

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

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

**MEETING CALLED TO ORDER AT 6:32 pm** by Chair Kersting with Members Lammers, Ronningen present. Absent: Woller and Zens. Others present: Auditor Arnaud, Council Member Johnson, Anthony Sommerfeld (Moore Engineering), Greg Moffet, Mark Ottis.

### **APPROVAL OF MEETING MINUTES**

**MOTION**, passed – To approve meeting minutes of [1/8/2024](#). Lammers moved, Ronningen seconded. RCV (Roll Call Vote); MCU (Motion Carried Unanimously).

**NEW BUSINESS** – None.

### **OLD BUSINESS**

**Norman Acres 1<sup>st</sup> Addition Update:** The annexation ordinance (2<sup>nd</sup> reading of 2023-103) was approved by City Council at the 2/7/24 meeting; once the annexation plat is signed by all parties and recorded, the city zoning maps will be updated. The final plat exhibit with CR15 easement adjustment has not been received yet, but all other aspects of the plat (lot arrangements/sizes) are unchanged. When finalized, a copy will be shared with P&Z.

**Newport Ridge 9<sup>th</sup> Addition:** Final plat exhibit and application have been received. Discussed date options to schedule public hearing; P&Z agreed to meet Wednesday, March 6<sup>th</sup> at 6:30pm. Arnaud will direct attorney to prepare the notices.

### **ORDINANCES**

Anthony Sommerfeld reviewed [Proposed Ordinance Changes](#) that include definition revisions for Right-of Way (ROW), Local Street, and Major Street, with the widths to be identified in Chap 4-0802 Street Design. These items were presented to Council and P&Z for review last October. With a number of civil site and plat reviews completed by the Engineers and Public Works Committee (PWC) since then, other proposed ordinance revisions have been identified as well. These include clarifying the definition of Variance, updating language regarding Street Design for Curb Radii, Block Design, and Lot Design, as well as Driveways to Chap 4-0907. Sommerfeld reported that these revisions would not affect existing properties and is beneficial to provide clear guidance for new developments. The ROW revisions will set the stage for future Kindred (2030 and beyond) as higher volumes of traffic may require 2 or more driving lanes as well as a multi-use path. Member Lammers noted that the larger ROW would reduce the developable (marketable) land and may increase costs for developers. Sommerfeld advised that these proposed ROW widths have been recommended with new plats for the last few years, as they are more in line with the industry standards; the ordinance revision would make it official and provide clear direction on requirements. Sommerfeld then reviewed a list of [Suggested Ordinance Reviews](#) that included reorganizing the Zoning District Sections to correct numbering issues with SFR/SFRA and allow room for future districts by including sections “Reserved for Future Use”. Other areas that would require additional review/discussion are Chap 4-07 Land Subdivision (consider removing industry standard items out of ordinances and creating a “Platting Process Policy” that can be updated as industry standards change versus needing to update the ordinances), Lot Design and Landscaping requirements, creating “fee-in-lieu of land dedication” requirements for parks and playgrounds in Chap 4-0811, and routing of variance requests to City Council after P&Z reviews the applications so information of requests/approvals are provided. *Discussion:* Chair Kersting believes aside from the zoning district reorganization, the others included in the Suggested Ordinance Reviews document will need more time to review and she would like the absent members to review them as well. Member Lammers expressed concerns with delaying projects longer for applicants if variances will need to be reviewed by City Council after P&Z. Chair Kersting stated that the PWC/Engineers do not communicate their findings/reports to P&Z either. CM Johnson also shared feeling a communication barrier with the PWC; would like to see minutes or a report of those meetings or committee reports provided at the Council meetings; also expressed concerns of PWS overtime. Sommerfeld noted that the PWC meetings are similar to staff meetings covering a wide range of materials, but a lot of discussion is infrastructure related when reviewing civil site plans and construction plans. CM Johnson shared that coming to the P&Z meetings has been very helpful, but would still like to see more information. Chair Kersting agreed that there seems to be a gap in communication and would like to have more information. Member Ronningen noted that the PWC are using the City’s Standards and Specifications when reviewing site plans and developments, which are heavily detailed with infrastructure and engineering; that is the PWC area of expertise and he trusts them to review the plans, identify any concerns, and be sure they are addressed before the plans are approved. Guest Mark Ottis shared his experience as a developer is they work with the engineers to create a new plat which is then provided to P&Z for review;

does the development meet the zoning district requirements, are the uses a good fit, are there potential variance needs, etc. The infrastructure plans are always more thoroughly reviewed by the PWC and engineers before being presented as the full project plan set. Arnaud expressed that establishing a Platting Process Policy would be extremely helpful for developers, board members, and staff alike. She also shared that the processes/steps/requirements for new subdivisions is identified in the ordinances but creating a simplified checklist outlining the information would be very useful as well; this could be part of the Platting Process Policy or a separate document.

**PLANNING**

Arnaud reported an email was sent to P&Z, Council, and Park board members to select a meeting date for the group comprehensive planning discussion. Hopeful to get something set up for end of February or early March.

**PERMIT REPORT** – No new permits yet for 2024.

**ADDITIONS**

**2024 City Election Info:**

Arnaud reported the terms expiring with this election year are: Two City Council seats (4-year term), two Park Board seats (4-year term), and one Park Board seat (2-year unexpired term). The deadline to submit documents to City Hall to have the candidate’s name printed on the election ballot is Monday, April 8<sup>th</sup> at 4pm. Contact City Hall or [www.KindredND.com](http://www.KindredND.com) for more info and forms.

**Zoning for Shop Condos:**

Lammers reported he is continuing to work on ordinance options for the Norman Acres shop lots and allow for stand-alone shops in other areas of town. He contacted Building Official Mike Blevins and shared that Member Zens was also researching this a bit. Sommerfeld noted that the Planned Development (PD) District for the Norman Acres shop lots was part of the contracted work with Tom Goodrum. Having something in place will be useful for other commercial zoned properties as well.

**ADJOURNMENT – MOTION, passed – To adjourn meeting at 8:21 pm. Ronningen moved, Lammers 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