



**MONTROSE  
PLANNING AND ZONING COMMISSION MEETING  
AGENDA**

**Wednesday, August 12, 2020  
7:00 PM**

**Montrose Community Center  
200 Center Avenue South  
Montrose, Minnesota 55363**

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Approval of Agenda
5. Approval of Minutes
  - A. July 8, 2020 Planning and Zoning Commission Meeting Minutes
6. Public Hearing Continuation
  - A. Consider A Planned Unit Development Amendment – Forest Creek – R Homes
7. Old Business
8. New Business
  - A. Sid Chantland – Cool Java Coffee Shop Parking Deferment Request
  - B. City Planner Updates
9. Next Meeting
  - A. Wednesday, September 9, 2020 to be held at the Montrose Community Center - 7:00 p.m.
10. Adjournment

**\*\* Please note that a quorum of the City Council may be present  
at the Planning and Zoning Commission Meeting. \*\***

**1. CALL TO ORDER**

**Pursuant** to call and notice the Montrose Planning and Zoning Commission met in Regular Session on Wednesday, July 8, 2020 at 7:00 p.m.

Planning and Zoning Commission Chair, Ms. Tracy Gurneau, called the meeting to order at 7:00 p.m.

**2. ROLL CALL**

Present: Commissioner Tracy Gurneau  
Commissioner Justin Emery  
Commissioner Sylvia Henry  
Commissioner Mike Scanlon  
City Council Liaison Lloyd Johnson

Absent: Commissioner Shawn Cuff

Staff Present: Ms. Deborah Boelter, City Clerk-Treasurer  
Mr. Ryan Grittmann, City Planner

**3. PLEDGE OF ALLEGIENCE**

The Pledge of Allegiance was taken.

**4. APPROVAL OF THE AGENDA**

**Commissioner Emery motioned to approve the July 8, 2020 Planning and Zoning Commission Meeting Agenda. Commissioner Scanlon seconded the motion. Motion carried 4-0.**

**5. APPROVAL OF THE MINUTES**

A. June 10, 2020 Planning and Zoning Commission Meeting

**Commissioner Henry motioned to approve the Planning and Zoning Commission Meeting minutes of June 10, 2020. Commissioner Emery seconded the motion. Motion carried 4-0.**

**6. PUBLIC HEARINGS**

A. Consider A Planned Unit Development Amendment – Forest Creek – R Homes

Commissioner Gurneau closed the Planning and Zoning Commission Meeting at 7:05 p.m. and opened the Public Hearings.

**BACKGROUND**

Mr. Grittmann stated that R Homes has submitted an application for a Planned Unit Development (PUD) Amendment for property located along Breckenridge Lane. The proposed amendment is for ten (10) lots on the north side of the Forest Creek Plat. The applicants have submitted design changes to the approved homes and changes to the setbacks.

The PUD was originally approved in the year 2004. At the time, five (5) twin homes were approved for construction on ten (10) lots. The PUD was later updated in the year 2016 with the approval of ten (10) single-family homes in lieu of the five (5) twin homes. No changes to the lot configurations were proposed at that time. The applicant is now proposing to build a different home model on these lots that are different than the ones that were approved in the year 2016. An amendment to the PUD is necessary to accommodate the change. It should be noted that no changes to the plat or lot configuration is being proposed with this application.

The site is zoned R-1 Single-Family Residence District with Planned Unit Development District Overlay. Under the R-1 zoning district, single family homes are an allowed use. The subject sites are currently platted but are all vacant lots. The site is adjacent to R-1 Single Family Residence District on all sides.

Mr. Gritman referenced the following attachments:

- Exhibit A: Applicant Narrative
- Exhibit B: "St. Joseph" Building Plan (Previously Approved Plan)
- Exhibit C: "St. Charles" Building Plan (Proposed Plan)
- Exhibit D: Approved Site Plan from 2016
- Exhibit E: Proposed Site Plans / Surveys

## ISSUES ANALYSIS

Mr. Gritman presented the following *Issues Analysis*:

**Zoning.** The subject site is zoned R-1 Single-Family Residence. Within the R-1 district, single-family homes are an allowed use. The proposed single-family homes are an allowed use within the R-1 zoning district.

**Existing Adjacent Uses.** The site is surrounded by other single-family uses on the east, south, and west sides. The north side has a stormwater holding pond (Outlot B) and agricultural uses to the north of Outlot B.

**Lot Area, Width, and Depth.** The ten (10) lots all measure 52.50 feet in width by 92.50 feet in depth for a square footage of 4,856.25 square feet. These are all existing dimensions from the original PUD approval. The applicants are not proposing any changes to the plat, only the approved setbacks and home design.

**Setbacks.** The previous approval from the year 2016 had side yard setbacks of 13 feet and 7.5 feet. The new design will reduce these setbacks to 7.5 feet and 5 feet. The reduced setbacks are to accommodate the new rambler home design that is proposed rather than the two-story home that was previously approved. It should be noted that these setbacks do not meet the City's requirements for the R-1 district; but, the PUD application can allow flexibility in allowing reduced setbacks without the processing of a variance.

**Easements.** The wetland area behind the subject sites (Outlot B) contains a drainage and utility easement over the wetland area. Further, lots 36 and 37 contain drainage and utility easements as well. These easements are intended to provide access to the wetland area. No changes to the easements are proposed.

**Maximum Building Height.** The maximum building height in the R-1 district is 2 ½ stories or 35 feet. Building height is calculated as the average elevation as measured at the building's corners prior to construction to the top of the highest peak. The following table shows that each building's height will be compliant with the City's requirements:

Lot	Building Height	Compliant
Lot 29	24.1 feet	Yes
Lot 30	23.8 feet	Yes
Lot 31	22.9 feet	Yes
Lot 32	22.9 feet	Yes
Lot 33	21.4 feet	Yes
Lot 34	21.3 feet	Yes
Lot 35	21.6 feet	Yes



Lot 36	21.5 feet	Yes
Lot 37	22.8 feet	Yes
Lot 38	20.5 feet	Yes

**Building Type and Design.** The original plat that was approved in the year 2004 for this site contained five (5) twin homes with PUD zoning. The approved PUD was later updated in the year 2016 to construct ten (10) single-family homes with no changes to the lots. The applicants are now proposing a second amendment to the approved PUD for a different home design. Since the new home design contains a different footprint, a PUD amendment is necessary.

**Site Lighting.** The submitted plans do not show driveway lights or front porch lights. As a condition of approval, all lighting must comply with Section 1016-8 of the Zoning Ordinance related to exterior lighting.

**Parking.** By code, single-family lots must provide space to park at least two (2) vehicles off-street. The proposed homes with attached garages and driveway will meet this requirement.

**Curb Cut Access.** The applicant is proposing ten (10) new curb cuts (one per home). Each curb cut is approximately 18 feet in width, which meets code. Each curb cut is required to be five (5) feet off the property line; the site plan shows the curb cuts will be at least 7 ½ feet from the property line, which meets code.

**Landscaping.** By code, the area that remains after construction of the homes and driveway areas are completed shall be landscaped with grass, shrubs, trees, or other ornamental landscape materials. As a condition of approval, the applicant shall be responsible for fulfilling this requirement. It should be noted that the developer's agreement states that each lot shall have one tree planted on it unless the lot already has an existing tree.

**Grading and Drainage Plan.** The approved grading and drainage plans from the year 2016 for the site directed stormwater to the street, and to Outlot B. The City Engineer is recommending that the applicant submit a revised grading and drainage plan as a condition of approval. While no significant changes are expected in regards to the grading and drainage, a revised plan will be necessary.

**Outlot Protection / Wetland Mitigation.** The existing outlot to the north of the project, noted as Outlot B, is intended to hold stormwater from this project. The site has an existing silt fence that runs between the project area and the wetland. This silt fence will be required to be maintained throughout the project as well as any other runoff protection. As a condition of approval, the applicants shall work with the City Engineer to ensure compliance throughout the project.

**Pedestrian Access.** The area is served by a sidewalk on the south side of Breckenridge Lane. No new sidewalk is proposed for the north side (project side).

**Park Dedication.** Since the plat was previously approved in the year 2004, no new park dedication fee is required as part of this project.

**Tree Preservation, Removal and Replacement.** The site does not contain any trees; therefore, a tree preservation, removal, and replacement plan are not required.

**Neighboring Property Notifications.** A notification of the Public Hearing went out to all property owners within 350 feet of the subject area. The City heard from several property owners who requested more information about the project. In addition, one (1) property owner expressed concern about the proximity of the homes to Outlot B and the reduced distance between homes.

**Planned Unit Development Requirements.** Mr. Gritman stated that the City of Montrose lays out thirteen (13) requirements for a planned unit development. He continued by presenting the requirements along with Staff comment:

- a) Ownership: An application for PUD approval shall be filed by the landowner or jointly by all landowners of the property included in a project. The application and all submissions must be directed to the



development of the property as a unified whole. In the case of multiple ownership, the approved final plan shall be binding on all owners.

Staff Comment: In this case, the PUD is an amendment that was filed by the property owner. This requirement has been satisfied.

- b) Comprehensive Plan Consistency: The proposed PUD shall be consistent with the City Comprehensive Plan.

Staff Comment: The Comprehensive Plan notes the need for "infill development". By developing these lots that were platted in the year 2004, the project is consistent with the Comprehensive Plan's goals.

- c) Utility Plan Consistency: The proposed PUD shall be consistent with the City's utility (sewer and water) plans.

Staff Comment: The site has utility access that was installed as part of the original plat and approval. The project is consistent with the City's utility plans.

- d) Common Open Space: Common open space at least sufficient to meet the minimum requirements established in the Comprehensive Plan and such complementary structures and improvements as are necessary and appropriate for the benefit and enjoyment of the residents of the PUD shall be provided within the area of the PUD development.

Staff Comment: The open space in this development was approved in the year 2004. No changes to this layout are being proposed at this time.

- e) Operating and Maintenance Requirements for PUD Common Open Space and/or Facilities: Whenever common open space or service facilities are provided within the PUD, the PUD plan shall contain provisions to assure the continued operation and maintenance of such open space and service facilities to a predetermined reasonable standard.

Staff Comment: The operating and maintenance requirements will be performed by the Homeowners Association (HOA). This is an approved entity to handle the operating and maintenance requirements.

- f) Staging of Public and Common Open Space: When a PUD provides for common or public open space, and is planned as a staged development over a period of time, the total area of common or public open space or land escrow security in any stage of development shall, at a minimum, bear the same relationship to the total open space to be provided in the entire PUD as the stages or units completed or under development bear to the entire PUD.

Staff Comment: The PUD does not have staging of public or common open space

- g) Density: The maximum allowable density variation in a PUD shall be determined by standards negotiated and agreed upon between the applicant and the City. In all cases, the negotiated standards shall be consistent with the development policies as contained in the Montrose Comprehensive Plan. Whenever any PUD is to be developed in stages, no such stage shall, when averaged with all previously completed stages, have a residential density that exceeds one hundred twenty-five percent (125%) of the proposed residential density of the entire PUD.

Staff Comment: The proposed amendment does not change the density of PUD.

- h) Utilities: In any PUD, all utilities, including telephone, electricity, gas and tele-cable shall be installed underground.

Staff Comment: This requirement has been met.

- i) Utility Connections:

- i. Water Connections: Where more than one property is served from the same service line, individual unit shut off valves shall be provided as required by the City Engineer.
- ii. Sewer Connections: Where more than one unit is served by a sanitary sewer lateral which exceeds four hundred (400) feet in length, provision must be made for a manhole to allow adequate cleaning and maintenance of the lateral. All maintenance and cleaning shall be the responsibility of the property owner's association or owner.

Staff Comment: Each unit will have their own sewer and water connection. This is subject to review by the City Engineer.

- j) Roadways: All streets shall conform to the design standards contained in the Montrose Subdivision Ordinance, unless otherwise approved by the City Council.

Staff Comment: No changes to the roadways are being proposed.

- k) Landscaping: In any PUD, landscaping shall be provided according to a plan approved by the City Council, assessing the landscaping plan, the City Council shall consider the natural features of the particular site, the architectural characteristics of the proposed structures and the overall scheme of the PUD plan.

Staff Comment: The landscaping plan was included in the Developer's Agreement from 2004 and shall be adhered to for this project. This will be a condition of approval.

- l) Servicing Requirements: All development will be carefully phased so as to ensure that all developable land will be accorded to a present vested right to develop at such time as services and facilities are available. Lands which have the necessary available municipal facilities and services will be granted approval in accordance with existing ordinances and development techniques. Lands which lack the available public facilities and services may be granted approval for development, provided that all applicable provisions of this Ordinance, the City Code, and State regulations are complied with.

Staff Comment: The servicing requirement has been met.

- m) Setbacks:

- i. The front and side yard restrictions of the periphery of the planned unit development site at a minimum shall be the same as imposed in the respective districts.
- ii. No building shall be located less than fifteen (15) feet from the back of the curb line along those roadways which are part of the internal street pattern.
- iii. No building within the project shall be nearer to another building than one-half (1/2) the sum of the building heights of the two (2) buildings.

Staff Comment: These conditions are not met with the exception of number two. As part of the PUD approval, the City will need to approve the reduced setbacks. It should be noted that the previous plan did not meet these requirements either.

## **SUMMARY AND RECOMMENDATION**

Mr. Gritman stated that the applicants are proposing to amend an existing Planning Unit Development (PUD) in the Forest Creek neighborhood. The existing approved plan is for ten (10) single-family homes with common area between each home. The applicants are requesting an amendment to this plan to change the home design from a two (2)-story home to a rambler style home. The change in home design requires an amendment to the approved PUD as the setbacks will change.

Mr. Gritman stated that based on review of the proposed PUD amendment submitted on behalf of R Home, LLC dated June 4, 2020, Staff recommends approval of the PUD amendment with the following conditions:



- 1) All lighting must comply with Section 1016-8 of the Zoning Ordinance related to exterior lighting.
- 2) The area that remains after construction of the homes and driveway areas are completed shall be landscaped according to the Developer's Agreement dated September 15, 2004.
- 3) The applicant submits a revised grading and drainage plan that meets the City's requirements for grading and drainage.
- 4) The applicants shall work with the City Engineer and adhere to any follow-up recommendations made by the City Engineer.
- 5) The applicants shall adhere to any and all applicable requirements of the Developer's Agreement dated September 15, 2004.
- 6) The City Council approves the reduced setbacks and waives requirement 1010-2-M.-1. and 1010-2-M.-3.
- 7) Other comments by Staff.

Commissioner Scanlon stated that as far as building goes, if the Planning and Zoning Commission recommends City Council approval of the PUD, is the City going to set a precedence when it comes to setbacks for future development. Mr. Gritman stated that the intent of a PUD is that this type of housing project will not be repeated anywhere else in the City. Rather than creating a new zoning district for these lots, you create a PUD and this is the only location in the City that would follow these setbacks.

Commissioner Scanlon asked about the design of the house. Mr. Gritman stated that he can see the design of the house being used in a typical housing district; however, the proposed lot size and having the common area would be unique to this project.

Commissioner Scanlon asked if the reduced lot size would be similar to what is being proposed in *The Preserve Housing Development*. Mr. Gritman stated that he has reviewed the proposed plans for *The Preserve Housing Development* for a while.

Commissioner Scanlon again shared his concerns about setting a precedence for future housing developments if the Planning and Zoning Commission recommends approval of the PUD for the smaller lot size in Forest Creek. Mr. Gritman stated that *The Preserve Housing Development* is platted differently than the lots that are proposed in the Forest Creek Housing Development.

Commissioner Scanlon stated that this is the third (3<sup>rd</sup>) time that R-Homes has asked for an amendment to the PUD in Forest Creek. Mr. Gritman stated that if the Planning and Zoning Commission would not recommend approval of the PUD, then R-Homes could just go back to the approved PUD amendment from the year 2016 and build a taller home that is two (2) story.

Commissioner Scanlon stated that he is concerned that if the PUD amendment is approved, then a precedence will be set for future housing developments. Mr. Gritman stated that he does not think so; because, the PUD is unique to this project. He continued by stating that the intent of the PUD is that it will not be repeated anywhere else.

Commissioner Emery shared the same concerns as Commissioner Scanlon.

Council Member Johnson asked if the City has an Ordinance specifying the lot sizes. He continued by stating that if the City is not going to follow their Ordinances, then why have them. Commissioner Scanlon stated that the size of the lots in this development have already been changed from what the Ordinance says through the PUD. Commissioner Scanlon shared his concerns about what future Planning and Zoning Commission Members and/or City Council Members may have to deal with if they approve the proposed PUD amendment now. Mr. Gritman stated that he does not think so; because, typically Planning and Zoning issues are dealt with on an individual basis, not an established precedence.

Commissioner Scanlon asked Mr. Gritman to do some more research on this; because, he is not interested in setting a precedence that allows the Planning and Zoning Commission to have the smaller lots.



Council Member Johnson stated that another thing that the Planning and Zoning Commission has to think about is the residents already living out there. He continued by stating that they are going to put these shacks in and then it will devalue the existing properties located near them. Council Member Johnson stated that he does not understand why they do not build twin homes similar to the ones across the street. He continued by stating that they look nice and there is a lot of greenspace.

Mr. Steve McCann of R-Homes stated that there is more of a demand for the rambler style single homes than the twin homes.

Council Member Johnson shared his concerns about the residents not being able to park their boats and campers on the driveways of the proposed smaller lots and then there would also not be enough room for the installation of a parking pad to park their recreational vehicles.

