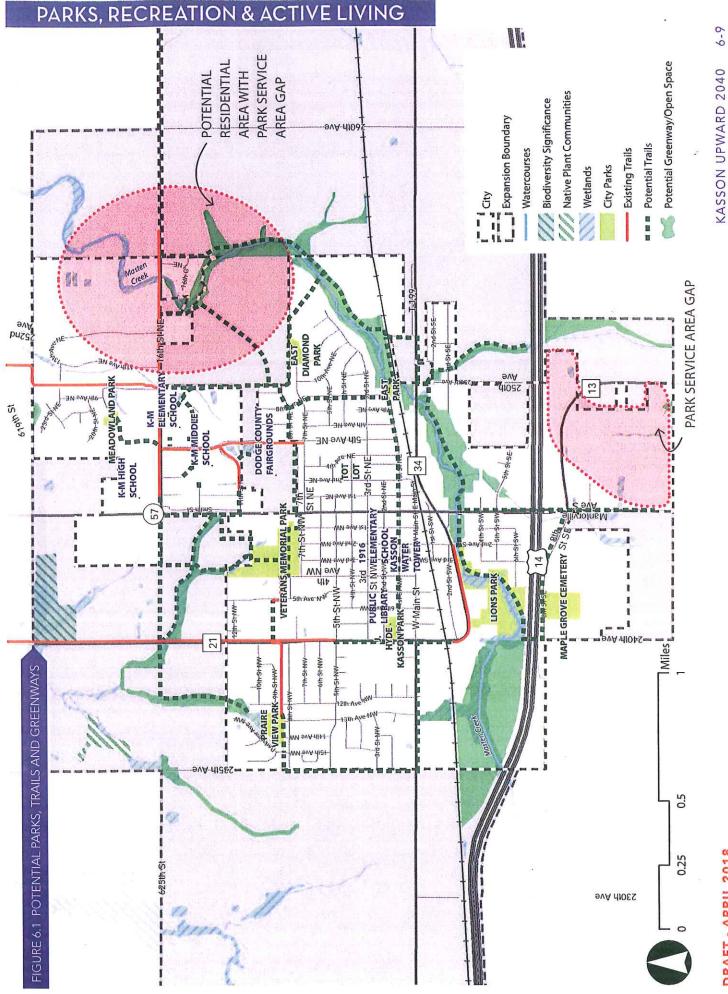
Based on this information, I recommend the Commission consider the following:

