

PLANNING COMMISSION

OCTOBER 8, 2018

6:30 O'CLOCK P.M.

AGENDA

1. Call to Order at 6:30
2. Minutes of the Previous Meetings – September 10, 2018
3. Public Hearing CUP For PUD Carlson
4. Hosington-Koegler – Laura Chamberlain
5. Correspondence – Letter from Attorney
6. Correspondence – Log of Activity
7. Other Business – November Planning Meeting falls on Veterans Day please check to see what other dates are available to you.
8. ADJOURN

MINUTES OF PLANNING COMMISSION MEETING

September 10, 2018

Pursuant to due call and notice thereof, a regular Planning Commission meeting was held at City Hall on the 10th day of September, 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, Jerry Struthers, Phil Johnson, Jon Schuette, Lyle and Ruth Smith, Tim O'Morro, Gary Spath, Justin Zea, Troy Andrist, Matt Voogd, Julie Moss, Jason Wilker, Julie Nagorski, Don Marti, Mike Marti, Mark Torkelson, Chuck Emanuel, Ron Carlsen, Wendell Engelstad

CALL TO ORDER: Commissioner Ferris called the meeting to order at 6:34 PM.

MINUTES OF PREVIOUS PLANNING COMMISSION MEETING: Motion to Approve the August 6, 2018 minutes made by Commissioner Zelinske, second by Commissioner Burton with all Voting Aye.

PUBLIC HEARING FOR PRELIMINARY PLAT FOR CASEY'S GENERAL STORE –

Administrator Coleman stated that the Commissions have seen the general development plan and have a copy of the conditional use permit that the Council approved. The updated site plan reflects the comments in the CUP resolution. Mr. Schuette has received additional comments from staff and the City Engineer. Mr. Schuette stated that the 5 foot sidewalk easement will be a 5 foot utility easement since the sidewalk is already there.

Public hearing opened

No comments

Public Hearing closed

Discussion: Commissioner Burton stated that everything is in accordance with CUP process and addressing the driveway on the south side and the recommendations from the city engineer that any movement will be against MnDOT's recommendations to maintain safety the drive will have to stay where it is.

Motion to Recommend Approval of the Preliminary Plat made by Commissioner Burton, second by Commissioner Zelinske with All Voting Aye.

PUBLIC HEARING FOR FINAL PLAT FOR CASEY'S GENERAL STORE - No additional comments from staff except it will not be possible to combine lots in the Casey's block since they are in two different plats.

Public Hearing opened

No comments

Public Hearing Closed

Motion to Recommend Approval of the Final Plat of the noted 5 foot utility easement addition made by Commissioner Burton, second by Commissioner Zelinske with All Voting Aye.

PUBLIC HEARING – REVOCATION OF CONDITIONAL USE PERMIT FOR JASON WILKER – Administrator Coleman stated that the conditions from the CUP are not being met.

Public Hearing Opened

Troy Andrist 64739 270th Ave - former address 202 8th Ave NW, Kasson –Mr. Andrist believes we should be working with Wilker and questions Kasson's motives.

Julie Moss - 502 1st Ave NE - Ms. Moss supports Jason Wilker and supports what he is trying to do to comply with the conditional use permit.

Gary Smith – 1508 16th Ave NE –Mr. Smith works for Wilker. Mr. Smith read through the conditions.

Wendel Engelstad – owns adjacent property to the north of Wilker's –He is in favor of working with Jason and renegotiating the conditional use permit so he can continue doing business.

Don Marti 63797 250th Ave – Mr. Marti owns property east of Wilker's. He would like to see them work together to work it out.

Steve Arick – 25145 750th St., Hayfield – Mr. Arick helped Wilker start his business and believes that the more businesses you have in town makes your town.

Matthew Voogd - 101 ½ West Main St. – Mr. Voogd is a part time employee of Wilker Landscaping and knows that Wilker works hard. He asked that the Commission reconsider some of their decisions.

Tim O'Morro - 19 N Mant Ave – Mr. O'Morro doesn't know what is going on at Wilker's but he believes the city should do whatever they need to help him and keep him.

Julie Nagorski – Attorney for Jason Wilker – Ms. Nagorski stated that we heard testimony from public and he has been in business for 20 years and came in 2009 and started renting this property and the property was a mess and he has cleaned it up. Mr. Wilker has improved the property steadily year after year and he is a small business and when he has funds he invests in his business. At the time the 2010 CUP was granted he was operating a business that was primarily retaining walls and pavers and landscaping was on the side.

Ms. Nagorski addressed each of the conditions:

1. This is subject to litigation and a court decision.
2. There is no certification from the City Forester.
3. The buffer on the south side of trees and north side of trees; with a berm and fence on the west side.
4. Mr. Wilker has not changed the lighting since he has been there.
5. Mr. Wilker is trying to expand the building so that there is no outside storage of equipment.
6. No one has stated that there is a violation of the hours of operation.
7. There are bunkers on the property that were put in with the consent of the City.
8. Mr. Wilker did have the valid Nursery license, but the City did not require that he maintain a valid nursery license.

Ms. Nagorski asked the Commission not revoke the CUP.

Lyle Smith – 803 10th St NW – Mr. Smith believes that the City needs to give Jason time to comply.

Commissioner Zelinske stated that he has known Jason for a long time and that we are not here to drive him out. There is nothing proposed to put a street through his property and the Comprehensive Plan is a general guide. Mr. Wilker agreed to the conditions in 2010 and he has told us that he was in compliance. Mr. Wilker needs to meet the conditions of his Conditional Use Permit. The City is trying to work with him and he is not following through.

Matt Voogd – 101 ½ W Main St – a law is a law and applies to everyone. He does not believe the Commission.

Troy Andrist - 64739 270th Ave - former address 202 8th Ave NW, Kasson – Mr. Andrist feels that the City hasn't pulled their weight if they are going to say that Jason isn't pulling his weight.

Public Hearing Closed

Discussion – Commissioner Burton agrees with Zelinske and there is no unintended purposes only to hold Mr. Wilker in compliance with the 2010 CUP and has had 8 years to comply. To his knowledge Mr. Wilker has not come in to ask to update the CUP. But it has been 8 years that there has not been an ongoing dialogue about the CUP. The City is faced with enforcing the CUP due to a complaint. We are willing to work with Mr. Wilker but he needs to meet the City halfway.

Commissioner Fitch – agrees with the fact that Mr. Wilker hasn't had time to come in and to keep up on the conditions and the bigger question is the fact that there is no follow up on CUPs. And it is our job to police these conditions. Commissioner Fitch doesn't agree with revoking the CUP. Commissioner Fitch agrees with Commissioner Burton the thing to do is work together and he doesn't want the business to go away.

Commissioner Torkelson – agrees with both Commissioners Fitch and Burton and we haven't had anyone to go around and make sure that everyone's CUP conditions are being met. We need to get together and work on this.

Chairman Ferris - what are the mechanisms in place to communicate and to do an amendment.

Administrator Coleman stated that Mr. Wilker was offered two opportunities and both times his attorney cancelled them. Because he has an attorney, his attorney would have to contact the City Attorney.

Chairman Ferris was told he was trespassing on Mr. Wilker's land.

Commissioner Zelinske – have your attorney talk to our attorney and we need to work together.

Commissioner Tinsley – agrees with what has already been said and we need dialogue.

Commissioner Borgstrom – stated that a small business doesn't remember what they agreed to 8 years ago. Borgstrom doesn't believe there has been a legitimate complaint. Borgstrom stated that you find landscape businesses in the residential area. We need to move forward and work together.

Chairman Ferris asked who starts the conversation – Administrator Coleman stated that his attorney should contact the City Attorney.

No action was taken.

CASEY'S 04 HIP ROOF GENERAL STORE – Administrator Coleman stated that Casey's has agreed to the hip roof and canopies as pictured in the packet. She is asking if the hip roof and canopy meet with the Commission's approval, and do you prefer beige over red. Commissioner Burton likes this and believes this meets the small town character. The Commissioners agree. Commissioner Tinsley is concerned with the screening of the roof top apparatus. Administrator Coleman will ask Casey's about screening. **The Commission gave consensus for a hip roof.**

CARLSON SITE PLAN REVIEW - The map handed out has 5 notes from the staff planning review. Administrator Coleman noted that the parcels cannot be combined because they are in two separate plats. If these items are agreeable, then staff will move forward with the parking in front of the buildings. David Martin reported that, in lieu of item #3, they will have to work with MnDOT on storm water management. **The Planning Commission and Ron Carlson were in agreement acknowledging the vegetative buffer, making a connection to the sidewalk, the storm water will have to go to Mantorville Ave since they can't get an easement from Shopko, and Carlson will apply for a conditional use permit for a planned unit development to build two buildings on that property.**

HOME FEDERAL ADDITION – Administrator Coleman stated that the Planning Commission did an amendment to the final plan to expand the home federal and she is just letting them know that the footprint is not expanding from the amendment but Home Federal is planning to add two stories. **Commission indicated approval for a two story addition.**

ENVIRONMENTAL TRAIL CORRIDOR – Administrator Coleman stated that Mike Marti is planning on doing some building on lot 3 in East Creek. Staff asked for an environmental trail corridor along Masten Creek on the north end of the lot. The creek will act as the buffer between residential and commercial development. Commissioner Burton stated that we don't have anything designated on the south side of the creek. Commissioner Borgstrom stated that we need to get a plan of action and once we have a plan, then we will have to get the land. Mr. Marti would prefer not to give a trail corridor and doesn't want to put a trail there since there hasn't been a trail there before. **The Commission consensus was to not require a trail corridor.**

EXPIRED BUILDING PERMITS

There are open building permits with no final inspections. The permit holders have received letters from CMS regarding their permit expiration and there are buildings potentially being occupied without final inspections. Administrator Coleman will get a list of open permits and permits that have been expired to talk about an amnesty period.

Farnsworth Request for extension of building permit – This permit has expired, has not been finalized and they need to move a building that was moved to provide space for the house addition. The homeowners have requested an extension of one year to the reinstated building permit. **Motion to Recommend Approval of the extension for one year made by Commissioner Borgstrom, second by Commissioner Zelinske with All Voting Aye.**

ZONING ORDINANCE PROPOSAL - At the last meeting the Planning Commission recommended approval of the HKGi proposal which the Council declined. Hoisington-Koegler Group revised their proposal. Chairman Ferris asked why it was turned down. Commissioner Borgstrom stated that it is budget time and the Council felt that the Commission could do more of the legwork.

