

MINUTES OF PLANNING COMMISSION MEETING

March 14, 2011

Pursuant to due call and notice thereof, a regular Planning Commission meeting was held at City Hall on the 14th day of March, 2011 at 6:30 PM

THE FOLLOWING MEMBERS WERE PRESENT: Nelson, Borgstrom, Dean, Sannes, Ferris and Egglar.

THE FOLLOWING WERE ABSENT: None

THE FOLLOWING WERE ALSO PRESENT: Community Development Director Mike Martin, Deputy Clerk Linda Rappe, Cris Gastner, Dorothy and Jim Larsen and John Buckingham

CALL TO ORDER: Chairman Nelson called the meeting to order at 6:30 PM.

MINUTES OF PREVIOUS PLANNING COMMISSION MEETINGS: Chairman Nelson stated that corrections to names on the submitted minutes were corrected on the official minutes. Dean made a motion to accept the corrected minutes, Sannes seconded. All Ayes.

DRAFT COMPREHENSIVE PLAN AMENDMENTS: Chairman Nelson read a prepared statement regarding the history of the Comprehensive Plan rewrite; Several months ago the Planning Commission directed the Community Development Director to start the process. He then brought in SEMDC to assist in the rewrite. A Citizens committee was formed and has worked to bring forth a draft of the plan. On March 1, 2011 an informal question and answer session was held and several citizens spoke. A public hearing was then held on March 7, 2011 and several of the same citizens spoke again. We have had a total of about 12 people comment on this plan out of a total population of over 5500 that is not an overwhelming number. Chairman Nelson suggestion we make a motion to consider all of the 62 amendments at once and then we can go through each amendment and vote it up or down. This saves taking a motion and second on each amendment. Commissioner Borgstrom doesn't like the "blanket policy".

MOTION TO CONSIDER THE 62 AMENDMENTS TO THE DRAFT

COMPREHENSIVE PLAN: made by Sannes, Second by Ferris. Ayes: Nelson, Ferris, Egglar, Sannes and Dean. Nays: Borgstrom.

AMENDMENTS:

1. Maintain the current Comprehensive Plan as the City's official document and adopt the Draft as a supplement. *Discussion: Nelson and Dean agree that this document does stand on its own and the two would not mesh well. Dean stated that this is supposed to be a general document.* **Agree – None** **Opposed – All**
2. Delay adoption of the Draft as the new Comprehensive Plan until the 2010 Census Data can be included. *Discussion: All agree this should be included but no one knows when all of the numbers will be available.* **Agree – None**
Opposed - All
3. In the recommendation to the City Council, include language that encourages an Update to the Draft (new Comp Plan) as soon as the 2010 Census Data can be effectively used in it. **Agree – All** **Opposed – None**

4. Include Mantorville in the Plan and the Planning Process. *Discussion: Mantorville is working on their own plan right now and commissioners are in agreement that there are different issues.* **Agree – None Opposed - All**
5. Continue the Public Input process until all citizen concerns have been heard and addressed to the citizen's satisfaction. *Discussion: Commissioners stated that the people who care the most have provided input and we have had this open over a year.*
Agree – None Opposed - All
6. Include references and sources for all statements. **Agree – None Opposed - All**
7. In the "Introduction and Purpose" section of the draft, include a statement that "this Plan is subservient to an economic conscience." *Discussion: we have financial guidelines and we don't need this statement.* **Agree – None Opposed - All**
8. Revise Mission Statement to substitute "unique character" for "rural character".
Agree – All Opposed - None
9. In the Housing Goals section, delete "Encourage inter-agency partnerships and coordination to identify and solve housing issues." *Discussion: we can take care of this as a town and this may not be the place to take care of this.*
Agree – All Opposed - All
10. Under Housing Policies, delete "Work with financial institutions to provide education programs for new home owners to reduce foreclosures." *Discussion: This should be the financial institutions responsibilities and we cannot legislate who can and cannot get a mortgage.* **Agree – All Opposed - None**
11. Under Housing Policies, delete "Partner with Dodge County to conduct a comprehensive housing study to help determine future housing needs for Kasson and the surrounding areas to help guide development." **Agree – All Opposed - None**
12. Add a statement or graph that reflects that 30 % of housing stock was built before 1970. *Discussion: There is a statement already in the plan that reflects this.*
Agree – None Opposed - All
13. Include the most recent Transportation Plan as part of the Draft.
Agree – All Opposed - None
14. Include planning for a second highway 14 interchange west of Kasson in Transportation Plan. *Discussion: This should say planning for a 3rd interchange we are already planning for a 2nd interchange east of Kasson.* **Agree – None Opposed - All**
15. Include reference for the need to extend 16th St. west of Mantorville Ave in Transportation Plan. *Discussion: it is in the current plan but not as an immediate need. It will help when it comes time to develop that area and the boundaries around the landfill.* **Agree – All Opposed - None**
16. In all references to Trails and "non-motorized transportation", include the word "utilitarian" so as to discourage the perception that trails are strictly "recreational".