1. Reject the **modified** preliminary plat based on not meeting City Ordinances and Comp Plan.

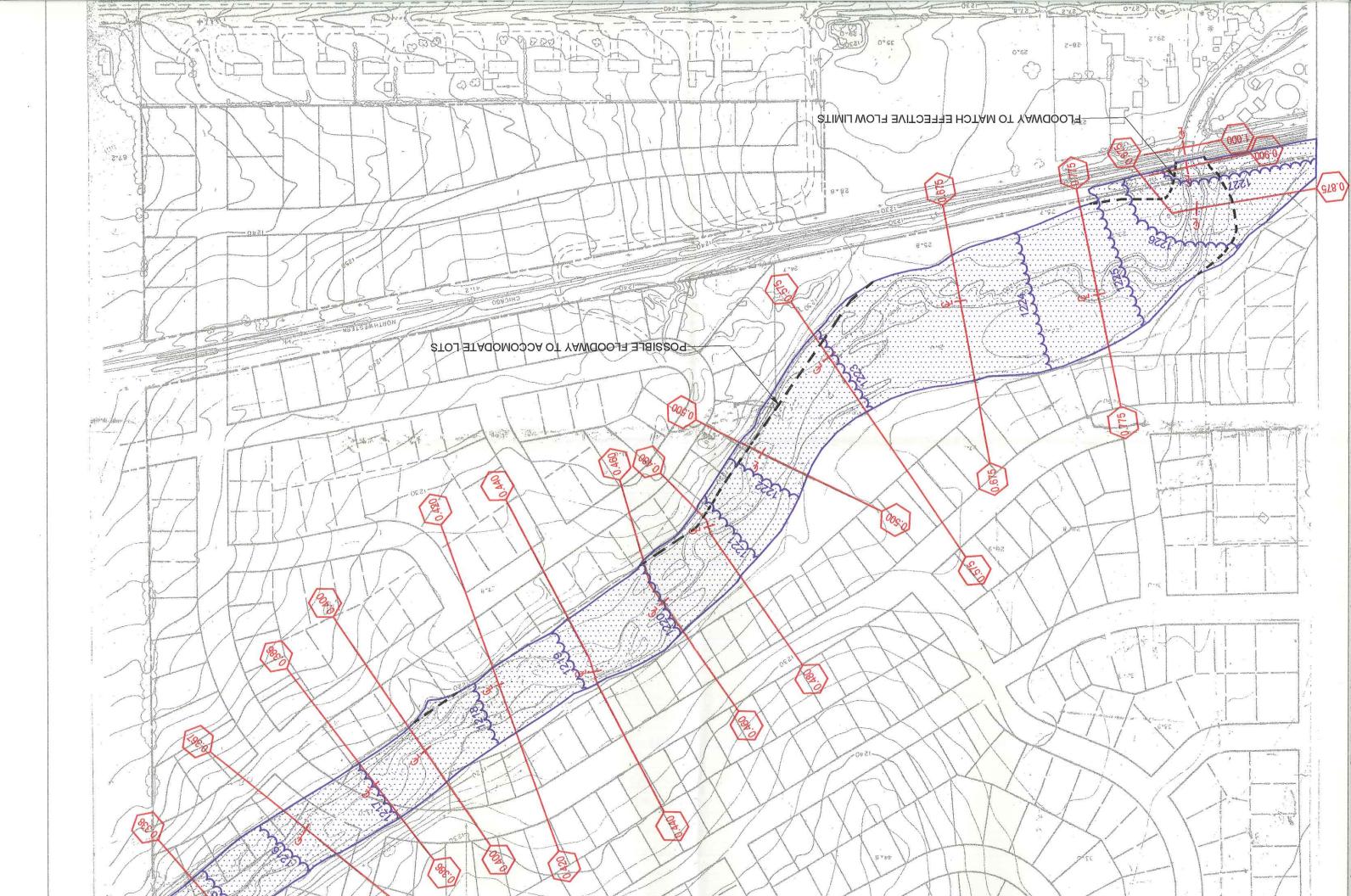
2. Approve the **modified** preliminary plat as presented with the conditions that Outlots Q, R, and S be conveyed to the City as park land and Deed restrictions/drainage easements are provided on all private lots.