OTHER BUSINESS – Chairman Ferris asked if there is a mechanism to remind us that Farnsworth permit will be expiring; CMS will do the expiration. Chairman Ferris asked what topics we need to recuse ourselves from as Commissioners. Administrator Coleman stated that if there is financial gain you would recuse yourself. Commissioner Borgstrom stated that because this is planning commission and a recommending body; you don't have a direct financial gain. The Council would have to recuse themselves and state the reason why. Borgstrom stated it is only direct not indirect financial gain and if you are a subcontractor that is not direct.

Chairman Ferris then asked Doug Buck if he had to recuse himself since he is doing work for the street project for the City and Mr. Buck stated that he did and is a subcontractor.

ADJOURN 8:13PM

Respectfully Submitted,

Linda Rappe, City Clerk

LEGAL

PUBLIC HEARING NOTICE

On Monday, October 8, 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. Request from Ron Carlson for a Conditional Use Permit for a Planned Unit Development for Outlot B of the Shopko Addition and Lot 15, Block 26, Original Plat, except the east 17 feet thereof.

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

Linda Rappe
City Clerk

APPLICATION FOR
CONDITIONAL USE PERMIT

Fee Paid \$ _____

Date Filed _____

Street Address of Property 307 MANTONVILLE AVE S

AND MANTONVILLE AVE S

Legal Description of Property SEE ATTACHED

Owner's Name RONALD F. CARLSEN ENTERPRISES INC

Phone 507-254-1600

Address 2525 SCHUSTER LN NW, ROCHESTER, MN 55901

Description of Request PROPOSING TO DEVELOPE THE SUBJECT PROPERTY

AS A COMMERCIAL PLANNED UNIT DEVELOPMENT

Reason(s) for Request A CONDITIONAL USE PERMIT IS REQUIRED FOR A PUD.

ALSO A PUD WOULD PERMIT A SECOND STRUCTURE ON THE SUBJECT
PROPERTY

Present Zoning Classification C-2

Existing Use of Property VACANT LAND

Signature of Applicant Ronald F. Carlson Date 9-12-18

FOR OFFICE USE ONLY

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): _____

SECTION 154.336 CONDITIONAL USE PERMITS

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 the Zoning Ordinance exist, and (2) the use or development conforms to the Comprehensive Plan, and (3) is compatible with the existing area.

STANDARDS FOR GRANTING A CONDITIONAL USE PERMIT. In making the determination whether or not the conditional use is to be allowed, the city shall consider (1) the effects of the proposed use on the Comprehensive Plan, (2) and the effects of the proposed use upon the health, safety and general welfare of occupants of surrounding lands. Among other thing, the City shall make the following findings where applicable:

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.
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.
3. The structure and site shall have an appearance that will not have an adverse effect upon adjacent residential properties.
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.
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.
6. The use is not in conflict with the Comprehensive Plan of the City.
7. The use will not cause traffic hazards or congestion.
8. 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.
9. Adequate measures have been taken or are proposed to prevent or control offensive order, fumes, dust, noise, vibration or lighting which would otherwise disturb the use of neighboring property.
10. Adequate utilities, parking, drainage and other necessary facilities will be provided.
11. The proposed use will not impede the normal and orderly development or improvements of the surrounding property.
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.
13. The use will not disrupt the character of the neighborhood.

REQUIRED EXHIBITS FOR CONDITIONAL USE PERMITS

The following items shall be required:

Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
Y <input checked="" type="checkbox"/>	N <input checked="" type="checkbox"/>
Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>

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.
6. Any additional information deemed necessary by the City to determine the suitability of the particular site for the proposed use.

NOTE: SUBMITTAL OF THE REQUIRED INFORMATION DOES NOT GUARANTEE THE ISSUANCE OF A CONDITIONAL USE PERMIT. ADDITIONAL INFORMATION MAY BE NEEDED OR CONDITIONS MAY EXIST THAT WOULD PREVENT THE ACTUAL GRANTING OF A CONDITIONAL USE PERMIT.

DEVELOPER
RONALD F. CARLSEN ENTERPRISES, INC.
RON CARLSEN
2535 SCHUSTER LANE NW
ROCHESTER, MN 55901
(507) 254-1800

STATEMENT OF INTENT




IT IS THE INTENT OF THE APPLICANT TO CONSTRUCT A PROPOSED STRUCTURE TO BE UTILIZED AS A PROFESSIONAL OFFICE BUILDING ON OUTLOT "B" SHOPKO ADDITION AND LOT 15, BLOCK 26 ORIGINAL PLAT OF KASSON. PROPOSED SITE IMPROVEMENTS WILL INCLUDE THE CONSTRUCTION OF THE STRUCTURE, OFF-STREET PARKING, STORMWATER CONVEYANCE FACILITIES, UTILITIES AND ASSOCIATED GRADING.

SITE DATA

PROPERTY ADDRESS: 307 MANTORVILLE AVE S
RECORD/OWNER: CITY OF KASSON
TAX MAP REFERENCE: 24,100.4190
AREA (DEED): 0.19 ACRES (NET)
WATER: PUBLIC CITY OF KASSON
SANITARY SEWER: PUBLIC CITY OF KASSON
PROPERTY ADDRESS: MANTORVILLE AVE S
RECORD/OWNER: CITY OF KASSON
TAX MAP REFERENCE: 24,562.1003
AREA (DEED): 0.39 ACRES (NET)
WATER: PUBLIC CITY OF KASSON
SANITARY SEWER: PUBLIC CITY OF KASSON

ZONING DISTRICT: GENERAL COMMERCIAL DISTRICT (C-2)

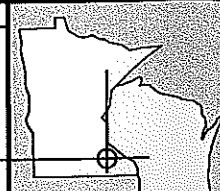
	REQUIRED	PROPOSED
MINIMUM LOT AREA:	5,000 S.F.	25,178.4 S.F.
MINIMUM LOT WIDTH:	50 FEET	186± FEET
FRONT YARD SETBACK:	25 FEET	25 FEET
SIDE YARD SETBACK:	10 FEET	10 FEET
REAR YARD SETBACK:	25 FEET	N/A FEET
GREEN SPACE:	15%	29%
PERMITTED	35 FEET OR 2.5 STORIES	LESS THAN 24'

PROPOSED SIGN SCHEDULE				
SYMBOL	QUANTITY	MESSAGE (SERIES)	SIZE	
	2	DISABLED PARKING (R7-8m)	12"x18"	
	2	VAN ACCESSIBLE (R7-bbP)	12"x6"	
	2	NO PARKING (R8-3)	12"x12"	

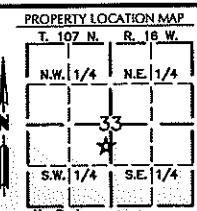
I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly licensed Professional Engineer under the laws of the State of Minnesota.

David A. Martin Date 9/13/18
David A. Martin LIC. NO.: 51131

MASSEY
LAND SURVEYING & ENGINEERING
P.O. BOX 100, KASSON, MN 55944
PH. NO. 507-634-4505, FAX NO. 507-634-6560



SITE PLAN
PROPOSED PROFESSIONAL OFFICE STRUCTURE
OUTLOT B SHOPKO ADDITION & LOT 15, BLOCK 26 ORIGINAL
PLAT CITY OF KASSON
CITY OF KASSON, MINNESOTA



SCALE: 1" = 20'
DATE: 8/22/2018
DRAWN BY: D.A.M.
CHECKED BY: R.J.M.
JOB NUMBER: 2859
DWG. FILE: 2859GP01_R4
REVISION DATE: 9/13/2018

MONUMENTS
• FOUND (AS INDICATED)
• SET (5/8" PIPE UNLESS NOTED OTHERWISE)
THIS SURVEY AND DRAWING WAS PREPARED FOR THE EXCLUSIVE USE OF:
RON CARLSEN
KASSON, MN
SHEET NO. 1 OF 5

IMPERMEABLE COVER AND PROJECT AREA TABULATION

PROJECT AREA	
0.56 ACRES	TOTAL PROJECT AREA (NET LOT AREA)

EXISTING IMPERVIOUS	
0.04 ACRES	TOTAL EXISTING IMPERVIOUS (EXISTING GARAGE AND DWELLING PREVIOUSLY DEMOLISHED)

PROPOSED NEW IMPERVIOUS	
0.41 ACRES	PROPOSED IMPERVIOUS (PROPOSED STRUCTURES, SIDEWALK AND PAVING)

PROPOSED TOTAL IMPERVIOUS	
0.37 ACRES	EXISTING IMPERVIOUS MINUS PROPOSED NEW IMPERVIOUS

USE RESTRICTION AND COVENANT

1. A USE RESTRICTION AND COVENANT PERTAINING TO THE TWO (2) SUBJECT PROPERTIES HAS BEEN PREVIOUSLY RECORDED AS DOC# A 208550.