Commissioner Scanlon stated that his issue is not with what R-Homes wants to build; but, with changing the setbacks.

Council Member Johnson asked if the City heard from any of the residents in the area of the proposed PUD amendment. Mr. Grittmann stated that he took some phone calls and most of them were just gathering information. He continued by stating that he had one (1) resident who was concerned about protecting the outlot to the north and he assured the resident that silt fencing would be installed during the construction.

Mr. Grittmann stated that he did receive a letter from Ms. Barbara Riddle, 956 Breckenridge Lane. Council Member Johnson asked Ms. Boelter to read the letter. He continued by stating that Ms. Boelter should have a copy of the letter; because, Ms. Riddle just dropped it off at City Hall today. Ms. Boelter stated that yes, she has a copy of the letter and she gave it to Mr. Grittmann for his review.

Mr. Grittmann read the letter. Ms. Riddle shared her opposition to the proposed PUD amendment request from R-Homes. Her concerns included:

- ✓ The amendment will involve a much denser build in this development, moving from the five (5) buildings originally approved to ten (10) buildings in the same space.
- ✓ She strongly believes that denser building is not good for communities. It does not allow much people space.
- ✓ There are no plans to include space for children to play and no safe access to walkways for older people who will buy these properties as there are no crosswalks.
- ✓ Safety is an issue as many kids are riding their bikes on the sidewalk.
- ✓ There will be some hazards to the people who live in these homes:
  - Increased street parking with no extra room.
  - Increased fire hazard when buildings are placed so closely together.
  - Density concerns as we live in an age of pandemics.
- ✓ Dense building is not aesthetically pleasing if one values green spaces.

Council Member Johnson stated that he talked to Ms. Riddle and another neighbor and they are concerned about safety for children with more residents in Forest Creek and no crosswalks painted.

Mr. Grittmann stated that when he spoke to some of the residents, he had the impression that they were not understanding that it will be the same number of houses. He continued by stating that instead of five (5) twin homes, it will be ten (10) single homes.

Commissioner Henry stated that if the PUD amendment is approved, there should be some type of stipulation that the houses have fireproofing in the house and garage walls that are facing the adjoining houses.

Commissioner Scanlon stated that he wants to table for more information; because he does not want to set a precedence.

Ms. Angela Salonek-Tormanen, 946 Breckenridge Lane addressed the Planning and Zoning Commission and asked what the benefit of the proposed housing is to the City of Montrose. Commissioner Scanlon stated the benefit is to provide additional housing; but, he wants more information regarding the setbacks.



Council Member Johnson asked about the size of the driveways. Mr. Grittmann stated in the range of thirty-five (35) feet. He continued by stating that they vary with each lot. Council Member Johnson stated that he would like the size of the driveways to be looked at to make sure there is ample parking space available.

Ms. Angela Salonek-Tormanen, 946 Breckenridge Lane addressed the Planning and Zoning Commission;

- ✓ Does not believe that the City should be packing more people into the area.
- ✓ She said she moved to the area because of the density and now there are more and more houses being built and more and more people being added.
- ✓ She is concerned for her safety and now has to lock her doors.
- ✓ She feels that packing more people in makes it difficult to know her neighbors.
- ✓ She is concerned that the new houses will decrease the value of her home.

Mr. Grittmann stated that the density is not changing. It was planned for five (5) twin homes and now is proposed to be ten (10) single-family homes. Ms. Tormanen asked what is changing then. Mr. Grittmann stated that the PUD amendment proposal is to change the setbacks. Commissioner Gurneau stated that it is the same number of homes, just going from twin homes to single-family homes. Commissioner Scanlon stated that they are proposing to change the setbacks and build the homes closer together.

Mr. McCann stated that the construction of the proposed single-family homes will not decrease the value of the existing homes.

Council Member Johnson asked Ms. Tormanen what her neighbors have said about it. Ms. Boelter stated that unless an individual comes to speak at the Public Hearing personally, the Planning and Zoning Commission cannot take comments from someone else.

Commissioner Scanlon stated that the Planning and Zoning Commission does not care about the design of the homes. He continued by stating that the setbacks do not match the Ordinance and so the Commission needs to deal with that.

#### B. Consider An Ordinance Amendment Related to Mobile Food Units

##### **BACKGROUND**

Mr. Grittmann stated that at the June 10, 2020 Planning and Zoning Commission meeting, the Commission reviewed a draft Ordinance amendment related to food trucks. The intent of the meeting was to have a discussion on food trucks, a food truck Ordinance amendment, and what regulations (if any) should be imposed on food trucks. The purpose of the meeting was to have a discussion and prepare for a Public Hearing at the July 8, 2020 Planning and Zoning Commission Meeting.

He continued by stating that staff has reviewed the comments and concerns that the Planning and Zoning Commission discussed at the June 10, 2020 Planning and Zoning Commission Meeting and has prepared an updated draft for a Public Hearing at tonight's Commission Meeting. Mr. Grittmann presented the updates in the draft Ordinance and stated that they are in red for reference.

##### **ORDINANCE UPDATES**

Mr. Grittmann stated that the Planning and Zoning Commission reviewed the draft Ordinance that was prepared by staff and recommended the following changes:

###### ❖ Distance from Restaurants

The Planning Commission recommended that food trucks must stay 500 feet away from restaurants and coffee shops as measured from the property line of the food service business. This is a change from the original draft which stated food trucks must be 200 feet away from the food service building.

###### ❖ Proof of Insurance

The Planning Commission recommended that food truck operators must provide proof of insurance with their application for a food truck license. This is an addition to the requirement that food trucks must provide a copy of their license from the Minnesota Department of Health.

❖ No Fee During Montrose Days

The Planning Commission recommended that food trucks that operate during Montrose Days be exempt from the annual license fee that food trucks would otherwise pay throughout the year.

❖ Trash Hauling

The Planning Commission recommended that any food trucks operating on public property be responsible for trash hauling at the end of the day. The City's waste containers that are placed at parks are not to be used by food trucks.

Mr. Gritman stated that the updates to the Ordinance are highlighted in red on the draft Ordinance that he presented. He continued by stating that tonight's Public Hearing is to hear public testimony regarding the Ordinance.

## RECOMMENDATION

Mr. Gritman stated that Planning Staff recommends approval of the draft Ordinance with any changes that come out of the Public Hearing after hearing public testimony and any final changes that the Planning and Zoning Commission would like to see. If the Commission is satisfied, they can recommend approval of the Ordinance to the City Council, or table action for further discussion at the August, 2020 Planning and Zoning Commission Meeting.

Commissioner Scanlon asked if a background check will need to be done on food truck applicants. Commissioner Gurneau stated that the Planning and Zoning Commission discussed the need for a background check and since the Food Truck already has to go through a background check to obtain their Minnesota Department of Health certification, which they have to supply the City with a copy, the Commission did not feel it was necessary to do another background check.

Council Member Johnson asked what happens if like an ice cream truck hits someone. Commissioner Gurneau stated that it would be their liability insurance that covers the accident. Council Member Johnson stated is the City sure; because a lot of people like to sue. Ms. Boelter stated that all food truck vendors have to supply the City of Montrose with a Certificate of Insurance.

Commissioner Gurneau asked for public comment.

Mayor Otto asked if ice cream trucks will be required to apply for a mobile food unit permit. Commissioner Gurneau stated yes. Mayor Otto asked how they will know that they need to get a permit from the City. Ms. Boelter stated that it will be on the City's website, information in the newsletter and on social media.

Commissioner Gurneau closed the Public Hearings at 7:35 p.m. and opened the Planning and Zoning Commission Meeting.

**Commissioner Scanlon motioned to table the Public Hearing for the Forest Creek proposed PUD Amendment presented by R-Homes. Commissioner Henry seconded the motion. Motion carried 4-0.**

Ms. Boelter stated that she would like the Planning and Zoning Commission to make a decision on how much they would like to charge annually for the Mobile Food Unit Permit. Commissioner Gurneau presented the information that Ms. Boelter put together from other cities regarding fees for Mobile Food Unit Permits. Ms. Boelter stated that staff is recommending that there be one (1) annual fee. She continued by stating that it would be too burdensome for City staff to maintain separate fees associated with a certain number of days.

Commissioner Scanlon asked Ms. Boelter if she had a recommendation on an annual fee amount. Ms. Boelter recommended \$200.00 for a Permit from January 1<sup>st</sup> to December 31<sup>st</sup> each year. Commissioner Henry stated that the fee should be \$500.00. The Commission discussed and felt that \$500.00 was too high.



They also agreed that if the City of Montrose would have a large interest in Mobile Food Units in the City, the fee can be reevaluated in the future.

**Commissioner Scanlon motioned to establish the annual fee for the Mobile Food Unit Permit at \$200.00 for the time period of January 1<sup>st</sup> to December 31<sup>st</sup>. Commissioner Emery seconded the motion. Motion carried 4-0.**

**7. NO OLD BUSINESS.**

**8. NEW BUSINESS.**

A. City Planner Updates

1. Preserve Housing Development

Mr. Grittmann gave an update on the proposed *Preserve Housing Development*.

2. Old Casey's Building

Commissioner Gurneau asked for an update. Mr. Grittmann and Ms. Boelter stated that the owner of the building has been contacted on several occasions and he does not get back to staff.

**9. NEXT MEETING**

A. Wednesday, August 12, 2020 to be held at the Montrose Community Center – 7:00 p.m.

**10. ADJOURNMENT**

**Commissioner Henry motioned to the adjourn the Planning and Zoning Commission Meeting at 7:46 p.m. Commissioner Scanlon seconded the motion. Motion carried 4-0.**

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Tracy Gurneau  
Chair  
City of Montrose

ATTEST:

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Deborah R. Boelter, CMC  
City Clerk-Treasurer  
City of Montrose



## **NORTHWEST ASSOCIATED CONSULTANTS, INC.**

4150 Olson Memorial Highway, Ste. 320, Golden Valley, MN 55422  
Telephone: 763.957.1100 Website: [www.nacplanning.com](http://www.nacplanning.com)

### **PLANNING REPORT**

TO: Montrose Planning Commission

FROM: Ryan Grittmann & Daniel Elder – City Planner

DATE: August 5, 2020

RE: City of Montrose – Planned Unit Development Amendment  
– Forest Creek PUD

FILE NO: 273.03 - 20.01

### **BACKGROUND**

R Homes has submitted an application for a Planned Unit Development Amendment for property located along Breckenridge Lane north of the Forest Creek Subdivision. The proposed amendment calls for the creation of 10 Single Family Residential lots upon the 11 acre site. The applicants have submitted design changes to the approved homes and changes to the setbacks.

The PUD was originally approved in 2004. At the time, five twinhomes were approved. The PUD was later updated in 2016 with the approval of 10 single-family homes in lieu of the five twinhomes. No changes to the lot configurations were proposed at that time. The applicant is now proposing to build a home model on these lots which differ from the ones that were approved in 2016. An amendment to the PUD is necessary to accommodate the change. It should be noted that no changes to the plat or lot configuration is being proposed with this application.

The site is zoned R-1 Single-Family Residence District with Planned Unit Development District Overlay. Under the R-1 zoning district, single family homes are an allowed use. The subject sites are currently platted but are all vacant lots. The site is adjacent to R-1 Single Family Residence District on all sides.

The following planning report is revised to allow for an analysis requested by the planning commission at the July 8, 2020 meeting. The previous meeting tabled the decision on the application pending the revised information requested.

Attached for reference:

Exhibit A: Applicant Narrative  
Exhibit B: "St. Joseph" Building Plan (Previously Approved Plan)  
Exhibit C: "St. Charles" Building Plan (Proposed Plan)  
Exhibit D: Approved Site Plan from 2016



## ISSUES ANALYSIS

**Zoning.** The subject site is zoned R-1 Single-Family Residence. Within the R-1 district, single-family homes are an allowed use. The proposed single-family homes are an allowed use within the R-1 zoning district.

**Existing Adjacent Uses.** The site is surrounded by other single-family uses on the east, south, and west sides. The north side has a stormwater holding pond (Outlot B) and agricultural uses to the north of Outlot B.

**Lot Area, Width, and Depth.** The ten lots all measure 52.50 feet in width by 92.50 feet in depth for a square footage of 4,856.25 square feet. These are all existing dimensions from the original PUD approval. The applicants are not proposing any changes to the plat, only the approved setbacks and home design.

**Setbacks.** The previous approval from 2016 had side yard setbacks of 13 feet and 7.5 feet. The new design will reduce these setbacks to 7.5 feet and 5 feet. The reduced setbacks are intended to accommodate the new rambler home design that is proposed rather than the two-story home that was previously approved. It should be noted that these setbacks do not meet the City's requirements for the R-1 district, but the PUD application can allow flexibility in allowing reduced setbacks without the processing of a variance. As a condition of approval, the applicants should work with the City Building Official to ensure there are no issues with the side yard setbacks.

**Easements.** The wetland area behind the subject sites (Outlot B) contains a drainage and utility easement over the wetland area. Further, Lots 36 and 37 contain drainage and utility easements as well. These easements are intended to provide access to the wetland area. No changes to the easements are proposed.

**Maximum Building Height.** The maximum building height in the R-1 District is 2 ½ stories or 35 feet. Building height is calculated as the average elevation as measured at the building's corners prior to construction to the top of the highest peak. The following table shows that each building's height will be compliant with the City's requirements:

Lot	Building Height	Compliant
Lot 29	24.1 feet	Yes
Lot 30	23.8 feet	Yes
Lot 31	22.9 feet	Yes
Lot 32	22.9 feet	Yes
Lot 33	21.4 feet	Yes
Lot 34	21.3 feet	Yes
Lot 35	21.6 feet	Yes
Lot 36	21.5 feet	Yes
Lot 37	22.8 feet	Yes
Lot 38	20.5 feet	Yes

**Building Type and Design.** The original plat that was approved in 2004 for this site contained five twin homes with PUD zoning. The approved PUD was later updated in 2016 to construct ten single-family homes with no changes to the lots. The applicants are now proposing a second amendment to the approved PUD for a different home design. Since the new home design contains a different footprint, a PUD amendment is necessary.

**Site Lighting.** The submitted plans do not show driveway lights or front porch lights. As a condition of approval, all lighting must comply with Section 1016-8 of the Zoning Ordinance related to exterior lighting.

**Parking.** By code, single-family lots must provide space to park at least two vehicles off-street. The proposed homes with attached garages and driveway will meet this requirement.

**Curb Cut Access.** The applicant is proposing 10 new curb cuts (one per home). Each curb cut is approximately 18 feet in width, which meets code. Each curb cut is required to be five feet off the property line; the site plan shows the curb cuts will be at least 7 ½ feet from the property line, which meets Code.

**Landscaping.** By Code, the area that remains after construction of the homes and driveway areas are completed shall be landscaped with grass, shrubs, trees, or other ornamental landscape materials. As a condition of approval, the applicant shall be responsible for fulfilling this requirement. It should be noted that the developer's agreement states that each lot shall have one tree planted on it unless the lot already has an existing tree.

**Grading and Drainage Plan.** The approved grading and drainage plans from 2016 for the site directed stormwater to the street, and to Outlot B. The City Engineer is recommending that the applicant submit a revised grading and drainage plan as a condition of approval. While no significant changes are expected in regards to grading and drainage, the submission of a revised plan will be necessary.

**Outlot Protection / Wetland Mitigation.** The existing outlot to the north of the project, noted as Outlot B, is intended to hold stormwater from this project. The site has an existing silt fence that runs between the project area and the wetland. This silt fence will be required to be maintained throughout the project as well as any other runoff protection. As a condition of approval, the applicants should work with the City Engineer to ensure compliance throughout the project.

**Pedestrian Access.** The area is served by a sidewalk on the south side of Breckenridge Lane. No new sidewalk is proposed for the north side (project side).

**Park Dedication.** Since the plat was previously approved in 2004, no new park dedication fee is required as part of this project.



**Tree Preservation, Removal and Replacement.** The site does not contain any trees, therefore, a tree preservation, removal, and replacement plan is not required.

**Neighboring Property Notifications.** A notification of the public hearing went out to all property owners within 350 feet of the subject area. The City heard from several property owners who requested more information about the project. In addition, one property owner expressed concern about the proximity of the homes to Outlot B and the reduced distance between homes.

**Planned Unit Development Requirements.** The City of Montrose lays out 13 requirements for a planned unit development. These requirements are outlined below with Staff comment:

- A. Ownership: An application for PUD approval shall be filed by the landowner or jointly by all landowners of the property included in a project. The application and all submissions must be directed to the development of the property as a unified whole. In the case of multiple ownership, the approved final plan shall be binding on all owners.

Staff Comment: In this case, the PUD is an amendment that was filed by the property owner. This requirement has been satisfied.

- B. Comprehensive Plan Consistency: *The proposed PUD shall be consistent with the City Comprehensive Plan.*

Staff Comment: The Comprehensive Plan notes the need for "infill development". By developing these lots that were platted in 2004, the project is consistent with the Comprehensive Plan's goals.

- C. Utility Plan Consistency: *The proposed PUD shall be consistent with the City's utility (sewer and water) plans.*

Staff Comment: The site has utility access that was installed as part of the original plat and approval. The project is consistent with the City's utility plans.