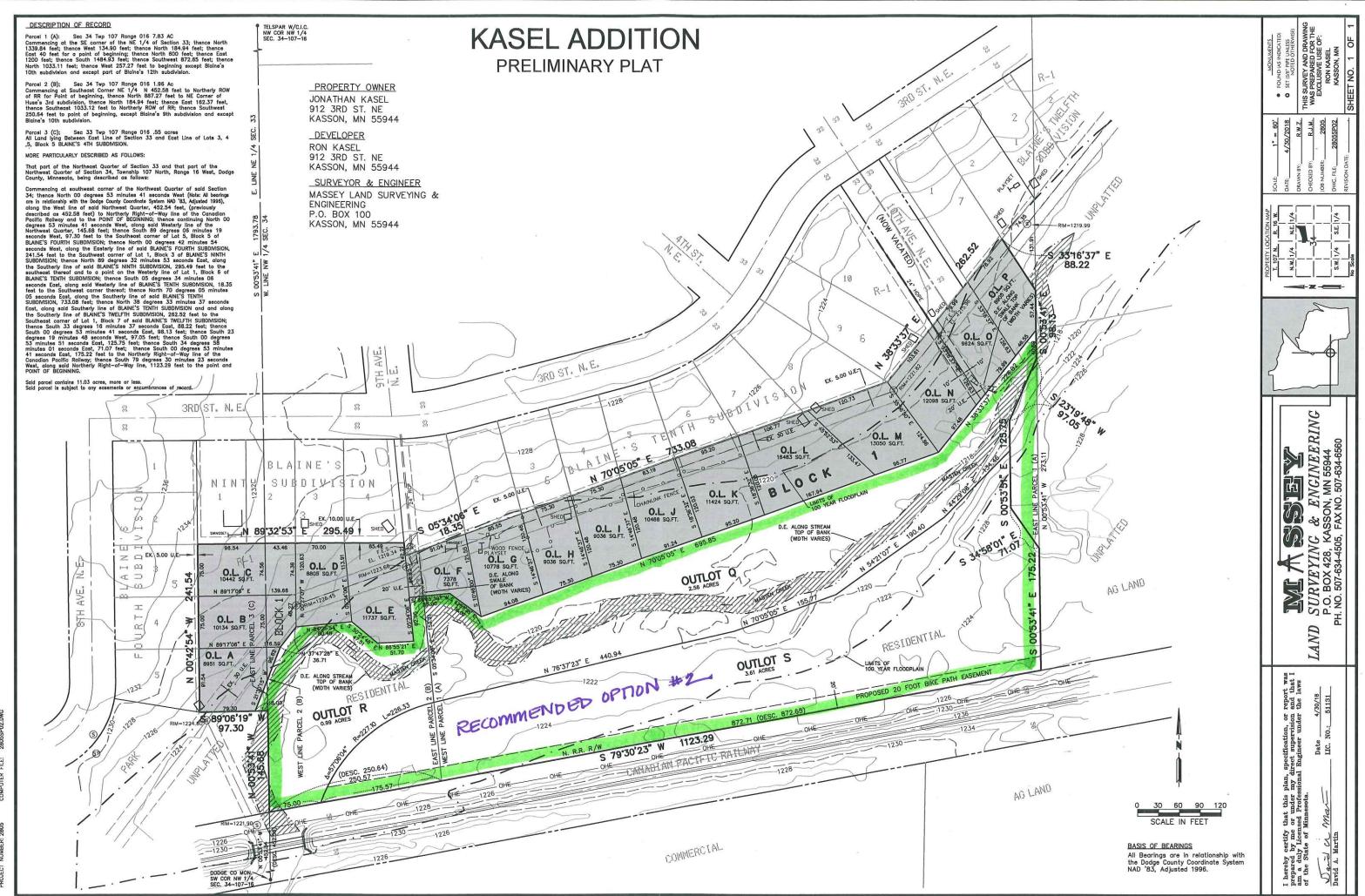
3. Approve the **modified** preliminary plat as presented with the conditions that a conservation corridor is provided along Outlots Q, R and S, additional drainage easement, provide trail easement along east side of property, and Deed restrictions/drainage easements are provided on all private lots.

I recommend option #2.

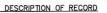


DRAFT - APRIL 2018





PROJECT NUMBER: 2805 COMPUTER FILE: 2805SP0



Parcel 1 (A): Sec 34 Twp 107 Range 016 7.83 AC Commencing at the SE corner of the NE 1/4 of Section 33; thence North 1339.84 feet; thence West 134.90 feet; thence North 184.94 feet; thence East 40 feet for a point of beginning; thence North 106.01 feet; thence East 1200 feet; thence South 1484.93 feet; thence Southwest 872.65 feet; thence North 1033.11 feet; thence West 257.27 feet to beginning except Blaine's 10th subdivision and except port of Blaine's 12th subdivision.

Parcel 2 (B): Sec 34 Twp 107 Range 016 1.96 Ac Commencing at Southeast Corner NE 1/4 N 452.58 feet to Northerly ROW of RR for Point of beginning, thence North 887.27 feet to NC Corner of Huss's 3rd subdivision, thence North 184.94 feet; thence East 162.37 feet, thence Southeast 1033.12 feet to Northerly ROW of RR; thence Southwest 250.64 feet to point of beginning, except Bloine's 9th subdivision and except

Parcel 3 (C): Sec 33 Twp 107 Range 016 .55 acres All Land lying Between East Line of Section 33 and East Line of Lots 3, 4 .5, Black 5 BLINE'S 4TH SUBDIVISION.

