

PLANNING COMMISSION

DECEMBER 13, 2021

6:30 O'CLOCK P.M.

1. Call to Order
2. Minutes of the Previous Meeting – October 11, 2021
3. Golden Kernel Annexation - Information
4. Schuette Annexation – Concept Plan
5. Fence Discussion
6. 2022 Work Plan
7. Other
8. Adjourn

MINUTES OF PLANNING COMMISSION MEETING

October 11, 2021

Pursuant to due call and notice thereof, a regular Planning Commission meeting was held at City Hall on the 11th day of October, 2021 at 6:30 PM

THE FOLLOWING WERE PRESENT: Chairman Ferris, Commissioner Thompson, Commissioner Torkelson, Commissioner Egglar and Commissioner Fitch

THE FOLLOWING WERE ABSENT: Commissioner Tinsley and Commissioner Burton

THE FOLLOWING WERE ALSO PRESENT: City Administrator Ibisch, Clerk Rappe, Matt Bradford - Home Federal Bank

CALL TO ORDER AT 6:30PM

MINUTES OF THE PREVIOUS MEETING – September 13, 2021 - Motion to Approve the Minutes as Submitted made by Commissioner Egglar, second by Commissioner Fitch With All Voting Aye.

PUBLIC HEARING – CONDITIONAL USE PERMIT FOR ELECTRONIC SIGN – HOME FEDERAL – Administrator Ibisch stated that this is pretty straight forward and will be out of the sight triangle. All electronic signs in the Commercial/Industrial district require a conditional use permit.

Public Hearing opened

Matt Bradford from Home Federal was in attendance. Mr. Bradford stated the sign will be on posts it will be tall enough to not block sight. Mr. Bradford informed the Commission that the sign will be 50% for client information and 50% for Community events.

Closed public hearing

The Commission would like to have the sign shut off at 11PM.

Motion to approve made by Commissioner Egglar, second by Commissioner Torkelson with all voting aye.

TRANSPORTATION MAP – Administrator Ibisch talked about the transportation map and incorporating it into the comp plan to use as a guide for future development. This is a map of connections and not of actual streets. The Commissioners would like a more updated map including the orderly annexation area. Ibisch stated that we need to make sure that there are interconnections between subdivisions. The Commission had a few changes to a couple of arrows.

VAIL PROPERTY – Update/Discussion – Administrator Ibisch stated this is informational only to bring the Commission into the loop for a plan for park land. This would accommodate a high density section of town.

OTHER – The Commissioners consensus was to cancel the November meeting. Chairman Ferris asked about the fence on Mantorville Ave. Ibisch stated we sent a letter and they turned in a cup/variance but no fee. The Commissioners would like another letter sent.

Chairman Ferris stated that the fence at the American Legion is not what was proposed.

ADJOURN – 7:29pm

Respectfully Submitted,

Linda Rappe, City Clerk

**Joint Resolution of Mantorville Township
and the City of Kasson, MN #**

**RESOLUTION ORDERING ANNEXATION PURSUANT TO THE TERMS OF THE
ORDERLY ANNEXATION AGREEMENT BETWEEN MANTORVILLE TOWNSHIP AND
THE CITY OF KASSON, AND MINNESOTA STATE STATUTE§ 414.0325**

**BE IT RESOLVED BY THE CITY COUNCIL OF KASSON, MINNESOTA AND THE
TOWNSHIP OF MANTORVILLE, MN** as follows:

1. That the owner of the land being annexed is GOLDEN KERNEL FARMS, INC, aka Brent Brunn and the land is described as that of unplatted property containing approximately 57.94 acres more or less.
2. The land is within the designated Orderly Annexation Area, pursuant to Minnesota State Statute §414.0325
3. The legal description of the property is attached.
4. Request for annexation to the City of Kasson and detachment from Mantorville Township is for the extension of municipal infrastructure and the construction of local improvements.
5. The City of Kasson and Mantorville Township have agreed to all the terms and conditions for the annexation of the above-described lands within this document and the signatories hereto agree that no alteration of the designated area is appropriate and no consideration by the Chief Administrative Law Judge of the Office of Administrative Hearings is necessary. The Chief Administrative Law Judge may review and comment, but shall within thirty (30) days, order the annexation in accordance with the terms of the resolution.
6. That the property, upon annexation shall be zoned Development Holding (D-H) according to Section 154.110 of the Kasson Municipal Code

BE IT FURTHER RESOLVED that the Township of Mantorville does not object to, nor will contest, the annexation of said lands into the Kasson corporate limits.