- D. Common Open Space: *Common open space at least sufficient to meet the minimum requirements established in the Comprehensive Plan and such complementary structures and improvements as are necessary and appropriate for the benefit and enjoyment of the residents of the PUD shall be provided within the area of the PUD development.*

Staff Comment: The open space in this development was approved in 2004. No changes to this layout are being proposed at this time.

- E. Operating and Maintenance Requirements for PUD Common Open Space/Facilities: *Whenever common open space or service facilities are provided within*

*the PUD, the PUD plan shall contain provisions to assure the continued operation and maintenance of such open space and service facilities to a predetermined reasonable standard.*

Staff Comment: The operating and maintenance requirements will be performed by the HOA. This is an approved entity to handle the operating and maintenance requirements.

- F. Staging of Public and Common Open Space: *When a PUD provides for common or public open space, and is planned as a staged development over a period of time, the total area of common or public open space or land escrow security in any stage of development shall, at a minimum, bear the same relationship to the total open space to be provided in the entire PUD as the stages or units completed or under development bear to the entire PUD.*

Staff Comment: The PUD does not have staging of public or common open space

- G. Density: *The maximum allowable density variation in a PUD shall be determined by standards negotiated and agreed upon between the applicant and the City. In all cases, the negotiated standards shall be consistent with the development policies as contained in the Montrose Comprehensive Plan. Whenever any PUD is to be developed in stages, no such stage shall, when averaged with all previously completed stages, have a residential density that exceeds one hundred twenty-five (125) percent of the proposed residential density of the entire PUD.*

Staff Comment: The proposed amendment does not change the density of PUD.

- H. Utilities: *In any PUD, all utilities, including telephone, electricity, gas and telecable shall be installed underground.*

Staff Comment: This requirement has been met.

- I. Utility Connections:

1. Water Connections: Where more than one property is served from the same service line, individual unit shut off valves shall be provided as required by the City Engineer.
2. Sewer Connections: Where more than one unit is served by a sanitary sewer lateral which exceeds four hundred (400) feet in length, provision must be made for a manhole to allow adequate cleaning and maintenance of the lateral. All maintenance and cleaning shall be the responsibility of the property owners association or owner.

Staff Comment: Each unit will have their own sewer and water connection. This is subject to review by the City Engineer.



- J. Roadways: All streets shall conform to the design standards contained in the Montrose Subdivision Ordinance, unless otherwise approved by the City Council.

Staff Comment: No changes to the roadways are being proposed.

- K. Landscaping: *In any PUD, landscaping shall be provided according to a plan approved by the City Council, which shall include a detailed planting list with sizes and species indicated as part of the final plan. In assessing the landscaping plan, the City Council shall consider the natural features of the particular site, the architectural characteristics of the proposed structures and the overall scheme of the PUD plan.*

Staff Comment: The landscaping plan was included in the Developer's Agreement from 2004 and shall be adhered to for this project. This will be a condition of approval.

- L. Servicing Requirements: *All development will be carefully phased so as to ensure that all developable land will be accorded to a present vested right to develop at such time as services and facilities are available. Lands which have the necessary available municipal facilities and services will be granted approval in accordance with existing ordinances and development techniques. Lands which lack the available public facilities and services may be granted approval for development, provided that all applicable provisions of this Ordinance, the City Code, and State regulations are complied with.*

Staff Comment: The servicing requirement has been met.

- M. Setbacks:

1. The front and side yard restrictions of the periphery of the planned unit development site at a minimum shall be the same as imposed in the respective districts.
2. No building shall be located less than fifteen (15) feet from the back of the curb line along those roadways which are part of the internal street pattern.
3. No building within the project shall be nearer to another building than one-half (1/2) the sum of the building heights of the two (2) buildings.

Staff Comment: These conditions are not met with the exception of number two. As part of the PUD approval, the City will need to approve the reduced setbacks. It should be noted that the previous plan did not meet these requirements either.

## REQUESTED ANALYSIS

At the July 8, 2020 meeting, the Planning Commission asked for information comparing the density of the proposed application compared to the density on the Preserve Plat.

The Preserve Plat, as it was approved, overlays 63 acres of developable land based upon its four tier density requirements. Based upon the approved plat, the development has a density of 3.8 units per acre based upon a proposed 240 units.

The Forest Creek development density was calculated by taking the overall acreage of the plat 11.09 Acres and the number of units at full build out 38. This calculation identifies the density of the proposed development at 3.42 units per acre.

The Preserve Plat has a higher density of units in the development compared to Forest Creek.

## **SUMMARY AND RECOMMENDATION**

The applicants are proposing to amend an existing Planning Unit Development in the Forest Creek neighborhood. The existing approved plan is for 10 single-family homes with common area between each home. The applicants are requesting an amendment to this plan to change the home design from a two-story home to a rambler style home. The change in home design requires an amendment to the approved PUD as the setbacks will change.

Based on our review of the proposed PUD amendment submitted on behalf of R Home, LLC dated June 4, 2020, Staff recommends approval of the PUD amendment with the following conditions:

1. All lighting shall comply with Section 1016-8 of the Zoning Ordinance related to exterior lighting.
2. The area that remains after construction of the homes and driveway areas are completed shall be landscaped according to the Developer's Agreement dated September 15, 2004.
3. The applicant shall submit revised grading and drainage plan that meets the City's requirements for grading and drainage.
4. The applicants shall work with the City Engineer and adhere to any follow-up recommendations made by the City Engineer.
5. The applicants shall adhere to any and all applicable requirements of the Developer's Agreement dated September 15, 2004.
6. The City Council approves the reduced setbacks and waives requirement 1010-2-M.-1. and 1010-2-M.-3.



7. As a Condition of amendment approval City Building Official shall comment and review building plans for any concerns on Side Yard Setbacks.
8. Other comments by Staff

cc. Deb Boelter  
Justin Kannas  
City Attorney

TO: City of Montrose  
FROM: R-Home, LLC  
RE: PUD Amendment Request for Lots 29-38, Block 1 Forest Creek  
DATE: June 4, 2020

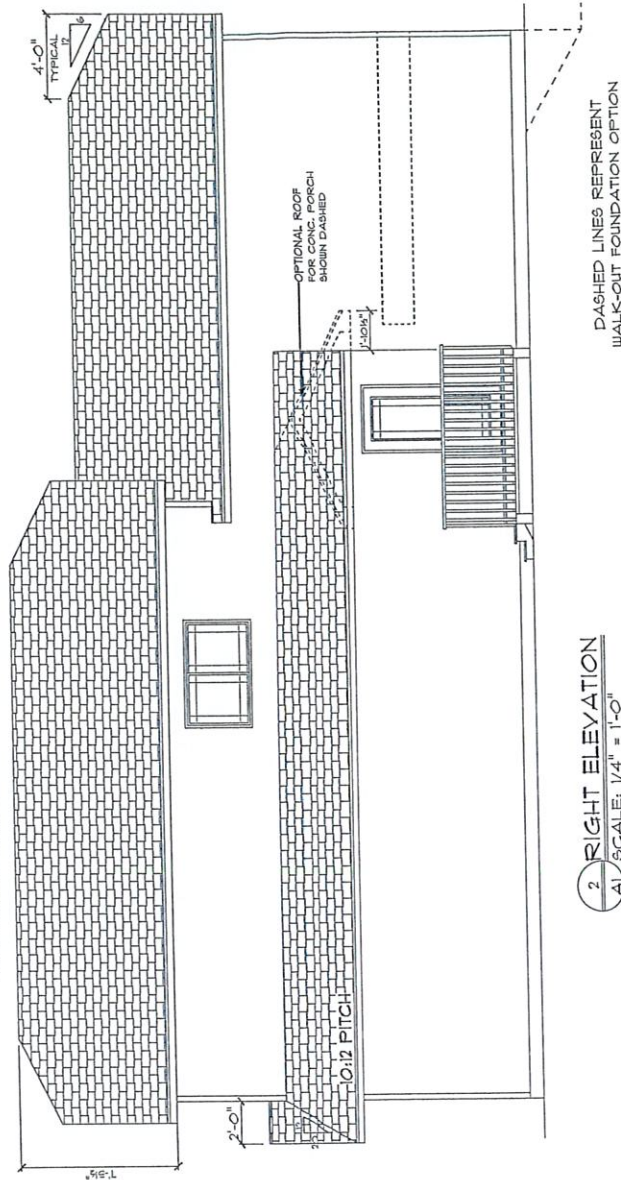
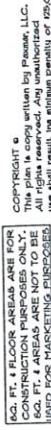
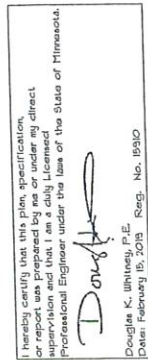
The property that is the subject of this request is zoned R-1 with a conditional use permit for a Planned Unit Development overlay. The lots that are the subject of this request were originally platted as twin home lots that are each 52.5' x 92.5' and share a common wall/lot line; they are still platted as such and the plat is not proposed to be revised. Common space surrounds each pair of twin home lots. In 2016 Paxmar LLC obtained a PUD amendment for Lots 1-26; 29-32 of Block 1 Forest Creek to change the approved building plan from an attached twin unit product to detached units. The amended plans that were approved in 2016 were plans referred to as the "Hickory" home plan and the "St. Henry" home plan. The Hickory plans consisted of a "Hickory I" and a "Hickory II" plan based on options. R-Home built the Hickory II plan within Forest Creek but they did not build any of the St. Henry plans. At some point following the 2016 amendment R-Home changed the plan name of the Hickory II to the "St. Joseph" plan. This change was a name change only; the unit design did not change.

R-Home is requesting a house plan change along with setback change for Lots 29-38, Block 1. The St. Joseph (formerly known as the Hickory II) is a split-level plan that has the potential for 3 finished bedrooms and 2-1/2 baths with a potential for 1,884 square feet of finished space. The overall house footprint is 32' wide by 50' in depth and the garages are three stalls. These units had minimum side yard setbacks of 7.5'.

R-Home would like to amend the allowable build plan to a Rambler style based on consumer demand. The Rambler plan proposed is called the "St. Charles" plan and has the potential for 3 bedrooms and two baths and a finishable area of 2,133 square feet. The garages on the St. Charles are two car and the overall house footprint is 40' wide by 48' deep. Due to the wider house width of the St. Charles R-Home is also requesting an amendment to the allowable side yard setbacks. The requested setbacks are 7.5' for a side yard of a common lot line (15' between adjacent units) and 5' for the side yard that is adjacent to common space. The minimum width of platted common space between lots is 5' so the minimum distance between adjacent homes will be 15' on both side of all units.



ORIGINAL PLAN BEING BUILT



☐ THIS PLAN IS FOR CLIMATE ZONE #6 ☐ THIS PLAN IS FOR CLIMATE ZONE #7

**FLASHING NOTES:**  
ALL OPENINGS TO EXTERIOR MUST  
BE CAULKED & FLASHED  
FLASHING IS REQUIRED WHERE ALL  
ROOF & VERTICAL SURFACES MEET,  
OR WHERE SIDING MATERIAL CHANGES

1'-0" OVERHANGS • EAVES  
1'-0" OVERHANGS • GABLE ENDS  
ARCHITECTURAL ASPH SHINGLES  
ALUMINUM SOFFIT • FASCIA

6" FRIEZE BOARD IN  
ALL FRONT GABLES  
VINYL BOARD & BATTEN / SH  
(PER ELEVATION)

VINYL LAP SIDING

4" CORNER TRIM

STONE PER SELECTION

GRADE LINES ON PLAN DO NOT  
REFLECT ACTUAL GRADE

1 FRONT ELEVATION  
SCALE: 1/4" = 1'-0"

SCALE: 1/4" = 1'-0"  
100.4 TOTAL FINISHABLE SQ. FT.1934 TOTAL FINISHED  
FINISHED SQ. FT. - 1334

FINISHED SQ. FT. - 1234  
SQUARE FOOTABLE SQ. FT. - 550

FUTURE FINISHABLE SQ. FT. - 550

(NOTE: SQ. FT. IS TO EXT. OF SHEATHING)

4 LEFT ELEVATION  
A) SCALE: 1/8" = 1'-0"

2 RIGHT ELEVATION  
ALGAL E. 1/4" = 1'-0"

3 REAR ELEVATION  
A) SCALE: 1/8" = 1'-0"

DASHED LINES REPRESENT  
WALK-OUT FOUNDATION OPTION

6Q. FT. & FLOOR AREAS ARE FOR CONSTRUCTION PURPOSES ONLY. 6Q. FT. & AREAS ARE NOT TO BE USED FOR MARKETING PURPOSES.

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All rights reserved. Any unauthorized  
... shall result in a minimum penalty of \$25,000.

EXHIBIT B

W A I V E R

EVERY EFFORT HAS BEEN MADE TO MAKE SURE THESE PLANS ARE CORRECT IN EVERY WAY. BUYER, GENERAL CONTRACTOR(S), HOMEOWNER SHOULD REVIEW THESE PLANS TO MAKE SURE THE NOTES, DIMENSIONS, ERRORS AND OMISSIONS ARE CORRECT BEFORE CONSTRUCTION STARTS. BUYER, GENERAL CONTRACTOR(S), HOMEOWNER TO VERIFY HOUSE MEETS THE STATE AND LOCAL BUILDING CODES, DRAINAGE, PAVING AND DESIGN. LLC IS NOT RESPONSIBLE FOR ERRORS AND OMISSIONS ON THESE PLANS.

OFFICE • 763.274.3552  
FAX • 1.763.275.1032  
P.O. BOX 543,  
INTERMAN, MN 55398  
1.Distinctive-Drafting.com

Initiative  
Drafting & Design  
Kurt D. Jones, Architect & Artist

PROJECT :	6-109 St. Joseph
REVIEWED AS OF:	2/15/2013

DRAWN BY: NICOLE ELLIOTT  
APPROVED BY:

SHEP  
Al of











I hereby certify that this plan, specification or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.

*Douglas K. Whitney, P.E.*

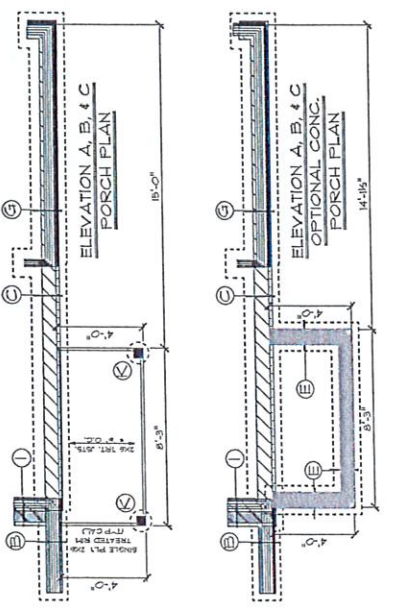
Douglas K. Whitney, P.E.  
 Date: February 15, 2019 Reg. No. 19310

**ELECTRICAL NOTES:**

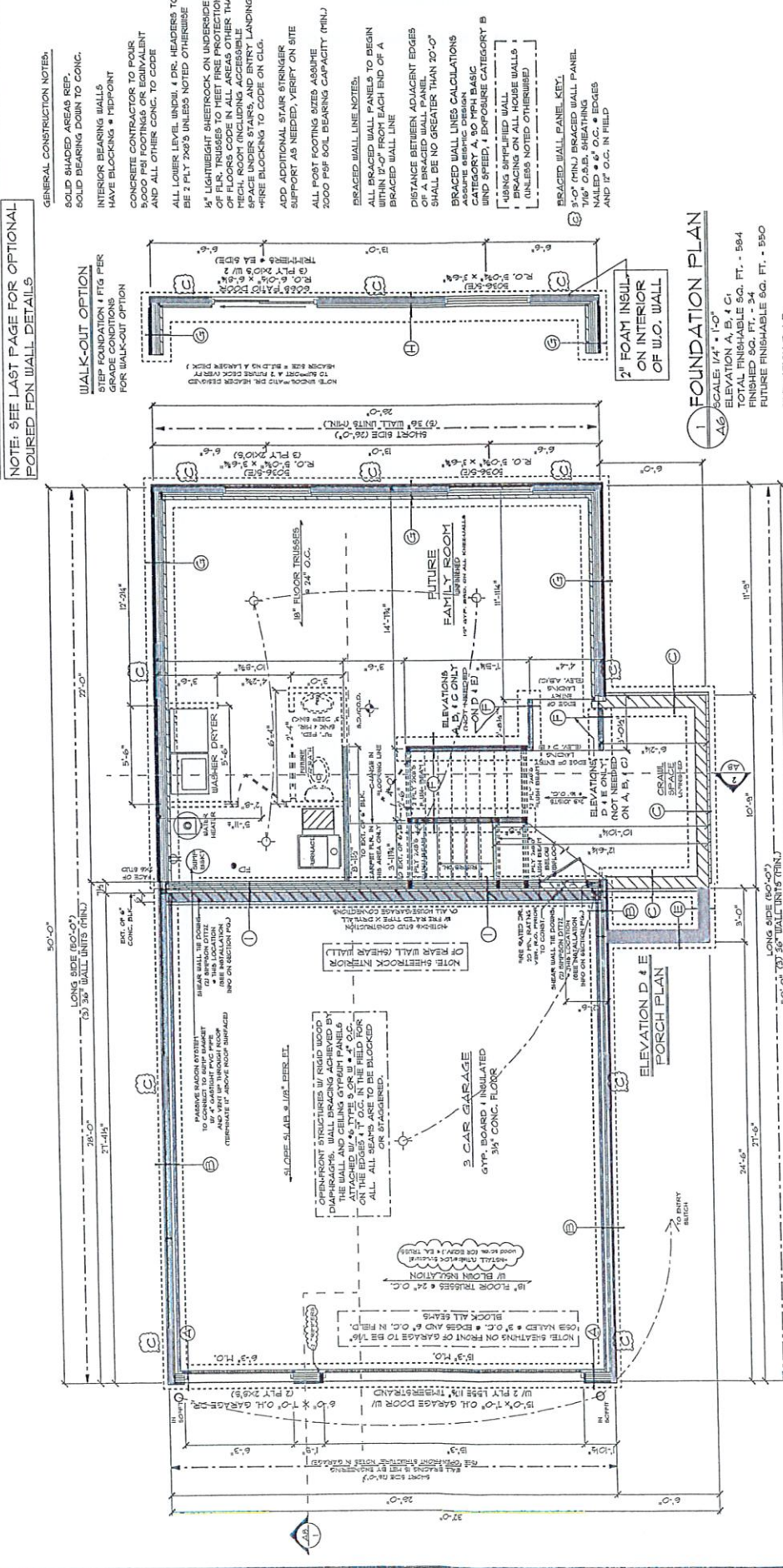
All outlets per MN Electrical Code  
 All fixtures, openings, GFCI, CO & Smoke Detectors per MN Electrical Code  
 All fixture locations are for reference only