MORE PARTICULARLY DESCRIBED AS FOLLOWS:

That part of the Northeast Quarter of Section 33 and that part of the Northwest Quarter of Section 34, Township 107 North, Range 16 West, Dodge County, Minnesoto, being described as follows:

Northwest Quorter of Section 34, Township 107 North, Range 16 West, Dodge County, Minnesoto, being described as follows: County, Minnesoto, being described as follows: Commencing at southwest corner of the Northwest Quarter of sold Section 34; thence North 00 degrees 53 minutes 41 seconds West (Nots: All bearings are in relationship with the bodgs County Coordinate System NAD '83, Adjusted 1996), along the West line of sold Northwest Quarter, 452.54 feet, (previously described as 452.58 feet) to Northery Right-of-Way line of the Canadian Pacific Railway and to the POINT OF BEGINING; thence continuing North 00 degrees 53 minutes 41 seconds Westery line of the Canadian Pacific Railway and to the POINT OF BEGINING; thence continuing North 00 degrees 53 minutes 41 seconds Westery line of the Canadian Pacific Railway and to the POINT OF BEGINING; thence north 00 degrees 54 seconds West, Jolog the Cataetry line of sold BLANE'S FOURTH SUBDINSION; thence North 89 degrees 06 minutes 19 seconds West, lenong the Eastery line of sold BLANE'S FOURTH SUBDINSION; 241,54 feet to the Southwest corner of Lot 1, Block 3 of BLANE'S NINTH SUBDINSION; thence North 89 degrees 34 minutes 06 seconds East, Jolang and Westery line of BLANE'S FOURTH SUBDINSION, 241,54 feet to the a point on the Wastery line of JALNE'S NINTH SUBDINSION, 241,54 feet to the Southwest corner of Lot 1, Block 5 of BLANE'S TENT SUBDINSION, 18,35 feet to the Southwest corner of Lot 1, Block 5 degrees 34 minutes 06 seconds East, Jolang and Westery line of BLANE'S TENTH SUBDINSION, 18,35 feet to the Southwest corner of Lot 1, Block 7 of eaid BLANE'S TENTH SUBDINSION, 18,35 feet to the Southwest (JNNE'S TWELFTH SUBDINSION, 262,52 feet) the South 33 degrees 16 minutes 37 seconds East, Jolang and Southeast Corner of Lot 1, Block 7 of eaid BLANE'S TENTH SUBDINSION; thence South 33 degrees 16 minutes 37 seconds East, Jolang South 23 degrees 35 minutes 37 seconds East, Jolang South 24, 51,35 feet; thence South 24 degrees 35 minutes 41 seconds East, JOLNE'S TENTH SUBDINSI

Said parcel contains 11.03 acres, more or less.

8

8

O/

Z = EX.\5.00 U,E

54

¥

8

Z

101

LLI F

щщ

 $< \supset$ 

NUI

T

ce (

-

C

11.

AVE.

开石

TELSPAR W/C.I.C NW COR NW 1/4 SEC. 34-107-16

4

00-53'41" E 1793.78 LINE NW 1/4 SEC. 34

SX

3RD(ST. N.E

NIN

SWINGSET

98.54

O.L. C

3

ž

N 8917'08" E

O.L. B

N 8917'08" E

79.3

\$89'06'19" 97.30

DODGE CO MOI SW COR NW 1, SEC. 34-107-

O.L. A

8951 SO.FT.

10134 SQ.FT.

A

1232

PROPERTY OWNER JONATHAN KASEL 912 3RD ST. NE KASSON, MN 55944 **KASEL ADDITION** 

RIH ST

ENTH

5

14.46.31

S 79°30'23" W

N 70:05:05" E

BLAIN

15.30

O.L. 1

440.94

733.08

0.L. J

10466 SO.F

3

0.L. K

0

11424 SQ.F

OUTLOT

1123.29

CARLANT PACTFIC RATEWAY

COMMERCIAL

30

220 HEDIVIS

-EX. 30 U.E.

