

PLANNING COMMISSION

DECEMBER 10, 2018

6:30 O'CLOCK P.M.

AGENDA

1. Call to Order at 6:30
2. Minutes of the Previous Meetings – October 8, 2018
3. Public Hearing CUP For PUD Thompson
4. Hosington-Koegler
5. ADJOURN

MINUTES OF PLANNING COMMISSION MEETING
October 8, 2018

Pursuant to due call and notice thereof, a regular Planning Commission meeting was held at City Hall on the 8th day of October, 2018 at 6:30 PM

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

THE FOLLOWING WERE ABSENT: None

THE FOLLOWING WERE ALSO PRESENT: Administrator Theresa Coleman, City Clerk Rappe, Doug Buck, Ron Carlsen, David Martin, Tim O'Marro and Krista Weigel

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

MINUTES OF PREVIOUS PLANNING COMMISSION MEETING: Commissioner Tinsley suggested adding "stronger" to the end of Steve Arick comments on page 2. Doug Buck made a statement that he **did not** recuse himself when Chairman Ferris asked the question at the last meeting.
Motion to Approve the Minutes of September 10, 2018 as amended by Commissioner Tinsley
Minutes made by Commissioner Burton, second by Commissioner Zelinske with All Voting Aye.

PUBLIC HEARING CUP FOR PUD CARLSON – Administrator Coleman stated that the site plan has two primary buildings and the zoning ordinance allows for one primary building. The planned unit development will allow for two primary buildings. The same conditions as the rezone with the exception of the storm water discharge. David Martin, Massey Surveying, stated that the layout of the site has not changed and they are proposing a second principal structure. The storm water management has changed and they will underground detention below the parking lot and sending it to the storm line on Mantorville Avenue and if that line doesn't have capacity then he has talked to the DOT about running this to Masten Creek through their right of way.

Public Hearing opened

Public Hearing Closed

Discussion: Commissioner Zelinske has no issues with this.

Commissioner Burton stated that this looks like everything is in compliance with what is outlined. Commissioner Tinsley asked about the fire trucks cutting across the curb and the turning radius. Mr. Martin spoke with the fire chief and he is ok with going over the curb. Commissioner Tinsley then questioned garbage trucks. Mr. Martin stated that there is not going to be a dumpster there will be cans that they have to take to the curb. Administrator Coleman stated that this has been reviewed by staff.

Motion to Approve the Conditional Use Permit for a Planned Unit Development made by
Commissioner Burton, second by Commissioner Borgstrom. Ayes, Burton, Fitch, Ferris, Zelinske,
Borgstrom and Tinsley. Abstain: Torkelson.

HOSINGTON-KOEGLER – LAURA CHAMBERLAIN – Ms. Chamberlain gave an overview and introductions of process and a quick discussion of issues. Ms. Chamberlain asked the Commissioners to list what parts of the City's ordinances that have been challenging to understand or use.

Commissioner Zelinske stated that there are several directions that this ordinance can take a novice. Chairman Ferris stated that a lot of the ordinance is open to interpretation. Chairman Ferris brought up questions regarding variances. Commissioner Burton brought up homeowner associations, how many

Planning Commission Meeting October 8, 2018

we have and how active are they and how does or does not assume that. What agreements should we put in place with township developments in case they would be annexed?

Ms. Chamberlain stated that several staff have indicated that processes/procedures should be put in place for permits, plats, annexations, etc. Ms. Chamberlain stated that the Comp Plan has a technology/eco park that may need its own set of zoning restrictions. Design principles of the downtown area.

Ms. Chamberlain stated that stakeholder groups would be groups that we are engaging, such as; developers, County officials, DNR, MnDOT, fire safety, police, chamber of commerce, county EDA and city EDA, real estate reps, brokers, representatives of the developers who have technical knowledge. Commissioner Burton stated that there seems to be a trend toward rehab homes, mental health care centers, and medical assistance homes in addition to the need for day care. Administrator Coleman stated that SMIF is looking for in home day care providers. Ms. Chamberlain suggested contacting some homeowners associations to see what is working for them. Ms. Chamberlain thanked the Commissioners and stated that she will be in touch with staff and by the November meeting there should be an annotated outline and update.

CORRESPONDENCE – LETTER FROM ATTORNEY – Chairman Ferris stated that the conflict of interest is confusing. The City Attorney gave an opinion. Commissioner Borgstrom stated that if you feel you have a conflict then put it out in the open. Chairman Ferris stated that there should be a check and balance. Commissioner Burton stated that the appointed positions are not as clear and there are education opportunities. Chairman Ferris would like to see if we can clarify more.

