

## **KINDRED PLANNING & ZONING COMMISSION MEETING MINUTES**

**Monday, November 18, 2024 | 6:30 pm | Kindred City Hall**

**MEETING CALLED TO ORDER AT 6:32 pm** by Chair Kersting with Members Cao, Lammers, Ronningen, and Woller present. Others present: Auditor Arnaud, PWS Schock.

### **APPROVAL OF MEETING MINUTES**

**MOTION**, passed – To approve meeting minutes of 10/14/24. Ronningen moved, Woller seconded. RCV (Roll Call Vote); MCU (Motion Carried Unanimously).

### **NEW BUSINESS**

**P&Z Permit Application Fees** – Discussed fees and formatting on current application. Current fees (\$150 zoning, variance, conditional use, lot split; \$200 preliminary plat, final plat; \$475 water hook-up; \$400 sewer hook-up) have been in place going back to at least 2013. Arnaud shared the legal expenses for the hearing notices to be mailed/published and recording fees are often more expensive than the application fees, causing the City to cover the loss with the general fund. Legal expenses for each type of service over the last few years: variances \$250-\$300; zoning \$450-\$800; platting \$700-\$1800. Arnaud noted that these were expenses direct from the attorney and did not include staff time for reviewing/processing the applications or preparing the hearing notices for the attorney to review. Discussed removing the lot split option, as more of the legal/recording requirements are moving this type of request into the “subdivision” process; board discussed removing it from the ordinances as well. Arnaud noted that the water/sewer hook-up fees are a Chapter 9 ordinance and could be removed from this application; these are now processed under the building permit applications for new construction or the excavation permit application for new services to an existing structure. Discussed options for applicant to pay a larger fee with option to refund if costs were less, or bill applicant for expenses over the application fee, or to keep a consistent fee for each request for simplicity. Board requested additional documentation on 3-year history of legal expenses and number of applications; discussed new fees to recommend to City Council. Recommendation is as follows: Conditional Use Permit \$300; Variance \$500; Zoning Request \$750; Preliminary/Final Plat \$1,000 each; remove lot split from ordinance and app; remove hook-up fees from app.

### **OLD BUSINESS**

**Meadow Trails (Plains 3<sup>rd</sup> Addition)** – Board discussion on documents presented at last meeting. No other updates.

### **ORDINANCES**

**Chap 4-0609 General Fencing and Screening Requirements** – Discussed preferred setbacks from City rights-of-way (ROW), not just the alleyway (which is already identified specifically at 10-feet from ROW). Language in ord is very legalize and appears jumbled, making it difficult to understand/interpret. The fence permit fee is 10% of the project cost per ordinance, but could be removed from ordinance and replaced with “as set by resolution by City Council”; this would remove the need for the more costly full ordinance revision process (P&Z mtg + 2 Council mtgs + publications) if the fee was to be changed. Currently fence permit applications are reviewed/approved/issued by Auditor staff. Arnaud suggested having the fence permits reviewed/approved by the board at the monthly meetings. Discussed screening requirements and need to identify “natural” screening or “green belt planting strip” to help provide clear direction to property owners and developers. PWS Schock worked with the Tree Board to help with a recent landscaping plan requiring a screening between a commercial and residential property. Board will review and discuss again next month.

### **PLANNING**

**Comprehensive & Transportation Plan (CTP)** – The first public input survey is live! Info will be sent out this week.

### **PERMIT REPORT**

One new building permit was issued for a single-family residential addition.

**ADDITIONS** – none.

**ADJOURNMENT** – **MOTION**, passed – To adjourn meeting at 7:54 pm. Ronningen moved, Woller seconded. RCV, MCU.

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

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Sue Kersting, Chair

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Tabitha Arnaud, City Auditor

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Date approved