

PLANNING COMMISSION

MARCH 11, 2019

6:30 O'CLOCK P.M.

AGENDA

1. Call to Order at 6:30
2. Minutes of the Previous Meetings – January 14, 2019
3. Public Hearing – Variance Casey's Sign
4. Public Hearing – Preliminary Plat – Thompson Addition
5. Public Hearing – Final Plat – Thompson Addition
6. Tabled decision for the Preliminary Plat Stone Ridge 2nd
7. Revocation of Wilker Conditional Use Permit
8. Hosington-Koegler
9. ADJOURN

MINUTES OF PLANNING COMMISSION MEETING
January 14, 2019

Pursuant to due call and notice thereof, a regular Planning Commission meeting was held at City Hall on the 14th day of January, 2019 at 6:30 PM

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

THE FOLLOWING WERE ABSENT: None

THE FOLLOWING WERE ALSO PRESENT: Administrator Theresa Coleman, City Clerk Rappe, Laura Chamberlain, Mike Marti, David Martin, Dean Schuette

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

MINUTES OF PREVIOUS PLANNING COMMISSION MEETING: **Motion to Approve the Minutes of December 10, 2018 as written made by Commissioner Tinsley, second by Commissioner Burton with All Voting Aye.**

SWEARING IN OF PLANNING COMMISSIONERS – Administrator administered the Oath of Office to Tom, Ferris, Collin Tinsley and Aaron Thompson

ELECTION OF PLANNING COMMISSION CHAIR – Motion my Commissioner Zelinske, second by Commissioner Burton to elect Commissioner Ferris as Chair, Ayes: Burton, Fitch, Torkelson, Tinsley, Thompson and Zelinske. Abstain: Ferris

PUBLIC HEARING STONE RIDGE SECOND SUBDIVISION – Administrator Coleman referred to the staff recommendations and Fire Chief recommendation of one more hydrant so that there would be hydrants between lots 3 and 4, 7 and 8 and 5 and 6, giving the fire department about 300 feet between hydrants. No hydrants on the cul de sac corners recommended by the Public Works Director. Public Hearing opened – David Martin, Massey surveying, Mike Marti, owner, Mr. Martin asked about the 5 foot sidewalks. Stone ridge was 4 foot sidewalks and this is calling for 5 foot sidewalk. City Engineer Theobald had told him that due to city policy all new sidewalks shall be 5 foot. Commissioner Zelinske stated that we need to start somewhere and there will be transition and everything from here on out is 5 foot. Mr. Martin stated that the gas easement on the east side of 8th Ave NE has been vacated. Storm water management has been planned as a regional pond on Schutte's property. Mr. Martin believes that the city should start securing properties for regional ponds. Currently the water drains to the north. Mr. Marti feels like this is a public utility. Commissioner Zelinske stated that before City Council could do anything there would have to be discussions with the City Attorney and Engineer about purchasing, annexation and the property is not currently in our electric area. Dean Schutte, land owner to the north was in attendance and stated that he is willing to talk and listen to ideas and would like to have a plan for 16th St extending to the west before we decide where to put a pond. The Planning Commissioners agreed that the City needs to establish policy regarding storm ponds. Mr. Martin is concerned with a paved trail between lots 5 and 6 over the water main easement. Commissioner Zelinske does not like splitting lots with a trail. Current homeowners in Stone Ridge on lots 1 and 2 of block 2 are interested in buying Outlots A and B of Stone Ridge Second. Public hearing closed.

Planning Commission Meeting October 8, 2018

Chairman Ferris stated that we need to have a discussion on regional storm water management. The Commission will send the regional pond idea to Council and will come back to this at the February meeting. **Motion to table until next meeting made by Commissioner Burton, second by Commissioner Zelinske with All Voting Aye.**

HOISINGTON-KOEGLER – Laura Chamberlain, Hoisington Koegler Group, Inc., walked through the annotated outline for the zoning ordinance update with the Commission. Ms. Chamberlain's next step is finding out what direction the Commission wants to take and then, she will work with us on the budget and outline. **Motion to move forward with this outline and come back with pricing and modules, made by Commissioner Torkelson, Seconded by Commissioner Zelinske will All Voting Aye.**

OTHER BUSINESS – Commissioner Burton encouraged the Commissioners to go on the County's website and take a look at the comprehensive plan they are proposing. Commissioner Fitch asked if there is any update on Wilker that can be shared. Administrator Coleman stated that this is still in litigation.

ADJOURN 7:51 PM

Respectfully Submitted,

Linda Rappe, City Clerk



City of
Kasson

LAND USE APPLICATION

Applicants check all that apply:

- ☐ General Development Plan (\$300 + engineering)
- ☐ Preliminary Plat (\$300 + \$20/lot + engineering)
- ☐ Final Plat (\$300 + \$20/lot + engineering)

- ☐ Plan
- ☐ \$20/
- ☐ Min
- ☐ Rezo
- ☐ Con
- ☒ Vari

Fee Paid \$ _____

Date Filed _____

1. On G-011 of construction documents

Legal Description of Property

2. 403 South Mantorville

Street Address of Property

3. Casey's Retail Company 515-965-6100

Applicant/Owner's Name

Telephone

4. Ringdahl Architects 510 22nd Ave East Alexandria, MN 320-763-9368

Engineer/Architect Address

Telephone

5. Jacob Clark

515-963-3831

*Name of Contact Person

Telephone

6. Description of Request A pylon sign that is taller than the 20' allowable height for street / freestanding price sign

7. Present Zoning Classification Rezoned to C-2 (was R-2 previously)

variance to 154.082 (H)(3)

8. Reason for Request The size and height of the proposed sign is to best and most safely display the fuel price options to vehicles passing. The size of the proposed sign has been decreased from 70' OAH to 26'-8" OAH.

9. Existing Use of Property Undeveloped lot

*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] (Agent)

Date 01-10-19

APPLICATION NOT COMPLETE UNTIL ALL REQUIRED SUBMISSIONS RECEIVED

CITY OF KASSON
CASH RECEIPT

Printed 14:49:05 - 02/08/19

Batch:12771
Transaction:65

Reference Number: VARIANCE FEE
Name: RINGDAHL ARCH (CASEYS SIGN)
Address:

Item(s) Description:

ZONING/SUBDIVISION FEES

300.00

Check # 4231

300.00

Cash Paid

Credit Paid

Less Change Given ()

TOTAL:

300.00

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	

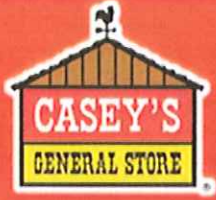
Recommended _____ Denied _____ by the Planning Commission on _____.
 Approved _____ Denied _____ by the City Council on _____.

If approved, the following conditions were prescribed:

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

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

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



SIGN PACKET

JACOB CLARK | SIGNAGE PROJECT BUYER

3305 SE Delaware Ave | Ankeny, IA 50021

P: 515-963-3831 | F: 515-965-6287 | E: jacob.clark@caseys.com

Kasson, MN

04 Hip Roof

- 5' Building Signage
- 29" Canopy Signage
- 4 Product Pylon

01-07-19

Building & Wall Signs (O4 Hip Roof)

Sign #	Sign	Type	Location	Illumination	Dimensions				
					Bottom	Top	Width	Height	Area Ft ²
1	"CASEY'S"	Surface	Building Front	Internal	14'-6"	19'-6"	21' 3-15/16"	5' 0"	44.15
2	DO NOT INSTALL								
3	Snap Frame	Advertising	Building Front	N/A	3' 4"	6' 8-1/2"	8' 0"	3' 0"	24
4	Snap Frame	Advertising	Building Front	N/A	2' 10"	6' 10-1/2"	2' 4"	3' 8"	8.56
								Total	76.71

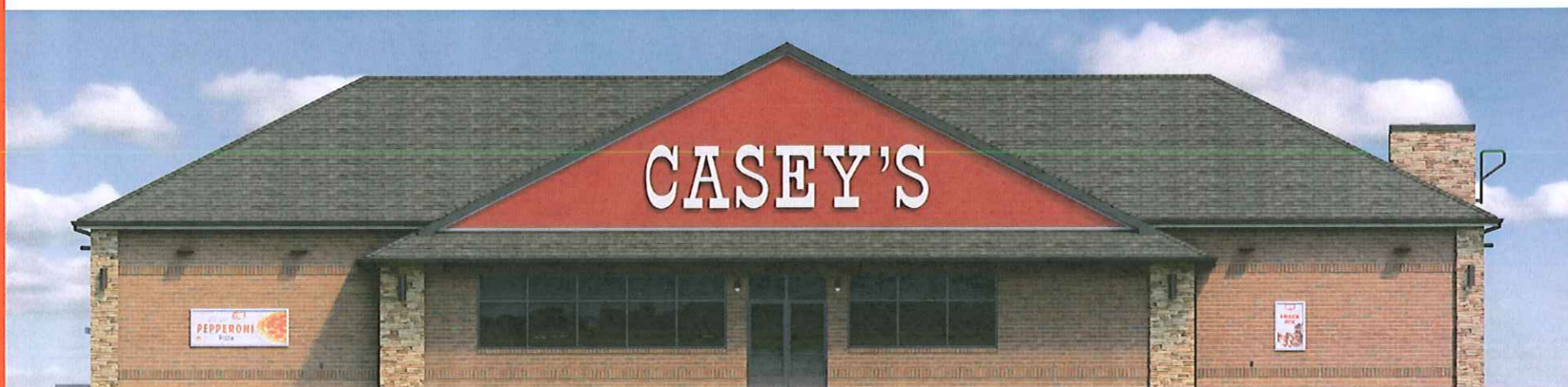
Canopy (Small Logos)