Discussion: it is already inferred in the Plan and this would be just for strong emphasis.

Agree – None Opposed - All

17. Delete all references to streets smaller than 37.5 feet wide.

Agree – All Opposed - None

18. Revise Schools section of the Inventory to reflect recently failed referendum.

Agree – None Opposed - All

19. In Public Facilities section, include specific discussion of storm water infrastructure and policies. *Discussion: isn't this taken care of by the zoning ordinance? It was stated that not the specific infrastructure is in the zoning ordinance.* **Agree – All Opposed - None**

20. Revise “City Hall/Police Department” and “Fire Hall” sections to reflect current locations and plans. **Agree – All Opposed - None**

21. Revise Public Facilities section to delete all references to Old Elementary School.

Agree – None Opposed - All

22. Revise “Old Elementary School” section to reflect that the City has looked at all options to redevelop the building and is now considering re-use of the site. *Discussion: The Commissioners decided to delete the whole section the OES and substitute the statement “The OES building and the site that it sits on is currently owned by the City of Kasson and available at this time for future public use.* **Agree – All Opposed - None**

23. Revise “Parklands” section of the Draft to include a desire to protect existing parkland from inappropriate surrounding development. *Discussion: we currently address this in the zoning ordinance.* **Agree – None Opposed - All**

24. In Public Facilities Goals, delete “Assist in redevelopment of former elementary school building.” *Discussion: Commissioners agree that the wording should be changed to “building/site.”* **Agree – All Opposed - None**

25. In Public Facilities Goals, delete “Reuse water at the Wastewater Treatment Plant.” *Discussion: This is a greenstep initiative to reuse the water to use for watering roads, gardens, trees, etc. To be a “Green City” this is part of the designation.*

Agree – None Opposed - All

26. In Public Facilities Goals, delete “Plan for public charging stations.” *Discussion: This is another “Green City” designation requirement.* **Agree – None Opposed - All**

27. In Public Facilities Policies section, delete “Continue to work with citizen groups to explore rehabilitation and reuse of the former elementary school building.” *Discussion: The City has met it's legal obligation for the reuse of the OES.*

Agree – All Opposed - None

28. In Public Facilities Policies, delete “Explore construction of new Fire Department facilities.” *Discussion: The fire department has semi-new facilities now and there is not a plan to explore anything else new in the future.* **Agree – All Opposed - None**

29. In Public Facilities Policies, delete “Adopt Vehicle Fleet policy.” *Discussion: There are different “Fleet” policies and the intention of the City is not to have one fleet but to have*

a policy of trading in/replacing vehicles and who maintains the vehicles. Our policy could be as simple as “bring it to the City Council when you want to replace/trade-in.”

Agree – None Opposed - All

- 30.** In Commercial/Retail Industry analysis, add a statement that “Kasson is adequately served in the commercial sector by the location of numerous large retailers in Rochester.”
Discussion: to say that we are adequately served by large retailers in Rochester implies that we do not need any businesses in Kasson. **Agree – None Opposed - All**

- 31.** In Commercial/Retail Industry analysis, delete “Much smaller neighboring cities offer as many, if not more, opportunities for shopping and spending locally than Kasson.”
Discussion: this is based on square footage of commercial space based on population. The commissioners would like keep this statement and amend it for clarification to read “Based on analysis of surrounding communities and the square footage of commercial/retail in relation to population, much smaller communities offer as many, if not more, opportunities for shopping and spending locally than Kasson.”
Agree – All Opposed - None

- 32.** Under Rental Property, amend the section to include the Prairie Stone Juice and Coffee building as well. **Agree – All Opposed - None**

- 33.** In Economic Development Goals and Economic Development Policies, add language reflecting that the entire focus of commercial activity should be directed toward the historic downtown area. **Agree – None Opposed - All**