CORRESPONDENCE – LOG OF ACTIVITY – Commissioner Burton stated that his concern was variances for setback requirements. Commissioner Tinsley asked if there something else we can use besides a variance, maybe a design modification to address minor setback issues. Administrator Coleman stated maybe we should have more permitted uses and less conditional uses in the zoning districts and design standards.

OTHER BUSINESS – The Planning Commission was in agreement to move the November meeting to Tuesday, November 13, 2018 at 6:30PM due to Veterans Day falling on the regular meeting date.

ADJOURN 7:17PM

Respectfully Submitted,

Linda Rappe, City Clerk

**RESOLUTION #12.x-18
CITY OF KASSON**

**RESOLUTION APPROVING A CONDITIONAL USE PERMIT
TO ALLOW FOR A PLANNED UNIT DEVELOPMENT AT
HACKS ADDITION & HACKS SECOND ADDITION, KASSON, MN**

WHEREAS, Aaron and Sonja Thompson, owners of the property in question has submitted a request for a Conditional Use Permit to allow for a Planned Unit Development (PUD) at Hacks Addition and Hacks Second Addition, Kasson, MN, and;

WHEREAS, at a public hearing duly held on the 10th day of December, 2018, the Planning Commission heard testimony of all persons wishing to comment on the proposed Conditional Use Permit to allow for a Planned Unit Development; and

WHEREAS, the appropriate City Staff and consultants have performed a technical review of the application, including attachments, for a Conditional Use Permit to allow for a Planned Unit Development; and

WHEREAS, following the public testimony and report of the technical review, the Planning Commission reviewed all relevant information regarding the proposed Conditional Use Permit to allow for a Planned Unit Development and recommends approval;

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF KASSON, MINNESOTA that the following Findings are hereby adopted regarding the application for a Conditional Use Permit to allow for a PUD at Hacks Addition and Hacks Second Addition, Kasson, MN:

SECTION 154.338

(A)

1. A PUD is consistent with the Comprehensive Plan Goal 5.4 to develop a diverse and high quality housing stock that meets the needs of current and future resident at all stages of life and at various income levels.
2. A PUD is an effective treatment of the property; providing for preservation of the current amenities.
3. A PUD will harmonize with proposed housing development in areas surrounding the elementary school.
4. The proposed development is a Conditional Use under Section 154.147(c) of the Code.
5. The Development Agreement will require a Letter of Credit sufficient to assure completion of the PUD.

(B) The primary use is a Conditional Use allowed in the R-1 Zoning District.

(C) The PUD will preserve the current terrain characteristics of the site.

(D) The architectural style of buildings has been reviewed by the Planning and Zoning Commission.

SECTION 154.339 (A)

The PUD shall be a residential development, consists of 1.575 acres more or less and maintains a minimum of 30% green space.

SECTION 154.340

The application, procedures and requirements to establish a Planned Unit Development shall apply.

SECTION 154.029 (B)(2)

- (a) The City recently acquired the expanded Lion's Park, Kasson-Mantorville Public Schools have completed two expansion projects, the City Streets have already been constructed, the Wastewater Treatment Plant expansion is underway and discussion of a new water tower has been initiated.
- (b) The development of Hacks Addition and Hacks Second Addition, Kasson, MN will not deter development of vacant land.
- (c) The proposed design will blend with the surrounding residential neighborhood.
- (d) (k) (l) (m) The proposed development completes the neighborhood.
- (e) The proposed Planned Unit Development is compatible with the existing area.
- (f) A Planned Unit Development is consistent with the Comprehensive Plan Goal 5.4 to develop a diverse and high quality housing stock that meets the needs of current and future resident at all stages of life and at various income levels.
- (g) (h) (i) The proposed development of twelve (12) townhomes to be served by a private street accessed from 16th Street NE.
- (h) The proposed development includes access to utilities, parking and storm water management.

BE IT FURTHER RESOLVED that the Conditional Use Permit to allow for Planned Unit Development at 1500 W Main Street, Kasson, MN, is hereby approved subject to the following conditions of approval:

1. Approval of the Final Construction Plans by the City Engineer (to include by not limited to turnaround to meet State Building Code, hydrant location and sub-drain access),
2. Approval of the Preliminary Plat and Final Plat (to include, but not limited to, utility access easements, utility easements, drainage Easements and trail easements);
3. Executed Development Agreement (to include letter of credit sufficient to assure completion of the PUD);
4. Restore Pavement to Current Condition and Chip Seal (after hook-up and sewer connection to 16th Street manhole);
5. Association Documents at Final Plat (include private drive, private water and sewer);
5. Provide Sidewalk along North Frontage (SRTS and TAP Grant);
6. Documentation of Sealed Well .