Sign #	Sign	Type	Location	Illumination	Dimensions				
					Bottom	Top	Width	Height	Area Ft ²
5	House Logo	Surface	Canopy Side	Internal	17' 3"	19' 8"	3' 5-5/8"	2' 5"	6.39
5	House Logo	Surface	Canopy Side	Internal	17' 3"	19' 8"	3' 5-5/8"	2' 5"	6.39
5	House Logo	Surface	Canopy Front	Internal	17' 3"	19' 8"	3' 5-5/8"	2' 5"	6.39
4	Snap Frame	Advertising	Canopy Column	N/A	3' 0"	7' 0-1/2"	2' 4"	3' 8"	8.56
4	Snap Frame	Advertising	Canopy Column	N/A	3' 0"	7' 0-1/2"	2' 4"	3' 8"	8.56
4	Snap Frame	Advertising	Canopy Column	N/A	3' 0"	7' 0-1/2"	2' 4"	3' 8"	8.56
4	Snap Frame	Advertising	Canopy Column	N/A	3' 0"	7' 0-1/2"	2' 4"	3' 8"	8.56
								Total	53.41

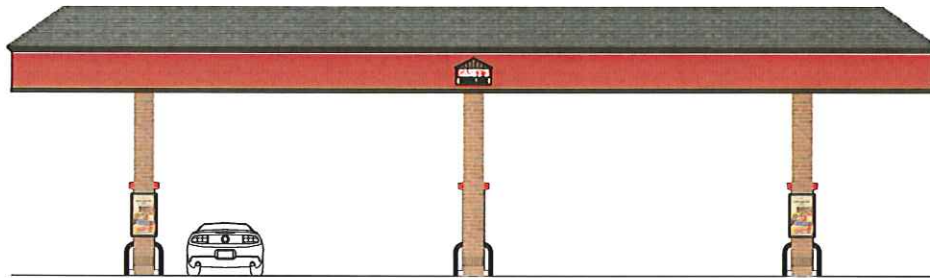
Pylon Sign (4 Product)

Sign #	Sign	Type	Location	Illumination	Dimensions				
					Bottom	Top	Width	Height	Area Ft ²
6	House Logo	Freestanding	Street	Internal	17' 3"	24' 8"	11' 4-1/8"	7' 6-3/8"	59.87
7	Price Sign	Freestanding	Street	Internal	13' 7"	16' 7"	10' 7-1/2"	3' 0"	31.86
9	Price Sign	Freestanding	Street	Internal	10' 0"	12' 10"	3' 7-1/2"	2'-10"	10.27
8	Weathervane	Freestanding	Street	N/A	24' 8"	26' 8"	1' 5"	2' 0"	1.5
								Total	103.5

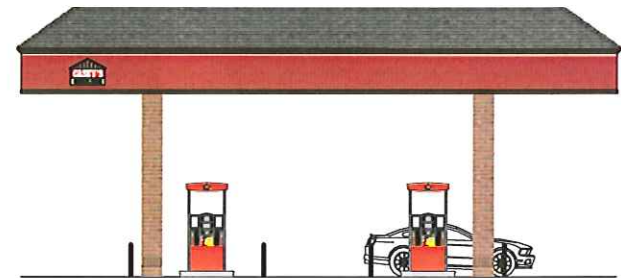
SIGNS 1, 3, 4



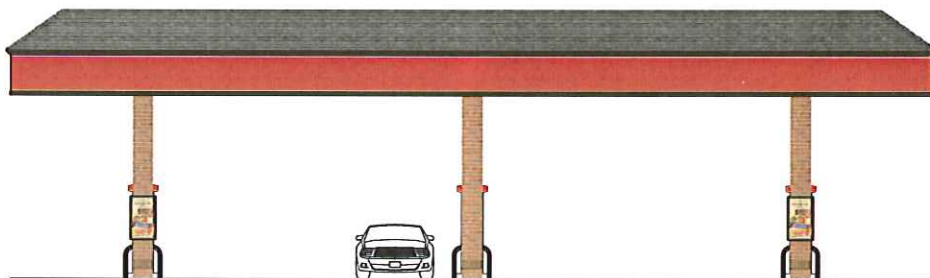
SIGNS 4, 5



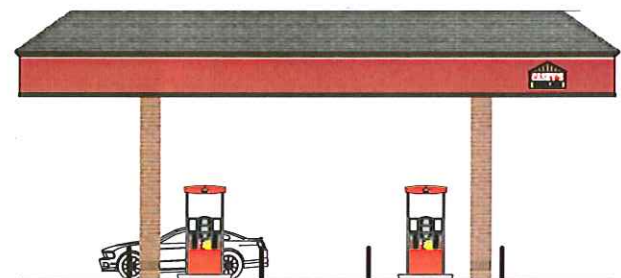
EAST ELEVATION



NORTH ELEVATION



WEST ELEVATION



SOUTH ELEVATION



KASSON, MN
CANOPY CONCEPT

DRAWN BY:
J. CLARK

DATE:
09-06-18

Pylon Sign (4 Product)

SIGNS 6, 7, 8, 9

Sign #	Sign	Type	Location	Illumination	Dimensions				
					Bottom	Top	Width	Height	Area Ft²
6	House Logo	Freestanding	Street	Internal	17' 3"	24' 8"	11' 4-1/8"	7' 6-3/8"	59.87
7	Price Sign	Freestanding	Street	Internal	13' 7"	16' 7"	10' 7-1/2"	3' 0"	31.86
8	Price Sign	Freestanding	Street	Internal	10' 0"	12' 10"	3' 7-1/2"	2'-10"	10.27
9	Weather vane	Freestanding	Street	N/A	24' 8"	26' 8"	1' 5"	2' 0"	1.5
Total									103.5



PRICER NOTES:

- 16" RED AND GREEN LED
- ZIP TRACK DIESEL, GREEN LABEL - CLEAR COPY, LABEL INTERCHANGEABLE
- DIESEL ON THE RIGHT, BOTH SIDES
- ZIP TRACK UNL E-15, BLUE LABEL - CLEAR COPY, LABEL INTERCHANGEABLE
- ZIP TRACK OTHER, YELLOW LABEL - BLACK COPY, LABEL INTERCHANGEABLE

OTHER NOTES

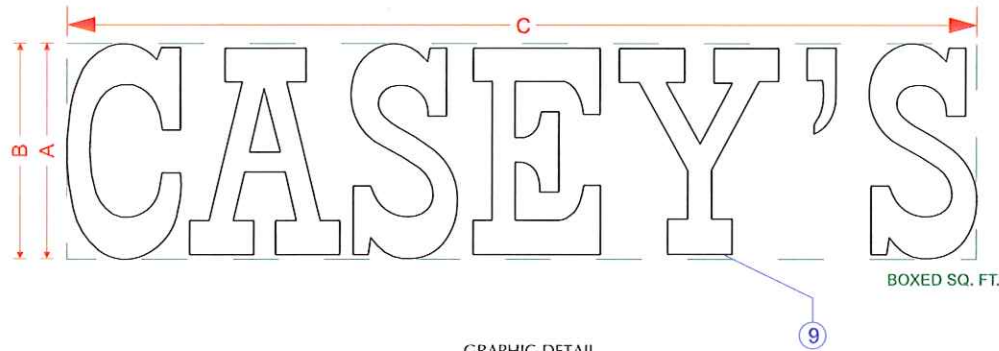
- CABINET IS BLACK IN COLOR
- 300' WIRELESS KEYPAD RANGE



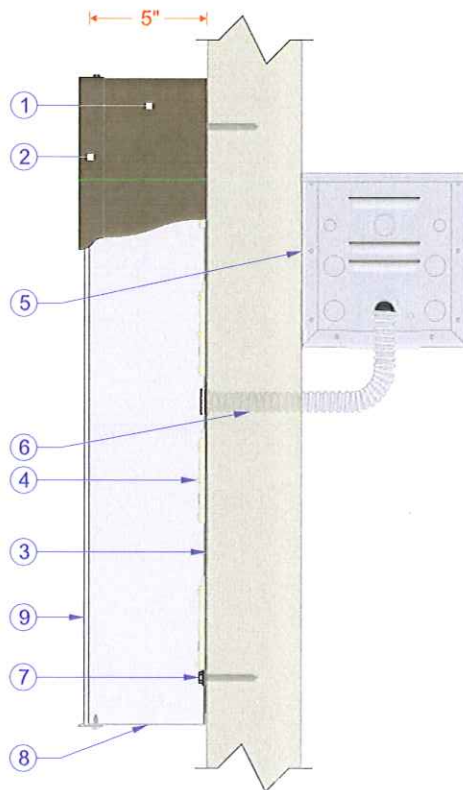
PYLON PRICE SIGN 4 PRODUCT

DRAWN BY:
J. CLARK

DATE:
10-01-18



GRAPHIC DETAIL
NOT TO SCALE



LETTER PROFILE
NOT TO SCALE

CASEY'S REMOTE CHANNEL LETTER SPECIFICATIONS	
NO.	PART/DESCRIPTION
1	.040" x 5" PREFINISHED BRONZE ALUMINUM RETURNS
2	1" BRONZE TRIM CAP
3	.063" ALUMINUM BACK
4	WHITE LED'S AS REQUIRED
5	REMOTE POWER SUPPLIES AS REQUIRED
6	ELECTRICAL OUT PROVISION: THROUGH BACK, CENTER
7	MOUNTING HARDWARE AS DETERMINED BY SITE CONDITIONS
8	DRAIN HOLES AS REQUIRED
9	1/8" 7328 WHITE ACRYLIC FACE

NOTES:

- CHANNEL LETTER INTERIORS TO BE PAINTED REFLECTIVE WHITE
- CHANNEL LETTERS TO USE 120 VOLT STANDARD POWER
- U.L. LISTED

CASEY'S REMOTE CHANNEL LETTERS						
LETTER HEIGHT "C"	OVERALL HEIGHT	OVERALL LENGTH	AMP LOAD	LUMEN OUTPUT	BOXED SQUARE FOOTAGE	ACTUAL SQUARE FOOTAGE
A	B	C				

60"	5'-0"	21'-3 15/16"	TBD	TBD	106.65	44.15
-----	-------	--------------	-----	-----	--------	-------

Customer:
CASEY'S GENERAL STORES

Date:
12/16/16

Prepared By:
RM

Note: Color output may not be exact when viewing or printing this drawing. All colors used are PMS or the closest CMYK equivalent. If these colors are incorrect, please provide the correct PMS match and a revision to this drawing will be made.