DRAWING INDEX

DRAWING INDEX	SHEET
SITE PLAN	1 OF 5
GRADING PLAN	2 OF 5
CONSTRUCTION DETAILS	3 & 4 OF 5
TURNING MOVEMENT DIAGRAM	5 OF 5


LEGEND

SYMBOL	DESCRIPTION
---	PROPERTY LINE
---	CENTER LINE
---	EXISTING LINE
---	RIGHT OF WAY LINE
---	LAWN
---	BIT.
---	LAWN
---	PROPOSED LAWN
---	PROPOSED BITUMINOUS PAVING
---	PROPOSED PARKING SPACES

GENERAL NOTES

- ALL WORK SHALL CONFORM TO AND BE PERFORMED IN ACCORDANCE WITH ALL APPLICABLE CODES AND ORDINANCES.
- THE CONTRACTOR SHALL NOTIFY ALL APPROPRIATE ENGINEERING DEPARTMENTS AND UTILITY COMPANIES 72 HOURS PRIOR TO CONSTRUCTION. ALL NECESSARY PRECAUTIONS SHALL BE TAKEN TO AVOID DAMAGE TO ANY EXISTING UTILITY.
- THE LOCATION OF EXISTING UNDERGROUND UTILITIES AND ROCK ELEVATIONS ARE SHOWN IN AN APPROXIMATE WAY ONLY AND HAVE NOT BEEN INDEPENDENTLY VERIFIED BY THE OWNER OR ITS REPRESENTATIVE. THE CONTRACTOR SHALL DETERMINE THE EXACT LOCATION OF ALL EXISTING UTILITIES AND ROCK ELEVATIONS BEFORE COMMENCING WORK, AND AGREES TO BE FULLY RESPONSIBLE FOR ANY AND ALL DAMAGES WHICH MAY BE OCCASIONED BY THE CONTRACTOR'S FAILURE TO EXACTLY LOCATE AND PRESERVE ANY AND ALL UNDERGROUND UTILITIES AND ROCK ELEVATIONS.
- THE CONTRACTOR SHALL VISIT THE SITE AND INSPECT THE PROJECT AREA AND THOROUGHLY FAMILIARIZE HIMSELF WITH THE ACTUAL JOB CONDITIONS PRIOR TO BIDDING AND THE START OF ANY WORK. FAILURE TO VISIT THE SITE SHALL NOT RELIEVE THE CONTRACTOR FROM PERFORMING THE WORK IN ACCORDANCE WITH THESE DRAWINGS.
- THE CONTRACTOR SHALL VERIFY AT THE SITE, ALL DIMENSIONS AND CONDITIONS SHOWN ON THE DRAWINGS, AND SHALL NOTIFY THE ENGINEER OF ANY DISCREPANCIES, OMISSIONS, AND/OR CONFLICTS PRIOR TO PROCEEDING WITH THE WORK.
- THE CONTRACTOR SHALL NOT SCALE DRAWINGS. DIMENSIONS SHALL GOVERN. LARGE SCALE DRAWINGS SHALL GOVERN OVER SMALL SCALE DRAWINGS. NOTES AND DETAILS ON THE DRAWINGS SHALL APPLY TO ALL SIMILAR CONDITIONS WHETHER THEY ARE REPEATED OR NOT.
- ALL SITE UTILITY RELATED CONTRACTORS TO PROVIDE A LIST OF ANY PERMIT FEES NOT INCLUDED IN THE BASE BID. THIS LIST SHALL ACCOMPANY THE BID.
- BUILDING SHALL BE WATERPROOFED ACCORDING TO APPLICABLE CODES. IN NO CASE SHALL UNTREATED WOOD BE ALLOWED WITHIN 6 INCHES OF FINISHED GRADING.
- AN MPCA CONSTRUCTION SITE STORM WATER POLLUTION PREVENTION PERMIT IS NOT REQUIRED FOR THE PROJECT SINCE THE LIMITS OF DISTURBANCE ARE LESS THAN 1 ACRE.
- WITHIN 7 DAYS OF FINAL GRADING THE ENTIRE DISTURBED AREA OF THE SITE NOT COVERED WITH STRUCTURE OR SURFACING SHALL BE COVERED WITH 6" OF TOP SOIL AND SEED.
- THE SLOPES OF THE ADA PARKING SPACE AND STALL SHALL NOT EXCEED 2% IN EITHER DIRECTION AND SHALL BE CONSTRUCTED IN ACCORDANCE WITH THE 2010 ADA STANDARDS FOR ACCESSIBLE DESIGN.
- THE ADA RAMP RUN SLOPES SHALL NOT EXCEED 1:12 AND THE CROSS SLOPE OF THE RAMP RUN SHALL NOT EXCEED 1:48. THE LANDINGS AT THE TOP AND BOTTOM OF THE RAMP RUNS SHALL NOT EXCEED A CHANGE IN LEVEL OF 1/4".
- INCIDENTAL DISTURBED AREAS SHALL BE REPAIRED TO THEIR ORIGINAL CONDITION OR BETTER.
- IT IS THE CONTRACTORS RESPONSIBILITY TO DOCUMENT THE EXISTING CONDITIONS OF THE SITE PRIOR TO THE START OF CONSTRUCTION.
- THE ELEVATION OF THE 100 YEAR BASE FLOOD ELEVATION OF 1234.7 (NAVD 88) WAS TABULATED BASED ON THE JULY 6, 1981 FLOOD INSURANCE STUDY FOR THE CITY OF KASSON.
- THE CONVERSION FACTOR FROM NAVD 29 TO NAVD 88 IS +0.04 FEET.
- CONCRETE CURBING SHALL BE 8618 IN ACCORDANCE WITH MNDOT STANDARD PLATE 7100.
- THE ADJACENT STREET SHALL BE CHIP SEALED FOLLOWING CONSTRUCTION OF THE DRIVEWAY CURB CUT AND REMOVAL OF THE EXISTING WATER AND SEWER SERVICES.
- ON STREET PARKING ALONG THE NORTHERLY SIDE OF 4TH STREET SW IS PROHIBITED FROM THE EASTERLY EDGE OF THE DRIVEWAY CURB CUT TO THE INTERSECTION OF 4TH STREET SW AND MANTORVILLE AVENUE.
- PRIOR TO ANY EARTHMOVING ACTIVITIES THE SITE CONTRACTOR SHALL SCHEDULE A PRE-CONSTRUCTION MEETING AND COORDINATE ALL UTILITY AND ROADWAY DISTURBANCE WITH THE CITY MAINTENANCE STAFF. CHARLIE BRADFORD (507-421-2278) WILL BE PRIMARY CONTACT FOR COORDINATION.
- THE PROJECT SITE IS LOCATED OUTSIDE THE LIMITS 100 YEAR FLOOD FRINGE. THE REGULATORY 100 YEAR FLOOD ELEVATION IS 1034.7 (NAVD 29). THE 100 YEAR FLOOD ELEVATION WITH FLOODWAY IS 1034.8 (NAVD 29) AND THE FLOOD PROTECTION ELEVATION IS 1035.8 (NAVD 29).
- THE NEW STRUCTURE SHALL BE CONSTRUCTED ON FILL SO THAT THE FLOOR IS AT OR ABOVE THE FLOOD PROTECTION ELEVATION. THE FINISHED FILL ELEVATION SHALL BE NO LOWER THAN 1 FOOT BELOW THE FLOOD PROTECTION ELEVATION.

LANDSCAPING LEGEND

SYMBOL	QTY.	COMMON NAME	BOTANICAL NAME	SIZE
	9	EMERALD GREEN ARBOVITAE	THUSA OCCIDENTALIS 'EMERALD'	3'-4' B & B

OFF-STREET PARKING TABULATION

USAGE	SIZE	REQ. PARKING	REQ. TOTAL
PROFESSIONAL OFFICE	5,479.6 SF	1 SPACE PER 200 SF OF FLOOR AREA	27 SPACES
PROPOSED TOTAL			29 SPACES

GENERAL NOTES

1. NORTH AMERICAN GREEN S758N TEMPORARY MATING SHALL BE PLACED ON ALL PROPOSED SLOPES 3:1 OR GREATER.

GENERAL UTILITY NOTES

1. LOCATIONS OF WATER SERVICE AND BUILDING SEWER AS DEPICTED HEREIN ARE APPROXIMATE AND COULD BE SUBJECT TO FIELD ADJUSTMENT.
2. THE CONTRACTOR SHALL VERIFY THE LOCATIONS OF EXISTING UTILITIES FOR CONFLICTS PRIOR TO INSTALLING ANY PROPOSED IMPROVEMENTS.
3. THE EXISTING WATER AND SANITARY SEWER SERVICES TO THE PREVIOUSLY DEMOLISHED SINGLE FAMILY DWELLING SHALL BE REMOVED AND CAPPED AT THE MAINS.

SANITARY SEWER NOTES

1. BUILDING SEWER SHALL BE CONSTRUCTED IN ACCORDANCE WITH THE CITY OF KASSON, DEPARTMENT OF ENVIRONMENTAL PROTECTION AND MINNESOTA DEPARTMENT OF TRANSPORTATION STANDARDS AND REGULATIONS AS APPLICABLE.
2. SEWER LATERAL SHALL BE 6-INCH DIAMETER SDR 35 PVC PIPE WITH A MINIMUM SLOPE OF 1.0%. SEWER LATERAL SHALL EXTEND TO THE RIGHT-OF-WAY LINE.
3. BUILDING SEWER SHALL BE 6-INCH DIAMETER PVC SCHEDULE 40 PIPE WITH MINIMUM SLOPE OF 1.0%.
4. BUILDING SEWER SHALL BE CONNECTED TO THE LATERAL WITH A 6"x6" PVC WYE.
5. INSULATION SHALL BE PLACED OVER THE SANITARY SEWER LATERAL AND BUILDING SEWER AS PER THE DETAIL INSULATION THICKNESS WILL VARY FROM 2" TO 4" DEPENDING ON THE DEPTH OF COVER FROM THE TOP OF PIPE TO FINISHED GRADE.
6. THE 6" LAMPHOLE SHALL EXTEND A MINIMUM OF 6" ABOVE FINISHED GRADE AND SHALL BE CAPPED.

WATERLINE NOTES

1. WATER SERVICE AND APPURTENANCES SHALL BE CONSTRUCTED AND TESTED IN ACCORDANCE WITH THE CITY KASSON, DEPARTMENT OF ENVIRONMENTAL PROTECTION AND AMERICAN WATER WORKS ASSOCIATION STANDARDS AND REGULATION AS APPLICABLE.
2. WATERLINE SHALL BE TYPE "K" FLEXIBLE COPPER TUBING OF THE SIZES INDICATED ON THIS PLAN. WATERLINE MATERIALS AND APPURTENANCES SHALL COMPLY WITH THE CITY OF KASSON, DEPARTMENT OF ENVIRONMENTAL PROTECTION AND AMERICAN WATER WORKS ASSOCIATION STANDARDS AND REGULATION AS APPLICABLE.
3. WHERE A WATERLINE CROSSES A SANITARY OR STORM SEWER, PROVIDE A MINIMUM 18-INCH VERTICAL SEPARATION BETWEEN PIPES. WHEN A WATERLINE IS INSTALLED WITHIN THE SAME TRENCH AS A SANITARY SEWER LINE PROVIDE A MINIMUM 18-INCH VERTICAL AND A MINIMUM 18-INCH HORIZONTAL SEPARATION BETWEEN PIPES.
4. WATERLINES SHALL BE INSTALLED AT LEAST 7.5 FEET BELOW FINISH GRADE.
5. THE WATER METERING DETAILS SHALL BE REVIEWED BY THE CITY WATER DEPARTMENT WHEN FINAL PLUMBING PLANS ARE SUBMITTED.
6. THE CONTRACTOR SHALL REFER TO THE MECHANICAL PLANS FOR WATER METERING DETAILS.