BE IT FURTHER RESOLVED that the above referenced property is hereby annexed, added to and made a part of the City of Kasson, Minnesota, as effectually as if it had originally been a part thereof.

Passed and adopted this 8th Day of December 2021.

MANTORVILLE TOWNSHIP

ATTEST:

By: _____
Chairperson
Board of Supervisor

By: _____
Township Clerk

CITY OF KASSON

ATTEST:

By: _____
Mayor

By: _____
City Administrator

Legal Description

13.032.0901

14.38 AC

THAT PART OF NW1/4 SW1/4
DESCRIBED AS FOLLOWS:
COMM NWCOR SW1/4 TH SOUTHERLY
ON A MN STATE PLANE GRID
AZIMUTH FROM NORTH OF
180°18'48" ALONG THE WEST LINE

13.032.0902

28.34 AC

THAT PORTION OF THE FOLLOWING
DESCRIBED LEGAL LYING NORTH OF
RAILROAD RIGHT-OF-WAY
SW1/4 N OF STATE TRUNK 14
& EXCEPTING RR ROW & EX COMM
NWCOR SW1/4 TH E914.45FT, FOR

13.032.0904

1.36 AC

PARCEL B

A PART OF N1/2 SW1/4, ALSO
BEING AS PART OF PARCEL 3 OF
MN DEPARTMENT OF
TRANSPORTATION RIGHT OF WAY
PLAT NO. 20-9

13.032.0905

.74 AC

PARCEL C

A PART OF N1/2 SW1/4, ALSO
BEING A PART OF PARCEL 3 OF
MN DEPARTMENT OF
TRANSPORTATION RIGHT OF WAY
PLAT NO. 20-9

13.032.0906

13.12 AC

THAT PORTION OF THE FOLLOWING
DESCRIBED LEGAL LYING SOUTH OF
RAILROAD RIGHT-OF-WAY
SW1/4 N OF STATE TRUNK 14
& EXCEPTING RR ROW & EX COMM
NWCOR SW1/4 TH E914.45FT, FOR

PROPERTY OWNER PETITION FOR ANNEXATION BY ORDINANCE

IN THE MATTER OF THE PETITION OF CERTAIN PERSONS FOR THE ANNEXATION
OF CERTAIN LAND TO THE CITY OF Kasson, MINNESOTA
PURSUANT TO MINNESOTA STATUTES § 414.033, SUBD. 5

TO: Council of the City of Kasson, Minnesota

AND

Office of Administrative Hearings
Municipal Boundary Adjustment Unit
P. O. Box 64620
St. Paul, MN 55164-0620

PETITIONER(S) STATE: The property owner or a majority of the property owners in number
are required to commence a proceeding under Minnesota Statutes § 414.033, Subd. 5.

It is hereby requested by:

- ☒ the sole property owner; or
☐ all of the property owners; or
☐ a majority of the property owners

of the area proposed for annexation to annex certain property described herein lying in the Township
of Mantorville to the City of Kasson, County of Dodge, Minnesota.

The area proposed for annexation is described as follows:

***INSERT THE COMPLETE AND ACCURATE PROPERTY DESCRIPTION.
DO NOT USE DESCRIPTIONS FROM PROPERTY TAX STATEMENTS.***

1. There are 1 property owners in the area proposed for annexation. (If a property owner owns more than one parcel in the area proposed for annexation, he/she is only counted once as an owner - the number of parcels owned by a petitioner is not counted.)
2. 1 property owners have signed this petition. (If the land is owned by both husband and wife, both must sign the petition to represent all owners.)
3. Said property is unincorporated, abuts on the city's N S E (W) (circle one) boundary(ies), and is not included within any other municipality.
4. The area of land proposed for annexation, in acres, is:
57.94 Unplatted 0 Platted 57.94 Total
5. The reason for the requested annexation is future development.
6. The area proposed for annexation will be zoned D-H.

7. All of the area proposed for annexation is or is about to become urban or suburban in character.
8. The area proposed for annexation is not included in any area that has already been designated for orderly annexation pursuant to Minnesota Statutes § 414.0325, nor in any other boundary adjustment proceeding pending before the Municipal Boundary Adjustment Unit of the Office of Administrative Hearings.

PETITIONERS REQUEST: That pursuant to Minnesota Statutes § 414.033, the property described herein be annexed to and included within the City of Kasson, Minnesota.

Dated: 7 OCTOBER 2021

Signatures: Brian H. Bunn, Jr.
GOLDEN KENNEL FARMS, INC.

