

KINDRED PLANNING & ZONING COMMISSION MEETING MINUTES

Monday, April 8, 2024 | 6:30 pm | Kindred City Hall

MEETING CALLED TO ORDER AT 6:30 pm by Chair Kersting with Members Lammers, Ronningen (6:35pm), Woller and Zens present. Others present: Auditor Arnaud, Mark Ottis, Adam Spelhaug, Ozzie Peraza.

APPROVAL OF MEETING MINUTES

MOTION, passed – To approve meeting minutes of 3/6/24 & 3/11/24. Zens moved, Lammers seconded. RCV (Roll Call Vote); MCU (Motion Carried Unanimously).

OLD BUSINESS

Norman Acres 1st Addition: Auditor Arnaud shared that the Developer Agreement was approved at the April 3rd City Council meeting. The Planned Development (PD) zoning ordinance regulating the shop (non-dwelling) lots is almost ready for draft review. A rezoning application will be submitted and the hearings will be scheduled, likely next month.

Newport Ridge 9th Addition: Mark Ottis shared that the plat document is complete and is being circulated for signatures. Planning to start construction this summer.

ORDINANCES

Ordinance Amendments (various Chapter 4 items): Chair Kersting opened the public hearing for the amendments to Chapter 4 ordinances. Reviewed the proposed draft that includes: updates to definitions of Right-of-Way, Local and Major Streets, and Variance; updates to Street Design, Block Design, Lot Design, as well as Required Improvements for Curbs, Gutters, Sidewalks, and Driveways; reorganization of the Zoning Districts to separate the SFR/SFRA districts and incorporate additional sections for “Reserved for Future Use” that can be used as new districts are created in the future. Discussion on setbacks in Downtown District: zero side setbacks to prevent space in between structures (better curb appeal; reduces fire hazard risk by eliminating areas that can accumulate debris). Discussion on HC-Highway Commercial: references specific to County Hwy 15, should there be consideration for any potential future county highway or State Hwy 46? Arnaud noted the State Hwy issue did arise when the property at CR15/ND46 (Korner Plaza) was just starting, as the state hwy was not referenced within setback requirements. Could change any CR15 reference to “State or County right-of-way.” No other public comments were provided. Chair Kersting closed the public hearing. **MOTION**, passed – To approve **Ordinance No. 2024-104 with change of “Cass County 15” to “State or County right-of-way.”** Lammers moved, Zens seconded. RCV, MCU.

PLANNING

Comprehensive Plan: Arnaud met with MetroCog reps to discuss the next steps. They have a couple of upcoming meetings that will determine the hearing requirements, if any, to add Kindred into their bylaws before a board vote can take place. After Kindred is formally approved as an Associate Member, MetroCog can update the proposal for services for the City to review again.

PERMIT REPORT

Two new permits since last month’s meeting: one residential remodel, one commercial remodel.

ADDITIONS

Council Member Ozzie Peraza noted that after reviewing the 2/12/24 P&Z meeting minutes that there seemed to be some barriers between boards (Public Works Committee and PZ). He asked if PZ members had any insight on this or additional questions about the processes. Chair Kersting shared that sometimes topics are discussed previously at PWC meetings then brought to PZ for review/action without much information on context or seeing their meeting minutes; the recent Chapter 4 ordinance amendments had additional revisions/recommendation than the previous version presented a few months earlier. CM Adam Spelhaug (Council rep on the PWC) explained that a lot of the PWC meeting material is reviewing infrastructure plan sets and how they align with current city code; recommended ordinance revisions can be identified with that process; working with engineers/staff to route the PWC agendas to PZ; don’t always have PWC meeting minutes as the agenda is pretty thorough. CM Peraza encouraged PZ members to reach out to other CMs if they ever have additional questions on projects, staff, or boards. PZ Member Zens expressed that attending other’s board meetings is very beneficial to get first-hand information and learn more about projects/issues.

Auditor Arnaud shared an update on filings for the 2024 City election. Today at 4pm was the deadline for candidates to submit their paperwork to be printed on the election ballots. Two City Council seats are expiring: Ozzie Peraza and Shad Stoddard. CM Peraza submitted the required paperwork and will be seeking reelection for City Council. Three Park Board seats are expiring (two 4-yr terms, one 2-yr term): Kimbra Amerman, Kevin Mehrer, and Josh Mathis. PBM Kevin Mehrer submitted the required paperwork and will be seeking reelection for Park Board Member. This will leave space for write-in candidates on either board.

ADJOURNMENT – MOTION, passed – To adjourn meeting at 7:04 pm. Ronningen moved, Zens 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