- 34.** In Economic Development Policies, delete “Align zoning and land use to provide for commercial expansion along Highway 57 to capitalize on existing traffic patterns.”
Discussion: We are not rezoning just based on the comp plan.
Agree – All Opposed - None

- 35.** In Economic Development Policies, amend bullet point to say: “Align zoning and land use to provide for commercial expansion along areas of Highway 57 to capitalize on existing traffic patterns.” **THIS HAS BEEN DELETED BY ALL VOTING IN FAVOR OF NUMBER 34**

- 36.** In Conclusion and Implementation, replace “the citizen groups that are exploring the expansion of the library facilities” with “Library Building Committee”.
Discussion: we don’t want to have to specifically name every citizens group that is working on something.
Agree – None Opposed - All

- 37.** In Residential Focus, add “protected” to the last sentence so that it reads: “Ensuring that these neighborhoods remain protected, stable, and vibrant is of primary concern.”
Discussion: The commissioners would like to leave the word “connected” in there instead of “protected”.
Agree – None Opposed - All

- 38.** In Residential Focus, add “Green space, buffer yard and screening requirements must be enforced.”
Discussion: we already have this in place through the zoning ordinance.
Agree – None Opposed - All

- 39.** In Commercial Focus, delete “possible” to the sentence, so that it reads: “Careful consideration should be made when exploring locations for City offices and the expanded

public library.” *Discussion: The commission would like to leave the word “possible” in the sentence otherwise it is tying the City’s hands.* **Agree – None Opposed - All**

40. In Land Use Goals, amend Bullet Point to read: “Continue to operate programs and policies that promote the restoration, rehabilitation and revitalization of the downtown corridor.” **Agree – All Opposed - None**

41. In Land Use Policies, amend the Bullet Point to read: “Review the City Zoning Ordinance to meet the goals set forth in the Comprehensive Plan.” **Agree – All Opposed - None**

42. In Land Use Policies, delete “Adopt a landscaping ordinance to allow for low-water use landscaping.” *Discussion: The Commission would like to amend this to read “Consider a landscaping ordinance to allow for low-water use landscaping” and not delete it.* **Agree – All Opposed - None**

43. In land Use Policies, delete “Adopt MN Tree Trust’s Best Practices.” *Discussion: Same as #42 not delete but amend it to read “Consider MN Tree Trust’s Best Practices.”* **Agree – All Opposed - None**

44. In Land Use Policies, delete “Adopt a policy of No Net Loss of Specified Natural Landscapes.” *Discussion: Same as #42 not delete but amend it to read, “Consider a policy of No Net Loss of Specified Natural Landscapes.”* **Agree – All Opposed - None**

45. In Land Use Policies, delete “Adopt ordinances to promote native vegetation.” *Discussion: Same as #42 not delete but amend it to read, “Consider ordinances to promote native vegetation.”* **Agree – All Opposed - None**

46. In Land Use Policies, delete “Consider ordinance allowing 22-foot roads.” **Already deleted by #17 being voted on.**

47. In Land Use Policies, delete Adopt an Ordinance requiring an on-site rainwater infiltration design requirement for construction sites. Maintain less than 12 % impermeable surfaces.” *Discussion: The Commissioners would like to not delete this statement but to amend it to read, “Consider an ordinance requiring an on-site rainwater infiltration design requirement for construction sites.”* **Agree – All Opposed - None**

48. In Land Use Policies, amend Bullet Point to read: “Maintain and enforce a sump pump ordinance for existing and new structures.” **Agree – All Opposed - None**

49. In Land Use Policies, delete “Adopt a policy of no net loss of green space.” *Discussion: The Commissioners would like not to delete this but to amend it to read, “Consider a policy of no net loss of green space.”* **Agree – All Opposed – None**

50. In Land Use Policies, amend the Bullet Point to read: “Consider a Right to Farm ordinance.” **Agree – All Opposed - None**