NOTE: Pursuant to Minnesota Statutes § 414.033 and Minnesota Rules 6000.0800, the petition to the Office of Administrative Hearings must be accompanied by a certification showing that a copy of the petition was filed within ten (10) days after service on the annexing city to the affected township(s), county, and any other abutting municipality(ies).

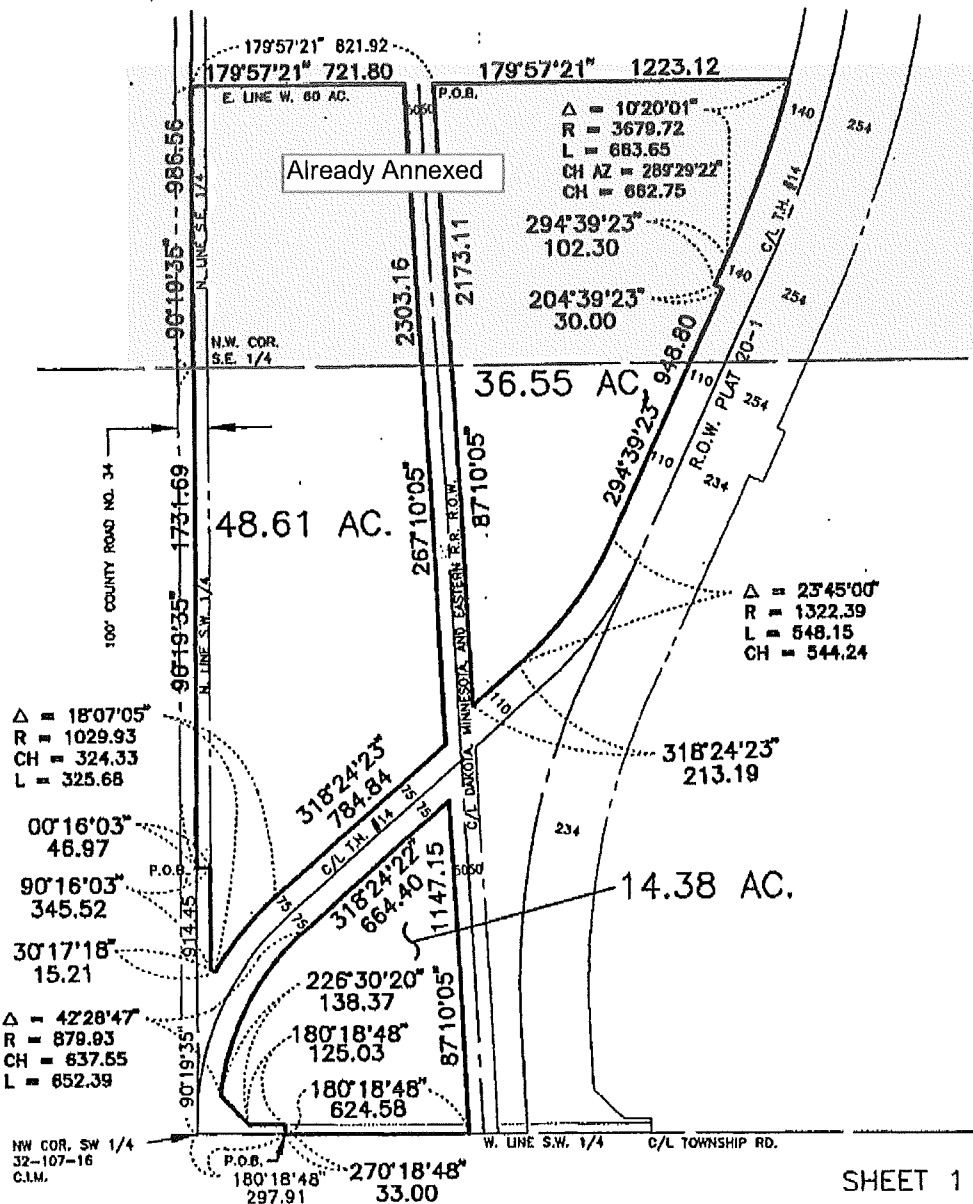
NOTE: Under Minnesota Statutes § 414.033, Subd. 5, if the petition is not signed by all of the property owners of the land proposed for annexation, the ordinance shall not be enacted until the municipal council has held a hearing on the proposed annexation after at least 30 days mailed notice to all property owners within the area to be annexed.

BEARINGS

BEARINGS
Bearings are Minnesota State Plane
Grid Azimuths measured to the
right from Grid North.