Adopted this 12th day of December, 2018.

Chris McKern, Mayor

ATTEST:

Linda Rappe, City Clerk

The motion for adoption of the foregoing resolution was made by Council Member -- and duly seconded by Council Member --. Upon a vote being taken, the following members voted in favor thereof: --. Those against same: --.

PRINTED: Nov 19, 2018



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

LAND USE APPLICATION

Applicants check all that apply:

- General Development Plan (~~\$100~~) ~~\$300~~ *\$300 + \$20 + engineering*
- Preliminary Plat (~~\$200~~ + \$10 per acre) ~~\$300~~ *\$300 + \$20 + engineering*
- Final Plat (~~\$100~~) ~~\$300~~ *\$300 + \$20 + engineering*
- Planned Unit Development - PUD (~~\$200~~) ~~\$300~~ *\$300 + \$20 + engineering*
- Minor Subdivision (~~\$150~~) ~~\$300~~
- Rezone/Zoning Amendment (~~\$200~~) ~~\$400~~
- Conditional Use Permit (~~\$150~~) ~~\$300~~
- Variance (~~\$200~~) ~~\$300~~

Fee Paid \$ _____ Date Filed _____

1. HACKS SECOND ADDITION - BLOCK 1 LOTS 1 THROUGH 4

Legal Description of Property

2. 504 - 16TH ST NE, KASSON MN 55944

Street Address of Property

3. AARON OR SONJA THOMPSON

Applicant/Owner's Name

Telephone 507 286 7869

4. THE DESIGN CONNECTION, DESIGNER 1647-16TH AVE NW, SUITE B ROCHESTER

Engineer/Architect Address

Telephone 507-951-2273

5. AARON THOMPSON

*Name of Contact Person

Telephone

6. Description of Request MULTI UNIT DEVELOPMENT

7. Present Zoning Classification R-1

8. Reason for Request PLANNED UNIT REZONING

9. Existing Use of Property RESIDENTIAL

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

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

Signature of Applicant [Signature] Date 11/20/18

APPLICATION NOT COMPLETE UNTIL ALL REQUIRED SUBMISSIONS RECEIVED

FOR OFFICE USE ONLY

	SUBMISSION DEADLINE	ACTION	MEETING DATE/TIME
		Public hearing notice published	
		Public hearing notices mailed	
		Technical Review	
		Preliminary Plat Public Hearing	
		Preliminary Plat review	
		Final Plat Public Hearing	
		Final Plat review	

Recommended _____ Denied _____ by the Planning Commission on _____.
 Approved _____ Denied _____ by the City Council on _____.

If approved, the following conditions were prescribed:

1. _____
2. _____
3. _____
4. _____

If denied, denial was for the following reason(s)

1. _____
2. _____
3. _____
4. _____

HACKS SECOND ADDITION - 504 DEVELOPMENT

Corner of 16th St & 5th Ave NE

SETBACKS

	Feet to Original Prop Line	Feet from Property Line to Road / Original PL	Total
NORTH	25.00	27.67	52.67
EAST	33.00	0.00	33.00
SOUTH	10.00	0.00	10.00
WEST	15.00	10.75	25.75

GREEN SPACE CALCULATIONS

Lot Size	234	292	68,328	100.0%
Bld Green space	226	27	6,102	8.93%
TOTAL LOT AREA			74,430	108.9%

Four Plex

House			1275	4	5,100	7.46%
Garage	19	24	545	4	2,180	3.19%
Patio	7	12	84	4	336	0.49%
Drive	20	19	380	4	1,520	2.22%
					9,136	13.37%

Eight Plex

House			1250	7	8,750	12.81%
			1180	1	1,180	1.73%
Garage	20	19	380	4	1,520	2.22%
	24	24	576	1	576	0.84%
4 Plex Patio	7	12	84	7	588	0.86%
	6	9	54	1	54	0.08%
Concrete Drive	25	20	500	4	2,000	2.93%
	20	20	400	4	1,600	2.34%
					16,268	23.81%

Privat Drive	16	270	4,320	6.32%
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TOTAL IMPERVIOUS SURFACE **29,724** 43.5%