UTILITY LOCATION

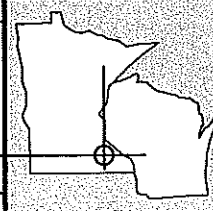
UTILITY LOCATIONS SHOWN ARE PROVIDED BY LOCAL UTILITY COMPANIES THROUGH THE COPPER STATE ONE CALL SYSTEM. LOCATIONS ARE SHOWN TO THE ACCURACY OF THE MARKING, AND MASSEY LAND SURVEYING DOES NOT ASSUME RESPONSIBILITY FOR UNLOCATED OR UNMARKED UTILITIES.

NOTES: 1/18/04/202 (6/18)

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.

Date: 9/13/18
LIC. NO.: 51191

MASSEY
LAND SURVEYING & ENGINEERING
P.O. BOX 100, KASSON, MN 55944
PH. NO. 507-634-4505, FAX NO. 507-634-6560



GRADING & UTILITY PLAN
PROPOSED PROFESSIONAL OFFICE STRUCTURE
OUTLOT B SHOPKO ADDITION & LOT 15, BLOCK 26 ORIGINAL
PLAT CITY OF KASSON
CITY OF KASSON, MINNESOTA

PROPERTY LOCATION MAP			
T. 107 N.	R. 16 W.		
N.W. 1/4	N.E. 1/4		
		33	
S.W. 1/4	S.E. 1/4		

SCALE: 1" = 20'
DATE: 8/22/2018
DRAWN BY: D.A.M.
CHECKED BY: R.J.M.
JOB NUMBER: 2859
DWG. FILE: 2859GP01_R4
REVISION DATE: 9/13/2018

MONUMENTS:
• FOUND (AS INDICATED)
○ SET (SIF TYPE UNLESS NOTED OTHERWISE)
THIS SURVEY AND DRAWING WAS PREPARED FOR THE EXCLUSIVE USE OF:
RON CARLSEN
KASSON, MN
SHEET NO. 2 OF 5

EROSION AND SEDIMENT CONTROL LEGEND

- LIMITS OF DISTURBANCE
- SILT FENCE
- INLET PROTECTION FILTER BAG INSERT
- ROCK CONSTRUCTION ENTRANCE

LEGEND

- PROPERTY LINE
- EXISTING LINE
- RIGHT OF WAY LINE
- EXISTING WATER MAIN, WATER SHUTOFF MANHOLE, REDUCER, JACK VALVE AND WIDENING
- EXISTING SANITARY MANHOLE AND LINE
- EXISTING STORM SEWER MANHOLE, LINE, CATCH BASIN OR WYE AND OUTLET
- EXISTING LIGHT POLE
- EXISTING TELEPHONE PEDESTAL
- UTILITY POLE W/ GUY ANCHOR
- UNDERGROUND ELECTRIC
- GAS LINE
- 1" CONTOUR LINE
- 10' CONTOUR LINE
- LAWN
- BIT.
- BITAMINOUS
- PROPOSED SANITARY SEWER MANHOLE
- PROPOSED INLET
- PROPOSED STORM LINE
- PROPOSED WATER LINE
- PROPOSED SANITARY LINE
- PROPOSED LAWN
- PROPOSED BITAMINOUS PAVING
- PROPOSED SPOT ELEVATION
- TC
- BC
- TSW
- TS

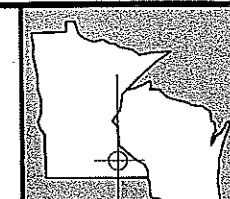
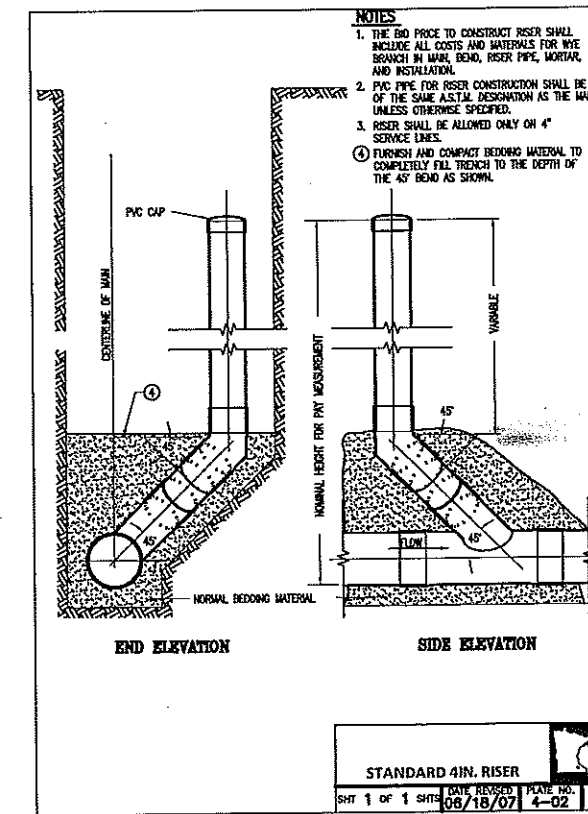
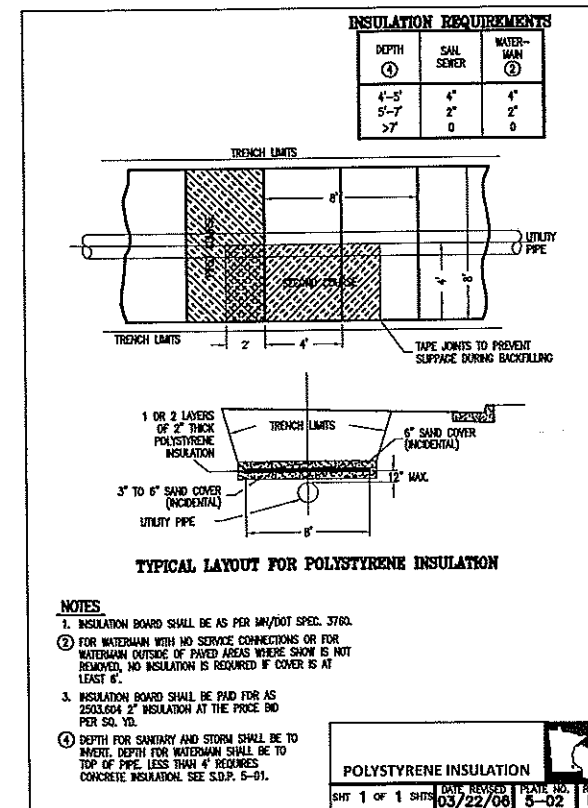
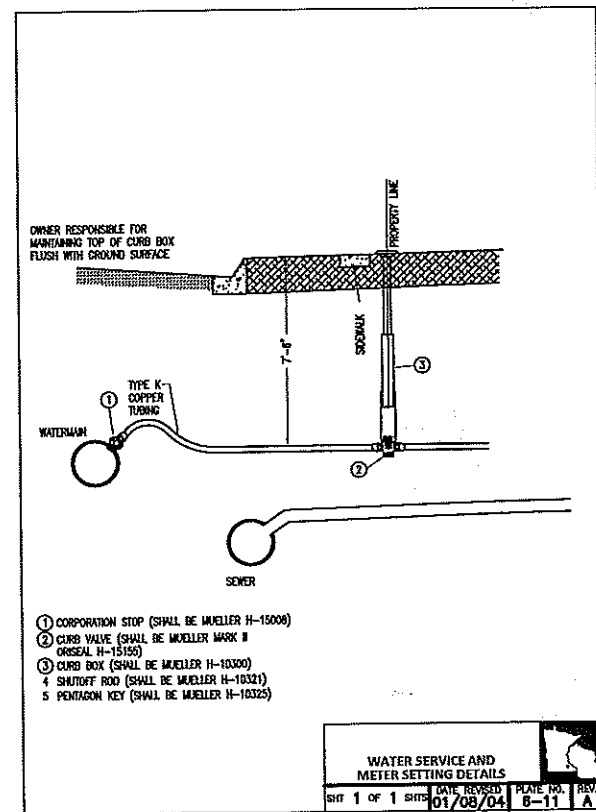
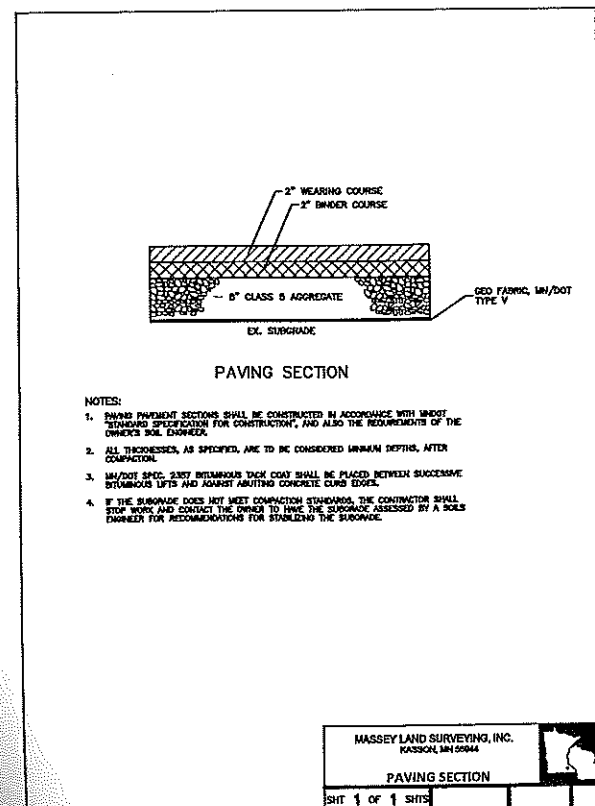
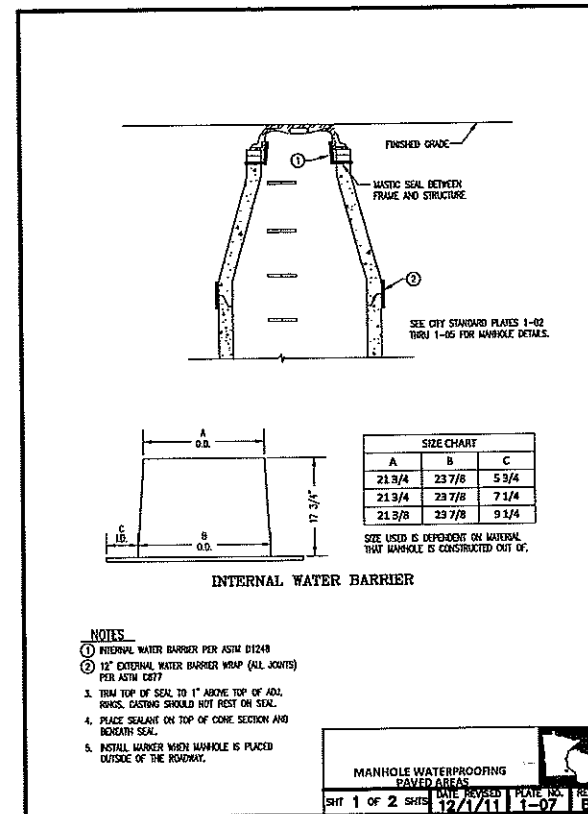
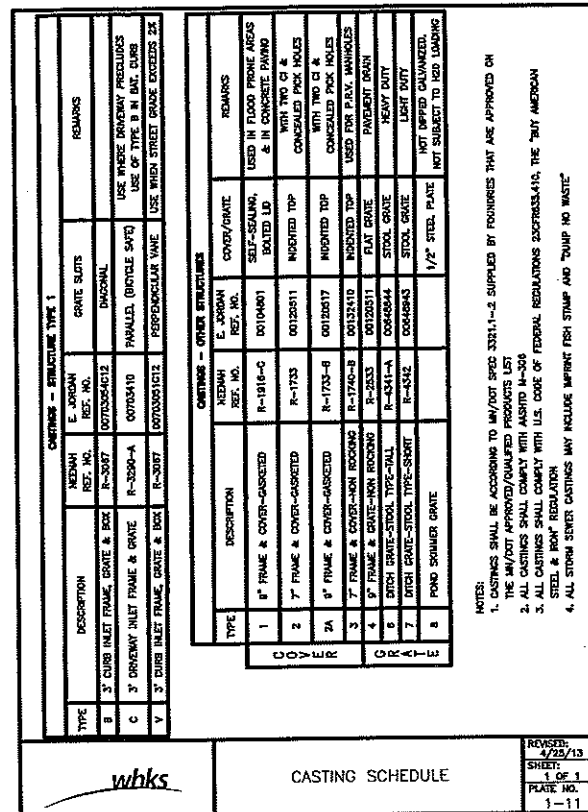
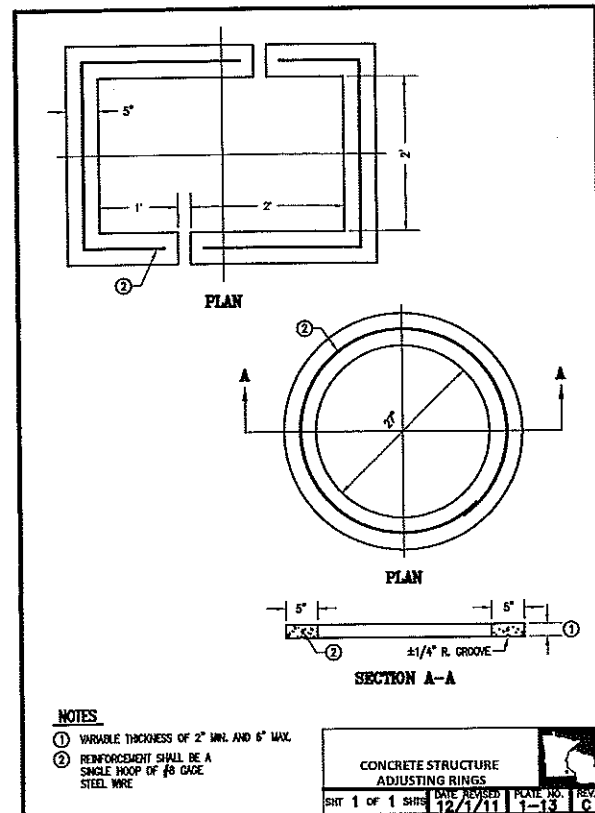
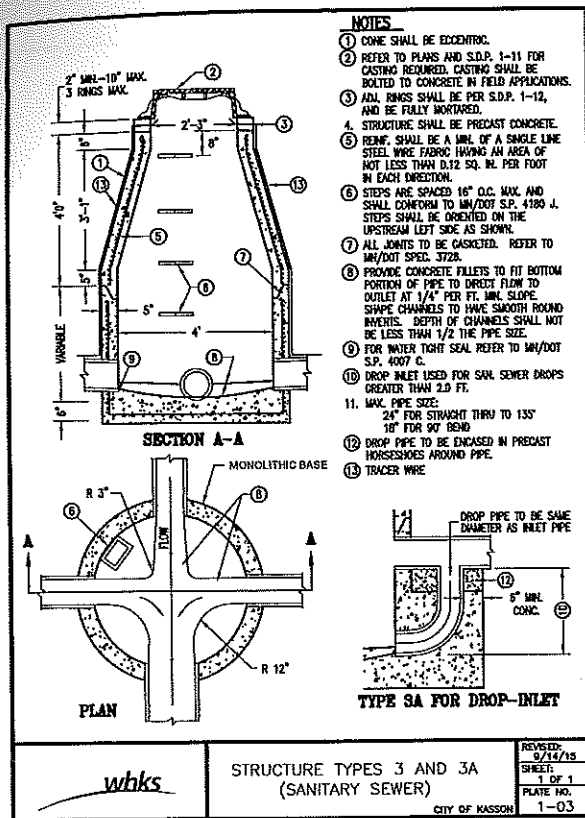
EROSION AND SEDIMENTATION CONTROL NOTES