MONUMENTS

No Monuments Found or Set



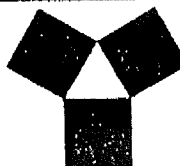
SHEET 1 OF 4

SURVEYED FOR.....ELNA FROST

I HEREBY CERTIFY THAT THIS SURVEY, PLAN OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY REGISTERED LAND SURVEYOR UNDER THE LAWS OF THE STATE OF MINNESOTA.

Michael J. Fitz
2/26/95 80703
DATE NUMBER

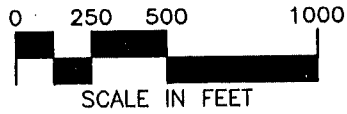
MASON CITY, IOWA
515-424-0351



**YAGGY
COLBY
ASSOCIATES**

Exhibit "E"

CERTIFICATE OF SURVEY PART OF THE SOUTH HALF OF SEC. 32, T 107 N, R 16 W DODGE COUNTY, MINNESOTA

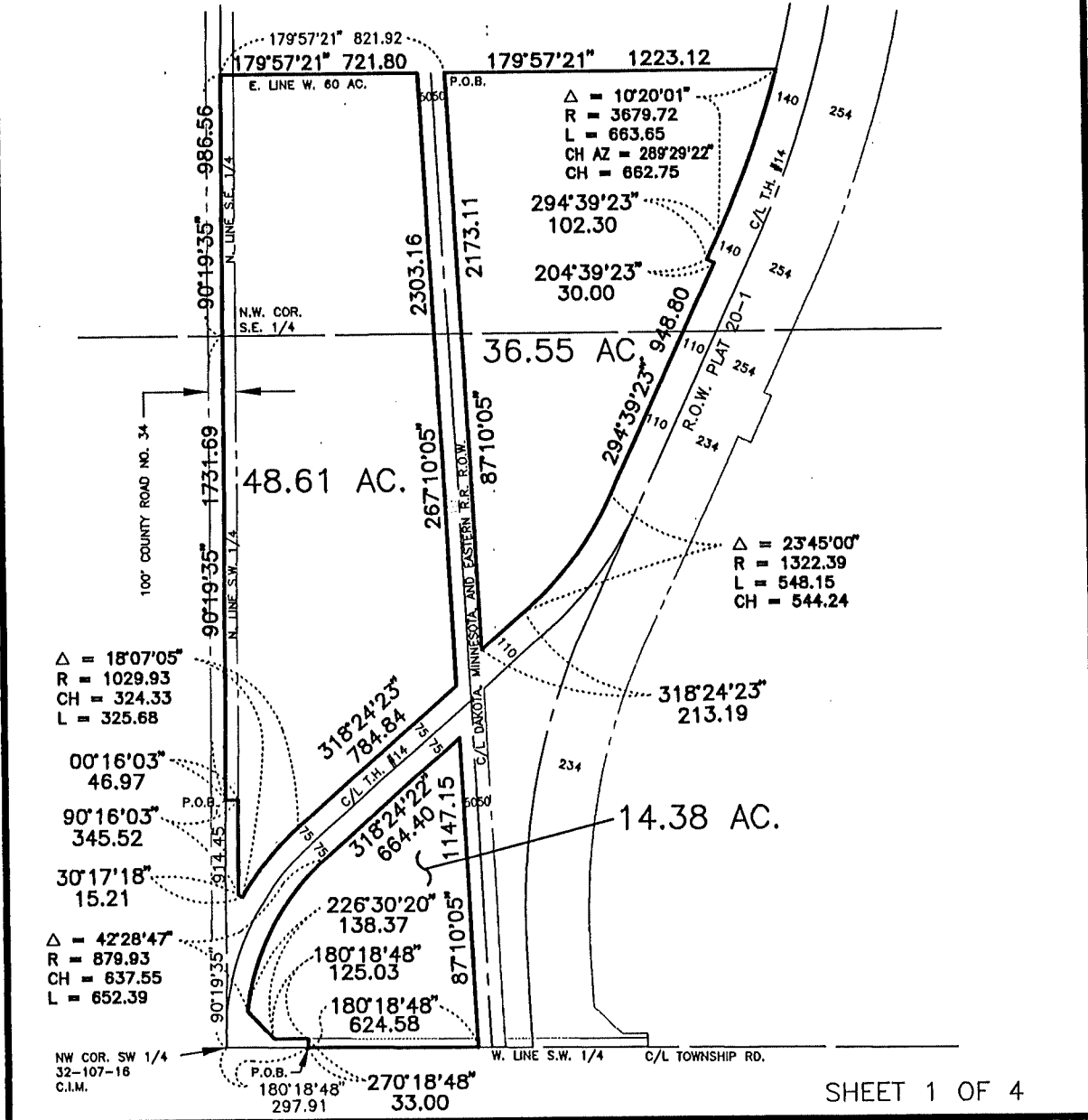


BEARINGS

Bearings are Minnesota State Plane
 Grid Azimuths measured to the
 right from Grid North.