TOTAL GREEN SPACE **42,794** 62.6%

LEGAL

PUBLIC HEARING NOTICE

On Monday, December 10, 2018 at 6:30 pm in the City Council Chambers, the Planning and Zoning Commission of the City of Kasson will hold the following Public Hearings:

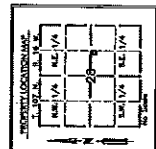
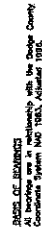
1. The Design Connection, Aaron and Sonja Thompson has submitted a request for a Conditional Use Permit for a Planned Unit Development and Preliminary Plat described as Hack's Second Addition Lots 1 through 4 of Block 1. The parcel is located to the east of 504 16th St NE.

Written or electronic comments can be made to Theresa Coleman, City Administrator at 634-6320 or cityadministrator@cityofkasson.com .

Linda Rappe
City Clerk

HACKS SECOND ADDITION

NOTARY PUBLIC, Delphi County
My Commission Expires Jan 31, 2022
Dayton



SHEET NO. 1 OF 1

ME ASSUREY
LAND SURVEYING & ENGINEERING
P.O. BOX 106, KASSON, MN 55944
PH. NO. 557-0149 FAX. NO. 557-0144

Theresa Coleman

From: Brad Scheib <Brad@hkgi.com>
Sent: Friday, September 07, 2018 7:58 AM
To: Theresa Coleman
Subject: zoning amended
Attachments: Work Plan_DRAFT - AMENDED.pdf

Theresa

Here is a summary of how we cut costs.

1. You will note in the revised attachment places where I underlined some of the more substantial assumptions. These are basically where we are relying on the city to facilitate input into the needed changes. We will help by providing some key questions to facilitate things but we will not be present in Kasson.
2. 2-4 is the mapping. We will provide some input to that but given WHKs has all your GIS they can do that.
3. Overall staff level of effort reduction – on these projects I really like to have more than one HKGi staffer having substantial involvement. The tasks listed pretty much all need to be done so I can't really take much more out without compromising the integrity of the project. However, I can reduce the amount of time I have on the project as "extra eyes/review/senior level input." So, to keep us at the 8K level I want you to understand that the majority of the work will be done by one staff person. The greater risk is that we don't have redundancy in the case of scheduling conflicts.

I will stay part of the project for comp plan consistency and for senior level oversight but will not be the one at meetings. That will be Laura. Both Laura and I will help with providing questions and approaches to facilitating meetings and I would be willing to participate in a meeting if we could figure out how to do a go to meeting to save travel time.

Hope this gets you where you need to be.

Brad

Brad Scheib, AICP
Vice President



Hoisington Koegler Group Inc.
Creating Places that Enrich People's Lives

Planners Landscape Architects Urban Designers

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brad@hkgi.com
www.hkgi.com

MEMORANDUM

TO: Theresa Coleman, City Administrator
FROM: Brad Scheib & Laura Chamberlain, HKGi
DATE: September 7, 2018
RE: **Zoning and Subdivision Ordinance Update Work Plan - AMENDED**

The following work plan defines the tasks we anticipate using to produce an updated Zoning and Subdivision Ordinance, as an implementation initiative to the recently approved Comprehensive Plan, Kasson Upward 2040.

Fee & Schedule

Below, the Work Plan splits the overall project into four main tasks. The first two tasks involve diagnosing the current ordinance and creating an annotated outline for the update. After Task Two is completed, we as a project team will have a better understanding of the scope of work needed to complete the ordinance drafting and approval process of Tasks Three and Four.

HKGi is proposing the completion of Tasks One and Two by the end of the calendar year of 2018, for a fee not to exceed \$8,000. At that time, the budgets and schedules for Tasks Three and Four will be finalized, but we anticipate that the entire project (Tasks One through Four) will be completed by late 2019/early 2020 for a total budget around \$40,000. This approach of finalizing the budget and schedule of the second half of the project after the completion of the diagnosis and annotated outline has worked for us well in the past for this type of project.

Task 1 – Project Initiation, Ordinance Review, & Diagnosis

The purpose of Task One is to initiate the project by familiarizing ourselves with the details and procedures of the City's existing development codes. This task also includes facilitating a process with those people/stakeholders who frequently use or work with the development codes in order to identify issues that will need to be addressed in the update of the zoning and subdivision ordinances.