Item Number: TBD

File Name:
CASEY'S REMOTE CHANNEL LETTERS

Revision:
3

persona
SIGNS | LIGHTING | IMAGE

DISTRIBUTED BY SIGN UP COMPANY
700 21st Street Southwest
PO Box 210
Watertown, SD 57201-0210
1.800.843.9888 • www.personasigns.com

INSTALLATION INSTRUCTIONS

PLEASE READ COMPLETELY BEFORE ASSEMBLY

SNAPFRAME WALL SIGN

IMPORTANT NOTE

- * This sign is designed for repeated changing of inserts and must be securely fastened to the wall in order to open and close the spring loaded frame members.
- * USE CAUTION WHEN CLOSING SNAP FRAME MEMBERS! Hold frame by outer edge and keep finger tips away from poster grip edge.

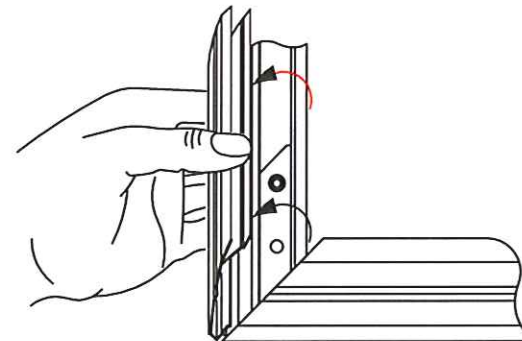
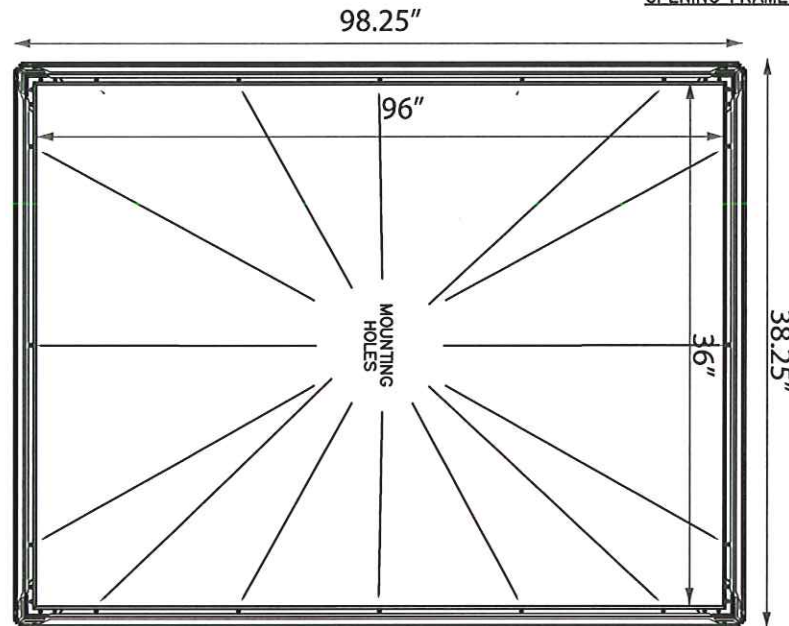
TOOLS NEEDED

- * Bubble type level (or string line) for sign positioning.
- * Pencil for hole location marking.
- * Drill with 5/16" masonry bit for masonry application only.
- * 7/32" Metal drill bit for hole in frame
- * Phillips screwdriver.

PARTS LIST

- [A] Snap frame with metal backer

BACKER SHEET WITH FRAME
IN OPEN POSITION



- FIGURE 1 -
OPENING FRAME MEMBERS

SIGN 3

STEP-BY-STEP INSTALLATION PROCEEDURE

- ① Open all four sides of the snap frame by pulling the inside edge of the frame up and out (see figure 1).
- ② Mark hole locations on the inside of the Extrusion at the locations shown to the left. Holes should be drilled in the location indicated in Figure 2. Use a 7/32" drill bit to drill the holes for a #10 screw.
- ③ Hold sign against the wall in desired position and mark hole locations on the wall through holes in the frame. **SIGN MUST BE SECURED TO THE WALL WITH ALL (16) HOLES.**
- ④ Set sign aside and drill or punch starting holes into wall. On masonry walls, drill 5/16" holes into mortar (where possible) approx. 2" deep and insert lead expansion anchor until end is flush with the wall.
- ⑤ Hold sign against wall, align all holes and secure with screws. If you are going into wood or metal, you can still use a No.10 screw. But make sure to use the appropriate one for the material you fasten to.

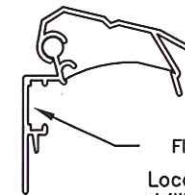
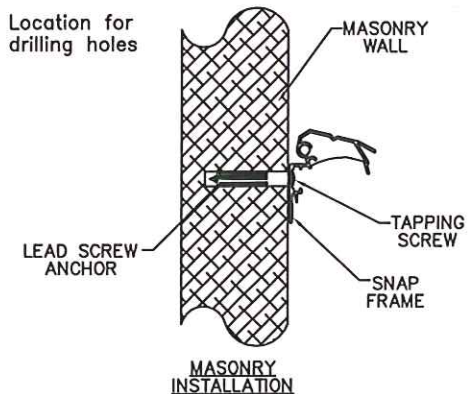


FIGURE 2 -
Location for
drilling holes



inside dimensions = (96"x36")
outside dimensions = (98.25"x38.25")

STOUT.
sign company

A DIVISION OF STOUT INDUSTRIES
FOR ASSISTANCE CALL: 1-800-325-8530

ICZ01081

INSTALLATION INSTRUCTIONS

PLEASE READ COMPLETELY BEFORE ASSEMBLY

SNAPFRAME WALL SIGN

IMPORTANT NOTE

- * This sign is designed for repeated changing of inserts and must be securely fastened to the wall in order to open and close the spring loaded frame members.
- * USE CAUTION WHEN CLOSING SNAP FRAME MEMBERS! Hold frame by outer edge and keep finger tips away from poster grip edge.

TOOLS NEEDED

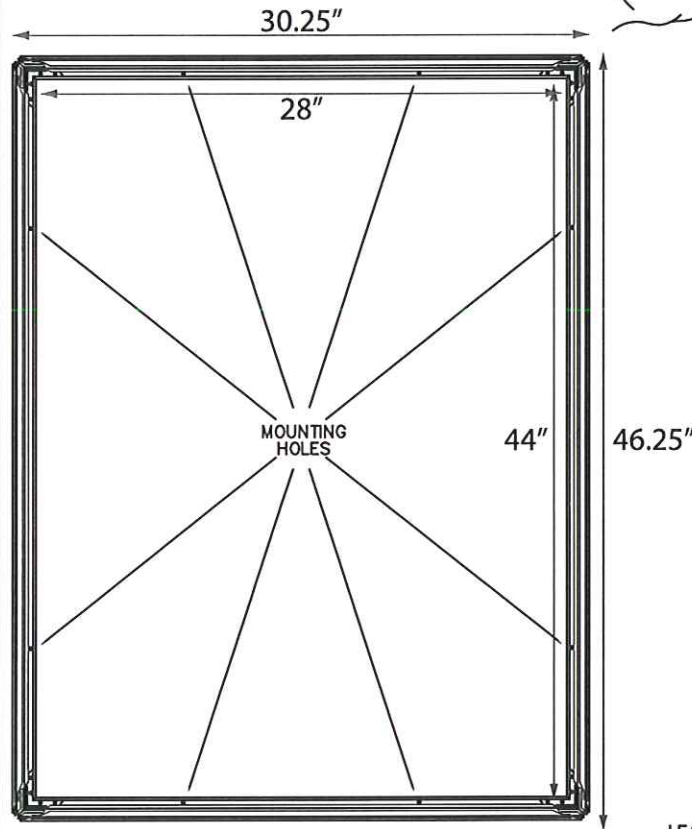
- * Bubble type level (or string line) for sign positioning.
- * Pencil for hole location marking.
- * Drill with 5/16" masonry bit for masonry application only.
- * Phillips screwdriver.