**NOTE...** ALL WINDOWS & PATIO DOORS SPECIFIED SHOWN ON THIS PRINT ARE:  
 (VERIFY ALL WINDOW R.O.'S PRIOR TO CONSTRUCTION) (WINDOWS TO MEET FALL PROTECTION REQUIREMENTS)  
 ALL BEAMS & HEADERS ON THIS PLAN ARE BENCHMARKED TO THIS JOINT  
 IF DIFFERENT BRAND IS USED  
 VERIFY SIZE & DEPTH PRIOR TO CONST.  
 BEAM/HEADER SUPPLIER TO VERIFY THAT ALL BEAMS AND HEADERS WILL SUPPORT ROOF AND FLOOR TRUSS LOADS PRIOR TO CONSTRUCTION

LED SPOT LIGHT



- ZONE #6 FOUNDATION NOTES:**
- 1) 2X6 STUDS @ 16" O.C. ON 10' X 8' CONC. BLK.
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  - 92) 2X4 STUDS @ 16" O.C. ON 10' X 8' CONC. BLK.
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  - 94) 2X4 STUDS @ 16" O.C. ON 10' X 8' CONC. BLK.
  - 95) 2X4 STUDS @ 16" O.C. ON 10' X 8' CONC. BLK.
  - 96) 2X4 STUDS @ 16" O.C. ON 10' X 8' CONC. BLK.
  - 97) 2X4 STUDS @ 16" O.C. ON 10' X 8' CONC. BLK.
  - 98) 2X4 STUDS @ 16" O.C. ON 10' X 8' CONC. BLK.
  - 99) 2X4 STUDS @ 16" O.C. ON 10' X 8' CONC. BLK.
  - 100) 2X4 STUDS @ 16" O.C. ON 10' X 8' CONC. BLK.



**GENERAL CONSTRUCTION NOTES:**

SOLID SHADED AREAS REF. TO CONSTRUCTION NOTES.

INTERIOR BEARING WALLS HAVE BLOCKING @ JOINTS

CONCRETE CONTRACTOR TO POUR 5000 PSI FOOTINGS OR EQUIVALENT AND ALL OTHER CONC. TO CODE

ALL LOWER LEVEL UNCL. DR. HEADERS TO BE 2 PLY 2X8'S UNLESS NOTED OTHERWISE

1/2" LEADWEIGHT SHEETROCK ON UNDERSIDE OF FLS. TRUSSES TO MEET FIRE PROTECTION OF FLOORS CODE IN ALL AREAS OTHER THAN HIGH ROOM INCLUDING ACCESSIBLE SPACE UNDER STAIRS, AND ENTRY LANDING

\*FIRE BLOCKING TO CODE ON CLG.

ADD ADDITIONAL STAIR STRINGER SUPPORT AS NEEDED, VERIFY ON SITE

ALL FOOTING NOTES ASSUME 2000 PSF SOIL BEARING CAPACITY (MIN.)

**BRACED WALL LINE NOTES:**

ALL BRACED WALL PANELS TO BEGIN WITHIN 12" OF EACH END OF A BRACED WALL LINE

DISTANCE BETWEEN ADJACENT EDGES OF A BRACED WALL PANEL SHALL BE NO GREATER THAN 20'-0"

BRACED WALL LINES CALCULATIONS ASSUME BASIC WIND SPEED 1 EXPOSURE CATEGORY B

USING SHIP-LIFT WALL BRACING ON ALL HOBBS WALLS UNLESS NOTED OTHERWISE

**BRACED WALL PANEL KEY:**

3'-0" (MIN.) BRACED WALL PANEL 7/16" O.D.B. SHEATHING NAILED @ 6" O.C. EDGES AND 12" O.C. IN FIELD

**FOAM INSUL. ON INTERIOR OF W.O. WALL**

**1 FOUNDATION PLAN**

SCALE: 1/4" = 1'-0"

ELEVATION A, B, & C FINISHED 90. FT. - 594

FINISHED 90. FT. - 34

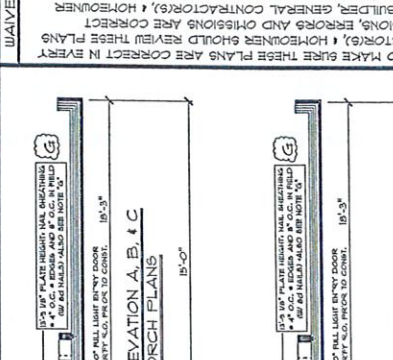
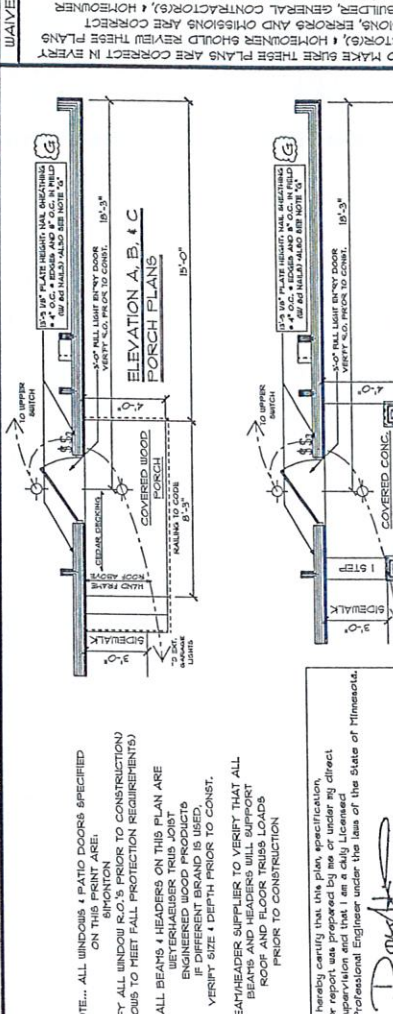
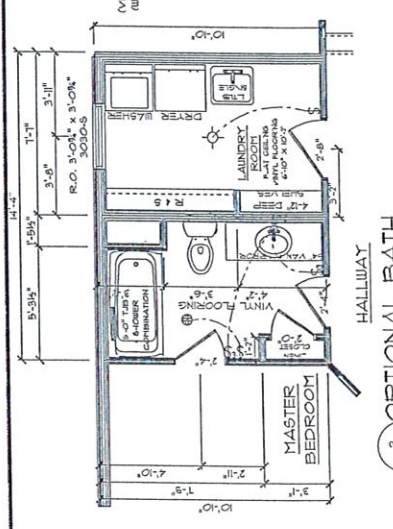
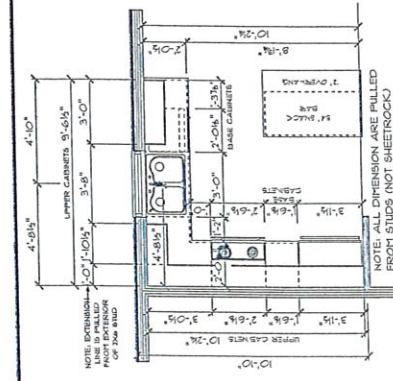
FUTURE FINISHABLE 90. FT. - 550

ELEVATION D, E, & F FINISHED 90. FT. - 650

FINISHED 90. FT. - 34

FUTURE FINISHABLE 90. FT. - 616





**GENERAL CONSTRUCTION NOTES:**

- SOLID SHARED AREAS REF.
- SOLID BEARING DOWN TO CONC.
- INTERIOR BEARING WALLS HAVE BLOCKING & TIE-POINT
- ALL MAIN FLR. UNCL. & DR. HEADERS TO BE 2 PLY 2X6'S UNLESS NOTED OTHERWISE
- ADD ADDITIONAL STAIR STRINGERS SUPPORT AS NEEDED, VERIFY ON SITE
- EXHAUST FAN VENTED TO EXTERIOR
- Exhaust duct to be 1/2" dia. & 1/2" dia. with 1" dia. cap
- ALL WALLS TO BE DESIGNED FOR EXPOSURE CATEGORY B ONLY

**ELECTRICAL NOTES:**

- All outlets per MN Electrical Code
- All fixtures, switches, GFCI, CO & Smoke Detectors per MN Electrical Code
- All fixture locations are for reference only
- O-LED SPOT LIGHT

**BRACED WALL LINE NOTES:**

- ALL BRACED WALL PANELS TO BEGIN WITHIN 12" FROM EACH END OF A SHARED WALL LINE
- DISTANCE BETWEEN ADJACENT EDGES OF A BRACED WALL PANEL SHALL BE NO GREATER THAN 30'-0"
- BRACED WALL LINES CALCULATIONS ASSUME BASIC DESIGN CATEGORY A, 30 MPH WIND AND SHED. 1. UNLESS NOTED OTHERWISE
- BRACING ON ALL HOUSE WALLS
- BRACING ON ALL HOUSE WALLS (UNLESS NOTED OTHERWISE)
- BRACED WALL PANEL KEY:
- 3/4" x 10" x 1/2" BRACED WALL PANEL
- NAILED @ 6" O.C. @ EDGES AND 12" O.C. IN FIELD

**GENERAL CONSTRUCTION NOTES:**

- VERIFY ALL WINDOW R.O.'S PRIOR TO CONSTRUCTION (WINDOWS TO MEET FALL PROTECTION REQUIREMENTS)
- ALL BEAMS & HEADERS ON THIS PLAN ARE ENGINEERED WOOD TRUSSES
- IF DIFFERENT BRAND IS USED, VERIFY SIZE & DEPTH PRIOR TO CONSTRUCTION
- BEAM/HEADER SUPPLIER TO VERIFY THAT ALL BEAMS AND HEADERS WILL SUPPORT ROOF AND FLOOR TRUSS LOADS PRIOR TO CONSTRUCTION

**Professional Engineer under the laws of the State of Minnesota.**  
 Douglas K. Whiting, P.E.  
 Date: February 20, 2015 Reg. No. 8580

**NOTE... ALL DIMENSIONING IS TO THE EXTERIOR OF THE SHEATHING (UNLESS NOTED OTHERWISE)**

WAIVER

EVERY EFFORT HAS BEEN MADE TO MAKE THESE PLANS ARE CORRECT IN EVERY WAY. BUILDERS, GENERAL CONTRACTORS, HOMEOWNERS AND OTHERS ARE CORRECT BEFORE CONSTRUCTION STARTS. BUILDERS, GENERAL CONTRACTORS, HOMEOWNERS AND OTHERS ARE CORRECT TO VERIFY HOUSE MEETS ALL STATE AND LOCAL BUILDING CODES, MINNESOTA PLANS, AND DESIGN. LLC IS NOT RESPONSIBLE FOR ANY ERRORS OR OMISSIONS IN THESE PLANS.

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**EXHIBIT B**

**PROJECT**  
 16-03 St. Joseph

**REVIEWED AS OF:**  
 2/15/2015

**APPROVED BY:**  
 NICOLE ELLIOTT

**DRAWN BY:**  
 NICOLE ELLIOTT

**SHEET**  
 1 OF 1



NOTE: ☒ THIS PLAN IS FOR CLIMATE ZONE #6 ☐ THIS PLAN IS FOR CLIMATE ZONE #7

ALL CHANGES TO EXTERIOR MUST  
BE CALLED & FLASHER  
FLASHING IS REQUIRED WHERE ALL  
ROOF & VERTICAL SURFACES MEET,  
OR WHERE SIDING MATERIAL CHANGES

1'-0" OVERHANGS @ EAVES  
1'-0" OVERHANGS @ GABLE ENDS  
(UNLESS NOTED OTHERWISE)

ARCHITECTURAL ASPH SHINGLES  
ALUMINUM SOFFIT & FASCIA  
VINYL BOARD & BATTEN  
(SEE ELEVATION)

4" WINDOW & DOOR TRIM

EEPIEFE BOARD IN FRONT GABLE

STONE PER SELECTION

GRADE LINES ON PLAN DO NOT  
REFLECT ACTUAL GRADE

ELEVATIONS ARE ONLY A REPRESENTATION & MAY HAVE SLIGHT VARIATIONS AS DICTATED BY BUILDER

SCALE: 1/4" = 1'-0"  
TOTAL SQ. FT. - 2133  
FINISHED / FINISHABLE SQ. FT. - 1982  
(NOTE: SQ. FT. IS MEASURED  
FROM EXT. OF SHEATHING)

TOTAL SQ. FT. 2133  
FINISHED SQ. FT. - 1092  
FINISHABLE SQ. FT. - 1975  
(NOTE: SQ. FT. IS MEASURED  
FROM EXT. OF SHEATHING)

THIS TYPE BUILDING IS TYPICAL OF THE

(6 ROOM VENTS)

TOP OF SUBFLOORING

ROOMS ARE  
TYPICAL OF  
TYPICAL OF

PROJECT #	19-157 GL
DRAWN BY:	NICOLE ELLIOTT
APPROVED BY:	REVIEWED AS OF:
	3/30/2020

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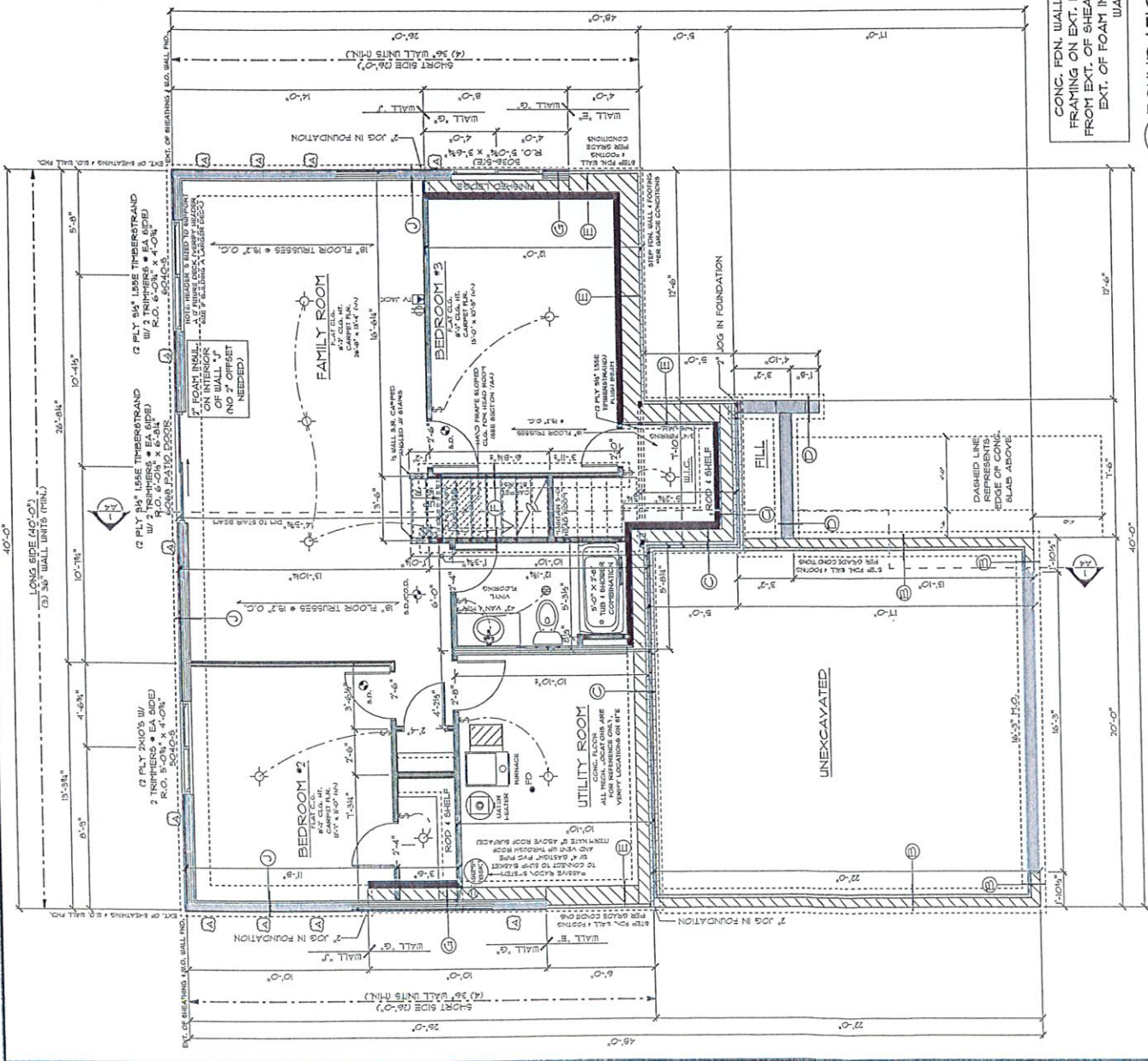
EXHIBIT C

<p>WAIVER</p> <p>EVERY EFFORT HAS BEEN MADE TO MAKE SURE THESE PLANS ARE CORRECT IN EVERY WAY. BUILDER, GENERAL CONTRACTOR(S), &amp; HOMEOWNER SHOULD REVIEW THESE PLANS TO MAKE SURE ALL NOTES, DIMENSIONS, ERRORS AND OMISSIONS ARE CORRECT BEFORE CONSTRUCTION BEGINS. BUILDER, GENERAL CONTRACTOR(S), &amp; HOMEOWNER TO VERIFY HOUSE MEETS ALL STATE AND LOCAL BUILDING CODES, VENTILATION DRAINING</p>
--



*Journal of Management Education* 30(6)

EXT. FOAM INSUL. OR SHEATHING (UNLESS NOTED OTHERWISE)



CONC. FDN. WALLS TO BE HELD IN 2" FROM MAIN LEVEL FRAMING ON EXT. BSMT. WALLS ONLY 4 TO BE MEASURED FROM EXT. OF SHEATHING SO EXT. OF SHEATHING IS FLUSH W/ EXT. OF FOAM INSUL. (ON ALL BSMT. AREAS EXCEPT WALK-OUT WALL (WALL #3))



EVERY EFFORT HAS BEEN MADE TO MAKE SURE THESE PLANS ARE CORRECT IN EVERY WAY. THE CONTRACTOR SHALL BE RESPONSIBLE FOR ANY ERRORS OR OMISSIONS IN THE PLANS. THE CONTRACTOR SHALL BE RESPONSIBLE FOR ANY ERRORS OR OMISSIONS IN THE PLANS. THE CONTRACTOR SHALL BE RESPONSIBLE FOR ANY ERRORS OR OMISSIONS IN THE PLANS.