MONUMENTS

No Monuments Found or Set



SHEET 1 OF 4

PROJECT NUMBER 4644-95

DATE OF SURVEY 07/27/95

SURVEYED BY R. MASSEY

SURVEYED FOR ELNA FROST

I HEREBY CERTIFY THAT THIS SURVEY, PLAN OR
 REPORT WAS PREPARED BY ME OR UNDER MY
 DIRECT SUPERVISION AND THAT I AM A DULY
 REGISTERED LAND SURVEYOR UNDER THE LAWS
 OF THE STATE OF MINNESOTA.

Michael J. Frost
 7/26/95 20203
 DATE NUMBER

ENGINEERS • ARCHITECTS
 SURVEYORS • PLANNERS
 LANDSCAPE ARCHITECTS

717 3RD AVENUE SE
 ROCHESTER, MN 55904
 507-288-6464

MASON CITY, IOWA
 515-424-0351



Exhibit "E"



TO: Planning and Zoning Commission
FROM: Brad Scheib, Consulting Planner, HKGi
DATE: December 9, 2021
SUBJECT: Schuette Property – Concept Plan
APPLICANT: Schuette Enterprises, LLC
OWNER: Schuette Enterprises, LLC
LOCATION: PID No. 130281500
MEETING DATE: December 13, 2021
COMPREHENSIVE PLAN: Retail/Service Commercial; High Density Residential; Low Density Residential; Open Space
ZONING: DH Development Holding District

The applicant, Schuette Enterprises, LLC., represented by Dean Schuette, has applied for annexation and consideration of a Concept Plan for a development at PID No. 130281500. The Concept Plan shows a general layout for the future subdivision of the property into commercial and residential uses.



CONCEPT PLAN REVIEW

Purpose of Concept Plan Review

As stated in § 153.065 of the Subdivision Code, Concept Plan Review is applicable for the following:

- (A) The concept plan and any accompanying information shall serve as a basis for discussion between the subdivider and the city and is ***intended to provide the subdivider with an advisory review.***
- (B) The concept plan process is not mandatory. This process may be initiated at any time by an applicant who wishes to gain information and guidance from the Planning and Zoning Commission and City Council regarding a specific development concept before entering into binding agreements, incurring substantial expense or filing a preliminary plat application.
- (C) For more complex proposals, it is suggested that the applicant participate in a concept plan review process before proceeding to a preliminary plat application.
- (D) This process is intended to inform the applicant of the purpose and objectives of these regulations, the comprehensive plan and duly adopted plan implementation devices of the city.