BL

OUTLOT S

872.71 (DESC. 872.65)

O.L. L

0

D.E. ALONG STREAM

(MDT

CK

167.9

LIMI

PRELIMINARY PLAT

3RD ST. N.E.

SHED

0.L. H

N 76'37'23" E

ADDITIONATE

DRAINAGE

EASEMENT

9036 SQ.FT

1228

EX. 5.00

DE ALONG SWALE OF BANK (WDTH VARIES)

1226

E

05:34:06

O.L. F

7378 SQ.FT.

18 105'39 WY

S

DEVELOPER RON KASEL 912 3RD ST. NE KASSON, MN 55944

SURVEYOR & ENGINEER MASSEY LAND SURVEYING & ENGINEERING P.O. BOX 100 KASSON, MN 55944

24

8

8

ION

SHED

85.49 F.E.S.34

O.L. E

11737 SQ.FT.

RESIDENTIAL

(DESC. 250.64)

175.57

228

ST E

7'47'28" E

D.E. ALONG STREAM TOP OF BANK-(WDTH VARIES)

OUTLOT R

36.71

8

(IN)

VEST

20' U.E

CN 86'55'21" 51.70

1=226.33

EL

EX./10.00 U.E.

70.00

805 SQ.FT.

295.49

INE

SUBDIVI

BLA

89'32'53' E SHED

43 45

139.66

EXOC2

2

工山

-----

6

52

0.L.

O.L. N 12098 SQ.FT.

IN HATEBOOK

do

3RD ST.

TOW

R-1

200

0.L. M

N 542101 E

1222

1220

190.40

RESIDENTIAL

1226

LIMITS OF

4

10

9

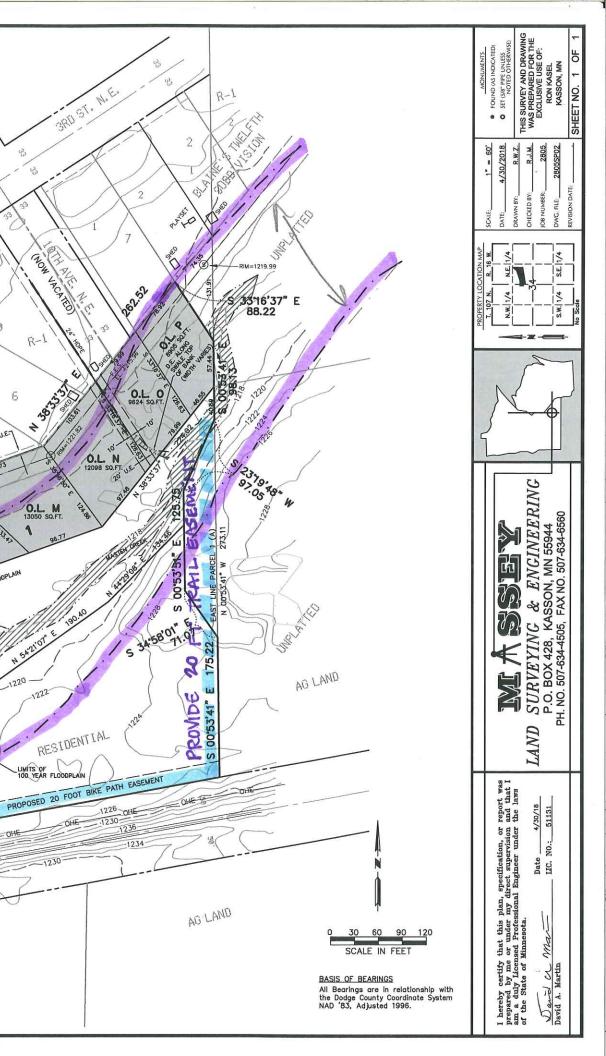
EX. 5.00 U.E.]