- 1.1 Conduct a project orientation meeting in Kasson. The project team will hold issue identification meetings with Staff, as well as other officials, possibly including: City Attorney, Planning & Zoning Commission, City Council, Park & Recreation Board, and Economic Development Authority
- 1.2 Reconnaissance tour of development regulation issues and opportunities areas
- 1.3 Comprehensive review of existing ordinances and zoning map, including evaluation of inconsistencies with other codes and plans, and relationship with Kasson Upward 2040

- 1.4 Develop an engagement & outreach strategy plan
- 1.5 Provide consultation to city staff to coordinate stakeholder listening sessions. These meetings are intended to engage with the building, development, and business community to inform them of the update process and to enable them to share issues experienced when working with city codes. These meetings would be facilitated by city staff and findings summarized in a memo by city staff.
- 1.6 Conduct public participation Round One for issues identification – this will be done by a simple online survey intended to allow general public to provide input to the process
- 1.7 Prepare evaluation summary report
- 1.8 Coordinate meeting with Planning & Zoning Commission to review findings of task 1. – this meeting will be facilitated by city staff – HKGi will not attend in person

Task Deliverables:

- Public Participation Online Survey
- Evaluation Summary Report of Issues Identification
- Materials for meetings

Task 2 – Annotated Outline

The purpose of Task Two is to provide a proposed outline for the rewrite, including whether the approach will be to retain the existing structure or move to an alternative structure/form. This task will give structure to the update process and provides a key checkpoint prior to the extensive work of drafting revised and new sections of the code.

- 2.1 Identify potential new approaches to address issues and opportunities
- 2.2 Identify revised code structure
- 2.3 Prepare draft annotated outline
- 2.4 Coordinate with the City on a draft map identifying zoning changes – task to be done by city staff
- 2.5 Conduct Joint Planning & Zoning Commission/City Council meeting
- 2.6 Prepare final annotated outline

Task Deliverables

- Draft Annotated Outline
- Final Annotated Outline
- Materials for meetings

Task 3 – Draft Ordinance & Zoning Map

Task Three is when the technical updating and writing of the zoning and subdivision sections occurs and a draft of the new Zoning Map is prepared. The updates will be organized in sections or modules to allow City Staff, City Attorney, and the Planning & Zoning Commission to review each part of the new code in detail.

- 3.1 Prepare draft sections in a series of modules
- 3.2 Collaborate with City Staff on update of zoning map
- 3.3 Conduct module review meetings with Staff and Planning & Zoning Commission
- 3.4 Conduct Joint Planning & Zoning Commission/City Council meeting
- 3.5 Conduct public participation Round Two for input on draft ordinance sections and zoning map
- 3.6 Prepare public hearing draft of ordinances and zoning map
- 3.7 Prepare Executive Summary for public outreach

Task Deliverables

- Draft Sections of Ordinances, organized by module
- Zoning Map Draft
- Public Participation online survey
- Public Hearing Draft of Ordinances
- Executive Summary of Draft

Task 4 – Final Ordinance and Zoning Map Adoption and Implementation

Task Four includes the public hearings and the final adoption of the zoning and subdivision code rewrite and the Zoning Map. It also involves providing resources to assist City staff with the implementation of the new codes.

- 4.1 Conduct Planning & Zoning Commission public hearing
- 4.2 Present ordinance and zoning map to City Council
- 4.3 Prepare final ordinance rewrite and zoning map
- 4.4 Develop and assist with implementation strategy during 2020-2021

Task Deliverables

- Final Draft of Ordinances and Zoning Map
- Implementation Strategy Plan

Theresa Coleman

From: Laura Chamberlain <laura@hkgi.com>
Sent: Tuesday, December 04, 2018 4:34 PM
To: cityadministrator@cityofkasson.com
Cc: Brad Scheib
Subject: Updated Schedule - Kasson Ordinance Update

Theresa,

As we discussed on the phone, here is an updated schedule for the Annotated Outline:

Friday, January 4th – send draft of Annotated Outline to Theresa for review
Mon Jan 7 or Tues Jan 8 – conference call with Theresa about draft of Annotated Outline
Thursday, January 10th – updated draft of Annotated Outline & Cover Memo for Planning Commission Packet
Monday, January 14th – Planning Commission discusses Annotated Outline draft
Thursday, January 17th – materials for City Council Packet (if different than PC materials)
Wednesday, January 23rd – City Council discusses Annotated Outline draft

Please let me know if this schedule works for you.

Thank you,

Laura Chamberlain, AICP
Planner



Hoisington Koegler Group Inc.
Creating Places that Enrich People's Lives
Planning Landscape Architecture Urban Design

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