51. In Land Use Policies, delete “Develop a historic preservation plan.” **Agree – All Opposed - None**

52. In Land Use Policies, amend Bullet Point to read: “Consider a wellhead protection plan.”
Discussion: This identifies all the wells in the City and how you are going to protect your wells from being flooded and plans how to control infiltration.
Agree – All Opposed - None
53. In Land Use Policies, delete “Incorporate into the zoning ordinance form-based zoning standards instead of use-based standards.” *Discussion: form-based zoning is zoning based on the building type and impact on the environment than on what the building is going to be used for.* **Agree – All Opposed - None**
54. Under Development Ordinance, amend the sentence to read: “Kasson should enforce screening and buffering requirements within the zoning code to mitigate the adverse affects along the edges between adjoining land uses.” **Agree – none Opposed - All**
55. Under Zoning Ordinance, delete “After this review, the City should create a schedule for amending the zoning documents to reconcile the divergences.”
Agree – all Opposed - None
56. Under Zoning Ordinance, delete, “The second step is to review, update and refine the zoning ordinance to implement and enforce the goals and policies of the updated Comprehensive Plan.” **Agree – All Opposed - None**
57. Under Community Involvement and Communication, delete “The City of Kasson benefits from an active citizenship, involved and aware of issues and concerns throughout the community.” **Agree – none Opposed - All**
58. Amend the Land Use Map to designate the area surrounding the Dodge County Landfill site for Commercial development. *Discussion: The landfill has to be closed for 25 years before residential sites could be development on the land and commercial development could proceed sooner than residential but there are other issues mitigating against commercial development. We would be better off designating as industrial. It will be a long way off before we have to deal with this.* **Agree – None Opposed - All**
59. Amend the Land Use Map to delete all Commercial Designations on Mantorville Ave. north of Second Street except for parcels already zoned for Commercial Use.
*Discussion: The Commissioners are in agreement that #59, 60 and 61 go together. The area from 1st st to 2nd St is already zoned R-C. This land use map would be for only those lots along Mantorville Ave from 2nd st north. Because of the way the zoning ordinance is written for commercial it is not viable to have commercial from 2nd to 7th sts. Sannes – doesn’t like commercial on Highway 57 past 2nd st.
The only place zoned commercial right now is from main st to 2nd st N and the Veterinary Clinic. This is not changing the zoning they would still have to petition to change and they would still have to meet all the criteria. Borgstrom – there isn’t enough parking for commercial on Hwy 57 and doesn’t see commercial in the near future and it should be addressed when it comes up. Sannes agrees with Borgstrom. Nelson is struggling with 7th through 11th street since there is already a mix in there. We are not changing anything except that we foresee this in the future and are preparing for the future. Dean – by 5 years from now we should be reviewing this again. Martin – stated that we have recently rezoned the Vet Clinic and we did have a request to rezone a residential property on North Mantorville Ave, which was denied due to the Comprehensive Plan and Zoning Ordinance, so it is not that far out. Sannes – would have liked more input from the business community during this process. Dean stated that he only talked with*

Kuball (Hardware Hank) briefly and Kuball stated that he is where he is and moved from downtown because of the traffic.

Dean – made a point of clarification that if it has the word Commercial in it such as R-C are we rejecting it, and Nelson stated that we are not changing the current map only what is designated as commercial on the draft map.

Agree – None Opposed - All

60. Amend the Land Use Map to delete all Commercial Designations on Mantorville Ave. between 2nd St. and 11th St. NE. except for those parcels already zoned for Commercial Use.

Agree – Borgstrom, Sannes, Ferris, Dean Opposed – Nelson and Egler

61. Amend the Land Use Map to delete all Commercial Designations on Mantorville Ave. between 2nd St. and 7th St. except for those parcels already designated for Commercial Use. **This is negated due to the passage of #60**

62. Amend the Land Use Map to include full blocks in all Commercial Designations.

Discussion: this is a request from staff to have natural and consistent boundary points and this is easier with full blocks. We do have current zoning that splits blocks.

Borgstrom stated that the road is the buffer. Agree – All Opposed - None

COMPREHENSIVE PLAN RECOMMENDATION: The Planning Commission would like to see the amended plan at the April meeting before is sent to the City Council.

MOTION TO TABLE: Motion to table the Comprehensive Plan recommendation at this time, made by Egler, second by Ferris. All Ayes.

16th STREET ANNEXATION REQUEST: The Mantorville Township Board has voted to request the City of Kasson to annex the right of way for 16th street and 625th Street all the way to County Road 15. They have asked the City Council to prepare a joint resolution effecting that change. This will save \$1.22 million dollars.

MOTION TO RECOMMEND APPROVED OF THE ANNEAXTION OF 16TH STREET and 625TH STREET: made Dean, second by Ferris. All Ayes.

LOSS CONTROL WORKSHOPS: The League of MN Cities puts on these workshops and are very valuable and the Planning Commissioners are encouraged to attend. There is minimal cost to the City.

ADJOURN: Since the agenda had been met the meeting was adjourned at 9:15

Respectfully submitted,

Linda Rappe, Deputy Clerk