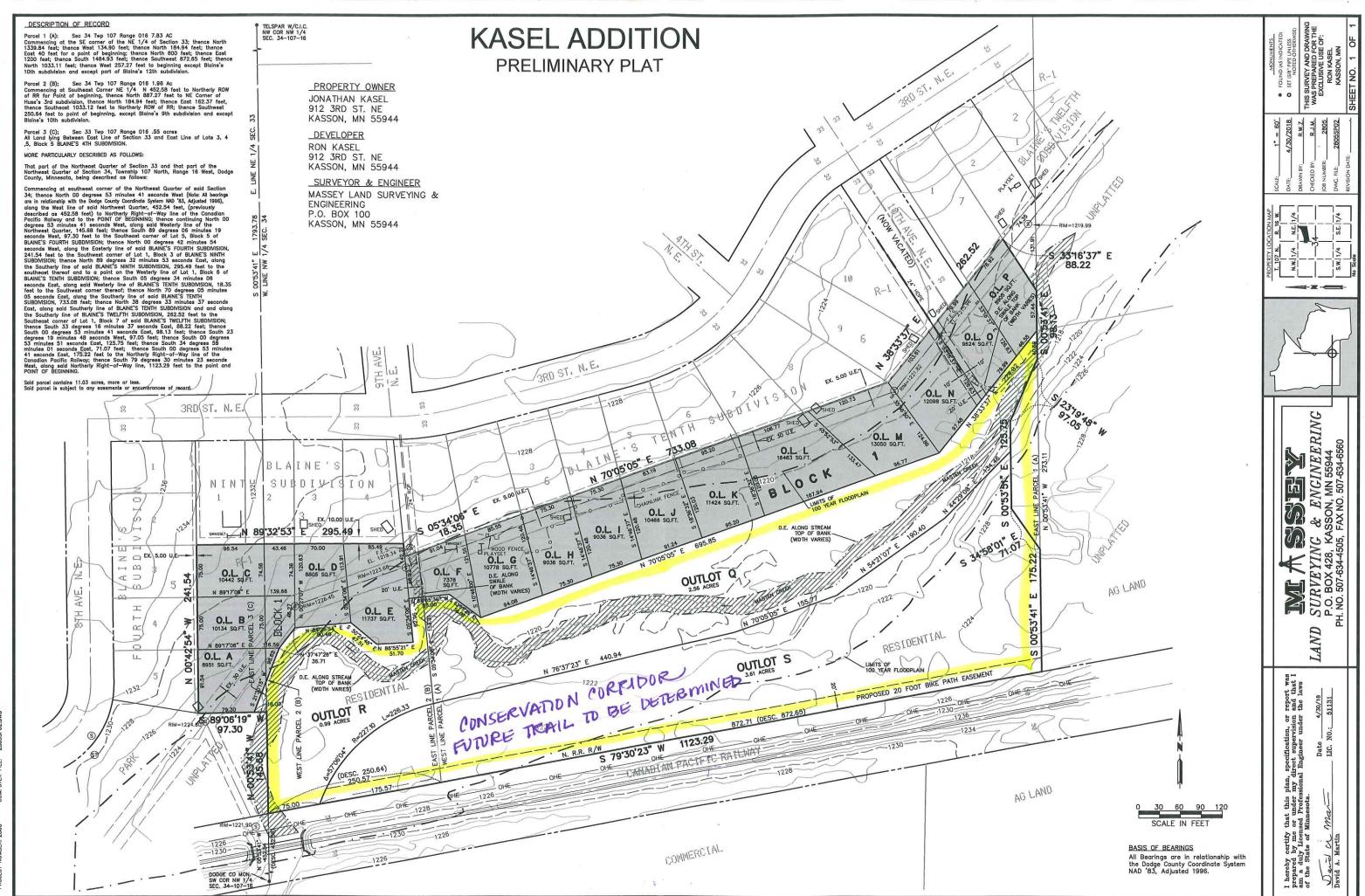
S OF FLOODPLAIN

6

22

VACATED





ECT NUMBER: 2805 COMPUTER FILE:

#### MASSEY LAND SURVEYING & ENGINEERING

#### P.O. BOX 100 KASSON, MN 55944

PHONE: (507) 634-4505 E-MAIL: dmartin@kmtel.com

April 30, 2018

Theresa Coleman – City Administrator City of Kasson 401 5<sup>th</sup> St SE Kasson, MN 55944

Subject: Kasel Addition Part of the NW 1/4, Section 34-107-16 and Part of the NE 1/4, Section 33, 107-16 City of Kasson, Dodge County Revised Preliminary Plat Submission

Dear Mrs. Coleman:

Under cover of this letter please find a Revised Preliminary Plat for the subject project prepared on behalf of the applicant, Ron Kasel by Massey Land Surveying and Engineering. Materials included for your review are as follows:

- 1. Four (4) copies of the Revised Preliminary Plat (full size);
- 2. Seven (7) copies of the Revised Preliminary Plat (11x17);
- 3. Seven (7) copies of the Deed Restrictions;

The applicant hereby requests a review of the enclosed Revised Preliminary Plat and to appear before the City of Kasson Planning Commission at their May 14, 2018 meeting.

Below are our responses to the Staff Planning Review Comments from the previously submitted Preliminary Plat.

Zoning Administrator

1. The Preliminary plat has been revised to propose a 20 foot wide bike path easement north of the northerly right-of-way line of the Canadian Pacific Railway. The applicant is also proposing to dedicate Outlot R comprising of 0.99 acres to the City of Kasson as Parkland.

#### Zoning Clerk

1. Outlots A-P will be an extension of the existing lots of record should the homeowners choose to purchase them. Lots that are not purchased will remain under the ownership of the present owner. All of the existing lots of record within Blaine's 4<sup>th</sup>, 9<sup>th</sup> and 12<sup>th</sup> have present access to fire protection and utilities.

#### Attorney

1. No Response

City Engineer City Ordinances: Chapter 152 Subdivisions

1. The majority of Outlots A-P are within the 100 year floodplain, therefore they will remain relatively unchanged and utilized for gardening, lawn areas and recreational space by the individual home owners. There are only a few Outlots outside of the 100 year floodplain which sheds and fences will be permitted. The Ordinance contains no specific language preventing the construction of fences within the floodplain it only restricts fences within the waterway. One is permitted to construct a dwelling within the flood fringe district and there would more than likely be fences associated with the dwelling. Furthermore there are several permitted uses within the Floodway district that would more than likely have fences associated with them. In the end the buyers of the Outlots will be required to acknowledge Deed Restrictions for the Outlots via their signature at the time of purchase. Please refer to the attached deed restrictions for prohibited activities.

The owner/developer is proposing to dedicate Outlot R comprising of 0.99 acres to the City for Parkland and he is proposing to provide a 20 foot wide bike path easement along the northerly right-of-way line of the Canadian Pacific Railway. Outlots Q and S will remain under the ownership of the present owner. Based on the above we do not see how the existing natural resources can be any further preserved and protected. Nor how the interests of the public and local government are not safe guarded. The current owner is not proposing a use that would have adverse effects on the existing natural resources. The owners should be allowed to do as they wish within the permitted rights of the Zoning and Subdivision and Land Development Ordinances.