1. EROSION AND SEDIMENTATION CONTROLS SHALL BE INSTALLED PRIOR TO THE START OF ANY WORK.
2. CONTRACTOR SHALL PROVIDE A CONCRETE WASHOUT PIT LINED WITH 6" MIL POLYETHYLENE, THE WASH PIT AND DRIED CONCRETS SHALL BE REMOVED UPON THE COMPLETION OF ALL CONCRETE WORK.
3. TRACKED SOIL ONTO EXISTING PUBLIC STREETS SHALL BE CLEANED IMMEDIATELY.
4. PERIMETER SILT FENCE SHALL BE INSTALLED DOWNSTREAM OF ALL TOPSOIL STOCKPILES. ALL TOPSOIL STOCKPILES SHALL BE TEMPORARILY COVERED AFTER 7 DAYS.
5. WITHIN 7 DAYS OF FINAL GRADING THE ENTIRE DISTURBED AREA OF THE SITE NOT COVERED WITH STRUCTURE OR SURFACING SHALL BE COVERED WITH 6" OF TOPSOIL, SEED FERTILIZED AND MULCHED.
6. THERE ARE NO IMPAIRED STREAMS WITHIN 1 MILE OF THE SITE AS PER THE MPCA WEBSITE. RUNOFF TO THE SITE IS TRIBUTARY TO MASTEN CREEK.
7. TOPSOIL STOCKPILES SHALL NOT EXCEED 35 FEET IN HEIGHT AND SIDE SLOPES SHALL NOT EXCEED 3:1. SILT FENCING SHALL BE INSTALLED DOWNSTREAM OF ALL SOIL STOCKPILES.
8. THE DATE AND AMOUNT OF ALL RAINFALL EVENTS GREATER THAN 1/2 INCH IN 24 HOURS MUST BE DOCUMENTED. RAINFALL AMOUNTS MUST BE OBTAINED FROM A PROPERLY MAINTAINED RAIN GAUGE INSTALLED ON SITE, A WEATHER STATION WITHIN 1 MILE OF THE SITE, OR A WEATHER REPORTING SYSTEM THAT PROVIDES SITE SPECIFIC RAINFALL DATA FROM RADAR SUMMARIES.
9. A MINIMUM OF 6" TOPSOIL AND SEED SHALL BE INSTALLED FOR ALL AREAS NOT PROPOSED AS IMPERVIOUS SURFACES.
10. IT IS THE CONTRACTORS RESPONSIBILITY TO INSTALL AND MAINTAIN ALL EROSION AND SEDIMENTATION CONTROL BMP'S IN ACCORDANCE WITH APPLICABLE LOCAL, STATE AND FEDERAL REGULATIONS.
11. THE TEMPORARY EROSION AND SEDIMENTATION BMP'S SHALL BE MAINTAINED BY THE CONTRACTOR IN ACCORDANCE WITH THE CURRENT MINNESOTA POLLUTION CONTROL AGENCY GUIDELINES UNTIL THE DISTURBED AREAS HAVE ACHIEVED A MINIMUM UNIFORM 70% PERENNIAL VEGETATIVE COVER OR OTHER PERMANENT NON-VEGETATIVE COVER WITH A DENSITY SUFFICIENT TO RESIST ACCELERATED EROSION.
12. ALL TEMPORARY EROSION AND SEDIMENTATION BMP'S SHOULD REMAIN FUNCTIONING AND CONTINUE TO BE MAINTAINED UNTIL DISTURBED AREAS HAVE ACHIEVED A MINIMUM UNIFORM 70% PERENNIAL VEGETATIVE COVER OR OTHER PERMANENT NON-VEGETATIVE COVER WITH A DENSITY SUFFICIENT TO RESIST ACCELERATED EROSION.