PARTS LIST

- [A] Sign face with snap frame
- [B] #10 x 1-3/4" tapping screws (8)
- [C] #10-12 x 1" lead anchors (8)

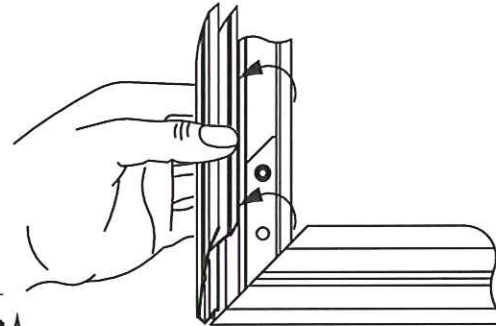
STOUT.
| sign company |

A DIVISION OF STOUT INDUSTRIES
FOR ASSISTANCE CALL 1-800-325-8530

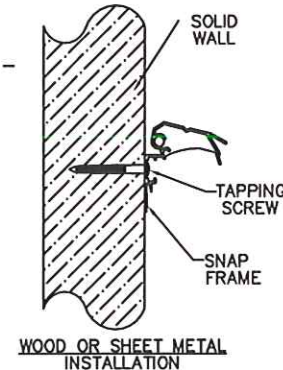


— FIGURE 2 —
SIGN WITH FRAME
IN OPEN POSITION

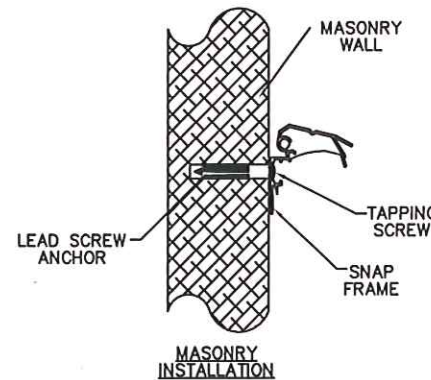
inside dimensions = (28"x44")
outside dimensions = (30.25"x46.25")



— FIGURE 1 —
OPENING FRAME MEMBERS



WOOD OR SHEET METAL
INSTALLATION



MASONRY
INSTALLATION

SIGNS 4

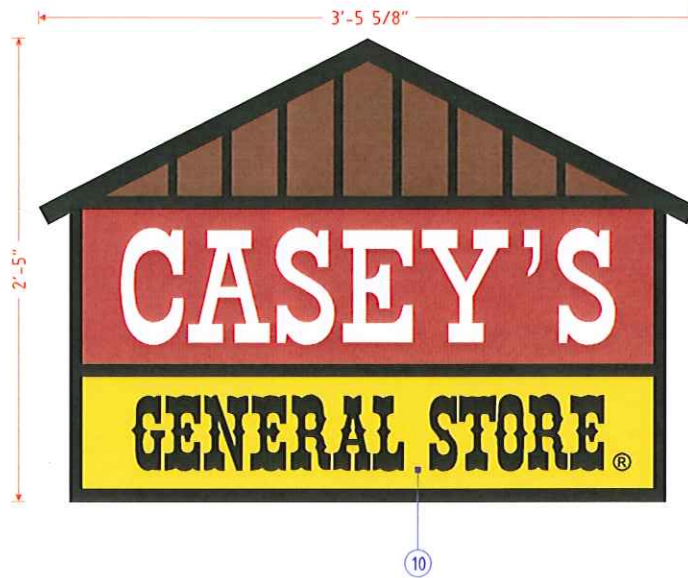
STEP-BY-STEP INSTALLATION PROCEEDURE

- ① Open all four sides of the snap frame by pulling the inside edge of the frame up and out (see figure 1).
- ② Hold sign against the wall in desired position and mark hole locations on the wall through holes in the frame.
- ③ Set sign aside and drill or punch starting holes into wall: On wood or sheet metal walls, use 1-3/4" tapping screws only.

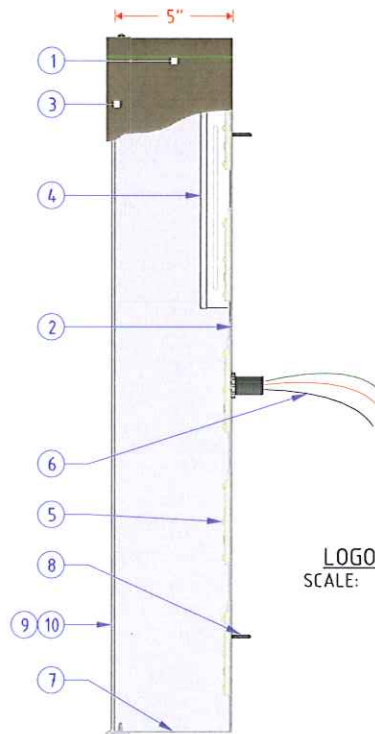
On masonry walls, drill 5/16" holes into mortar (where possible) approx. 2" deep and insert lead expansion anchor until end is flush with the wall.
- ④ Hold sign against wall, align all holes and secure with screws.

STDI-029
2/28/06

SIGN 5



GRAPHIC DETAIL
SCALE: 1" = 1'-0"



LOGO PROFILE
SCALE: 1 1/2" = 1'-0"

CASEY'S 2 X 3 CHANNEL LETTER LOGO SPECIFICATIONS	
NO.	PART/DESCRIPTION
1	.040" x 5" PREFINISHED BRONZE ALUMINUM RETURNS
2	.063" ALUMINUM BACK
3	1" BRONZE TRIM CAP
4	LED POWER SUPPLY AS REQUIRED
5	GE 7100K WHITE LED'S AS REQUIRED
6	ELECTRICAL OUT PROVISION: THRU BACK, CENTER
7	DRAIN HOLES AS REQUIRED
8	MOUNTING HARDWARE AS DETERMINED BY SITE CONDITIONS
9	.118" CLEAR SOLAR GRADE POLYCARBONATE FACE
10	SCREENED DECORATION (2ND SURFACE)

NOTES:

- EXTERIOR FINISH: PAINTED TO MATCH PMS 313 BRONZE
- INTERIOR FINISH: PAINTED REFLECTIVE WHITE
- FACE REMOVABLE FOR SERVICE ACCESS
- U.L. LISTED
- ELECTRICAL: .65 AMPS/120 VOLTS
- SQUARE FOOTAGE:
BOXED = 8.38
ACTUAL = 6.38

Customer:
CASEY'S GENERAL STORES

Date:
01-18-18

Prepared By:
RS/RA/AP/RA

Note: Color output may not be exact when viewing or printing this drawing. All colors used are PMS or the closest CMYK equivalent. If these colors are incorrect, please provide the correct PMS match and a revision to this drawing will be made.

Item Number: CAS-2X3CLEDDITLOGOF-S

File Name:
CAS 2 X 3 SINGLE FACE LED CHANNEL LETTER LOGO

Revision:
3

persona
SIGNS | LIGHTING | IMAGE

DISTRIBUTED BY SIGN UP COMPANY
700 21st Street Southwest
PO Box 210
Watertown, SD 57201-0210
1.800.843.9888 • www.personasigns.com

**CITY OF KASSON
RESOLUTION # 3.x-19**

**RESOLUTION APPROVING THE PRELIMINARY PLAT OF
THOMPSON ADDITION**

WHEREAS, Aaron and Sonja Thompson, the owners of the property in question have submitted a request for a Preliminary Plat, and;

WHEREAS, at a public hearing duly held on the 11th day of March 2019, the Planning Commission heard testimony of all persons wishing to comment on the proposed Preliminary Plat; and

WHEREAS, the appropriate City Staff and consultants have performed a technical review of the proposed Preliminary Plat; and

WHEREAS, following the public testimony and report of the technical review, the Planning Commission reviewed all relevant information regarding the proposed Preliminary Plat; and

WHEREAS, it is the finding of the Planning Commission that conditions established for the approval of the Preliminary Plat have been addressed; and

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF KASSON, MINNESOTA:

That the said Preliminary Plat of Thompson Addition is hereby approved by the City Council of the City of Kasson with the following conditions:

- Maintain 30% Green Space
- Final Plat to include lot 13 as 108 x 143 and Revise Private Drive Outlot accordingly
- Association Documents at Final Plat
- Private Drive, Private Water, Private
- Provide Sidewalk along 16th Street
- Restore Pavement to Current Condition and Chip Seal
- Execute Development Agreement
- Parkland, Water and Sewer Access Charges at Final Plat
- Record Utility, Utility Access Easements at Final Plat
- City Engineer to Review Site Plan prior to Final Plat (including electrical crossing in drive)
- City Engineer to Review and Approve Final Construction, Grading and Hydraulic Plans

Adopted this 13th day of March 2019.

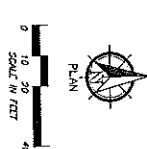
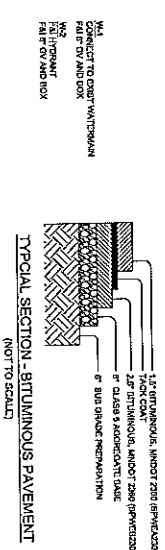
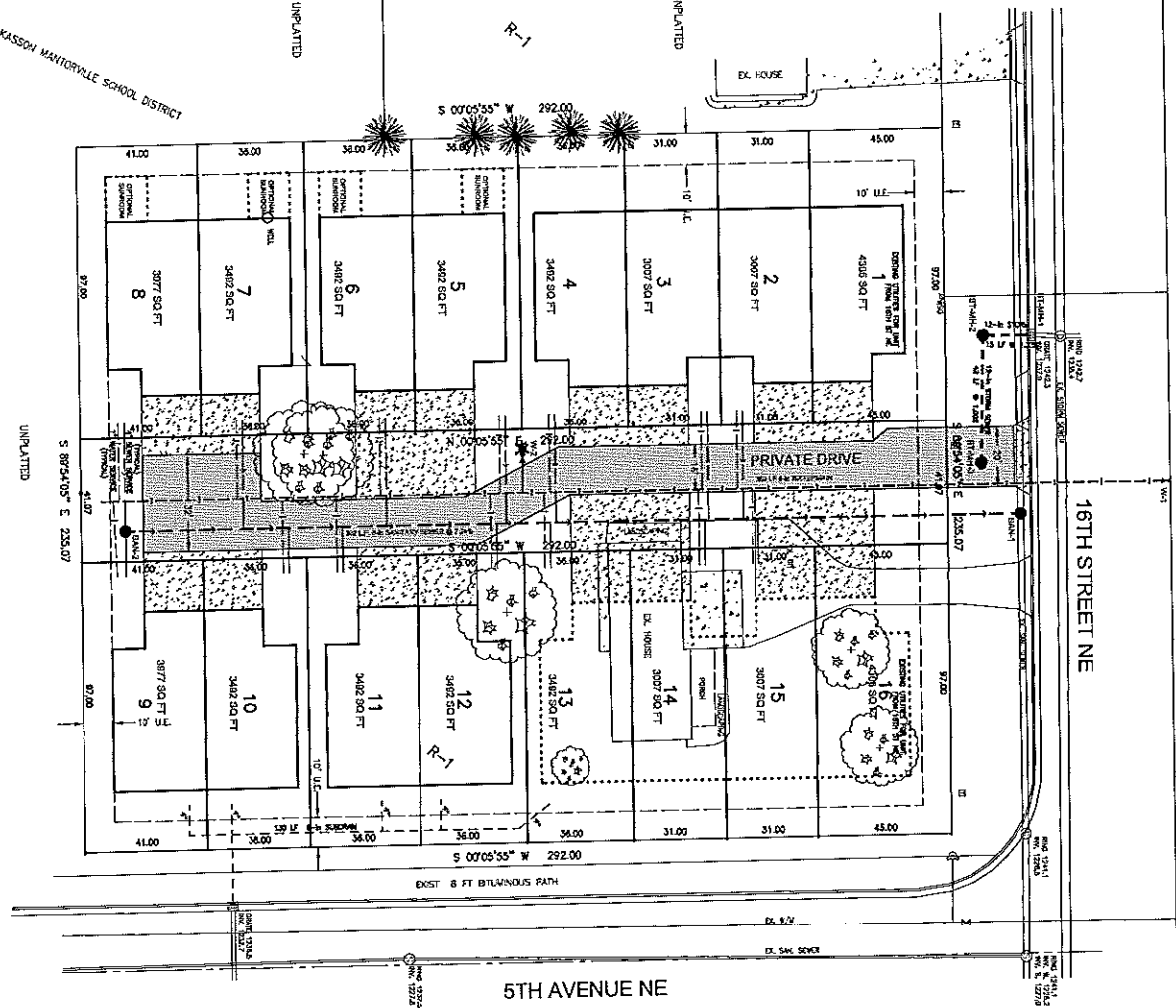
ATTEST:

Linda Rappe, City Clerk

Chris McKern, Mayor

The motion for the 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: -- and --. Those against same: --.

PRELIMINARY PLAT THOMPSON ADDITION



PROPERTY DESCRIPTION
LOT 1 AND 2, BLOCK 1, WOODMONT
KASSON, MN

OWNER AND DEVELOPER
KASSON, MN

EXISTING UTILITY NOTES
THE LOCATION OF UNDERGROUND AND OVERHEAD UTILITIES ON STREETS AND ALLEYS SHOWN ON THIS PLAN ARE BASED ON AVAILABLE RECORDS AT THE TIME THE PLANS WERE PREPARED AND ARE NOT GUARANTEED TO BE COMPLETELY ACCURATE. ANY DISCREPANCIES BETWEEN THE INFORMATION SHOWN ON THIS PLAN AND THE ACTUAL LOCATION OF UTILITIES SHOULD BE DETERMINED BY THE USER PRIOR TO THE START OF ANY CONSTRUCTION. THE USER SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL UTILITIES DURING THE COURSE OF WORK.

504 DEVELOPMENT PUD
SITE AND UTILITY PLAN

KASSON MINNESOTA

C1.0

PROJECT LINE

DATE: 10/1/2011
DRAWN BY: [Name]
CHECKED BY: [Name]
APPROVED BY: [Name]

16TH STREET NE



- ### FROBION PREVENTION:

Temporary discontinuation requires additional medical control and temporary cover after 7 days

	Median (Days)	95% CI
Sheepier than 20%	7 Days	(6-8)
10:1 to 3:1	7 Days	(6-8)
Faster than 10:1	7 Days	(6-8)
14 Days	14 Days	(13-15)
14 Days	14 Days	(13-15)
Pinches	7 Days	(6-8)

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- 
- Know what's behind it.

EXISTING UTILITY NOTES

THE LOCATION OF UNDERGROUND AND OVERHEAD FACILITIES OR STRUCTURES AS SHOWN ON THE PLANS ARE BASED ON AVAILABLE RECORDS AT THE TIME THE PLANS WERE PREPARED AND ARE NOT GUARANTEED TO BE COMPLETE OR ACCURATE. THERE MAY BE ADDITIONAL UNDERGROUND FACILITIES NOT IDENTIFIED OR NOT SHOWN ON THE PLAN THAT MAY BE REQUIRED FOR LOCATION OR REMOVAL. IT IS THE RESPONSIBILITY OF THE CONTRACTOR TO RECONSTRUCT A GROUND STATE ONE CALL PRIOR TO THE START OF ANY CONSTRUCTION TO DETERMINE THE EXACT LOCATION OF ALL FACILITIES AND TO PROVIDE ADEQUATE PROTECTION OF SAID UTILITIES DURING THE COURSE OF WORK.

PROPERTY DESCRIPTION
LOTS 1 AND 2, BLOCK 1, HARDS ADDITION

OWNER AND DEVELOPER
Aron & George Thompson
804 18th Street NE
Kennesaw, GA

C2.0

504 DEVELOPMENT PUD
GRADING AND EROSION CONTROL PLAN

KASSON

MINNESOTA

1. **Journal Number** _____
 2. **Volume** _____
 3. **Issue** _____
 4. **Page** _____
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 6. **Title** _____
 7. **Abstract** _____
 8. **Keywords** _____
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 11. **Comments** _____
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Staff Planning Review

Thompson Addition

Preliminary Plat

Prepared by The Design Connection

Zoning Administrator

Maintain 30% green space; show calculation on site plan

Plat Lot 13 as 108 x 143; re-plat at later date

Association Documents at Final Plat

To include Private Drive, Private Water and Private Sewer

Zoning Clerk

Provide Sidewalk along North Frontage (SRTS and TAP)

Zoned R-1

Finance

Execute Development Agreement

(to include letter of credit sufficient to assure completion of the PUD)

Electric Supervisor

Record necessary utility easements, utility access easements

Install crossing in private drive

Park and Recreation Supervisor

Parkland Fees at Final Plat

Water/Wastewater

Provide documentation of sealed well

WAC/ SAC Fees at Final Plat

Streets

Restore Pavement to Current Condition and Chip Seal

(after hook-up and sewer connection to 16th Street Manhole)

City Engineer

City Engineer to review and approve Site Plan prior to Final Plat Approval

(to include, but not limited to,

hydrant location and sub-drain access)

Fire

Private Drive and turnaround to be approved by Fire Chief

**CITY OF KASSON
RESOLUTION # 3.x-19**

**RESOLUTION APPROVING THE PRELIMINARY PLAT OF
STONE RIDGE SECOND ADDITION**

WHEREAS, Michael Marti, the owner of the property in question have submitted a request for a Preliminary Plat, and;

WHEREAS, at a public hearing duly held on the 14th day of January 2019, the Planning Commission heard testimony of all persons wishing to comment on the proposed Preliminary Plat; and

WHEREAS, the appropriate City Staff and consultants have performed a technical review of the proposed Preliminary Plat; and

WHEREAS, following the public testimony and report of the technical review, the Planning Commission reviewed all relevant information regarding the proposed Preliminary Plat; and

WHEREAS, it is the finding of the Planning Commission that conditions established for the approval of the Preliminary Plat have been addressed; and

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF KASSON, MINNESOTA:

That the said Preliminary Plat of Stone Ridge Second Addition is hereby approved by the City Council of the City of Kasson with the following conditions:

- Provide 20' Water Main Easement
- Grade the Existing Trail Easement
- Address Storm Water Management at Final Plat
- Execute Development Agreement
- Parkland, Water and Sewer Access Charges at Final Plat
- City Engineer to Review Site Plan prior to Final Plat (including but not limited to: Sanitary Sewer Manholes, Catch Basin Locations, Spacing of Fire Hydrants)
- City Engineer to Review and Approve Final Construction, Grading and Hydraulic Plans

Adopted this 13th day of March 2019.

ATTEST:

Linda Rappe, City Clerk

Chris McKern, Mayor

The motion for the 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: -- and --. Those against same: --.

CITY OF KASSON
Resolution # 3.x-19

**RESOLUTION REVOKING CONDITIONAL USE PERMIT
NUMBER 2010-2
ISSUED FOR OPERATION OF A NURSERY AND
LANDSCAPING BUSINESS**

WHEREAS, on March 24, 2010, a Conditional Use Permit was issued to Bigelow-Voight Land Development to all the operation of a nursery and landscaping business; and

WHEREAS, Section 154.029(G) of the Kasson Municipal Code establishes those conditions under which a Conditional Use Permit may be revoked; and

WHEREAS, Paragraph (2) of that Section states, as one of the conditions, “In the event that the applicant violates any of the conditions set forth in the conditional use permit”; and

WHEREAS, a duly noticed public hearing was held concerning this matter on September 10, 2018 at which all public testimony was heard; and

WHEREAS, following the public testimony, the Planning Commission reviewed relevant information regarding the Conditional Use Permit in question; and

WHEREAS, it is the finding of the Planning Commission that the condition established in Section 154.029(G)(2) of the Kasson Municipal Code does exist; and

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF KASSON, MINNESOTA:

Conditional Use Permit 2010-2 is hereby revoked by the City Council of the City of Kasson.

Adopted this 13th day of March 2019.

Chris McKern, Mayor

ATTEST:

Linda Rappe, City Clerk

The motion for the 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: _____ .

Jason Wilker
Wilker Retaining Walls
1103 8th Ave NW
Kasson, MN 55944

July 12, 2018

Re: Conditional Use Permit Number 2010-2 issued March 24, 2010

Dear Mr. Wilker,

At the request of the Planning Commission and pursuant to City Ordinance 30.001 (E) (3), this letter serves as formal notice that you have failed to meet the conditions of the Conditional Use Permit to allow the operation of a nursery and landscaping business on the property described as 4.81 acres of the SE1/4 of Section 29 Township 107 Range 16 Dodge County.