Existing Site Characteristics

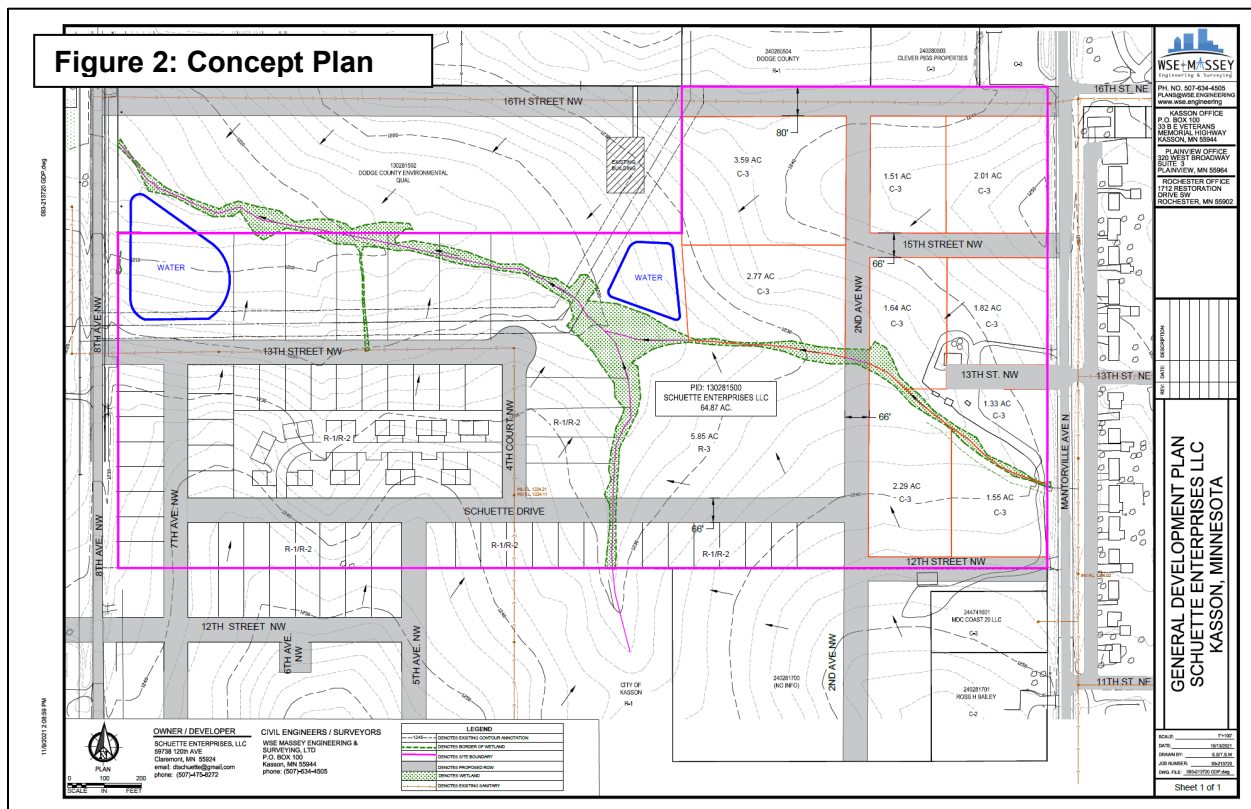
- The current site is an 65.4 acre parcel used for agriculture / vacant land; the parcel extends from Highway 57 on the east to 8th Avenue NW on the west and is adjacent the proposed 16th Street extension on the north
- The parcel is currently outside city limits and is currently in the process of being annexed into the City's boundaries.
- A drainage ditch traverses the site, with a branch around the middle of the site. This results in three generally distinct areas on the site:
 - Northeast corner
 - Southeast corner
 - Western area
- Surrounding Uses:
 - North:
 - Dodge County
 - Future Commercial Development
 - East: Established Single Family Residential neighborhood across Hwy 57
 - South:
 - Commercial Properties fronting on Hwy 57: Dollar General & Carriage House Animal Hospital
 - Vacant Land
 - City of Kasson Park
 - Stone Ridge Residential Neighborhood
 - West: Vacant rural / agricultural

Proposed Improvements

Based on the Concept Plan dated 10/31/21, the applicant is proposing:

- Commercial parcels that would front on the future 16th Street NW extension or Highway 57

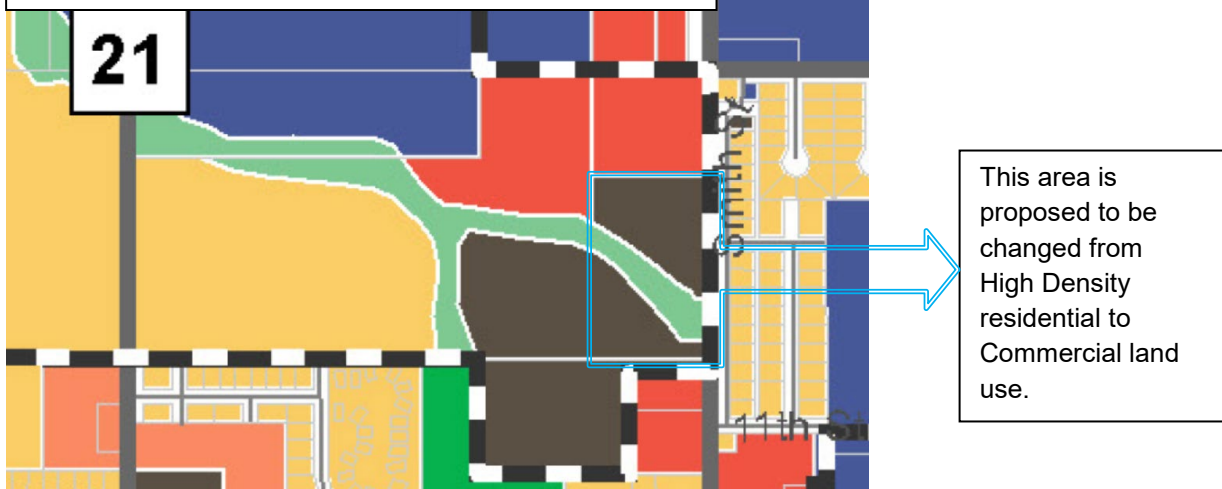
- Higher density residential uses more internal to the site that would use a north south street (2nd Avenue) and the greenway/drainage area as a transition element from commercial to residential.
- A variety of lower density residential uses would then transition to the west and southern portion of the site.
- The Concept Plan shows three public road accesses from the development onto Highway 57, as well as a north-south connection through the site labeled as 2nd Avenue NW on the Plan
- Stormwater ponds have been shown generally along the drainage ditch to serve the residential area and the commercial areas



