

**City Of Kenyon**  
**Planning Commission Meeting Minutes**  
**August 5, 2013**

**I. Call to Order**

The August 5, 2013, meeting of the Kenyon Planning Commission was called to order at 7:05 p.m. Commission Members present: D. Woodward, B. Haugen, and J. Malloy. Members Absent: D. Wickum and D. Lexwold. Others present: City Administrator Vahlsing,

**II. Agenda**

Motion by Malloy, seconded by Haugen to approve the agenda. Motion carried 3-0-0.

**III. Minutes**

Motion by Malloy, seconded by Haugen to approve the May 6 Regular, and May 21, 2013 Special meeting minutes. Carried 3-0-0.

**IV. Public Hearings and/or Presentations**

**A. Public Hearing for Kirk Hiner Variance**

No public comment was received. City Administrator Vahlsing stated that the applicant is seeking approval to construct an outdoor sign measuring 12' x 24' or 288 sq. feet in the I1 zoning district. Under City Code 525.03; Subd. 3 (d) a freestanding sign cannot exceed 25 feet in height, and cannot be larger than 90 square feet.

1. Resolution 2013-05: A Resolution Adopting Findings and Reasons for Approval for Variance Application of Kirk Hiner at 10 Slee St.

**CONCLUSIONS OF LAW:**

1. The requested variance is in harmony with the purposes and intent of the ordinance because no change in previous use of property.
2. The requested variance is consistent with the comprehensive plan because the project will occur in an industrial area. There is no change in the type of land use specified in the Comprehensive Plan.
3. The property owner does propose to use the property in a reasonable manner because it will be used as industrial and there is no change proposed by the applicant.
4. There are unique circumstances to the property not created by the landowner. This conclusion does not apply.
5. The variance will maintain the essential character of the locality because there is no change in land use that would affect the area of this project or the community.

Motion by Haugen to approve Resolution 2013-05 Second by Malloy, Motion Carried.

**V. Existing Business**

**VI. New Business**

**Building Permits**

Motion by Haugen, seconded by Malloy to approve all building permits. Motion carried 3-0-0.

**VII. Adjournment**

Motion by Malloy, seconded by Haugen to adjourn the meeting at 7:35 p.m. Motion carried 3-0-0.

**City Of Kenyon  
Planning Commission Meeting Minutes  
November 4, 2013**

**I. Call to Order**

The November 4, 2013, meeting of the Kenyon Planning Commission was called to order at 7:00 p.m. Commission Members present: D. Woodward, B. Haugen, J. Malloy, D. Wickum and D. Lexvold. Others present: City Administrator Vahlsing,

**II. Agenda**

Motion by Malloy, second by Haugen to approve the agenda. Motion carried 5-0-0.

**III. Minutes**

Motion by Malloy second by Lexvold, to approve the August 5 Regular meeting minutes. Motion carried 5-0-0.

**IV. Public Hearings**

None

**V. Existing Business**

None

**VI. New Business**

Building Permits

Motion by Lexvold, seconded by Malloy to approve all building permits. Motion carried 5-0-0.

First Lutheran Church Parking Lot

The planning commission reviewed the site plan for striping and access to a proposed parking lot located south of the Catholic Church.

Motion by Lexvold, second by Wickum to recommend approval of 1<sup>st</sup> Lutheran Church parking lot design including curb cut as shown in submitted plan. Motion carried 5-0-0.

**VII. Adjournment**

Motion by Wickum, seconded by Lexvold to adjourn the meeting at 7:15 p.m. Motion carried.

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Mark R. Vahlsing, City Administrator

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Donald Woodward, Chairman

**City Of Kenyon**  
**Special Planning Commission Meeting Minutes**  
**April 14, 2014**

**I. Call to Order**

The April 14, 2014, meeting of the Kenyon Planning Commission was called to order at 7:00 p.m. Commission Members present: D. Woodward, B. Haugen, J. Malloy, D. Wickum and D. Lexvold. Others present: City Administrator Vahlsing, Mayor Engel, Larry Harn, Pat Meyers, Cindy Meyers, Ashley Purfeerst, Matt Meyers, Adam Flom.

**II. Agenda**

Motion by Lexvold, second by Haugen to approve the agenda. Motion carried 5-0-0.

**III. Minutes**

Motion by Haugen second by Lexvold, to approve the November 4, 2013, regular meeting minutes with noted correction. Motion carried 5-0-0.

**IV. Public Hearings**

**L & E Ostermann Inc. Rezoning Request Public Hearing**

Concerns were expressed by Adam Flom 809 Lawn St. He lives directly behind the building that Meyers would operate. He had questions and concerns with possible noise, smoke, and traffic. Pat Meyer stated that there would be little noise, or odor generated by their business. The painting would be powder coat process. Minimal noise – punch press might operate 2-3 hours a day. The alley would not be used. Adam Flom asked if the noise ordinance would be enforced. Planning Commission members discussed the application further. Pat Meyer stated that a 60 foot long fence would be installed on the south side of the property.

