

MINUTES OF PLANNING COMMISSION MEETING

April 11, 2016

Pursuant to due call and notice thereof, a regular Planning Commission meeting was held at City Hall on the 11<sup>th</sup> day of April, 2016 at 6:30 PM

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

**THE FOLLOWING WERE ABSENT:** None

**THE FOLLOWING WERE ALSO PRESENT:** Community Development Director Mike Martin, City Clerk Rappe, Don and Mike Marti

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

**MINUTES OF PREVIOUS PLANNING COMMISSION MEETING:** Commissioner Stafford asked for clarification on the conversation with Trevor Westrom. It was suggested that the word “make” be changed to “consider”. The sentence should read “after discussion all Commissioners were in agreement that they could consider the changes that Mr. Westrom needs .....followed.” **Commissioner Torkelson made a motion to approve the minutes from March 14, 2016 with noted change; Commissioner Stafford seconded with all voting aye.**

**PUBLIC HEARING – INDUSTRIAL PARK THREE PRELIMINARY PLAT:**

**Chairman Dean opened the public hearing.**

Director Martin stated that the primary reason for the plat is to get the dedication of the extension of Commerce Drive. This Plat would create four commercial lots. Director Martin stated that this alters Commerce Drive route a little from the original conception. Martin stated that Dave and Cheryl Klocke are the applicants for this plat but this is really for the EDA so that the City can get the MSAS funds to build Commerce Drive. Commissioner Borgstrom stated that the City would be putting a lot of money into a street where the lots will sit empty. Commissioner Ferris stated that this is the same thing that Byron did when they put in their Industrial Park and now it is ready when businesses want to locate there. Chairman Dean stated that this is a budgetary consideration and what the Planning Commission needs to decide is whether the plat itself makes sense and it is up to the EDA and City Council to decide whether they want to move ahead.

Mike and Don Marti were in attendance for the hearing but had no comments.

**Chairman Dean Closed the Public Hearing**

**Discussion:** Director Martin stated that there are some deficiencies with the plat but most of those can be corrected tonight with the exception of the flood plain issue but we can get the elevation on the final plat. Commissioner Borgstrom was adamant that if the plat is not correct the Commission should not approve it. Chairman Dean stated that he does not have a problem moving ahead with this as long as the elevation is on the final plat.

**MOTION TO RECOMMEND APPROVAL OF THE PRELIMINARY PLAT FOR KASSON INDUSTRIAL PARK THREE made by Commissioner Sannes, seconded by Commissioner Ferris with all voting Aye.**

**PROPOSED NEW ZONING DISTRICT:** Director Martin drafted a C-4 Zoning District to buffer from R-3 to C-2. After much discussion it was decided that each Commissioner will send Director Martin their corrections, additions or deletions to the draft C-4 district.

**PUBLIC HEARING PROCESS DISCUSSION:** Commissioner Stafford asked to have this on the agenda. Stafford stated that the first he heard about having a public hearing at this meeting was in the newspaper and asked if

the packets could come out earlier or if the Commissioners could just be notified that there would be a public hearing at the next meeting. Director Martin will check with the City Attorney to make sure that no open meeting law violations would be involved if he sent the hearing notice and application to the Commissioners when it was received in the office. Chairman Dean asked Director Martin if it were possible to send the packets out on the Wednesday before the meeting, Martin stated that he will try to accommodate this request.

**OTHER BUSINESS:** None

**ADJOURN:** Since the agenda had been met the meeting was adjourned at 7:28 pm.

**ATTEST:**

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Linda Rappe  
City Clerk

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Michael Martin  
Community Development Director