Land Uses

- 2040 Future Land Use: The comprehensive plan currently guides the subject parcel to a mix of commercial and higher density residential. The purpose of that guidance was to shape commercial development more as a node around the 16th Street and Highway 57 intersection as opposed to linear commercial uses stretched along Highway 57. The red on the attached graphic depicts retail/service commercial. The brown depicts high density residential and yellow represents lower density residential.
- The proposed concept (see figure 2) shifts the land use slightly to extend commercial uses along the entire frontage of Highway 57. This will necessitate a comprehensive plan amendment.

Figure 3: Comprehensive Plan Future Land Use



-
- Zoning Districts
 - Annexed as DH – Development Holding
 - Proposed:
 - C-3 – Highway Commercial District;
 - R-3 – Multi-Family Residential District;
 - R-1 – Single-Family Residential District or R-2 – Mixed Residential District

Discussion Items

Staff will review the following items at the meeting for discussion purposes.

- Vehicle Transportation & Access
 - 16th Street Extension NW and Round-About:
 - A design configuration for improvements to Highway 57 and proposed 16th extension is available and should be factored into the concepts as it will impact access.
 - The dimensions of the round-about will also impact the shape of the proposed parcel at the northeast corner of the site
 - Accesses onto Highway 57
 - MnDOT is doing a high-level review of the Concept Plan; it is likely that they will not want three accesses for public roads on this stretch of Highway 57. Ultimately, all accesses will have to meet MnDOT and City standards
 - 13th Street NW would not be supported by staff as a public street as it goes nowhere. Staff suggests reworking the parcel layout and access points once we get further feedback from MnDOT.
 - A key consideration is a logical and connected street network that manages access points on to major road corridors and provides for quality commercial development.
 - Internal road circulation
 - The location of 2nd Avenue NW generally follows with access onto 16th Street NW that aligns with future development to the north, as a “backage” road and it serves as a north/south connection across the site. It will be important to discuss

with other property owners to the south to determine how that 2nd Avenue NW road will connect to the larger roadway system.

- The City would like to avoid “jog” intersections, such as the one shown from 12th Street NW and Schuette Drive
- Sidewalks, Trails, & Open Space
 - All developments are required to include at least sidewalks on any new roads; trails may be required instead of sidewalks if a connection in the greater trail network is needed
 - The Comprehensive Plan shows future trail connections along the drainage ditch through the site – the applicant will need to include corridors for these trails connections
- Water Supply
 - Water supply is not shown on the current Concept Plan, but the applicant should be aware that water supply service for the whole area will be coming from the west, which may impact the potential phasing of development

STAFF / CONSULTANT / AGENCY COMMENTS

Staff has provided the concepts to both MnDOT and County DOT for comment. We will review with PC the above discussion items and seek input into the concepts.