Drilling & Design  
1000 S. 10th St.  
Tulsa, OK 74106  
Phone: 918.596.1111  
Fax: 918.596.1112  
Email: info@drillinganddesign.com

PROJECT # 19-157 GL  
REVIEWED AS OF: 3/30/2020  
APPROVED BY: NICKEL BLUETT

DRAWN BY: NICKEL BLUETT  
SHEET A2 OF A2

EXHIBIT C

# OPTIONAL LAYOUT: 1 BEDROOM

NOTE: ALL WINDOWS & PATIO DOORS SPECIFIED ON THIS PLAN ARE TO BE INSTALLED BY THE CONTRACTOR. VERIFY ALL WINDOW R.O.'S PRIOR TO CONSTRUCTION (WINDOWS TO MEET FALL PROTECTION REQUIREMENTS). ALL BEAMS & HEADERS ON THIS PLAN ARE TO BE INSTALLED BY THE CONTRACTOR. IF DIFFERENT BRAND IS USED, VERIFY SIZE & DEPTH PRIOR TO CONST. BEAM/HEADER SUPPLIES TO VERIFY THAT ALL BEAMS, POSTS, AND HEADERS WILL SUPPORT ROOF, AND FLOOR TRUSS LOADS PRIOR TO CONSTRUCTION.

## GENERAL CONSTRUCTION NOTES:

- SOLID SHEDDING AREAS REP.
- INTERIOR BEARING WALLS HAVE BLOCKING & MIDPOINT
- CONCRETE CONTRACTOR TO INSTALL REBAR IN FOUNDATION WALLS & FOOTINGS AS NEEDED PER CODE
- CONCRETE CONTRACTOR TO POUR 5000 PSI FOOTINGS OR EQUIVALENT AND ALL OTHER CONC. TO CODE
- ALL WINDOW AND DOOR HEADERS TO BE 2 PLY 2X6'S UNLESS NOTED OTHERWISE
- 1/2" LIGHTWEIGHT & 3/4" ON UNDERSIDE OF FLOOR JOISTS
- FLOOR CODE INCLUDING ACCESSIBLE SPACE UNDER STAIRS, AND LANDING)
- ADD ADDITIONAL STAIR STRINGERS SUPPORT AS NEEDED, VERIFY ON SITE
- EXHAUST FAN VENTED TO EXTERIOR
- ALL ROOF FOOTING SIZES ASSUME 2000 PSF SOIL BEARING CAPACITY (MIN.)
- ROOF/FLOOR TRUSS & GIRDER TRUSS LOCATIONS ARE FOR REFERENCE ONLY. REFER TO FINAL TRUSS LAYOUTS FOR ACTUAL LOCATIONS
- BRACED WALL LINE NOTES:  
ALL BRACED WALL PANELS TO BEGIN WITHIN 12'-0" FROM EACH END OF A BRACED WALL LINE  
DISTANCE BETWEEN ADJACENT EDGES OF A BRACED WALL PANEL SHALL BE NO GREATER THAN 20'-0"
- ASSUME SEISMIC DESIGN CATEGORY A, 90 TYPH BASIC WIND SPEED, & EXPOSURE CATEGORY B
- USING SIMPLIFIED WALL BRACING ON ALL HOUSE WALLS

## ELECTRICAL NOTES:

- All outlets per MN Electrical Code
- All fixtures, switches, GFCI, CO & Smoke Detectors per MN Electrical Code
- All fixture locations are for reference only
- LED SPOT LIGHT

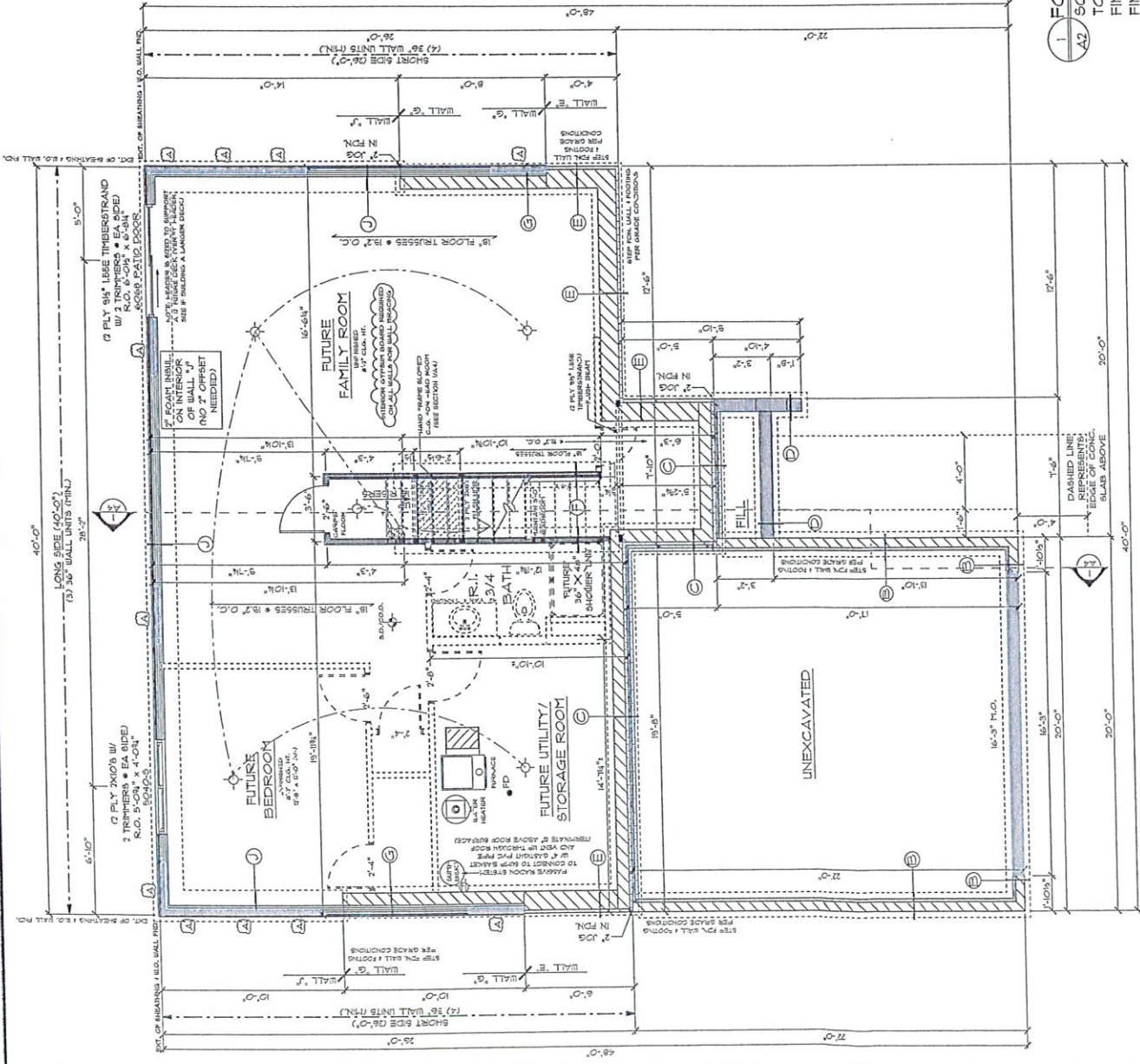
## BRACED WALL PANEL KEY:

- 1'-0" (MIN.) BRACED WALL PANEL
- THIS LOCATION

## ZONE #6 FDN. NOTES:

- 1 CRSE 6" CONC. BLK ON 16"X8" CONC. FTG
- 2 CRSE 6" CONC. BLK ON 16"X8" CONC. FTG
- 3 CRSE 6" CONC. BLK ON 16"X8" CONC. FTG
- 4 CRSE 6" CONC. BLK ON 16"X8" CONC. FTG
- 5 CRSE 6" CONC. BLK ON 16"X8" CONC. FTG
- 6 CRSE 6" CONC. BLK ON 16"X8" CONC. FTG
- 7 CRSE 6" CONC. BLK ON 16"X8" CONC. FTG
- 8 CRSE 6" CONC. BLK ON 16"X8" CONC. FTG
- 9 CRSE 6" CONC. BLK ON 16"X8" CONC. FTG
- 10 CRSE 6" CONC. BLK ON 16"X8" CONC. FTG
- 11 CRSE 6" CONC. BLK ON 16"X8" CONC. FTG
- 12 CRSE 6" CONC. BLK ON 16"X8" CONC. FTG

NOTE: SEE LAST PAGE FOR OPTIONAL POURED FDN WALL DETAILS



## FOUNDATION PLAN

SCALE: 1/4" = 1'-0"  
TOTAL SQ. FT. - 1053  
FINISHED SQ. FT. - 12  
FINISHABLE SQ. FT. - 895

NOTE: ALL EXTERIOR DIMENSIONS ARE TO THE OUTSIDE OF EXT. FOAM INSUL. OR SHEATHING (UNLESS NOTED OTHERWISE)

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# OPTIONAL LAYOUT: 2 BEDROOMS

NOTE... ALL WINDOWS & PATIO DOORS SPECIFIED ON THIS PRINT ARE TO BE SUPPLIED BY THE OWNER. VERIFY ALL WINDOW SIZES PRIOR TO CONSTRUCTION (WINDOWS TO MEET FALL PROTECTION REQUIREMENTS). ALL BEAMS & HEADERS ON THIS PLAN ARE TO BE SUPPLIED BY THE OWNER. VERIFY SIZE & DEPTH PRIOR TO CONSTRUCTION. BEAM/HEADER SUPPLIES TO VERIFY THAT ALL BEAMS & HEADERS WILL SUPPORT ROOF, AND FLOOR TRUSS LOADS PRIOR TO CONSTRUCTION.

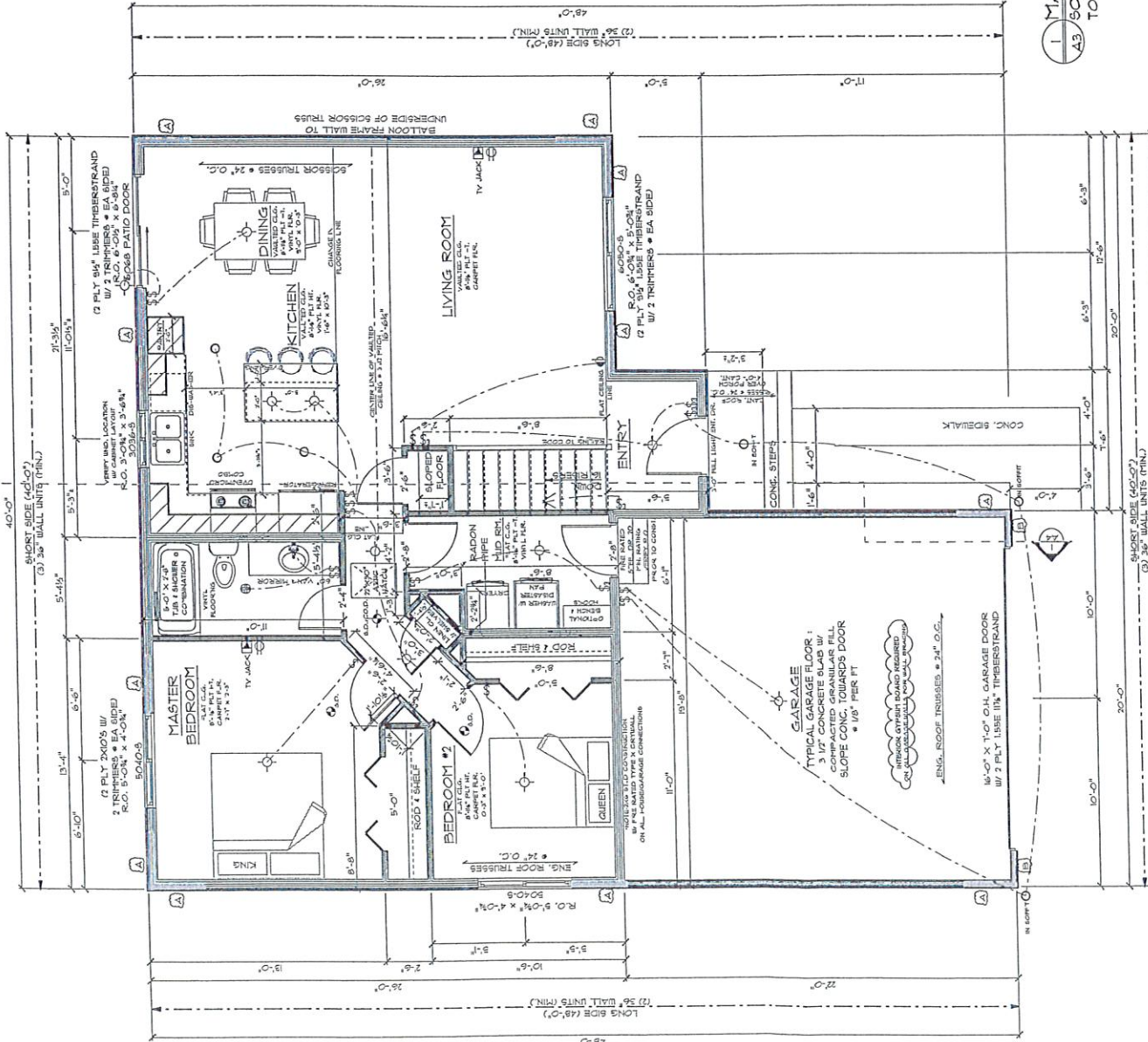
## GENERAL CONSTRUCTION NOTES:

- SOLID SHADED AREAS: REINFORCED CONCRETE
- SOLID BEARING DOWN TO CONC.
- INTERIOR BEARING WALLS HAVE BLOCKING @ MIDPOINT
- TOP OF WINDOW R.O. TO BE SET AS NOTED OTHERWISE
- ALL WINDOW AND DOOR HEADERS TO BE 2" PLY 2X6'S UNLESS NOTED OTHERWISE
- ADD ADDITIONAL STAIR STRINGER SUPPORT AS NEEDED, VERIFY ON SITE
- EXHAUST FAN VENTED TO EXTERIOR
- ROOF/FLOOR TRUSSES & GIRDER TRUSS LOCATIONS ARE FOR REFERENCE ONLY, REFER TO FINAL TRUSS LAYOUTS FOR ACTUAL LOCATIONS
- ELECTRICAL NOTES:
  - All outlets per MN Electrical Code
  - All fixtures, openings, GFCI, CO & smoke detectors per MN Electrical code
  - All fixture locations are for reference only
- LED SPOT LIGHT

**BRACED WALL LINE NOTES:**  
ALL BRACED WALL PANELS TO BEGIN WITHIN 10' FROM EACH END OF A BRACED WALL LINE  
DISTANCE BETWEEN ADJACENT EDGES OF A BRACED WALL PANEL SHALL BE NO GREATER THAN 10'-0"  
BRACED WALL LINES CALCULATIONS ASSUME SEISMIC DESIGN CATEGORY B, EXPOSURE CATEGORY II, WIND SPEED & EXPOSURE CATEGORY B  
[USING SUPPLIED WALL PANELS ON ALL BRACED WALLS]