SOIL TYPES AND LIMITATIONS

1. M515A, TRIPOLI SILTY CLAY LOAM, 0 TO 2% SLOPES, MODERATELY ERODED DEPTH TO SATURATED ZONE

SCALE IN FEET
0 10 20 30 40



MASSEY
LAND SURVEYING
& ENGINEERING

P.O. BOX 100
KASSON, MN 55944
PH. NO. 507-634-4505

I hereby certify that this plan, specification or report was prepared by me or under my direct supervision and that I am a duly licensed Professional Engineer under the laws of the State of Minnesota

David A. Martin
DAVID A. MARTIN

51131 9/13/18
Number Date

CONSTRUCTION DETAILS
PROPOSED PROFESSIONAL STRUCTURE
OUTLOT B SHOPKO ADDITION & LOT 15, BLOCK 26 ORIGINAL
PLAT CITY OF KASSON
CITY OF KASSON, DODGE COUNTY, MINNESOTA

THIS SURVEY AND DRAWING WAS PREPARED FOR THE EXCLUSIVE USE OF:

RON CARLSEN
KASSON, MN

SCALE: AS SHOWN

DATE: 8/22/2018

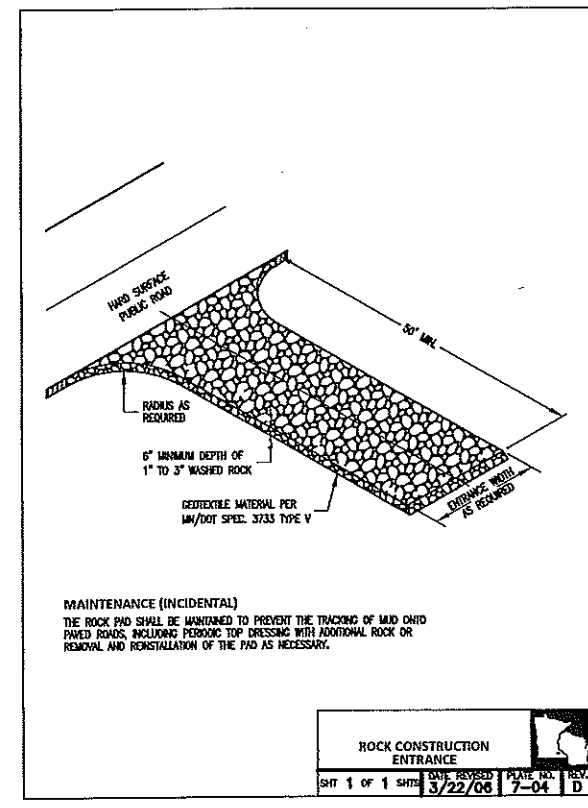
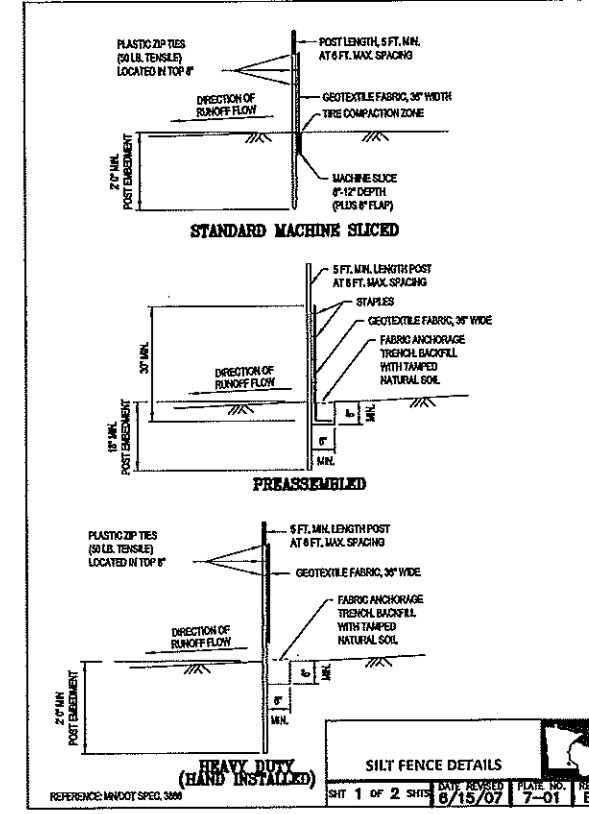
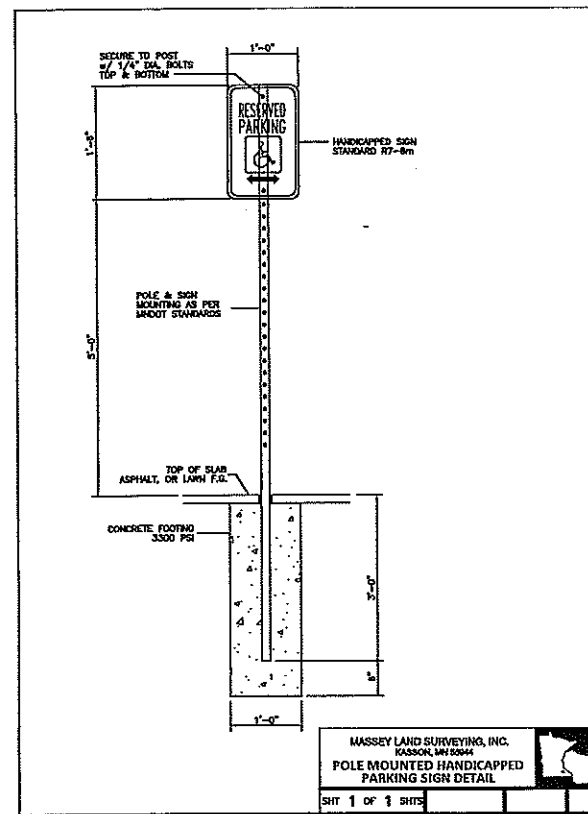
DRAWN BY: D.A.M.

JOB NUMBER: 5859

DWG. FILE: 2859GP01 R4

REVISION DATE: 9/13/2018

SHEET NO. 3 OF 5

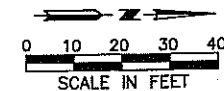
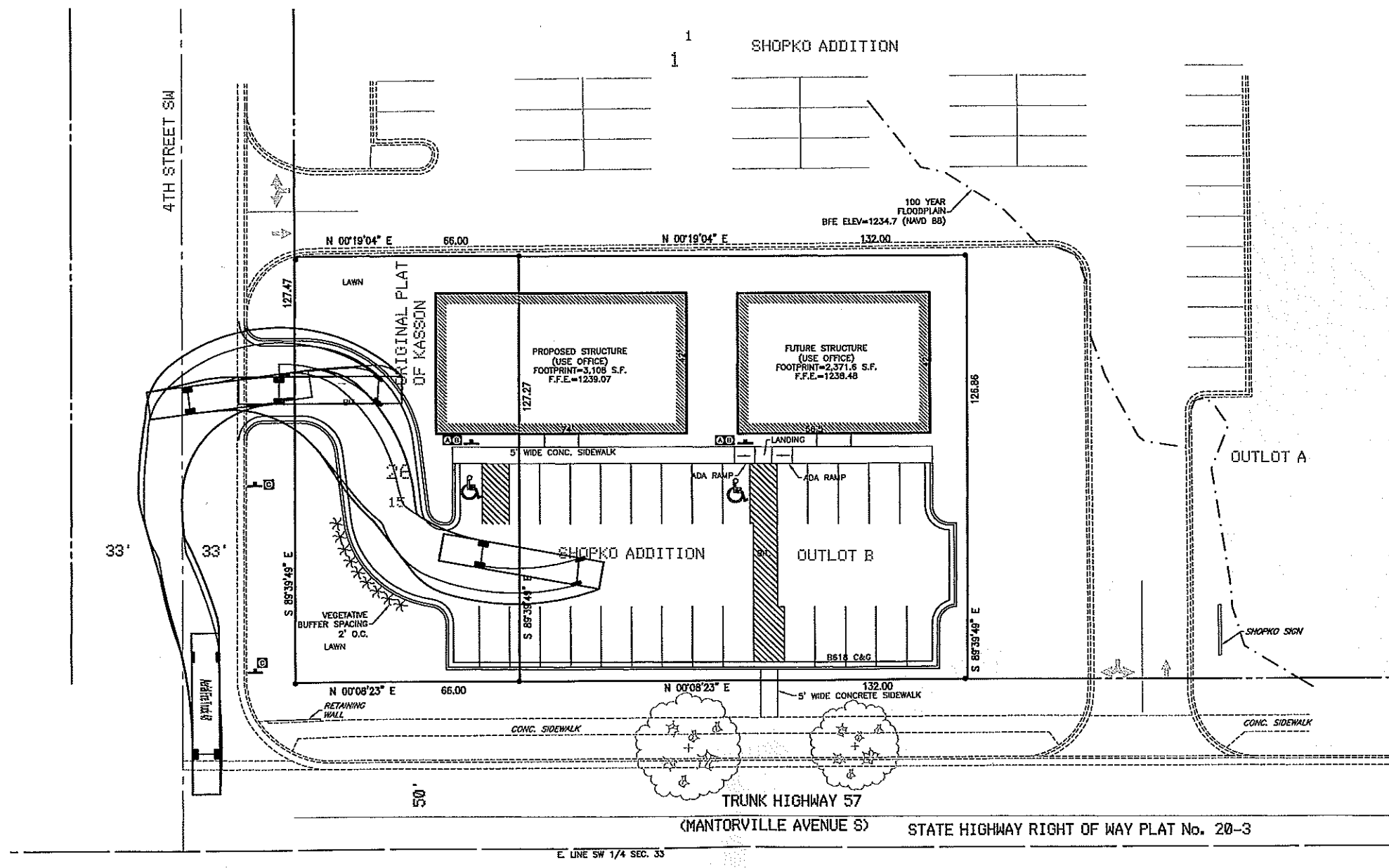


GENERAL NOTES

1. THE TURNING MOVEMENT DIAGRAM WAS PREPARED MODELING A 40 FOOT LONG AERIAL LADDER TRUCK.

LEGEND

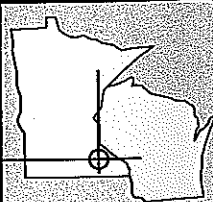
SLANTED TEXT INDICATES EXISTING FEATURES	UPRIGHT TEXT INDICATES PROPOSED FEATURES
PROPERTY LINE	PROPERTY LINE
CENTER LINE	CENTER LINE
EASEMENT LINE	EASEMENT LINE
RIGHT OF WAY LINE	RIGHT OF WAY LINE
LAWN	LAWN
BIT.	BITUMINOUS
LAWN	PROPOSED LAWN
BIT.	PROPOSED BITUMINOUS PAVING
①	PROPOSED PARKING SPACES



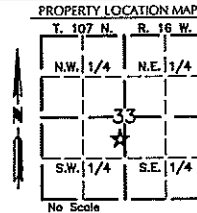
I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly licensed Professional Engineer under the laws of the State of Minnesota.