NEXT STEPS

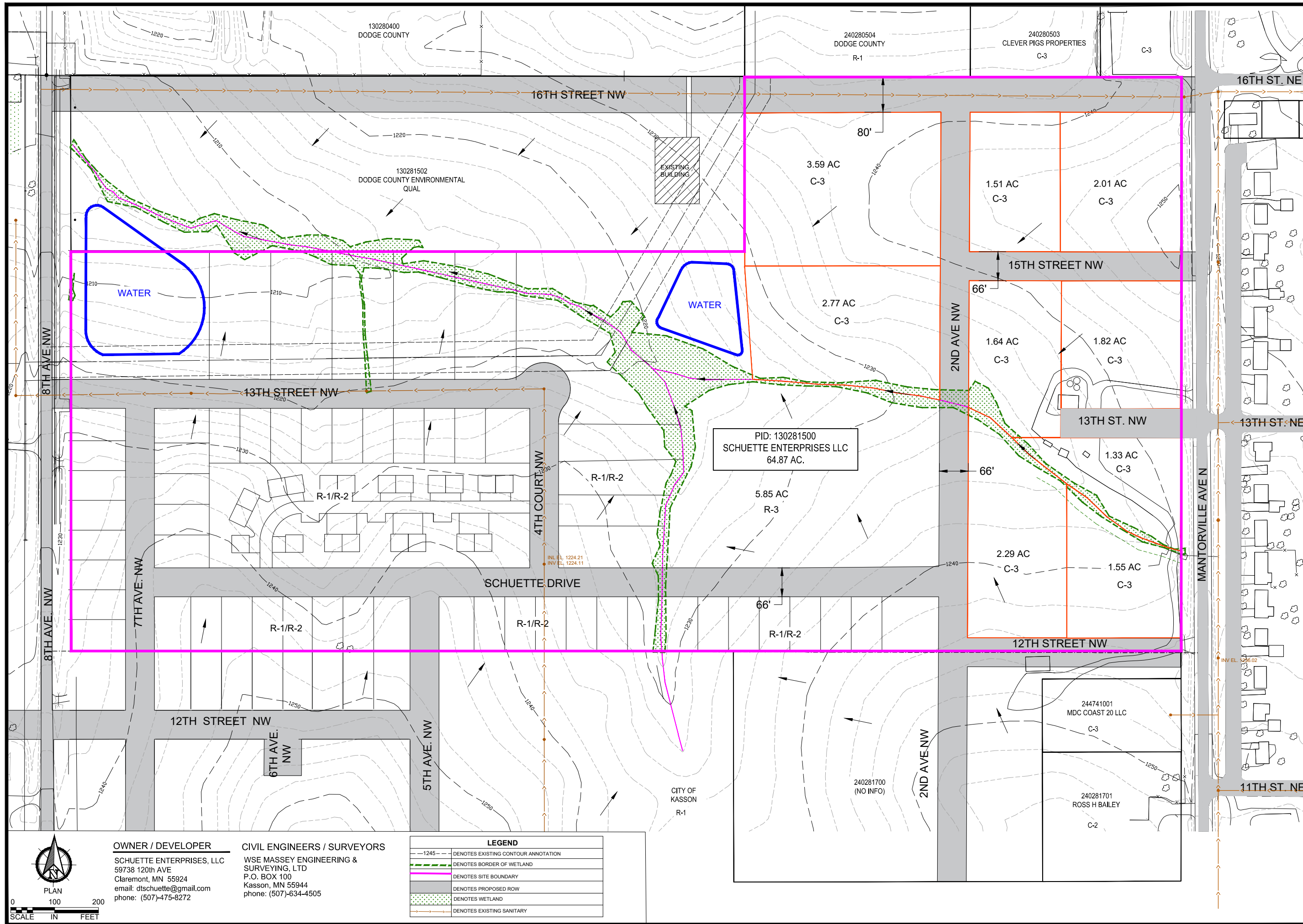
The concept plan and PC comments will be forward to City Council at their January 12th Meeting. Annexation of the parcel is in process. Depending on the comments received at PC and CC meeting, the applicant may continue with the annexation process and proceed with the project. Likely entitlements will include a comprehensive plan amendment, rezoning, and preliminary and final plat. These will be determined after the concept plan review.

ATTACHMENTS

- A. Schuette Concept Plan Cover Letter, dated November 10, 2021
- B. Schuette Concept Plan Graphic, dated October 13, 2021

[illegible]

**GENERAL DEVELOPMENT PLAN
SCHUETTE ENTERPRISES LLC
KASSON, MINNESOTA**



Memorandum

To: City of Kasson

From: WSE/Massey Engineering and Surveying

Date: November 10, 2021

Re: General Development Plan/Concept
Schuette Enterprises LLC

Schuette Enterprises LLC is looking to advance development on approximately 65 acres of land adjacent to Highway 57 in Kasson, Minnesota. The Owner would like to submit a GDP for review and “acceptance” by the City of Kasson.

Of importance to Schuette Enterprises LLC, is acceptance of zoning deviations between the GDP and the 2018 Comprehensive Plan. It is important to have the lots directly west of Highway 57 zoned C-3/Highway Commercial instead of R-3/Multi Family Residential. We show some R-1/R-2/R-3 zoning on the interior portion of the site. But highest/best usage along the Highway 57 Corridor would be C-3/Highway Commercial.

It also should be noted that this GDP shows an 80’ corridor for the 16th St extension to the west. The corridor is shown solely on the Schuette Enterprise LLC property. This is only a concept and does not bind the Owner in any way to provide this property without adequate negotiations and suitable compensation.

ArcGIS WebMap



December 9, 2021

- Override 1
- Parcels

House Number	PIN
Address	Name