- BRACED WALL PANEL KEY:**
- A 3'-0" MINIMUM BRACED WALL PANEL
  - B THIS LOCATION
  - C 8'-0" WALL PANEL IN THIS AREA ONLY (20' MIN.)
  - D SEE BRACED WALL DETAIL FOR BRACING DETAILS
  - E 2" PLY 2X6 MINIMUM HEADER OVER THIS WALL

**1 MAIN FLOOR PLAN**  
SCALE: 1/4" = 1'-0"  
TOTAL FINISHED SQ. FT. - 1080



NOTE... ALL DIMENSIONING IS TO THE EXTERIOR OF THE SHEATHING

EVERY EFFORT HAS BEEN MADE TO MAKE SURE THESE PLANS ARE CORRECT IN EVERY WAY, BUT THE USER ASSUMES ALL RESPONSIBILITY FOR ERRORS. DISCREPANCIES, OMISSIONS, AND/OR INADEQUATE INFORMATION FOR CONSTRUCTION OF THE PROJECT. THE USER SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND FOR VERIFYING THE ACCURACY OF ALL INFORMATION PROVIDED BY THE USER. THE USER SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND FOR VERIFYING THE ACCURACY OF ALL INFORMATION PROVIDED BY THE USER.

attentive  
Drafting & Design  
Consulting to Plans

PROJECT: 19-157 GL  
REVIEWED AS OF: 3/30/2020  
APPROVED BY: NICKOLE BLUETT  
SHEET: A3 OF A3

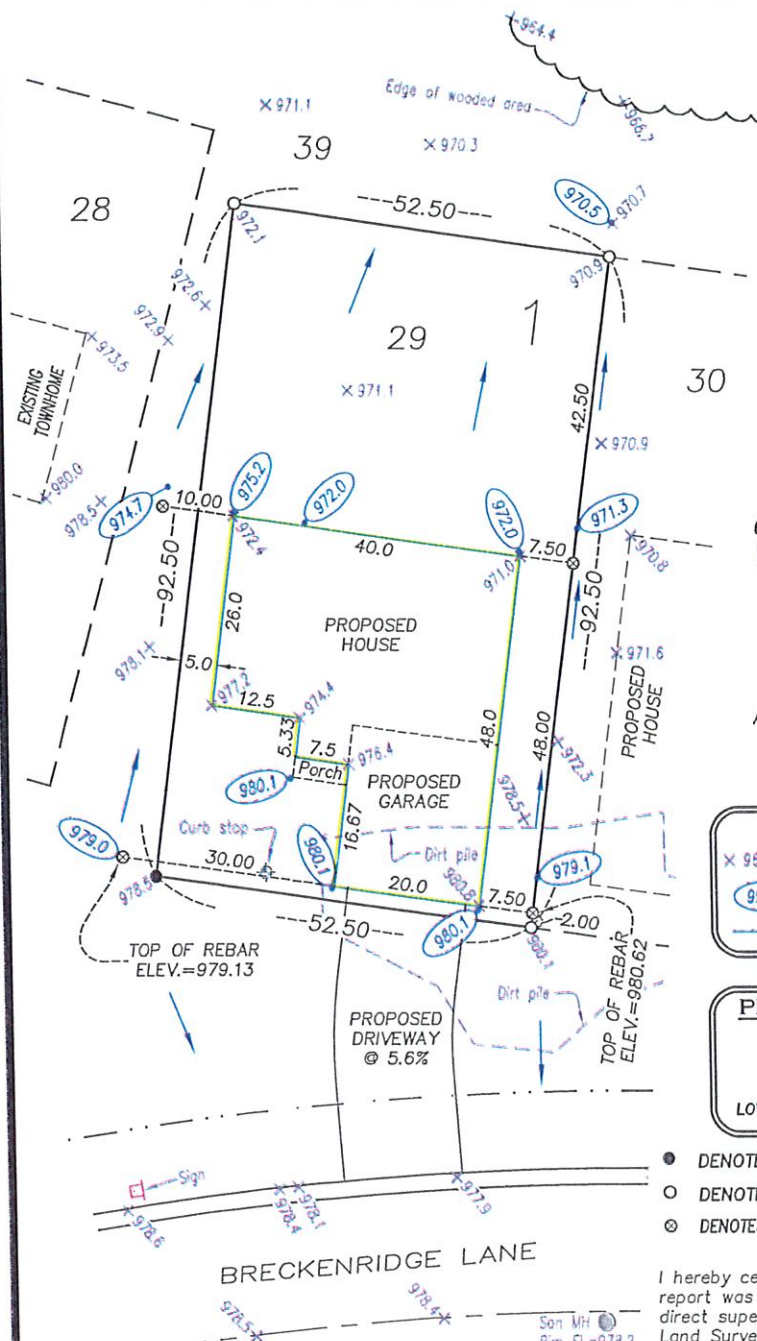
EXHIBIT C







# CERTIFICATE OF SURVEY



0 20 40

GRAPHIC SCALE IN FEET

LOT 29 BLOCK 1  
FOREST CREEK  
WRIGHT COUNTY, MN

Address: 963 Breckenridge Ln.  
Montrose, MN

## LEGEND

- × 983.5 EXISTING GROUND ELEVATION
- 990.9 PROPOSED GROUND ELEVATION
- DIRECTION OF DRAINAGE

## PROPOSED ELEVATIONS

- TOP OF FOUNDATION = 980.6
- GARAGE FLOOR ELEV. = 980.2
- LOWEST FLOOR ELEV.(walkout) = 972.5

- DENOTES IRON MONUMENT FOUND
- DENOTES IRON MONUMENT SET
- ⊙ DENOTES REBAR SET (HOUSE CORNER OFFSET)

I hereby certify that this survey, plan, or report was prepared by me or under my direct supervision and that I am a Licensed Land Surveyor under the laws of the State of Minnesota.

Date 03/25/2020

Trace C. McCoy  
License No. 44531

## SURVEYOR'S NOTES:

1. BUILDER AND/OR OWNER SHALL VERIFY THAT SOIL CONDITIONS ARE SUITABLE FOR THE PROPOSED CONSTRUCTION
2. BUILDER AND/OR OWNER SHALL VERIFY PROPOSED TOP OF FOUNDATION & FLOOR ELEVATION SEPARATION DIMENSIONS AND HOUSE FOOTPRINT DIMENSIONS. NOTIFY MEYER-ROHLIN LAND SERVICES OF ANY DISCREPANCIES PRIOR TO BEGINNING EXCAVATION.
3. THIS SURVEY WAS ORDERED BY AND IS PROVIDED EXCLUSIVELY TO PAXMAR, LLC, FOR THE PURPOSE OF OBTAINING A BUILDING PERMIT FOR THE PROPOSED HOUSE SHOWN HEREON.
4. NO TITLE DOCUMENTATION WAS PROVIDED BY THE CLIENT. EASEMENTS ARE SHOWN ONLY ACCORDING TO THE RECORDED PLAT. EASEMENTS OR ENCUMBRANCES MAY EXIST WHICH ARE NOT SHOWN HEREON
5. BENCHMARK: TOP NUT OF HYDRANT @ LOTS 32 & 33, BLOCK 1. ELEVATION = 980.50
6. APPROXIMATE AREA TO BE SODDED = 4,500 SQ. FT.



708 1ST AVENUE NE, #1  
BUFFALO, MN 55313  
PH. 763.682.1781 WWW.MEYERROHLIN.COM

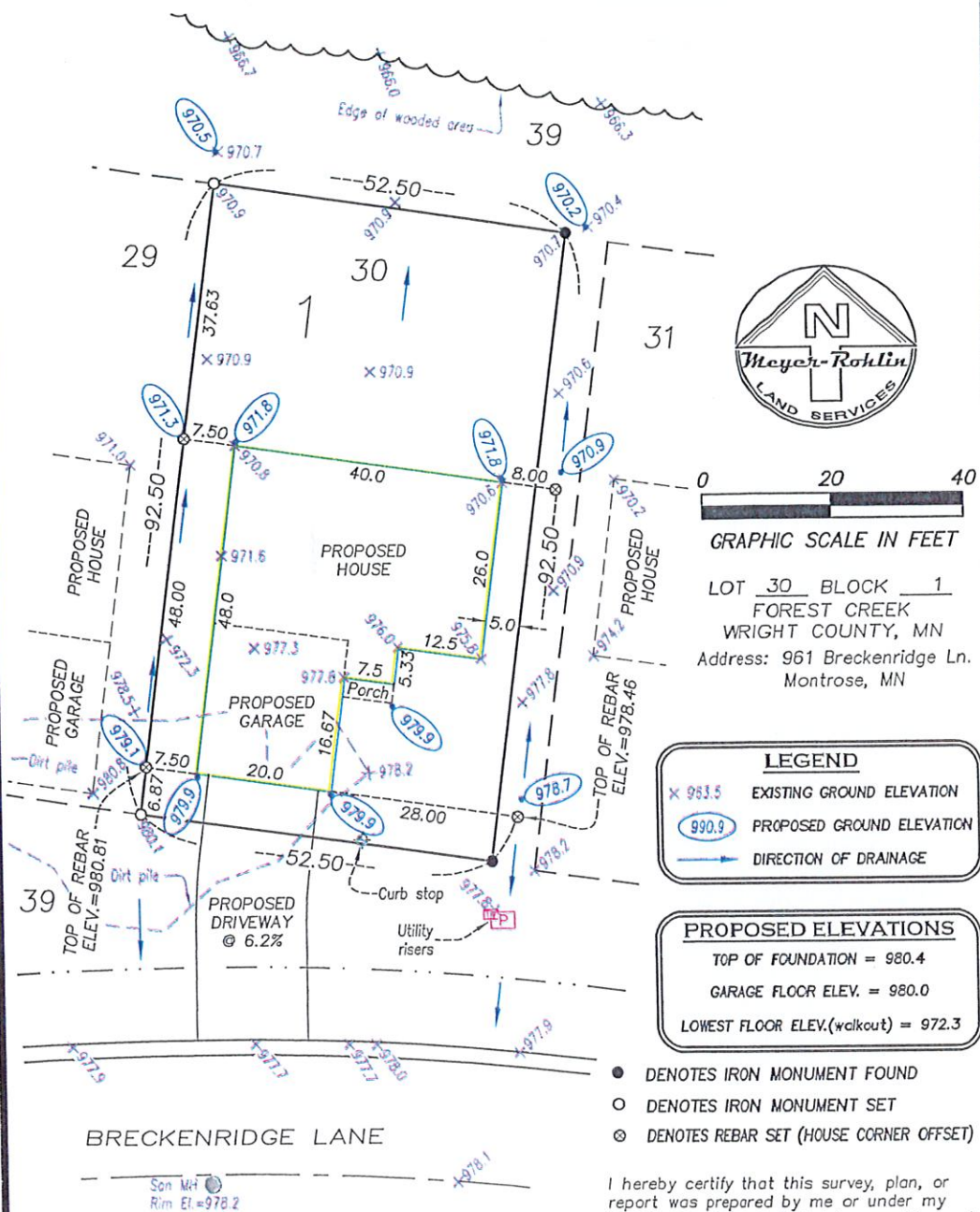
DRAWN BY TCM REVISIONS 03/26/2020

SHEET 1 OF 1 SHEETS FILE NO. 20180

DATE 03/25/2020



# CERTIFICATE OF SURVEY



SURVEYORS NOTES:

1. BUILDER AND/OR OWNER SHALL VERIFY THAT SOIL CONDITIONS ARE SUITABLE FOR THE PROPOSED CONSTRUCTION
2. BUILDER AND/OR OWNER SHALL VERIFY PROPOSED TOP OF FOUNDATION & FLOOR ELEVATION SEPARATION DIMENSIONS AND HOUSE FOOTPRINT DIMENSIONS. NOTIFY MEYER-ROHLIN LAND SERVICES OF ANY DISCREPANCIES PRIOR TO BEGINNING EXCAVATION.
3. THIS SURVEY WAS ORDERED BY AND IS PROVIDED EXCLUSIVELY TO PAXMAR, LLC, FOR THE PURPOSE OF OBTAINING A BUILDING PERMIT FOR THE PROPOSED HOUSE SHOWN HEREON.
4. NO TITLE DOCUMENTATION WAS PROVIDED BY THE CLIENT. EASEMENTS ARE SHOWN ONLY ACCORDING TO THE RECORDED PLAT. EASEMENTS OR ENCUMBRANCES MAY EXIST WHICH ARE NOT SHOWN HEREON
5. BENCHMARK: TOP NUT OF HYDRANT @ LOTS 32 & 33, BLOCK 1. ELEVATION = 980.50
6. APPROXIMATE AREA TO BE SODDED = 4,100 SQ. FT.

I hereby certify that this survey, plan, or report was prepared by me or under my direct supervision and that I am a Licensed Land Surveyor under the laws of the State of Minnesota.

Date 03/25/2020

Trace C. McCoy  
License No. 44531



PH. 763.682.1781 [WWW.MEYERROHLIN.COM](http://WWW.MEYERROHLIN.COM)

DRAWN BY  
TCM

## REVISIONS

SHEET 1 OF  
1 SHE

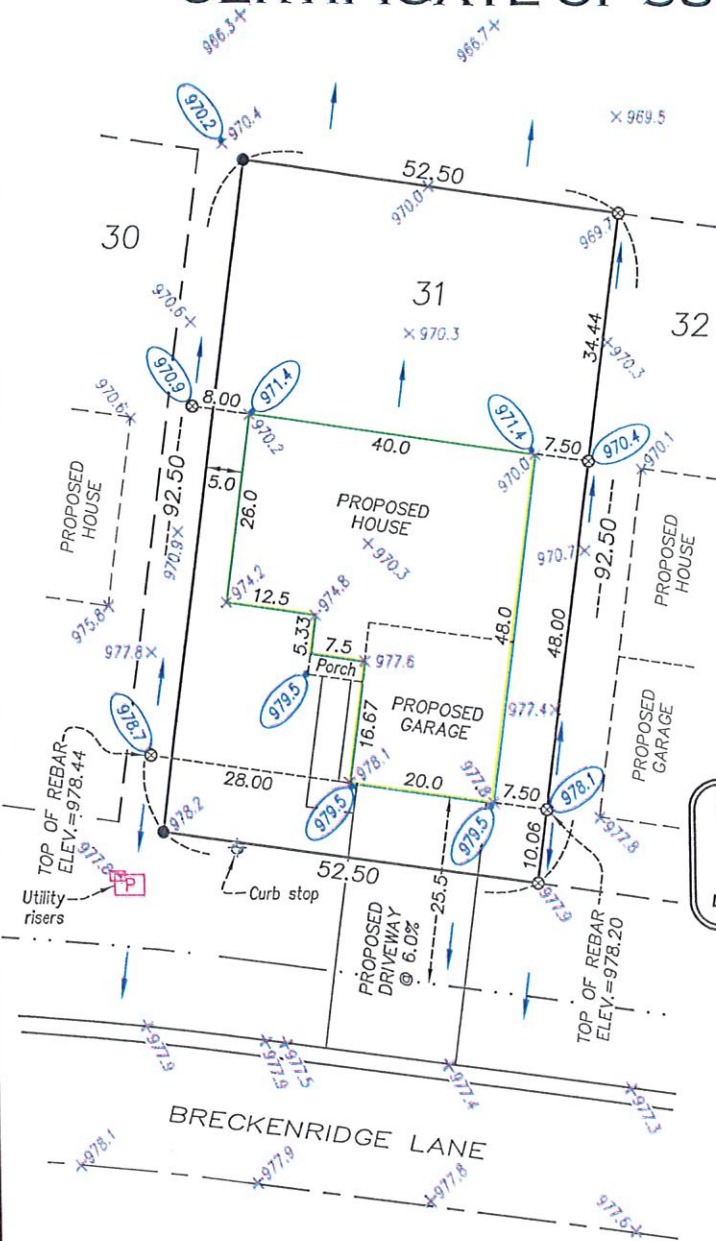
FILE NO.  
20179

DATE 03/25/2020

# CERTIFICATE OF SURVEY

LOT 31 BLOCK 1  
FOREST CREEK  
WRIGHT COUNTY, MN

Address:  
959 Breckenridge Lane  
Montrose, MN



## PROPOSED ELEVATIONS

TOP OF FOUNDATION = 980.0  
GARAGE FLOOR ELEV. = 979.6  
LOWEST FLOOR ELEV. (walkout) = 971.9



0 20 40  
GRAPHIC SCALE IN FEET

## SURVEYORS NOTES:

1. BUILDER AND/OR OWNER SHALL VERIFY THAT SOIL CONDITIONS ARE SUITABLE FOR THE PROPOSED CONSTRUCTION
2. BUILDER AND/OR OWNER SHALL VERIFY PROPOSED TOP OF FOUNDATION & FLOOR ELEVATION SEPARATION DIMENSIONS AND HOUSE FOOTPRINT DIMENSIONS. NOTIFY MEYER-ROHLIN LAND SERVICES OF ANY DISCREPANCIES PRIOR TO BEGINNING EXCAVATION.
3. THIS SURVEY WAS ORDERED BY AND IS PROVIDED EXCLUSIVELY TO PAXMAR, LLC, FOR THE PURPOSE OF OBTAINING A BUILDING PERMIT FOR THE PROPOSED HOUSE SHOWN HEREON.
4. NO TITLE DOCUMENTATION WAS PROVIDED BY THE CLIENT. EASEMENTS ARE SHOWN ONLY ACCORDING TO THE RECORDED PLAT. EASEMENTS OR ENCUMBRANCES MAY EXIST WHICH ARE NOT SHOWN HEREON
5. APPROXIMATE AREA TO BE SODDED = 3,900 SQ. FT.
6. BENCHMARK: TOP NUT OF HYDRANT @ LOTS 32 & 33, BLOCK 1. ELEVATION = 980.50

- DENOTES IRON MONUMENT FOUND
- DENOTES IRON MONUMENT SET
- ⊙ DENOTES REBAR SET (HOUSE CORNER OFFSET)

I hereby certify that this survey, plan, or report was prepared by me or under my direct supervision and that I am a Licensed Land Surveyor under the laws of the State of Minnesota.

