

KINDRED PLANNING & ZONING COMMISSION MEETING MINUTES

Monday, August 12, 2024 | 6:30 pm | Kindred City Hall

MEETING CALLED TO ORDER AT 6:33 pm by Chair Kersting, with Members Lammers and Ronningen present. Absent: Woller. Others present: Auditor Arnaud, Mark Ottis, Kevin Bartram, Matthew Hall, Clint Kautz, Lydia Cao, Council President Adam Spelhaug, Irene Thomas.

APPROVAL OF MEETING MINUTES

MOTION, passed – To approve meeting minutes of 7/8/24. Ronningen moved, Lammers seconded. RCV (Roll Call Vote); MCU (Motion Carried Unanimously).

NEW BUSINESS

PUBLIC HEARING – Kindred Youth Baseball Addition Final Plat

Public hearing opened. No written or public comments. City Engineer comments were addressed. Public hearing closed.

MOTION, passed – To approve Final Plat for Kindred Youth Baseball Addition. Ronningen moved, Lammers seconded. RCV; MCU.

PUBLIC HEARING – Variance Request for 131 Elm St

Public hearing opened. No written or public comments. Applicant Clint Kautz applied for a variance at 131 Elm St on the fence setback requirement per Ord Chap 4-0609-2. *“Where there is an alley, the setback will be a minimum of ten (10) feet from the property line.”* Mr. Kautz’s rear property line abuts the alley right-of-way. Before learning of this ordinance, Mr. Kautz intended to build his fence to match the neighboring fence line at 141 Elm St, which is very close to the gravel/grass line of the alley. The required 10’ setback would place the fence thru a garden bed in his back yard, so he is requesting a reduced setback of 6’ from the property line. Chair Kersting asked if a survey was done, as the gravel/grass line of the alley does not always align with the actual property line. Mr. Kautz said he did not have a survey completed but did find the property pins at the rear corners and is measuring from that. CM Spelhaug noted that although the neighbor’s fence looks to be installed close to or on the rear property line, placing additional fences close to or on the property lines would increase the existing problems of encroachment on the city right-of-way. City services for snow removal, gravel maintenance, and tree trimming are hindered by structures being too close. Often additional personal property like cars, trailers, garbage totes, etc are parked/stored behind garages/sheds/fences and can compound the encroachment issue. Mr. Kautz noted that the neighbor at 141 Elm St told him they had gotten a permit through Moore Engineering. Arnaud noted that with use of Cass County GIS imagery options that fence was likely installed between 2016-2019 but there were no electronic records that could be found for a fence permit at that property, nor was it included on any of the annual permit reports. Resident Lydia Cao, lives north of the alley in this area, shared that moving trailers from the alley onto her property was tight but feasible. Discussed use of right-of-way for other utilities as well: garbage/recycling, electrical, phone/internet, etc. No further comments were made. Public hearing closed. **MOTION**, failed – To approve variance request to reduce rear/alley fence setback from 10’ to 6’. Lammers moved, Ronningen seconded. RCV: Lammers-No, Ronningen-No; Motion failed.

OLD BUSINESS

Board Member Sue Kersting was reappointed by City Council for a 5-year term, expiring August 2029. Resident Lydia Cao inquired about the vacancy. She has lived in Kindred for about 1.5 years, works as a realtor, and is looking to get involved in the community. **MOTION**, passed – To recommend Lydia Cao be appointed to P&Z for a 5-year term. Ronningen moved, Lammers seconded. RCV; MCU.

ORDINANCES – no update.

PLANNING

Comprehensive & Transportation Plan (CTP)

Bolton & Menk was the firm selected by MetroCOG, City, County reps to complete the CTP. The contract is being finalized but a kickoff meeting was held on August 1. Many opportunities for public outreach will be organized in the coming months and a Study Review Committee will be identified to receive updates as the plan is developed. The goal is to complete the plan by June 2025.

Development in southwest corner of city limits

Kevin Bartram, Mark Ottis, and Matt Hall presented a preliminary layout of a proposed mixed-use development. The area includes about 85 acres between Elm St and Sheyenne St west of the railroad tracks. With a potential for 200+ housing units consisting of primarily new single-family residential properties, other uses to be incorporated would be town homes, twin homes, multi-family structures and general commercial properties. Discussed including commercial site for a daycare center and shop condos, “patio homes” with slab-on-grade single story homes with smaller lots that would be easier to maintain, large green/park space areas with parking areas and walking paths. Discussed the electrical district boundary between Ottertail Power Company and Cass County Electric Cooperative; street/avenue layouts, retention pond, and next steps. Developers will be sharing their plan with other boards to get additional feedback before submitting a formal plat application.

PERMIT REPORT

Four new building permits issued since last month: two for single-family residential dwellings, one for a storage building, one for new steps.

ADDITIONS

Discussed potential to move/combine monthly meeting dates to align with other board meetings; considered moving to the third week to even the gap between P&Z and City Council meetings. No changes made at this time. Will check with RZ board as well.

ADJOURNMENT – MOTION, passed – To adjourn meeting at 7:41 pm. Lammers moved, Ronningen seconded. RCV, MCU.

(Minutes subject to board approval. Agenda deadline is noon Monday the week before the meeting.)

Sue Kersting, Chair

Tabitha Arnaud, City Auditor

Date approved