

PLANNING COMMISSION MEETING AGENDA

JANUARY 11, 2016

6:30 O'CLOCK P.M.

AGENDA

- 1. Call to Order**
- 2. Minutes of the Previous Meetings**
- 3. 2016 Budget**
- 4. 90-Minute Downtown Parking Limit**
- 5. Other Business**
- 6. ADJOURN**

MINUTES OF PLANNING COMMISSION MEETING
November 9, 2015

Pursuant to due call and notice thereof, a regular Planning Commission meeting was held at City Hall on the 9th day of November, 2015 at 6:30 PM

THE FOLLOWING MEMBERS WERE PRESENT: Chairperson Dean, Commissioner Borgstrom, Commissioner Sannes, Commissioner Stafford and Commissioner Torkelson

THE FOLLOWING WERE ABSENT: Commissioner Ferris and Commissioner Richette

THE FOLLOWING WERE ALSO PRESENT: Community Development Director Mike Martin, Admin Assistant Weigel and City Administrator Coleman

CALL TO ORDER: Chairperson Dean called the meeting to order at 6:30 PM.

MINUTES OF PREVIOUS PLANNING COMMISSION MEETING: Commissioner Stafford made a motion to approve the minutes from October 12, 2015; Commissioner Borgstrom seconded with all voting aye.

UPDATE: Community Development Director Martin updated the Commission on the easement in Kasson Meadows 6th Subdivision that the Council did agree and approved the vacation. The Subdivision Code Amendment is at the City Attorney's office. The County Conditional Use Permit was sent in and is included in their packet.

CUP REVIEW CHECKLIST: Community Development Director Martin explained his process when he is doing a finding of fact. Commissioner Borgstrom used the example of "It's my property I will do what I want" The job of a Planning and Zoning Commission is to protect the rights everybody so they can enjoy their property the same within the City of Kasson. Commissioner Borgstrom used the example of a resident moving in with too many animals and not cleaning up after them creating a smell. This is the reason we have zoning regulations. Martin stated that it's cheaper to have a zoning administrator than it is to higher three more cops. These findings of facts are intended to allow 6000 people to live within a mile of each other. Everyone needs to be treated fairly and everything needs to be written down and recorded.

VARIANCE REVIEW CHECKLIST: Community Development Director Martin stated that variances should be used in extraordinary circumstances. The extraordinary circumstance cannot be something of his/her own making or he/she was aware of or should have been aware of when the lot was purchased. If more than three of the same instances are submitted than we should look at amending the code. Ultimately the City Council will have the final decision.

RE-ZONE REVIEW CHECKLIST: Community Development Director Martin explained that this is more cut and dry. It's either contiguous or it's not it's not contiguous. It's either listed in the zoning code or it's not. The Commissioners discussed spot zoning and different scenarios that have been presented in the past. Re-Zoning is very objective and will often get stopped by staff because criteria is not met.

Preliminary Plat & Final Plat Checklist: Community Development Director Martin explained that these are just yes and no answers. The engineers have a formula to determine how wide the street has to be, in Kasson the streets will be at least 37½ feet wide. Approving the preliminary plat is allowed with missing

items but the final can and will be denied if information is missing. If a problem is not found in the preliminary they can't be penalized for it in the final.

OTHER BUSINESS: Chairperson Dean asked if there was an ordinance that stated how long a street could be without interruption or intersections. Community Development Director Martin stated that yes there is. It's a matter if it is enforced or not. That is the job of the Planning Commission. Discussion was also had regarding traffic on 5th Ave NE and no stop signs from 7th Street NE to 1st St NE. General discussion regarding maintaining employees and employment was held amongst the Commissioners and what will happen once the Vikings stadium is done.

ADJOURN: Since the agenda had been met the meeting was adjourned at 7:31 pm.

ATTEST:

Krista Weigel
Administrative Assistant

Michael Martin
Community Development Director

GENERAL FUND

PLANNING & ZONING

	2013		2014		2015		PROPOSED 2016	COMMENTS
	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ACTUAL		
101.4191.101 FULL-TIME EMPLOYEES - REGULAR	31,000	30,761	33,250	33,354	34,900	17,673	36,200	
101.4191.102 FULL-TIME EMPLOYEES - OVERTIME				279		113		
101.4191.121 EMPLOYER PERA CONTRIBUTIONS	2,248	2,216	2,411	2,420	2,618	1,254	2,715	
101.4191.122 EMPLOYER FICA CONTRIBUTIONS	1,922	1,810	2,062	1,982	2,164	1,064	2,244	
101.4191.123 EMPLOYER MEDICARE CONTRIBUTIONS	450	423	482	464	506	249	525	
101.4191.130 EMPLOYER PAID INSURANCE	5100	5,211	5700	5,391	5100	2,251	4600	
Personnel Subtotal	40,719	40,421	43,904	43,890	45,287	22,603	46,284	
101.4191.150 WORKER'S COMPENSATION	200	105	150	184	250	278	300	
101.4191.210 OPERATING SUPPLIES	500	535	500	629	500	242	500	
101.4191.240 SMALL TOOL/MINOR EQUIPMENT	250	-	250	360	250	-	0	
101.4191.304 LEGAL FEES	100	2,415	100	4,858	100	1,763	0	
101.4191.321 TELEPHONE	500	260	500	241	500	120	250	
101.4191.325 COMMUNICATION-OTHER	0	228	0	90	0	50	0	
101.4191.333 STAFF MEETINGS & CONFERENCES	2500	3,628	5000	4,187	4000	270	2000	
101.4191.334 MEMBERSHIP DUES & FEES	500	-	1000	-	2000	-	0	
101.4191.351 LEGAL NOTICES PUBLISHING	500	575	500	1,212	500	251	250	
101.4191.360 GENERAL NOTICE/PUBLIC INFO	100	-	100	-	100	-	0	
101.4191.353 INSURANCE	3600	3,569	3600	3,738	4400	3,662	3600	
101.4191.370 MAINTENANCE/SUPPORT FEES			3500	-	3500	-	0	
101.4191.430 OTHER SERVICE/CHARGES-MISC.	500	16,909	500	3,527	500	4,845	0	
101.4191.440 PROFESSIONAL SERVICES				1,670		-	20000	Update to FEMA map
Operations Subtotal	9,250	28,224	15,700	20,696	16,600	11,480	26,900	\$20,000 in 2016 and \$20,000 in 2017
Total PLANNING & ZONING	49,969	68,645	59,604	64,586	61,887	34,083	73,184	