Date 03/25/2020

Trace C. McCoy  
License No. 44531

## LEGEND

- x 963.5 EXISTING GROUND ELEVATION
- o 990.9 PROPOSED GROUND ELEVATION
- DIRECTION OF DRAINAGE

**Meyer-Rohlin**  
LAND SERVICES  
708 1ST AVENUE NE, #1  
BUFFALO, MN 55313  
PH. 763.682.1781 WWW.MEYERROHLIN.COM

## REVISIONS

SHEET 1 OF 1 SHEETS

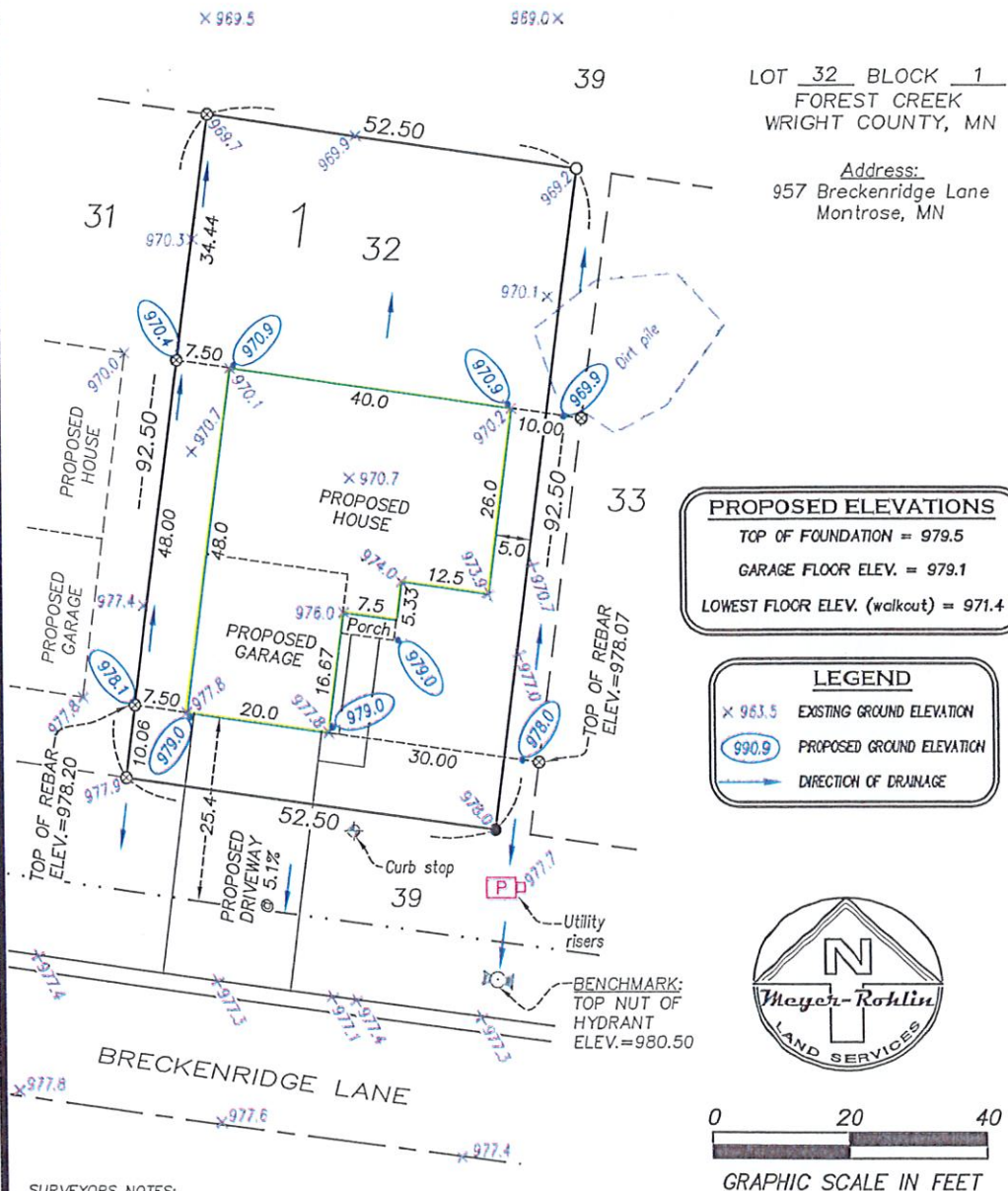
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DATE 03/25/2020

FILE NO. 20178



# CERTIFICATE OF SURVEY



SURVEYORS NOTES:

1. BUILDER AND/OR OWNER SHALL VERIFY THAT SOIL CONDITIONS ARE SUITABLE FOR THE PROPOSED CONSTRUCTION
2. BUILDER AND/OR OWNER SHALL VERIFY PROPOSED TOP OF FOUNDATION & FLOOR ELEVATION SEPARATION DIMENSIONS AND HOUSE FOOTPRINT DIMENSIONS. NOTIFY MEYER-ROHLIN LAND SERVICES OF ANY DISCREPANCIES PRIOR TO BEGINNING EXCAVATION.
3. THIS SURVEY WAS ORDERED BY AND IS PROVIDED EXCLUSIVELY TO PAXMAR, LLC, FOR THE PURPOSE OF OBTAINING A BUILDING PERMIT FOR THE PROPOSED HOUSE SHOWN HEREON.
4. NO TITLE DOCUMENTATION WAS PROVIDED BY THE CLIENT. EASEMENTS ARE SHOWN ONLY ACCORDING TO THE RECORDED PLAT. EASEMENTS OR ENCUMBRANCES MAY EXIST WHICH ARE NOT SHOWN HEREON
5. APPROXIMATE AREA TO BE SODDED = 3,900 SQ. FT.

- DENOTES IRON MONUMENT FOUND
- DENOTES IRON MONUMENT SET
- ⊗ DENOTES REBAR SET (HOUSE CORNER OFFSET)

I hereby certify that this survey, plan, or report was prepared by me or under my direct supervision and that I am a Licensed Land Surveyor under the laws of the State of Minnesota.

Date 03/25/2020

Trace C. McCoy  
License No. 44531



708 1ST AVENUE NE, #1  
BUFFALO, MN 55313  
PH. 763.682.1781 WWW.MEYERROHLIN.COM

## REVISIONS

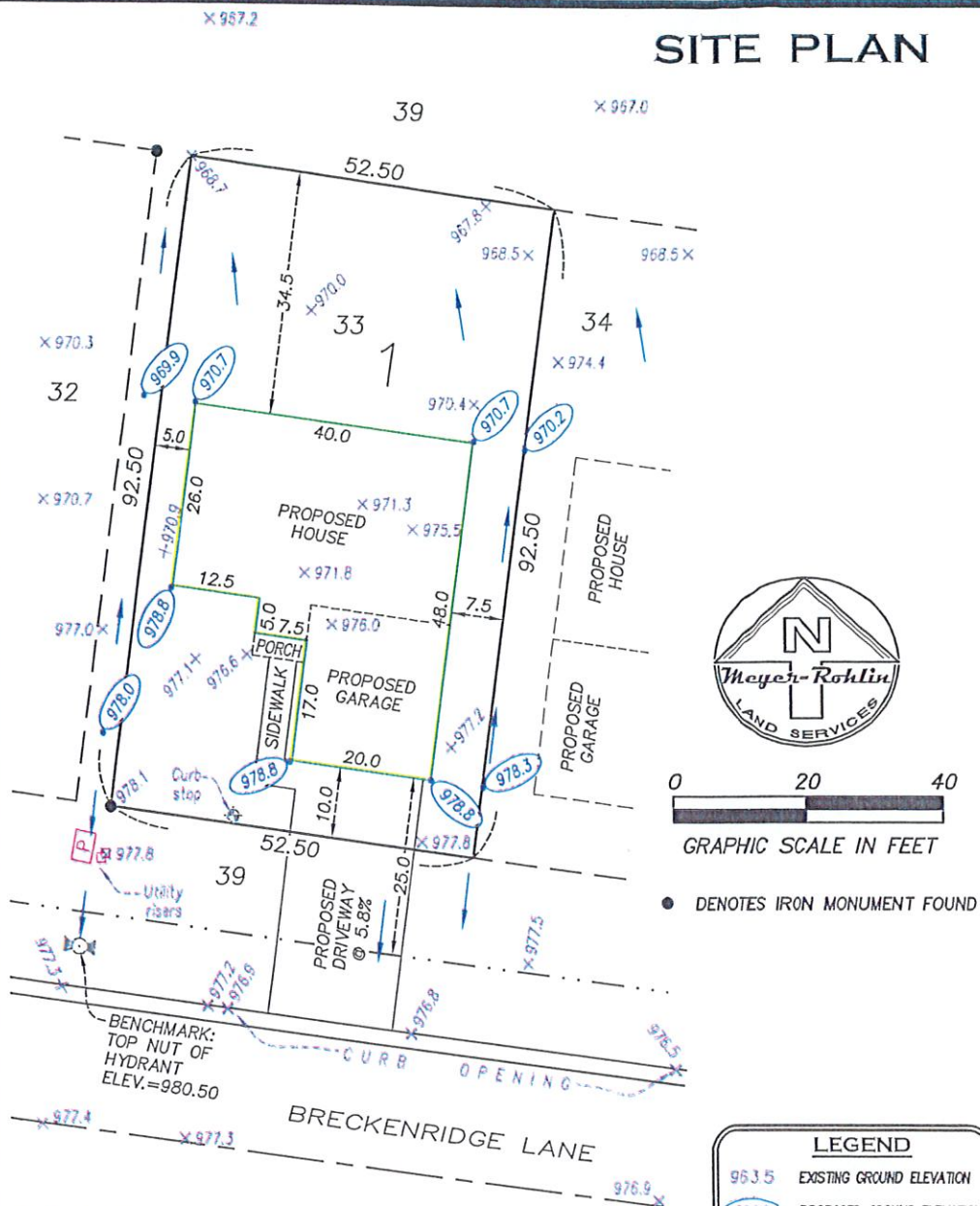
SHEET 1 OF  
1 SHEETS

DRAWN BY AAN

DATE 03/25/2020

FILE NO. 20177

## SITE PLAN



SURVEYOR'S NOTES:

1. BUILDER AND/OR OWNER SHALL VERIFY THAT SOIL CONDITIONS ARE SUITABLE FOR THE PROPOSED CONSTRUCTION.
2. BUILDER AND/OR OWNER SHALL VERIFY PROPOSED TOP OF FOUNDATION & FLOOR ELEVATION SEPARATION DIMENSIONS AND HOUSE FOOTPRINT DIMENSIONS. NOTIFY MEYER-ROHLIN LAND SERVICES OF ANY DISCREPANCIES PRIOR TO BEGINNING EXCAVATION.
3. THIS SITE PLAN WAS ORDERED BY AND IS PROVIDED EXCLUSIVELY TO PAXMAR, LLC, FOR THE PURPOSE OF APPLYING FOR A PUD APPROVAL. BUILDING LOCATION HAS NOT YET BEEN STAKED ON THE GROUND. BUILDING CORNERS AND CORNER OFFSETS ARE TO BE STAKED PRIOR TO EXCAVATION.
4. TITLE DOCUMENTATION WAS NOT PROVIDED BY THE CLIENT. EASEMENTS ARE SHOWN ONLY ACCORDING TO THE RECORDED PLAT. EASEMENTS OR ENCUMBRANCES MAY EXIST WHICH ARE NOT SHOWN HEREON.

LOT 33 BLOCK 1  
FOREST CREEK  
WRIGHT COUNTY, MN

Address: 955 Breckenridge Lane, Montrose, MN

I hereby certify that this survey, plan, or report was prepared by me or under my direct supervision and that I am a Licensed Land Surveyor under the laws of the State of Minnesota.

Date 06/08/2020

Trace C. McCoy  
License No. 44531

### LEGEND

- 963.5 EXISTING GROUND ELEVATION  
990.9 PROPOSED GROUND ELEVATION  
DIRECTION OF DRAINAGE

## PROPOSED ELEVATIONS

TOP OF FOUNDATION = 979.3  
GARAGE FLOOR ELEV. = 978.9  
LOWEST FLOOR ELEV. (walkout) = 971.2



708 1ST AVENUE NE, #1  
BUFFALO, MN 55313  
PH. 763.682.1781 WWW.MEYERROHLIN.COM

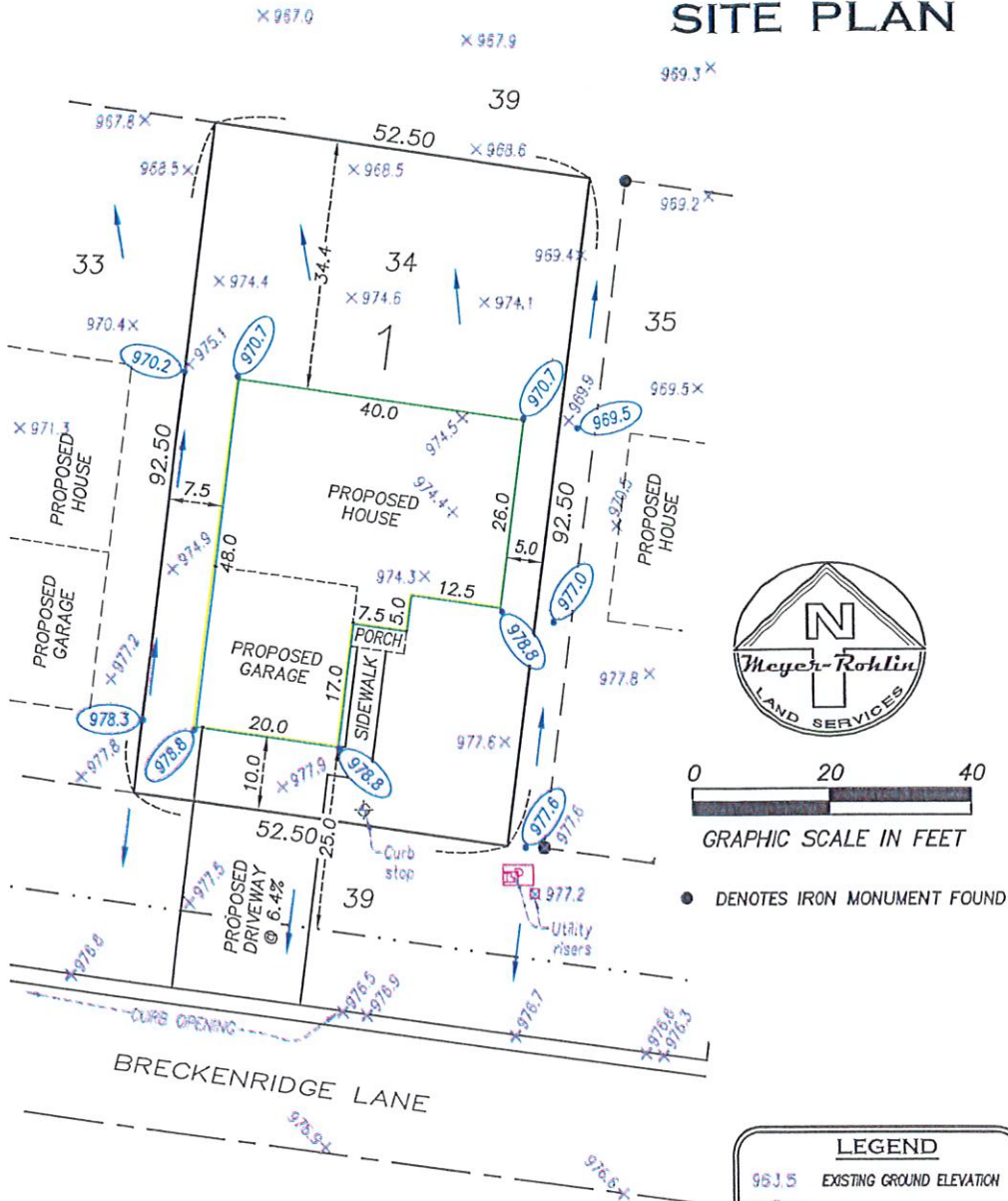
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SHEET <u>1</u> OF 1 SHEETS	FILE NO. 20297
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DATE 06/08/2020



# SITE PLAN



## SURVEYOR'S NOTES

1. BUILDER AND/OR OWNER SHALL VERIFY THAT SOIL CONDITIONS ARE SUITABLE FOR THE PROPOSED CONSTRUCTION.
2. BUILDER AND/OR OWNER SHALL VERIFY PROPOSED TOP OF FOUNDATION & FLOOR ELEVATION SEPARATION DIMENSIONS AND HOUSE FOOTPRINT DIMENSIONS. NOTIFY MEYER-ROHLIN LAND SERVICES OF ANY DISCREPANCIES PRIOR TO BEGINNING EXCAVATION.
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4. TITLE DOCUMENTATION WAS NOT PROVIDED BY THE CLIENT. EASEMENTS ARE SHOWN ONLY ACCORDING TO THE RECORDED PLAT. EASEMENTS OR ENCUMBRANCES MAY EXIST WHICH ARE NOT SHOWN HEREON.
5. BENCHMARK: TOP NUT OF HYDRANT @ LOTS 32 & 33, BLOCK 1. ELEVATION = 980.50

LOT 34 BLOCK 1  
FOREST CREEK  
WRIGHT COUNTY, MN

Address: 953 Breckenridge Lane, Montrose, MN

I hereby certify that this survey, plan, or report was prepared by me or under my direct supervision and that I am a Licensed Land Surveyor under the laws of the State of Minnesota.