- 1) *That no additional commercial structures will be allowed on the property.*
 - **Rough frame work in place for an addition.**
- 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.*
 - **Less than 60% of the entire lot planted and maintained in trees, shrubs, plants.**
- 3) *That the applicant shall install and maintain a buffer along the south and west sides of the property prior to commencing operations.*
 - **Appropriate buffer yards have not been installed.**
- 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.*
 - **Numerous trucks, water tanks, and equipment are stored on the property overnight.**
- 6) *That hours of operation shall be limited from 7:00 a.m. to 9:00 p.m.*
- 7) *That outside storage and/or display of landscaping materials shall be allowed only north of the existing structure.*
 - **Landscaping materials are being stored on the south side of the building.**
- 8) *That the operator must have a valid nursery license prior to beginning operation.*
 - **Nursery Stock Growers License is required; consistent with condition 2 above.**

City Ordinance 154.999 Penalty, has been attached for your reference. You have 30 days from the date of this letter to bring the property into compliance with the Conditional Use Permit.

Respectfully,

Theresa Coleman
City Administrator
Interim Zoning Administrator

Kasson Zoning & Subdivision Ordinance Diagnosis & Annotated Outline

January 2019

Issues Identified

Simplification & Ease of Use

- » Current organization of ordinances are difficult to use for both the general public as well as city officials
- » A number of subjects have regulations that are scattered throughout the document, in various chapters or sections, sometimes with conflicting regulations
- » A reorganization of the chapters will:
 - Get rid of duplicate and conflicting information
 - Create ordinances that are straight-forward and easier to understand for the general public
 - Ensure that definitions are clear, and tied to regulations within relevant chapters
- » This is recommended as the first step in updating the zoning and subdivision ordinances, as a clear, organized structure will make the other identified issues easier to address

Compliance with Comprehensive Plan

- » There are some new land uses proposed through the Comprehensive Plan, and a thorough assessment of how zoning should relate to these new land uses is needed
 - Expansion of “Downtown” future land use designation and how it relates to current C-1 and C-2 zones; are Design Guidelines (outside of zoning) more appropriate?
 - Proposed future Eco/Tech business park on north border; does that need different zoning regulations than M-1 currently has?
- » Are there mechanisms within zoning and subdivision regulations to aid in the implementation of the Greenbelt idea presented in the Comprehensive Plan?
- » A general assessment is needed for areas on the zoning map that are out of compliance with the Comprehensive Plan
 - Create a priority and process for rezoning properties to come into compliance

Subdivision Regulations

- » As the city continues to grow, there’s a need to make sure that subdivision regulations have clear, concise standards that developers can easily keep track of
- » The role of the current “General Development Plan” has been confusing in the past and needs clarification/transition into “Concept Plan Review”

- » Responsibilities for construction and maintenance of infrastructure needs to be referenced clearer in the subdivision ordinance, and specified within individual development agreements
- » As industry design standards for infrastructure elements (streets, stormwater, utilities, etc.) can evolve and be refined over time, it may be better to explore having a Design Standards manual maintained by the City Engineer, that sits outside of the ordinance language so that amendments don't need to be made every time industry standards change

Enforcement & Implementation

- » Feedback from the general public showed that most people don't mind going through the city for permits and other things, but the process itself can be confusing and information is not consistently given at all levels
- » Create reference sheets that are usable for the public as well as city officials
- » Clear, concise explanations and training for city officials on the different elements and requirements for different processes:
 - Variances
 - Conditional Use Permits
 - Subdivisions

Detailed Review of the Current Ordinances

Chapter 150: Building Regulations; Construction

Article I: General Provisions

Sections:

- » 150.01 Adoption of State Building Code
- » 150.02 Board of Appeals; created
- » 150.03 Building Official; appointment
- » 150.04 Removal or restoration of unsafe or dangerous buildings
- » 150.05 Permits; fees
- » 150.06 Permit fee surcharge
- » 150.07 Building records retrieval and copying charges
- » 150.08 Definitions
- » 150.99 Penalty

Chapter 150 only has one Article (General Provisions); this chapter/article relates to the permitting, inspecting, and recording of buildings within the city. In general, the language is dictated by Building Code and doesn't need much variation. There is, however, an issue with how the hierarchy of chapters has now put all of the definitions of this and chapters 151-154 under 150. As a matter of organization, I think it would make more sense to have Definitions be its own

chapter (150) and the Building Regulations; Construction elements be combined with Mobile Homes below (as those are also related to construction) into a second chapter.

Alternatively, having definitions outside of the chapter they're applicable to can be confusing, so each chapter should have its own definitions section, with an emphasis on cleaning up, simplifying, and cross-referencing duplication of definitions.

Chapter 151: Mobile Homes

Sections:

- » 151.01 Permit required
- » 151.02 Application; fee
- » 151.03 Inspection generally
- » 151.04 Permit required for installation of accessory building or structure; application; fee; inspection
- » 151.99 Penalty

Since this chapter is about the construction/installation of mobile homes/manufactured homes, it would make sense to combine it with the building construction chapter above, and make this its own article.

Chapter 152: Subdivisions

Article I: General Provisions

Sections:

- » 152.002 Purpose
- » 152.003 Authority
- » 152.004 Administration
- » 152.006 Amendments
- » 152.009 Fees

The General Provisions Article sets up the authority of the City to regulate the subdivision of land. No major changes to this article are suggested, as the language is relatively the same for every city.

Article II: Required Improvements

Sections:

- » 152.020 Generally
- » 152.021 Monuments
- » 152.022 Public works
- » 152.023 Open space reservations

The elements found under the Required Improvements Article are a bit confusing. The regulations within section 152.020 Generally seem to pertain only to erosion control, steep slopes, and

drainageways; and those topics seem to conflate the issues during construction and after construction. Reorganization of these standards is recommended. Public works and Open Space Reservations sections could use modernization as well as organizational movement to perhaps other parts of the chapter.

Proposed changes:

- » Organize site standards for construction and separate those from site standards post-construction
- » Verify the need for section 152.021, and remove if possible
- » Modernize 152.022 & 152.023 and reorganize

Article III: Variances

Sections:

- » 152.035 Generally

Variances for subdivisions are complicated and have requirements at the state level. Further discussion with the City Attorney would be appropriate regarding this Article.

Article IV: Plats

Sections:

- » 152.050 General development plan
- » 152.051 Preplat investigation
- » 152.052 Preliminary plat generally
- » 152.053 Final plat
- » 152.054 Minor subdivision

The Plats Article looks into the steps of the subdivision process and the procedure/requirements of each step. Raised as a concern by city staff, the “General Development Plan” and “Preplat Investigation” sections will be changed and replaced with a process called “Concept Plan Review,” with the specification that the Concept Plan gives neighbors, City Staff, the Planning Commission, and the City Council an opportunity to give feedback on a concept plan before the developer invests a lot of money into a preliminary plat. It is not an approval, no action is taken by any city authority, and does not guarantee any development rights.

Minor adjustments will be made to the Preliminary Plat, Final Plat, and Minor Subdivision sections to make sure they meet state standards and do not have extra regulations that put unnecessary burden on the city.

Proposed changes:

- » Replace 152.050 & 152.051 with Concept Plan Review

- » Minor adjustments to 152.052-152.054
- » Verify with County that city cannot regulate lot combination at all, or under Minor Subdivision

Article V: Design Standards

Sections:

- » 152.070 Generally
- » 152.071 Street design
- » 152.072 Open ditch street design
- » 152.073 Intersections
- » 152.074 Alleys
- » 152.075 Easements
- » 152.076 Construction setback requirements from pipelines
- » 152.077 Lots
- » 152.078 Blocks
- » 152.079 Walkways
- » 152.081 Storm sewer
- » 152.999 Penalty

Regulating design standards of subdivisions has to find a balance between providing enough information that developers can integrate into their site design, while wanting flexibility so that the ordinance doesn't need to be amended every time new industry standards/best practices are developed for subdivision. All of these standards need to be evaluated closely between the project team and the City Engineer. Issues relating especially to storm sewer and drainage will be a top priority. Additional design standards may be added and others removed, depending on the results of that work. Above all, the priority will be to leave the city with clear design standards that are easy to enforce and administer.

Proposed changes: TBD

Appendix A: Residential Developments & Appendix B: Commercial/Industrial Developments

These two appendices are a bit confusing, and seem to more be a reference for procedure than actual policy. Recommended that these sections be removed from code and any relevant information put instead on an information sheet available to developers.

Proposed changes: Remove

Chapter 153: Floodplain Management

Floodplain regulations are an important (and required) element of zoning administration within a city. While the regulations regarding what elements need to be reflected in the code are established by FEMA and the DNR, the City has some options as to where in the code these regulations should live and how they are applied. As the City has already taken the step to

combine the Floodplain Management definitions with other definitions in 150.008, it may be appropriate to move the regulations of these sections to the proposed Overlay Districts sections of the Zoning Chapter. Alternatively, these regulations may stay within their own chapter, but references to the Floodway Overlay District and Flood Fringe Overlay District need to be established within the Zoning Chapter, as they are elements of zoning.

The city is also going to be getting a new FEMA FIRM map soon, with updated boundaries to the floodway and flood fringe. It may be beneficial for the city to currently focus on the organization of floodplain regulations within the code for now and wait on updates to specific language until the new FIRM maps have been established (and any new FEMA/DNR requirements can be assessed at that time).