- 2. The existing natural resources on Outlots A-P, Q and S will be conserved by the respective owners. Base on a site visit the existing vegetation is very sparse and the planting of lawn areas within Outlots A-P would minimize erosion and sedimentation to the stream. Mr. Kasel, who will retain ownership of Outlots Q and S, has been taking care of and cleaning up the subject property for quite some time now for his personal enjoyment.
- 3. There are existing fences, sheds and play areas within the floodplain. All of these structures are also encroachments onto to the subject property, however; none of them are located within the waterway or obstructing it.
- 4. Information only
- 5. The Preliminary plat has been revised to propose a drainage easement conforming with the lines of the existing water course and to propose a 20' wide bike path easement along the northerly right-of-way line of the Canadian Pacific Railway.
- 6. Outlots A-P do not require access for fire protection, utilities or other necessary services. They are not being created to be building lots. The intention is the Outots will be an extension of the existing lots of record.
- 7. Information only

#### Chapter 153 Floodplain Management

- 1. There are quite a few permitted and conditional uses for these Outlots that are within the Flood Fringe District. The Outlots will be utilized as lawn areas, gardens and recreational areas by the lot owners. Inadequate drainage, water supply or sewage treatment facilities should not be reason to impede subdividing the land since drainage really does not affect the above noted uses and all of the dwellings are already served with public water and sewer.
- 2. All of the existing lots of record, which will be enlarged by the Outlots, already have existing dwellings which have been constructed at or above the regulatory flood protection elevation and have access that meet the requirements of the Ordinance.

If you have any questions or require additional information, please feel free to contact me.

Very truly yours,

Dant

David A. Martin, P.E. Massey Land Surveying & Engineering

#### MASSEY LAND SURVEYING & ENGINEERING

P.O. BOX 100 KASSON, MN 55944 PHONE: (507) 634-4505 E-MAIL: dmartin@kmtel.com

#### KASEL DEED RESTRICTIONS

The following deed restrictions shall apply to Outlots A-P as depicted on the Final Plat of Kasel Addition:

- 1. No permanent foundations or structures shall be constructed.
- 2. Permitted accessory structures outside of the 100 year floodplain shall conform to applicable City Ordinances.
- 3. No additional fencing shall be placed with the 100 year floodplain.
- 4. The extraction and/or storage of soils or other materials is prohibited within the floodplain.
- 5. Motorized vehicles, trash, hazardous materials nor scrap metal shall be stored and or disposed of within the floodplain.

Any cleanup associated with the violation of any of the above will be solely at the owner's expense.

#### **Staff Planning Review**

#### **Kasel Addition**

Preliminary Plat; Prepared for Rich Massey

#### **Zoning Administrator**

152.023 attached

Comprehensive Plan – "Maintain the current high quality, identify any deficiencies and improve when necessary the recreational areas, programs and facilities for the community." Dodge County Trail Plan attached

#### **Zoning Clerk**

152.077 (D) Every lot shall have access for fire protection, utilities and other necessary services Masten Creek designated as Protected Public Waters

#### Attorney

Development Agreement providing for deed restrictions, flood plain acknowledgement, and removal of fences, sheds, playsets and other obstructions located on the utility easements.

#### **City Engineer**

I recommend the Commission review and consider the following:

City Ordinances: Chapter 152: Subdivisions 152.002 (B), (G), (I), (L) 152.007 152.020 (B,1.,C) 152.023 (B,1.), (D,2.) 152.075 (A), (B) 152.077 (D) 152.080

Chapter 153: Floodplain Management 153.070 (A) 153.070 (B)

Comp Plan currently in place:

Section III: Transportation, Goals and Policies Section IV: Public Facilities, Parklands Section VI: Land Use, Goals and Policies

Comp Plan currently being drafted: 1-4: Greenstep City 2-19: Parks and Recreation 2-23: Natural Resources And Open Space 4-9: Greenways/Natural Areas 6: Parks, Recreation and Active Living

To summarize; the above items intent is to provide preservation of floodplains, recreation, open space and ultimately protect the public.

Based on this information, I recommend the Commission consider the following:

1. Reject the preliminary plat based on not meeting City Ordinances and Comp Plan.

2. Approve the preliminary plat as presented with the conditions that Outlots, S,T,F,P be conveyed to the City as park land and Deed restrictions/drainage easements are provided on all private lots.

3. Approve the preliminary plat as presented with the conditions that a conservation corridor is provided along Outlots S and T and Deed restrictions/drainage easements are provided on all private lots.

I recommend option #2.