Chairman Woodward closed the public hearing at 6:15 pm.

**Resolution 2014-01: Recommending Rezoning of Parcels of Land Owned by L & E Ostermann Inc. from C-2 (General Commercial) to I-1 (General Industry)**

Motion by Lexvold, second by Haugen to approve Resolution 2014-01, with the following conditions:

1. Installation of a fence to the rear of the property in accordance with City Code.
2. That any odors and noise be minimized and kept in compliance with City Code.
3. No storage of materials on the exterior of the building.

Motion Carried 5-0-0.

**V. Existing Business**

None

**VI. New Business**

**Building Permits:**

Motion by Malloy, second by Wickum to approve all listed building permits. Motion carried 5-0-0.

**Adjournment**

Motion by Wickum seconded by Malloy to adjourn the meeting at 6:30 p.m. Motion carried.

**City Of Kenyon**  
**Special Planning Commission Meeting Minutes**  
**May 19, 2014**

I. **Call to Order**

The May 19, 2014, meeting of the Kenyon Planning Commission was called to order at 7:00 p.m. Commission Members present, B. Haugen, J. Malloy, and D. Wickum. Absent: D. Woodward, and D. Lexvold. Others present: City Administrator Vahlsing, Michael Marko

II. **Agenda**

Motion by Wickum, second by Malloy to approve the agenda. Motion carried 3-0-0.

III. **Minutes**

Motion by Malloy second by Wickum to approve the April 14, 2014, meeting minutes. Motion carried 3-0-0.

IV. **Public Hearings**

**Scott Ronken Variance request - Public Hearing**

Administrator Vahlsing reviewed the variance request of Scott Ronken to re-construct a deck on his property at 326 6th St. The applicant is seeking approval to construct a deck on the east side of his home in the R-1 zoning district with a setback of 25 feet to the front property line and 8 feet to the side yard property line. According to City code the minimum setback requirement is 30 feet in the front yard and 15 feet in the side yard. Michael Marko, the contractor for Scott Ronken, stated the existing deck had to be removed due its hazardous condition.

Administrator Vahlsing stated that the reconstructed deck would have the same front and side yard setback as the existing deck. It would be longer the existing deck but would meet the rear yard setback. He also read the findings of fact.

Acting Chairman Haugen closed the public hearing at 6:15 pm.

**Resolution 2014-02: Resolution Adopting Findings of Fact and Reasons for Approval for Variance Application of Scott Ronken at 326 6<sup>th</sup> Street**

Motion by Wickum, second by Malloy to approve Resolution 2014-02. Motion Carried 3-0-0.

V. **Existing Business**

None

VI. **New Business**

**Building Permits:**

Motion by Malloy, second by Wickum to approve all listed building permits. Motion carried 3-0-0.

**Adjournment**

Motion by Wickum, seconded by Malloy to adjourn the meeting at 6:30 p.m. Motion carried. 3-0-0

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Mark R. Vahlsing, City Administrator

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Bryan Haugen, Acting Chairman

**City Of Kenyon**  
**Planning Commission Meeting Minutes**  
**July 7, 2014**

**I. Call to Order**

The July 7, 2014, meeting of the Kenyon Planning Commission was called to order at 6:00 p.m. Commission Members present, B. Haugen, D. Lexvold, J. Malloy, and D. Wickum. Absent: D. Woodward. Others present: City Administrator Vahlsing, Barb Bonde

**II. Agenda**

Motion by Wickum, second by Lexvold to approve the agenda. Motion carried 4-0-0.

**III. Minutes**

Motion by Wickum, second by Malloy to approve the May 19, 2014, meeting minutes. Motion carried 4-0-0.

**IV. Public Hearings**

**William & Barb Bonde Variance Request Public Hearing**

Administrator Vahlsing reviewed the variance request of William & Barbara Bonde, who are requesting approval to construct deck in the back yard of a property located at 308 Whitetail Lane (PID 66-631-0350).

The applicant is seeking approval to construct a deck on the west side of his home in the R-1 zoning district with a setback of 24 feet to the rear yard property line. According to Kenyon City Code 515.07; Subd. 4 (b) (i) the minimum setback requirement is 30 feet in the rear yard (for Whitetail Subdivision).

Vahlsing also read the findings of fact.

Acting Chairman Haugen closed the public hearing at 6:10 pm.

**Resolution 2014-03: Resolution Adopting Findings of Fact and Reasons for Approval for Variance Application of William & Barb Bonde at 308 Whitetail Ln.**

Motion by Wickum, second by Malloy to approve Resolution 2014-03. Motion Carried 4-0-0.

**V. Existing Business**

None

**VI. New Business**

**Building Permits:**

Motion by Lexvold, second by Malloy to approve all listed building permits. Motion carried 4-0-0.