Proposed Changes:

- » Possible reorganization of chapter so that elements are within Zoning Chapter (or at least referenced)
- » Addition of Flood Way Overlay and Flood Fringe Overlay to official zoning map adopted in zoning chapter

Article I: General Provisions

Sections:

- » 153.001 Statutory authorization
- » 153.002 Findings of fact
- » 153.003 Methods used to analyze flood hazards
- » 153.004 Statement of purpose
- » 153.005 Lands to which chapter applies
- » 153.006 Establishment of official zoning map
- » 153.007 Regulatory flood protection elevation
- » 153.008 Interpretation
- » 153.009 Abrogation and greater restrictions
- » 153.010 Warning and disclaimer of liability

Article II: Establishment of Zoning Districts

Sections:

- » 153.025 Districts established
- » 153.026 Compliance

Article III: Floodway District (FW)

Sections:

- » 153.040 Permitted uses
- » 153.041 Standards for floodway permitted uses
- » 153.042 Conditional uses

- » 153.043 Standards for floodway conditional uses

Article IV: Flood Fringe District (FF)

Sections:

- » 153.055 Permitted uses
- » 153.056 Standards for flood fringe permitted uses
- » 153.057 Conditional uses
- » 153.058 Standards for flood fringe conditional uses
- » 153.059 Standards for all flood fringe uses

Article V: Subdivisions

Sections:

- » 153.070 Review criteria
- » 153.071 Removal of special flood hazard area designation

Article VI: Public Utilities, Railroads, Roads and Bridges

Sections:

- » 153.085 Public utilities
- » 153.086 Public transportation facilities
- » 153.087 On-site sewage treatment and water supply systems

Article VIII: Nonconforming Uses

Sections:

- » 153.115 Conditions of nonconforming uses

Article IX: Administration

Sections:

- » 153.130 Zoning Administrator
- » 153.131 Permit requirements
- » 153.132 Board of Adjustment
- » 153.133 Conditional uses
- » 153.134 Amendments to zoning map or ordinance
- » 153.999 Penalty

Chapter 154: Zoning

Article I: General Provisions

Sections:

- » 154.001 Title
- » 154.002 Authority
- » 154.003 Intent and purpose
- » 154.004 Scope and application
- » 154.005 Relation to comprehensive municipal plan
- » 154.006 Uses not provided for within zoning districts
- » 154.007 Definitions
- » 154.008 Net revenue loss payment fee

The General Provisions Article of the Zoning chapter includes relatively standard language regarding the City's authority to regulate and administer zoning and land uses. A lot of the language is technical in nature, as a result of referencing state statutes and rules; this causes it to be difficult to read for the average audience, but the language is required to be in there, so no major changes are proposed.

Proposed Changes:

- » Elements currently found within Section 154.007 Definitions will likely be combined with other definitions of Chapters 150-153, located currently in 150.008.
- » Section 154.008 could potentially move to an area of the code regarding subdivision fees or annexation fees

Article II: Administration and Enforcement

Sections:

- » 154.020 Enforcing agent
- » 154.021 Zoning Administrator; specific powers and duties
- » 154.022 Zoning certificate
- » 154.023 Compliance required
- » 154.024 Conflicting provisions
- » 154.025 Relief from personal responsibility
- » 154.026 Planning and Zoning Commission
- » 154.027 Annual review
- » 154.028 Zoning amendments
- » 154.029 Conditional use permits
- » 154.030 Variances
- » 154.031 Appeals
- » 154.032 Vote required for passage
- » 154.033 Fees

The Administration and Zoning Article establishes the roles and responsibilities of different entities within the City to administer the zoning ordinance. It establishes the Zoning Administrator as well as the Planning Commission, and gives the context for those roles and how they enforce the zoning ordinance. The Article also lays out different Land Use Applications and

their processes; these include Zoning Amendments (which includes Rezoning), Conditional Use Permits, and Variances.

There are some minor issues with elements within the Administration and Zoning Article. Section 154.022 requires a “zoning certificate” issued by the Zoning Administrator for any use or occupancy stating that the use conforms to the requirements of the Zoning Chapter. Under 154.007 Definitions, “Zoning Certificate” is defined as:

A document signed by the Zoning Administrator, as required in this chapter, as a condition precedent to the commencement of a use, or the erection, construction, reconstruction, restoration, alteration, conversion or installation of a structure or building, that acknowledges that the use, structure or building complies with the provisions of the municipal zoning ordinance or authorized variance therefrom.

This definition of “zoning certificate” appears to only apply to buildings (which would be verified through building permits), while the reference within 154.022 speaks to land uses beyond just structures. Further clarification on this matter, plus what permits may act as the “zoning certificate” may be appropriate.

Related to the “zoning certificate” language above, this article may be the most appropriate place to add Zoning Permits as a mechanism to enforce uses that don’t require a building permit but still are regulated by zoning (fences, sheds, etc.). The purpose and procedure of the new Zoning Permit would be included in the new section.

The language within the “procedure” of Zoning Amendments, Conditional Use Permits, and Variances could use some minor updating to make sure the City is meeting all current state statutes (for example the City has 15 days by statute to find completeness of an application, not just 10).

Proposed Changes:

- » Clarification of “zoning certificate” and what permits/processes fulfill that certification (154.022)
- » Addition of new section allowing Zoning Permits for non-building uses that still require zoning verification
- » Adjustments to procedures of 154.028-154.030
- » Recommend the addition of “Site Plan Review” process for new Non-Residential uses that do not require a subdivision
- » *Should Interim Uses be proposed as part of the Zoning Ordinance Update, this article is where Interim Use Permits would be detailed*

Article III: General Regulations

Sections:

- » 154.045 Effect of chapter on construction in progress

- » 154.046 Nonconforming buildings, structures and uses
- » 154.047 Nonconforming lots of record
- » 154.048 Dwelling units prohibited
- » 154.049 Temporary dwellings
- » 154.050 Lot area; reducing
- » 154.051 Yard encroachments
- » 154.052 Height limitations
- » 154.053 Measuring building height
- » 154.054 Lots fronting more than one street
- » 154.055 Erection of more than one principal building
- » 154.056 Buildings; distance between
- » 154.057 Manufactured/mobile homes
- » 154.058 Accessory buildings
- » 154.059 Relocating structures
- » 154.060 Bufferyards and screening
- » 154.061 Fences and landscaping
- » 154.062 Outside storage
- » 154.063 Refuse
- » 154.064 Glare
- » 154.065 Bulk storage (liquid, gas, grain and the like)
- » 154.066 Visual obstructions to vehicular traffic
- » 154.067 Vacated streets
- » 154.068 Access drives and access
- » 154.069 Essential services
- » 154.070 Satellite dishes
- » 154.071 Short wave towers
- » 154.072 Outdoor furnace systems
- » 154.073 Solar energy systems and solar and earth-sheltered structures
- » 154.074 Wind energy conversion system (WECS)
- » 154.075 Sewage disposal
- » 154.076 Floodplain classification
- » 154.077 Frost depth footings
- » 154.078 Soil erosion and sedimentation control
- » 154.079 Preservation of natural drainageways
- » 154.080 Off-street parking
- » 154.081 Loading spaces
- » 154.082 Sign regulations
- » 154.083 Home occupations
- » 154.084 Home businesses
- » 154.085 Single-family attached dwellings
- » 154.086 Apartments, townhouses and other multi-family structures
- » 154.087 Fuel and auto service station standards

- » 154.088 Drive-in business standards
- » 154.089 Bed and breakfast
- » 154.090 Animal hospitals
- » 154.091 Country club or golf course
- » 154.092 Golf driving range and amusement parks
- » 154.093 Nursing homes
- » 154.094 Hospital, church or other religious or eleemosynary institutions
- » 154.095 Fertilizer plants and yards
- » 154.096 Inflammable liquid storage in industrial/manufacturing districts
- » 154.097 Cemeteries, crematories, mausoleums and columbarium
- » 154.098 Extraction of materials and minerals, open pits and impounding of water
- » 154.099 Swimming pools

The General Regulations Article appears to have become the “catch all” for regulations that don’t apply to specific districts or administration. The sheer bulk of these regulations make them difficult to navigate as well as keep them from having a meaningful impact. There may be individual elements within these sections that need addressing or updating to meet state regulations or to help the City achieve its overall goals, but the first priority is getting them organized in a meaningful way to make them much more usable and easier to understand.

Most of these sections generally fall under three different categories:

- » Zoning District General Provisions
- » Development Standards
- » Use-Specific Standards

The reorganization of this Article will be part of the major reorganization of the chapter and individual changes will not be highlighted here.

Article IV: District Regulations Generally

Sections:

- » 154.110 Established
- » 154.111 Zoning map
- » 154.112 Interpretation of boundaries
- » 154.113 Classification of annexed territory

The District Regulations Generally Article addresses the adoption of Zoning Districts, the Zoning Map as the official record of those zoning districts, and how those elements impact parcels, boundaries, and annexations. The text within these sections is relatively straight-forward and shouldn’t change too much, however, with the reorganization of the chapter, these elements may be moved to different sections.

The reorganization of this Article will be part of the major reorganization of the chapter and individual changes will not be highlighted here.

Articles V through XIV: AG – Agricultural District through M-1 – Manufacturing and Industrial District

These ten Articles cover the different Zoning Districts within the City.

Districts:

- » AG district: Agricultural district
- » R-1 district: Single-family residential district
- » R-2 district: Single-family, older-core, residential district
- » R-3 district: Multi-family residential district
- » R-C district: Residential-commercial mixed use district
- » C-1 district: Central business district
- » C-2 district: General commercial district
- » C-3 district: Highway commercial district
- » C-M district: Commercial-manufacturing mixed use district
- » M-1 district: Manufacturing/industrial district

Each of these Articles is generally organized in the same way, with the same sections.