David A. Martin
Date 9/13/18
LIC. NO.: 51131
David A. Martin

MASSEY
LAND SURVEYING & ENGINEERING
P.O. BOX 100, KASSON, MN 55944
PH. NO. 507-634-4505, FAX NO. 507-634-6560



TURNING MOVEMENT DIAGRAM
PROPOSED PROFESSIONAL OFFICE STRUCTURE
OUTLOT B SHOPKO ADDITION & LOT 15, BLOCK 26 ORIGINAL
PLAT CITY OF KASSON
CITY OF KASSON, MINNESOTA



SCALE: 1" = 20'
DATE: 9/4/2018
DRAWN BY: D.A.M.
CHECKED BY: R.J.M.
JOB NUMBER: 2859
DWG. FILE: 2859GPD1_R4
REVISION DATE: 9/13/2018

MONUMENTS
• FOUND (AS INDICATED)
• SET (5/8" PIPE UNLESS NOTED OTHERWISE)

THIS SURVEY AND DRAWING WAS PREPARED FOR THE EXCLUSIVE USE OF:
RON CARLSEN
KASSON, MN

SHEET NO. **5** OF **5**

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

Hoisington Koegler Group Inc.
123 North Third Street, Suite 100
Minneapolis, MN 55401

Direct: 612.252.7122
Fax: 612.338.6838
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: Weber, Leth & Woessner, PLC <mleth@kmtel.com>
Sent: Friday, September 14, 2018 1:30 PM
To: thomas245@earthlink.net
Cc: Theresa Coleman
Subject: P&Z conflict of interest

Tom,

Theresa forwarded me your email.

Conflicts can exist on the P&Z Board, and board members are prohibited from voting upon, and sometimes even from taking part in the discussion of any matter wherein they have a conflict.

Minnesota Statute §471.895, subd. 1(d) defines local official as "any elected or appointed official of the City." Minnesota Statute §471.87 requires local officials to disclose all conflicts or economic interests when they arise. The specific facts of each conflict dictates how the official and the City must proceed. The LMC article that Melisa provided you gives some good examples of common conflicts and how they would proceed (starting on page 7).

Is there a specific conflict, or conflicts, that you have concerns about?

Melanie J. Leth

Weber, Leth & Woessner, PLC
38 West Main Street
P.O. Box 130
Dodge Center, MN 55927
(507) 374-6355
mleth@kmtel.com

LOG OF ACTIVITY

Date	Person/Company	Type of Public Hearing	Recommendation	Findings of fact
5-7-96	Greenway Co-Op	Variance to Front yard setback	Approved	Improvement to that area
8-6-96	Hegna	Variance for o lot line	Denied	No hardship, doesn't meet criteria
8-6-96	Comp Plan	Adoption of Comp Plan for City	Approved	
8-6-96	Zoning Ordinance	Adoption of Zoning Ord for City	Approved	
10-29-96	Bigelow's 4th	Preliminary Plat	Approved	contingent upon updating the plat map with easements
10-29-96	Bigelow's 4th	Final Plat	Approved	contingent upon Prelim. Plat approval by Council and corrections made from Prel. Plat hearing
10-29-96	O'Malley	Conditional Use Permit	Null and Void	Since there was no new residence the CUP would not be needed
12-3-96	Lovhaug	Variance to sideyard setbacks	Denied	no hardship/doesn't fit criteria
12-3-96	City	Variance to metes and bounds	Approved	
1-7-97	Our Savior Ev. Church	Conditional Use Permit to build church in R-1 district	Approved	condition of landscaping and water run-off
1-7-97	Kasson Concrete	Variance to front yard setback	Approved	meet exceptional circumstances and hardship
5-15-97	Little's Meadowview	Preliminary Plat	Approved	must meet contingencies
5-15-97	Phillips	Variance to sq. foot limit	Approved	Nice looking building no objection from neighbors
6-3-97	Lipps	Variance to setback	Denied	No hardship or exceptional circumstances
8-5-97	Xavier	Rezone	Approved	meets exceptional circumstances
9-2-97	Severance	Preliminary Plat	Approved	
9-2-97	Xavier	Variance for 0 setback	Approved	Approved for only a 10' setback instead of 0
9-2-97	Bigelow/Bessler	Variance of setback requirements	Approved	Approved 17' setback based on hardship imposed by flood plain and maintaining site lines
10-14-97	Bigelow/Bessler	Conditional use Permit	Approved	for townhomes with conditions
10-14-97	Zoning Ordinance	Changes to Ordinance	Approved	approve changes with more changes
11-10-97	Dubbels	Preliminary Plat	Approved	
11-10-97	Littles	Final Plat	Approved	
11-10-97	Erdman's	Rezone	Approved	approved with recommended boundaries and that the city has changing needs
3-9-98	John Buckingham	Rezone	Denied	Comp Plan for viable downtown
3-9-98	John Buckingham	Conditional use Permit	Approved	and pros as stated in minutes
4/13/98	Kim Ibach	Conditional Use Permit	Approved	Not in favor of spot zoning
5/11/98	K-M Nursery Group	Conditional Use Permit	Approved	approved with contingencies
6-29-98	Bigelow NW	Preliminary Plat	Approved	approved with contingencies
				approved with no conditions
				Approved with conditions

LOG OF ACTIVITY

7-20-98	Townhomes Donna & Denny Head	Variance	Approved	No uniformity in area, no encroachment, enhancement to property
7-20-98	K-M School District	Preliminary Plat	Tabled	Withdrawn
9-14-98	Oudekirk	Variance	Approved	Approval of 6" variance on north side only
9-14-98	Dubbels	Final Plat	Approved	Approved with no conditions
9-14-98	Zoning Ord	Advertising Signs Amendment	Approved	Approved with minor wording changes
9-14-98	Bigelow NW Townhomes	Final Plat	Approved	Approved all conditions of preliminary plat were complied with
10-12-98	Bigelow NW Townhomes	Conditional Use Permit	Approved	Approved with contingencies
10-12-98	Bordelon	Conditional Use Permit	Approved	Approved
10-12-98	Buckingham's 1 st Subdivision	Preliminary Plat	Approved	Approved with 10' easements on west and east sides
12-14-98	Buckingham's 1 st Subdivision	Final Plat	Approved	Approved
12-14-98	Sinnwell	Conditional Use Permit	Approved	Approved with contingencies
3-9-99	St John's Church	Conditional Use Permit	Approved	Must be brought back if expanding program
3-9-99	Eastwood Bank	Rezone	Approved	From R-C to C-2
3-9-99	Bigelow-Voigt 3 rd Sub	Preliminary Plat	Approved	Approved with requested easements
4-6-99	Eastwood Bank	Variance	Approved	Due to unusual circumstances
5-4-99	Bigelow-Voigt 3 rd Sub	Final Plat	Approved	Contingent upon annexation
5-4-99	M-S Subdivision	Planned Unit Development	Approved	Complies with Comp Plan
7-6-99	Jerry Struthers	Variance	Approved	Approved with specific dimensions
7-6-99	Jo-EI Property	Rezone	Approved	From C-M to R-C
7-6-99	Jo-EI Property	Conditional Use Permit	Approved	With specified easements
7-6-99	Coy Borgstrom	Conditional Use Permit	Approved	Approved
7-6-99	Coy Borgstrom	Variance	Denial	Did not meet criteria
7-6-99	Subdivision Ordinance		Approved	Approved
10-5-99	RC Properties	Planned Unit Development	Approved	Approved with conditions
10-5-99	Keith Ruport	Minor Subdivision	Approved	Approved
11-8-99	Larry O-Malley	Variance	Approved	Approved
11-8-99	Blaine's 10 th	Minor Subdivision	Approved	Approved
11-8-99	Paul Fjerstad/Teri Witt	Variance	Denied	Does not meet criteria
12-7-99	Bigelow-Voigt 4 th	Preliminary Plat	Approved	Approved with easements & sidewalks
1-4-00	Bec-ki Conoco	Variance	Approved	Variance to sign height
1-4-00	Bigelow-Voigt 4 th	Final Plat	Approved	Condition that sidewalks be on both sides
3-14-00	Swenke	Minor Subdivision	Approved	Contingent upon replat balance of Lot 1&2 of Block 1 into one or add access easement and statement that 1993 rezone is still denied.
4-26-00	Westfield	CUP for PUD	Approved	Conditions: increased green space, min. 16

LOG OF ACTIVITY

5-2-00	Blaines 11 th	Preliminary Plat	Approved	trees w/hedging on lines, financing, drainage resolution, CIC agreement
6-6-00	Blaines 11 th	Final Plat	Approved	Tech review concerns be put on plat
6-6-00	Carter Blaine	Rezone on west main	Approved	Rezone both blaines and archers at same time from c-2 to C-M
7-11-00	Lindon Manor	Preliminary Plat	Approved	Conditions: sidewalks be shown, pipe system for drainage, variance must be requested for block length
8-1-00	Lindon Manor	CUP for smaller lots & twinhomes	Continued to Sept	
8-1-00	Lindon Manor	Variance to block length	Approved	Only Block 1 due to houses on N side
8-1-00	Kasson Meadows	Preliminary Plat	Continued to Sept	Not annexed yet
9-6-00	Lindon Manor	Continuation of CUP	Approved	Twinhomes have permanent siding that matches adjoining unit
9-6-00	Lindon Manor	Final Plat	Approved	
9-6-00	Kasson Meadows	Continuation of Prelim Plat	Approved	
9-6-00	Kasson Meadows	Variance to block length	Approved	Block 1 only to allow for thoroughfare
9-6-00	Kasson Meadows	Final Plat	Approved	
9-6-00	Michael Fenton	Minor Subdivision	Approved	Brings garage into conformance
9-6-00	East Creek	Preliminary Plat	Continued to Oct	Until receipt of official maps
9-6-00	Bigelow-Voigt 5 th	Preliminary Plat	Continued until further notice due to road concerns	
10-3-00	East Creek	Preliminary Plat	Approved	
10-3-00	East Creek	Final Plat	Approved	
10-3-00	Douglas Varpness	Variance	Approved	Garage already built no detriment
10-3-00	Dave & Cheryl Klocke	CUP to move bldg	Approved	Bldg already moved
10-3-00	Gadient/Kasson State Bank	CUP for PUD	Approved	Conditions; set forth in zone ord.
10-3-00	Southfork Estates	Rezone	Approved	From R-1 as it came in for annexation to R-3
10-3-00	Southfork Estates	CUP for manf. Home park in R-3	Approved	Specific attention to be paid to bufferyard
11-14-00	Coy Borgstrom	Amendment to CUP	Approved	To allow rental space to retail
2-6-01	Qwest	Variance for monopole	Approved	To allow monopole in North parkl Approved by PZ/denied by CC
4-3-01	Harvey Meyer	CUP for home business	Approved	To allow home business
4-3-01	Joel Bigelow	CUP to transfer Manf home park	Approved	To transfer manf. Home park
4-3-01	Bigelow-Voigt	Final plat	Approved	BV 5 th Subdivision
4-3-01	Bigelow-Voigt	CUP for PUD	Approved	PUD West Side townhomes within BV 5 th
5-1-01	Qwest	Variance for monopole	Approved	To allow height variance in R-1 zone
6-5-01	Bigelow-Lennon	CUP for PUD	Approved	Approved with conditions
8-7-01	Prairie Willow	Preliminary Plat	Approved	