**Adjournment**

Motion by Malloy , seconded by Wickum to adjourn the meeting at 6:20 p.m. Motion carried. 4-0-0

**City Of Kenyon  
Planning Commission Meeting Minutes  
September 15, 2014**

**Call to Order**

The September 15, 2014, meeting of the Kenyon Planning Commission was called to order at 6:00 p.m. Commission Members present, B. Haugen, D. Lexvold, J. Malloy, and D. Wickum. Absent: D. Woodward. Others present: City Administrator Vahlsing, Jerald & Diane Barrett, Oscar Dahlen, Festal Farms Rep., and Margaret Scott.

**Agenda**

Motion by Malloy second by Wickum to approve the agenda. Motion carried 4-0-0.

**Minutes**

Motion by Lexvold second by Malloy to approve the July 7, 2014, meeting minutes. Motion carried 4-0-0.

**Public Hearings**

**Jerald & Diane Barrett Rezoning and Variance Request Public Hearing**

Administrator Vahlsing stated that the Barretts are requesting that six parcels that they own be rezoned from R-1 (One and Two Family Residential) to A (Agricultural) to allow for the construction of an agriculture-related building on one of the parcels. Rezoning the parcels is needed to create a contiguous area that abuts an existing Ag-zoned area. All the parcels are currently vacant with no residential uses adjacent to them. Vahlsing stated that the Planning Commission would make a recommendation to the City Council before reviewing the variance application. The ag-related building would be constructed on Parcel ID 66-540-0020.

**Resolution 2014-04: Recommending Rezoning of Parcels of Land owned by Jerald & Diane Barrett from R-1 (One and Two Family Residential) to A (Agricultural)**

Motion by Malloy to approve Resolution 2014-04, second by Lexvold. Motion Carried 4-0-0.

Barretts are also requesting approval to construct an agriculture-related building on their property. The applicant is seeking approval to construct the building in the A (Agricultural) zoning district with a setback of 25 feet for the side yard and zero feet for the rear yard. According to Kenyon City Code 515.05; Subd. 4 (b) (ii) and (iii) the minimum setback requirement is 30 feet in the side yard and 50 feet in the rear yard. The proposed building would be used for storage of ag-related equipment. Oscar Dahlen, a Festal Farms representative, presented a letter to the Planning Commission with concerns on granting the proposed variance. They were concerned about the impact on their property which is located north of site of the proposed ag-related building.

**Resolution 2014-05: Resolution Adopting Findings of Fact and Reasons for Approval for Variance Application of Jerald & Diane Barrett on Slee St.**

Acting Chairman Councilmen Haugen read the findings of fact. Motion by Wickum, seconded by Malloy to approve Resolution 2014-05. Approval contingent on council approval of rezoning of Parcel ID 66-540-0020 from R-1 to A. Motion Carried 4-0-0.

*Acting Chairman Haugen closed the public hearing at 6:10 pm.*

**New Business**

**Building Permits:**

Motion by Wickum, second by Lexvold to approve all listed building permits. Motion carried 4-0-0.

**Adjournment**

Motion by Lexvold, seconded by Malloy, to adjourn the meeting at 6:40 p.m. Motion carried. 4-0-0.

**City Of Kenyon  
Planning Commission Meeting Minutes  
December 1, 2014**

**Call to Order**

The December 1, 2014, meeting of the Kenyon Planning Commission was called to order at 6:00 p.m. Commission Members present: D. Woodward. B. Haugen, J. Malloy, and D. Wickum. Absent: D. Lexvold Others present: City Administrator Vahlsing, and Earl Fredrickson.

**Agenda**

Motion by Haugen second by Wickum to approve the agenda. Motion carried 4-0-0.

**Minutes**

Motion by Wickum second by Haugen to approve the September 15, 2014, meeting minutes. Motion carried 4-0-0.

**Public Hearings**

**Earl & Ruth Fredrickson; Michael & Christine Petricka; and J. Ross Hiner and Kirk J. Hiner Rezoning Request Public Hearing**

Administrator Vahlsing reviewed the rezoning application. Earl Fredrickson had requested that his property be re-zoned to C-2 from the current R-2 zoning. He stated that the property was originally zoned residential. The zoning was changed sometime during the last ten years without his knowledge. He also asked if he would be charged for the public hearing. Administrator Vahlsing stated that he would not be charged.

*Chairman Woodward closed the public hearing at 6:10 pm.*

**Resolution 2014-06: Recommending Rezoning of Parcels of Land owned by Earl and Ruth Fredrickson; Michael and Christine Petricka; and J. Ross Hiner and Kirk J. Hiner From R-2 (One And Two Family Residential) to C2 (General Commercial)**

Motion by Malloy, Second by Wickum to adopt Resolution 2014-16. Motion carried 4-0-0.

**New Business**

**Building Permits:**

Motion by Haugen, second by Malloy to approve all listed building permits. Motion carried 4-0-0.

**Adjournment**

Motion by Haugen, seconded by Malloy, to adjourn the meeting at 6:15 p.m. Motion carried. 4-0-0.

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Mark R. Vahlsing, City Administrator

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Donald Woodward, Chairman