Sections:

- » Purpose
- » Permitted uses
- » Conditional uses
- » Prohibited uses
- » (Accessory uses – only found listed in C-M District & M-1 District)
- » Lot area, frontage and yard regulations
- » Lots fronting more than one street
- » Maximum lot coverage
- » Height regulations
- » Bufferyards and screening
- » General provisions

The largest change for this ordinance update is recommending a complete shift in how these Articles are organized. Rather than listing each district with uses and standards, tables showing what uses are allowed where and other tables showing lot size standards and other standards would make the zoning chapter much easier to navigate. The evaluation of the specific standards of these districts will be much easier to do once the chapter has been reorganized.

The reorganization of these Articles will be part of the major reorganization of the chapter and individual changes will not be highlighted here.

Article XV: Planned Unit Developments

Sections:

- » 154.335 Intent and purpose
- » 154.336 Conditional use permit required
- » 154.337 Land ownership
- » 154.338 General provisions
- » 154.339 Types and restrictions
- » 154.340 Procedure

The Planned Unit Developments Article lays out the purpose, circumstances, and procedure for PUDs. In general, having PUD regulations that allow for flexibility for development is very important, especially as a result of preserving natural features, promoting quality site design, or other benefits of the City. Typically, PUDs are processed through a Conditional Use Permit or Rezoning/Overlay Zoning. Looking at the specifics of this section, Kasson's PUD process appears to have both: PUDs require a CUP, but are also considered an Overlay Zoning District. For clarity and ease of implementation, the City should determine which of those two processes to use. That decision will also determine where in the new organizational structure these sections will live. If it is a Conditional Use, it would be appropriate to put under Use-Specific Standards. If it is a Zoning Overlay District, it would be appropriate under Overlay Districts.

Generally, I believe using an overlay district approach is more straight-forward and puts less responsibility on the City to check that conditional uses are met.

The reorganization of this Article will be part of the major reorganization of the chapter and individual changes will not be highlighted here.

Article XVI: Manufactured Home Parks

Sections:

- » 154.355 Generally
- » 154.356 Size
- » 154.357 Access
- » 154.358 Setback requirements
- » 154.359 Building height
- » 154.360 Interior requirements
- » 154.361 Required improvements
- » 154.362 Commercial operations restricted
- » 154.363 Parking restrictions
- » 154.364 Conditional use permit required
- » 154.365 New application required for enlargement, extension or transfer of permit
- » 154.366 Storm shelter facilities
- » 154.367 Promulgation of additional regulations

The Manufactured Home Parks Article addresses both the zoning requirements of manufactured home parks as well as their site standards for development. This is one of several places throughout the code where Manufactured Homes are mentioned. Through the code updating process, it's recommended that as much of this information be combined as possible so repetitive/conflicting standards do not happen. Once those elements are compiled, it might make sense to then separate out the *development* of manufactured home parks as more of a subdivision process, while the *zoning* regulations of individual units within a manufacture home park could stay within zoning. Further discussion is needed with the City to determine the best course.

Article XVII: Wireless Communications Facilities

Sections:

- » 154.380 Purpose
- » 154.381 Definitions
- » 154.382 Conditional use
- » 154.383 Design standards

The Wireless Communications Facilities Article has general provisions related to the installation of WCFs. It seems like all of this information could easily be moved to the new Use-Specific Standards section under the chapter's new organization. The definitions of this section will be evaluated and likely combined with all other definitions.

Proposed Changes:

- » Move all provisions to Use-Specific Standards
- » Evaluate and move definitions

Annotated Outline of the New Ordinances

1. POSSIBLE NEW CHAPTER: Definitions
2. Chapter: Building Regulations; Construction
 - I. Article: General Provisions
 - II. Article: Mobile [Manufactured]Homes
3. Chapter: Subdivisions
 - I. Article: General Provisions
 - II. Article: [Required Site Improvements]
 - III. Article: [Variances]
 - IV. Article: Plats
 - A. Concept Plan Review
 - B. Preliminary Plat
 - C. Final Plat
 - D. Minor Subdivision
 - V. Article: Design Standards
 - A. Move Manufacture Home Park Development requirements here

- VI. [Possible New Article to include Floodplain section & Shoreland Section]
- 4. [Possible: Keep Floodplain as its own chapter]
- 5. Chapter: Zoning
 - I. Article: General Provisions
 - II. Article: Administration & Enforcement
 - A. New Section: Zoning Permit
 - B. New Section: Site Plan Review
 - C. [Possible New Section: Interim Use Permit]
 - III. Article: Zoning Districts
 - A. General Provisions
 - B. Base Districts
 - 1. Purpose Statements
 - 2. Use Tables
 - 3. Principal Uses
 - 4. Accessory Uses
 - 5. Lot Dimension Standards
 - 6. Site Dimension Standards
 - C. Overlay Districts
 - 1. [Floodplain] (Possible: Move Floodplain regulations here)
 - 2. [Shoreland] (Possible addition)
 - 3. [Planned Unit Development] (Possible: Move PUD Regulations here)
 - IV. Article: Development Standards
 - A. Performance Standards
 - 1. Applicability
 - 2. General
 - B. Parking, Loading and Circulation
 - 1. Off-street parking
 - 2. Loading spaces
 - C. Landscaping, Screening, Walls, and Fences
 - 1. Bufferyards and screening
 - 2. Fences and landscaping
 - 3. Outside storage
 - 4. Refuse
 - 5.
 - D. Exterior Lighting
 - E. Possible New: Grading, Drainage, Tree preservation, etc.
 - F. Use Specific Standards
 - 1. (Possible: Move PUD regulations here)
 - 2. Move Manufactured Homes Zoning Requirements here
 - 3. Move Wireless Communications Facilities here

March 1, 2019

Theresa Coleman
City Administrator
City of Kasson, MN
401 5th Street SE
Kasson, MN 55944

RE: Proposal to Provide Services to Complete Zoning and Subdivision Ordinance Update

Dear Theresa,

HKGi is pleased to submit the following proposal to assist the City of Kasson with the completion of the Zoning and Subdivision Ordinance Update. This proposal is the follow up to the Zoning and Subdivision Ordinance Update Work Plan, submitted to the City of Kasson on September 7, 2018. That Work Plan established details for Phase I (Tasks 1 and 2) of the process, with future steps of drafting the ordinance language to be proposed later. Below is an Updated Work Plan approach, which takes Phase II (Tasks 3 and 4) and breaks them into Modules for drafting and adopting the ordinance updates.

Completed Tasks of Zoning and Subdivision Ordinance Update Work Plan:

Task 1 – Project Initiation, Ordinance Review, & Diagnosis – COMPLETE

Task 2 – Annotated Outline – COMPLETE

Remaining Work Plan:

Module 1: Districts, Uses, & Bulk Standards

- Organize and update existing Zoning District and Overlay District sections
- Analyze Uses and Bulk Standards for each district
- Updates to the Zoning Map as needed
- Two meetings with the Planning Commission

Module Deliverables:

- Draft of Zoning Chapter Article III: Zoning Districts
- Proposed changes to Zoning Map

Module 2: New Zoning Districts

Hoisington Koegler Group Inc.
123 North Third Street, Suite 100
Minneapolis, Minnesota 55401-1659
(612) 338-0800 Fax: (612) 338-6838 www.hkgi.com

- Evaluate possibility of new zoning district(s) to fulfill Comprehensive Plan Goals
- Establish Uses and Bulk Standards for district(s)
- Updates to the Zoning Map as needed
- One meeting with the Planning Commission

Module Deliverables:

- Draft of Zoning Chapter Article III: Zoning Districts with New Zoning District(s) Added
- Proposed changes to Zoning Map

Module 3: Subdivision/Platting Procedures & Standards

- Organize and Update Subdivision Chapter of City Code
- Facilitate City Engineer to establish Subdivision Design Standards (*Engineer's time not part of this proposal)
- One meeting with the Planning Commission

Module Deliverables:

- Draft of Subdivision Chapter

Module 4: Performance Standards

- Organize and Update Performance Standards
- Establish Use Specific Standards
- Organize and Establish standards for Off-Street Parking, Landscaping and Screening, and Lighting
- One meeting with the Planning Commission

Module Deliverables:

- Draft of Zoning Chapter Article IV: Development Standards

Module 5: Administration & Procedural

- Finalize and Organize Definitions
- Establish Training Materials for Planning Commission
- Develop Informational Cut-Sheets regarding City Processes
- One meeting with the Planning Commission

Module Deliverables:

- Draft of New Definitions Chapter
- Draft of Building Regulations Chapter
- Planning Commission Training Materials/Instructions

- City Process Forms, Cut-Sheets, and Information Sheets
- Instructions for Adoption of New Ordinances & Zoning Map

Proposed Professional Fee

HKGi proposes to accomplish the remainder of the project, as described above, for a not to exceed fee of \$30,000 including expenses. The project will be billed monthly commensurate with the level of work completed. The table below identifies the fees associated with each module, as well as estimated time needed to work through each module.

	Fee	Est. Timing if done individually
Module 1: Districts, Uses, & Bulk Standards	\$8,200	3 months
Module 2: New Zoning Districts	\$3,500	1 month
Module 3: Subdivision/Platting Procedures & Standards	\$4,700	2 months
Module 4: Performance Standards	\$6,000	2 months
Module 5: Administration & Procedural	\$6,800	2 months
Subtotal	\$29,200	
Estimated Expenses	\$800	
Not-to-exceed Fee with Expenses	\$30,000	

Please feel free to contact me if you have any questions about this proposal or would like additional information. If you find this proposal acceptable, please sign and email me a copy. We will consider your signature below as your authorization for us to proceed. We look forward to continuing to work with Kasson on this project.

Sincerely,



Brad Scheib, AICP
Vice President

Signatures:

City of Kasson Representative

Date: _____

Printed Name