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8-7-01	Ashdown Publishing	CUP for home business	Approved	Conditions of traffic/employees
9-4-01	Prairie Willow	Final Plat	Approved	
9-4-01	Blaine's 12 th	Preliminary Plat	Approved	Block length/parkland dedication/str alignment
9-4-01	Windsor Court	CUP to add lots	Approved	Condition of adding parkland getting rid of Storage area
11-14-01	Blaine's 12 th	Final Plat	Approved	
2-5-02	Kasson Meadows 2 nd	Preliminary Plat	Approved	
2-5-02	Coy Borgstrom	Amendment to CUP	Approved	
3-11-02	Kasson Meadows 2 nd	Final Plat	Approved	
3-11-02	RC Properties	Amendment to CUP	Denied	Orig permit stated house would not be sold independently/would create a substandard lot/does not meet intent of zoning ordinance
5-13-02	Scott Larson	CUP for taxi service	Approved	Approved with conditions
5-13-02	Javis/Kathy Musolf	CUP to move house	Approved	
7-8-02	David/Cheryl Klock	Variance for sign	Approved	Can put in setback but out of right of way
7-8-02	Opportunity Service	Variance for sign	Approved	Can put in setback but out of right of way
7-8-02	Keith/Eileen Anderson	CUP to move garage	Approved	
7-8-02	Houstons Greenhouse	CUP to operate Comm GH in C-3	Approved	Approved with conditions
7-8-02	Bigelow-Voigt 6 th	Preliminary Plat	Approved	Approved with suggestions
8-12-02	Houstons Greenhouse	Rezone	Approved	
8-12-02	Bigelow-Voigt 6 th	Final Plat	Approved	
9-9-02	South Point	Preliminary Plat	Approved	Approved with many conditions
9-9-02	Kasson Meadows 3 rd	Preliminary Plat	Approved	
9-9-02	Sign Ordinance	PH for sign ordinance revision	Approved	
10-7-02	Advantage Equipment	Preliminary Plat	Approved	
10-7-02	Kasson Meadows 3 rd	Final Plat	Approved	
1-13-03	Kasson Meadows 4 th	Preliminary Plat	Approved	
2-10-03	Kasson Meadows 4 th	Final Plat	Approved	
1-9-12	Kuchinka	Minor Subdivision	Approved	
3-12-12	Our Saviors Church	Variance	Approved	Camping on Church property during construction
10-8-12	Swenke	Minor subdivision	Approve	Convert building to 3 separate parcels
11-13-12	Swenke	CUP for PUD	Approve	Make 3 separate parcels a pud
11-13-12	City of Kasson	CUP	Approve	Electronic Sign
11-13-12	Ordinance Change	To add "n" in R-3 Conditional use		
1-14-13	Demmer	Minor Subdivision	Approve	Separate NAPA parcel from parcel B
2-11-13	Lindon Manor	Replat	Approve	Replat 6 lots
3-11-13	Minor Subdivisions	Johnson development owners	Approve	To add the lots behind their houses to their lots
6-10-13	Greenway	CUP	Approve	Build large storage bin
7-8-13	Buck	Variance	Denied	Build a large garage on empty lot

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8-12-13	Prarie Willows Estates 3 rd	Final Plat	Approve	Subdivision
10-14-13	Overland Additions	Preliminary Plat	Approve	One lot one block – Dollar general
10-14-13	Lone Oak	CUP for PUD	Approve	Pud at 402 S mant ave and 15 4 th st se
12-9-13	Overland Addition	Final Plat	Approve	
2-10-14	City of Kasson	Lions Park Rezone	Denied	
3-17-14	Oppidan	Sign CUP	Approve	
3-17-14	Oppidan	Drive thru CUP	Approve	
4-14-14	Oppidan	Preliminary Plat	Approve	With conditions
5-12-14	Oppidan	Final plat	Approve	With conditions
5-12-14	Events	Electronic reader sign	Approve	With conditions
6-9-14	Kasson Meadows 6 th	Final plat	Approve	With conditions
6-9-14	Hardware Hank	Electronic sign	Approve	With conditions
6-9-14	Library	CUP	Approve	With conditions
7-14-14	Mendenhall	Minor Subdivision	Approve	
7-14-14	Kay Williams	Variance	Approve	Setbacks
9-8-14	Johnson Development	Minor Subdivision	Approve	
9-8-14	KM Elem School	CUP	Approve	Expansion of existing cup to expand the school
10-13-14	Cunningham	Preliminary Plat	Approve	With conditions
10-13-14	Cunningham	Rezone	Approve	With buffer screening
11-10-14	Cunningham	Final plat	Approve	With conditions
1-12-15	KM High School	CUP	Approve	
1-12-15	Davidson Development	CUP	Approve	With conditions
4-13-15	Marti Electric	Variance	No action	Decided to change zoning code
4-13-15	AM Legion	Expand existing CUP	Approve	With conditions
4-13-15	City of Kasson	Code Amendment	Approve	Building size
5-11-15	City of Kasson	Code Amendment	Approve	Reduce front yard setbacks from 50 to 30 feet in C-M
5-11-15	Cohen-Esrey	CUP	Approve	With Conditions
5-11-15	Cohen-Esrey	Variance	Approve	Cot coverage to 59%
2-8-16	Alberts	Minor Subdivison	Approve	Combine lots in South Bend Subd.
2-8-16	Bigelow	Rezone	Table	
4-11-16	City of Kasson	Ind Park 3 prelim plat	Approve	
6-13-16	City of Kasson	Ind Park 3 final plat	Approve	
6-13-16	OES	Rescind CUP	Approve	
7-11-16	OES	Rescind Variance	Approve	Council did not – no state law allowing this
8-1-16	Caribou Ent	Variance	Approve	With conditions
9-12-16	City of Kasson	Code Amendment	Approve	Opt out of state law
10-11-16	Caribou Ent	CUP for Elec Sign	Approve	With conditions

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11-28-16	Bigelow Homes	CUP for PUD	Approve	With conditions
11-28-16	Bigelow Homes	CUP for PUD	Approve	
11-28-16	Kwik Trip	Minor Subd	Approve	Combine lots in Southbend Subd
11-28-16	Davidson Development	CUP	Table	
12-12-16	Davidson Development	CUP	Approve	With Conditions for Auto Dealership
2-15-17	Kwik Trip	CUP for elect sign and Height	Approve	With Conditions
2-15-17	Bigelow Homes	Preliminary Plat	Approve	With condition
2-15-17	Radel	Rezone	Table	
3-13-17	Bigelow Homes	Final Plat	Approve	With conditions
3-13-17	Leth	Preliminary Plat	Approve	With conditions
3-13-17	Radel	Rezone	Deny	Did not receive extension request
4-24-17	Leth	Final Plat	Approve	
4-24-17	Rich Massey	Minor subdivision	Approve	
6-12-17	Leth	Amendment to Final Plat	Approve	
6-12-17	City of Kasson	Code Amendments	Approve	Add rental storage units in c-3
7-10-17	Davidson Development	Revoc CUP	Approve	No work done in one year
7-10-17	Chad Stannard	CUP	Deny	Did not submit information
7-10-17	Houstons	Preliminary Plat	Approve	
8.23.17	Chad Stannard	CUP	Approve	Rental storage units in C-3
8/23/17	Czaplewski Funeral Home	CUP	Approve	To build a funeral home in C-3
12/20/17	Images – Harlan Jacobson	Variance	Deny/cc revered & approved	Variance to encroach into setback for addition
1/11/18	Hacks 2 nd Addition	Preliminary Plat	Approve	Approve as first phase of re-plat with conditions
2/12/18	Hacks 2 nd Addition	Final Plat	Approved	
2/12/18	105 S Mantorville Ave	Rezone	Deny	Does not reflect the goal of city in comp plan
2/12/18	105 S Mantorville Ave	CUP for church/school	Deny	The rezone did not pass
2/12/18	105 S Mantorville Ave	CUP for Daycare	Deny	The rezone did not pass
3/12/18	KM Press Box	Variance to height	Approve	Variance to 2 story max of 18 feet
4/9/18	Ordinance 154	Add Press Box to allowed	Approve	
5/14/18	Kasel Addition	Preliminary Plat	Approve	With deed restrictions and conditions
6/11/18	Carlson Rezone	Rezone lot in front of shopko	Approve	From R to c-2
7/9/18	Tyler Larsen	Variance	Approve	Variance of 8 feet from rear yard setback
7/9/18	Kasel Addition	Final Plat	Approve	With stipulations and renumbering lots
7/9/18	Casey's	Rezone	Approve	Rezone entire block to c-2
8/6/18	Casey's	CUP	Approve	With conditions
9/10/18	Casey's	Preliminary Plat	Approve	

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9/10/18	Casey's	Final Plat	Approve	With addition of easement
9/10/18	Revocation of Wilker	CUP	No action	