Date 06/08/2020

Trace C. McCoy  
License No. 44531

## LEGEND

- 953.5 EXISTING GROUND ELEVATION
- 990.9 PROPOSED GROUND ELEVATION
- DIRECTION OF DRAINAGE

## PROPOSED ELEVATIONS

TOP OF FOUNDATION = 979.3  
GARAGE FLOOR ELEV. = 978.9  
LOWEST FLOOR ELEV. (walkout) = 971.2



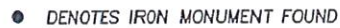
708 1st Avenue NE, #1  
BUFFALO, MN 55313  
PH. 763.682.1781 WWW.MEYERROHLIN.COM

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SHEET 1 OF 1 SHEETS FILE NO. 20297

DATE 06/08/2020

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## 06/08/2020



## 39

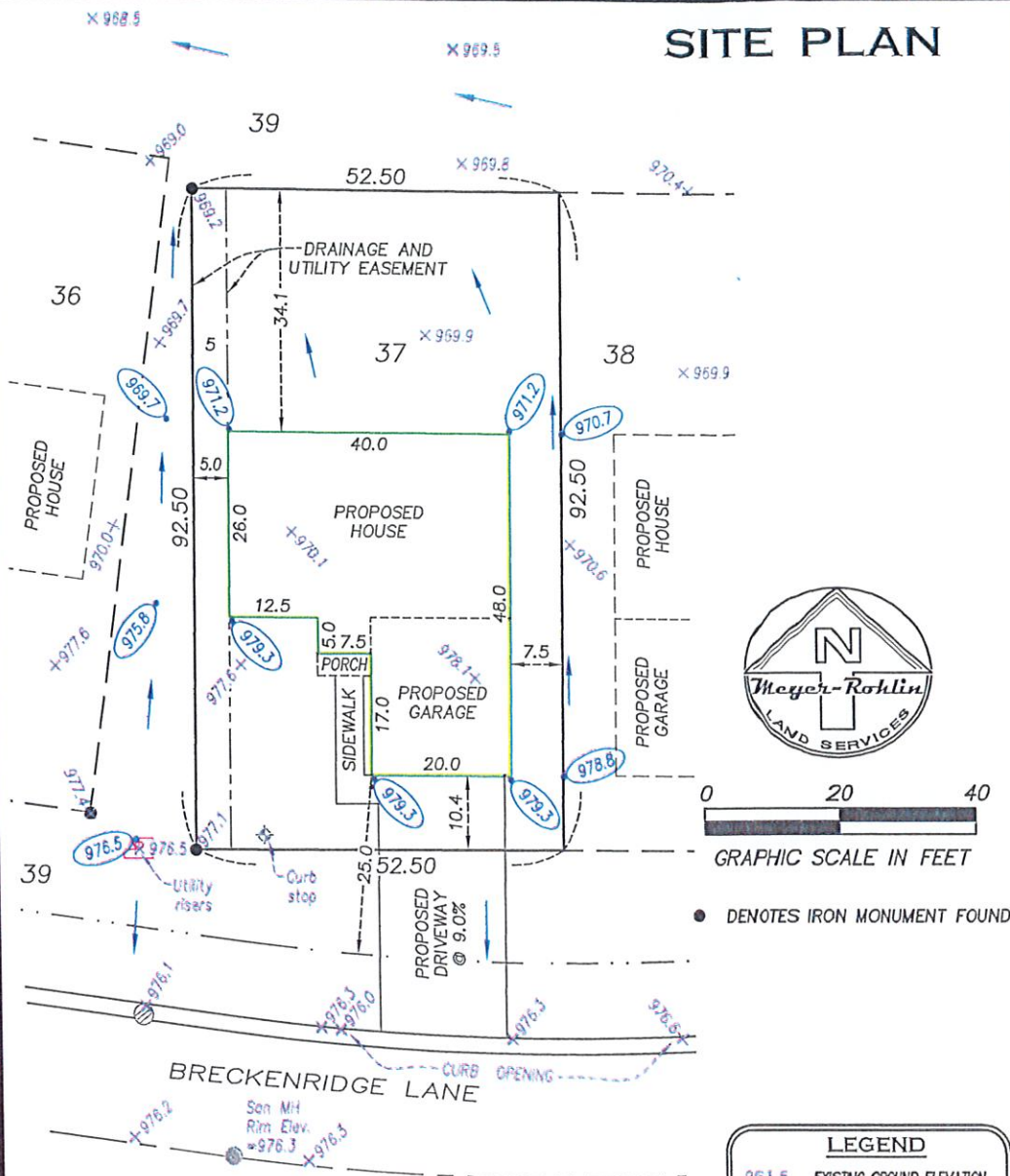


GRAPHIC SCALE IN FEET

● DENOTES IRON MONUMENT FOUND

DATE 06/08/2020

# SITE PLAN



● DENOTES IRON MONUMENT FOUND

## SURVEYOR'S NOTES

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5. BENCHMARK: TOP NUT OF HYDRANT @ LOTS 32 & 33, BLOCK 1 ELEVATION = 980.50

LOT 37 BLOCK 1  
FOREST CREEK  
WRIGHT COUNTY, MN

Address: 947 Breckenridge Lane, Montrose, MN

I hereby certify that this survey, plan, or report was prepared by me or under my direct supervision and that I am a Licensed Land Surveyor under the laws of the State of Minnesota.

Date 06/08/2020

*Trace C. McCoy*  
Trace C. McCoy  
License No. 44531

## LEGEND

- 969.5 EXISTING GROUND ELEVATION
- 970.9 PROPOSED GROUND ELEVATION
- DIRECTION OF DRAINAGE

## PROPOSED ELEVATIONS

TOP OF FOUNDATION = 979.8  
GARAGE FLOOR ELEV. = 979.4  
LOWEST FLOOR ELEV. (walkout) = 971.7



708 1ST AVENUE NE, #1  
BUFFALO, MN 55313  
PH. 763.682.1781 WWW.MEYERROHLIN.COM

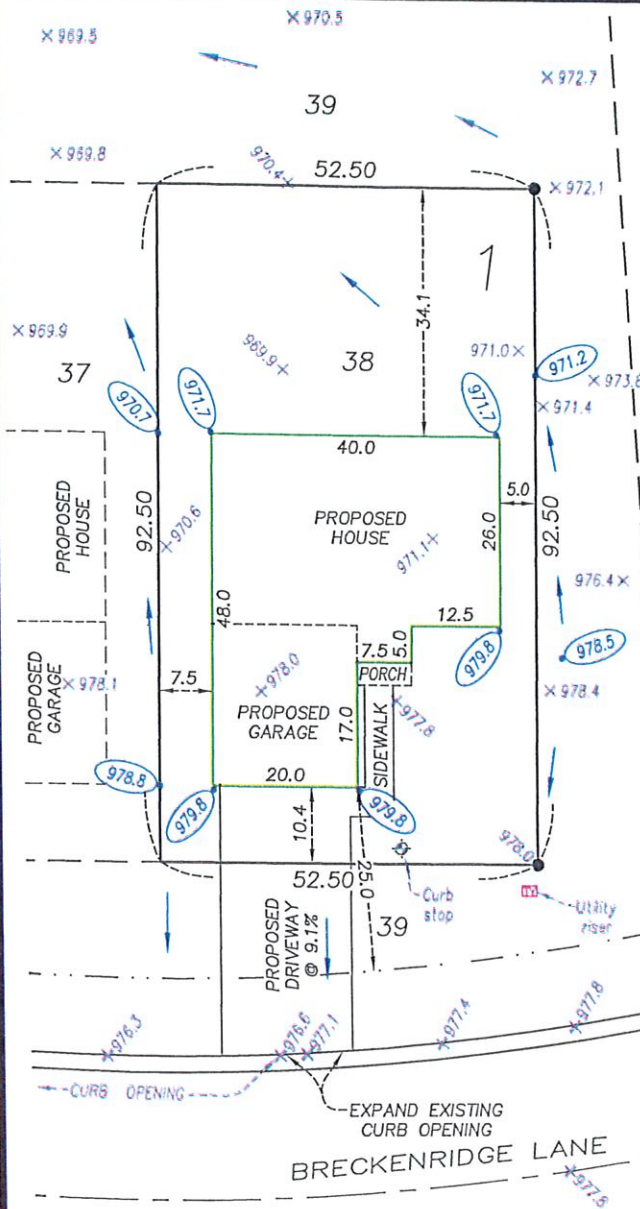
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AAN	

SHEET 1 OF 1 SHEETS	FILE NO. 20297
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DATE 06/08/2020



# SITE PLAN



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GRAPHIC SCALE IN FEET

● DENOTES IRON MONUMENT FOUND

## SURVEYOR'S NOTES:

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LOT 38 BLOCK 1  
FOREST CREEK  
WRIGHT COUNTY, MN

Address: 945 Breckenridge Lane, Montrose, MN

I hereby certify that this survey, plan, or report was prepared by me or under my direct supervision and that I am a Licensed Land Surveyor under the laws of the State of Minnesota.

Date 06/08/2020

*Trace C. McCoy*  
Trace C. McCoy  
License No. 44531

## LEGEND

- 963.5 EXISTING GROUND ELEVATION
- 970.9 PROPOSED GROUND ELEVATION
- DIRECTION OF DRAINAGE

## PROPOSED ELEVATIONS

- TOP OF FOUNDATION = 980.3
- GARAGE FLOOR ELEV. = 979.9
- LOWEST FLOOR ELEV. (walkout) = 972.2



DRAWN BY	REVISIONS
AAN	
SHEET <u>1</u> OF <u>1</u>	FILE NO. <u>20297</u>
DATE <u>06/08/2020</u>	

## Wendy Manson

---

**From:** Daniel Elder <delder@nacplanning.com>  
**Sent:** Wednesday, August 5, 2020 10:34 AM  
**To:** 'SID CHANTLAND'  
**Cc:** Deb Boelter; Wendy Manson  
**Subject:** Cool Java  
**Attachments:** 17\_1019\_Off-Street\_Parking\_and>Loading\_Requirements.pdf

Hello Sid,

Attached to this email is the Off-Street Parking and Loading Requirements for the City of Montrose. You specifically asked about the requirement for Parking Deferment they are located on 1019-6 which is page 13.

The factors for review are as follows:

1. Size of Building
2. Type and Use
3. Number of Employees
4. Projected Volume and turnover of customer traffic
5. Projected frequency and volume of delivery or service vehicles
6. Number of company-owned vehicles
7. Storage of vehicles on-site

You would need to address these factors on your application in regards to how your proposed use "Coffee Shop" will have a peak parking demand less than the required parking under Section 1019-5.B (Pages 10-12).

In the case of the deferment, you would still need to provide parking of at least 6 spots including an ADA accessible spot. As such you will need to provide a site plan which illustrates where on the property the spots will be located and where on the property the future parking spots would be if built. This site plan will need to be reviewed by the City staff and the City engineer and approved. You will have to enter into a development agreement with the city recorded against the property that includes a clause requiring the owner to install the additional parking stalls, upon a finding of the Zoning Administrator that such additional parking stalls are necessary to accommodate the use. All parking stalls shall be surfaced with asphalt, concrete, cobblestone, or paving brick.

If you wish to go the other route you will need to provide a site plan which illustrates where on the property you will have the 12 stalls with one ADA parking stall. For this, you will submit a plan which will need to be reviewed and accepted by the city staff and the city engineer. 1019-4(Pages 3-9) provide the parking stall, aisle, and driveway design standards.

Please let me know if I can help you with any of this.

Daniel Elder  
Northwest Associated Consultants, Inc.





311 Buffalo Avenue South, P.O. Box 25  
Montrose, MN 55363  
763-575-7422 Fax 763-675-3032  
<https://montrose-mn.com/>

### ADMINISTRATIVE PERMIT APPLICATION

Date Received: 7/31/2020  
Date Notified: \_\_\_\_\_  
Date Paid: \_\_\_\_\_ Check/Cash/CC: \_\_\_\_\_  
Permit #: \_\_\_\_\_  
Expire Date: \_\_\_\_\_

Please print or type all information.

Please review the Montrose Administrative Permit Ordinance Chapter 1008 which can be found on the City's website at <https://montrose-mn.com/>.

Applicant's Name SID CHANTLAND Address 150 3RD ST. S., MONTROSE  
Applicant's Phone 612-961-0121 Email SKIDMC@COMCAST.NET  
Applicant City MONTROSE State MN Zip 55363  
Applicant is (please check one): ☒ Owner ☐ Contractor ☐ Other

Address of Location 150 NELSON BLVD, MONTROSE, MN  
PID# of Location 112-500-012202

SID CHANTLAND  
PRINTED Property Owner's Name

[Signature]  
Signature of Owner (Required)

P.O. Box 460  
Street Address

[Signature] 612-961-0121  
Property Owner's Phone

MONTROSE  
City

MN 55363  
State Zip

Contractor's Name

Phone Number

Street Address

Email

City

State

Zip

Permit Cost: \$ 50.00 annually. Permit expires on December 31 of each year unless otherwise stated by ordinance

Type of administrative permit being requested:

- |  |  |
|--|--|
| <input type="checkbox"/> Home Occupation                       | <input type="checkbox"/> Open or outdoor sales, rental, display as accessory use |
| <input type="checkbox"/> Right-of-Way (describe project) _____ | <input type="checkbox"/> Animal enclosure greater than 120 square feet           |
| <input type="checkbox"/> Non-Conforming lot development        | <input checked="" type="checkbox"/> Parking exemption or deferment               |
| <input type="checkbox"/> Search lights                         | <input type="checkbox"/> 2 <sup>nd</sup> curb cut access                         |
| <input type="checkbox"/> Setback exemption                     | <input type="checkbox"/> Antenna (describe project) _____                        |
| <input type="checkbox"/> Building relocation                   | <input type="checkbox"/> Temporary mobile tower                                  |
| <input type="checkbox"/> Temporary structure                   | <input type="checkbox"/> Satellite dish greater than 1 meter                     |
| <input type="checkbox"/> Model home                            | <input type="checkbox"/> Above ground fuel storage tank                          |
| <input type="checkbox"/> Temporary / seasonal outdoor sales    | <input type="checkbox"/> Other (describe) _____                                  |

---

Terms and Conditions:

The City will enforce the administrative permit code under Section 1008 of the Zoning Ordinance, and Chapter 25 of the City Code.

Applications will not be processed if incomplete.

I hereby certify that I have furnished information on this application, which is to the best of my knowledge true and correct. I also certify that I am the owner or authorized agent for the above-mentioned property and that all construction will conform to all existing state and local laws and will proceed in accordance with submitted plans. I am aware of the aforementioned penalties for permit violation and that this permit can be revoked for just cause. Furthermore, I hereby agree that the City Official or a designee may enter upon the property to perform needed inspections.

I hereby confirm that I have read and agree to the previously stated terms and conditions:

  
\_\_\_\_\_  
Signature of Applicant

Jul 30 20  
Date



Hi Daniel,

We would love to pave the parking lot for "Cool Spot Java " immediately but it's just not financially possible right now as the money has been going the wrong direction now for 2 1/2 years while trying to convert this 100+ year old historic home into a business and Gail (Cool Spot Java) has finally been approved by the State of Minnesota to open.

We would like to defer this \$25,000.00 - \$30,000.00 expense of paving the lot until no later than Jul 1<sup>st</sup> 2022. There is currently more than enough parking but not all of the lot is paved.

If there is any way of expediting this it would be greatly appreciated!

Thanks a lot for your concern!

Sid Chantland

612-961-0121 cell

skidmc@comcast.net

## CHAPTER 1019

### OFF-STREET PARKING AND LOADING REQUIREMENTS

#### SECTION:

- 1019-1: Purpose
- 1019-2: Application
- 1019-3: General Provisions
- 1019-4: Parking Stall, Aisle and Driveway Design
- 1019-5: Number of Parking Spaces Required
- 1019-6: Parking Deferment
- 1019-7: Joint Facilities
- 1019-8: Off-Site Parking
- 1019-9: Off-Street Loading

**1019-1: PURPOSE:** The regulation of off-street parking spaces and loading areas in this Ordinance is to alleviate or prevent congestion of the public rights-of-way and to promote the safety and general welfare of the public, by establishing minimum requirements for off-street parking and loading areas for motor vehicles in accordance with the intensity of utilization of various parcels of land or structures.

**1019-2: APPLICATION:** The regulations and requirements set forth herein shall apply to all off-street parking and loading areas in all of the zoning districts of the City.

#### **1019-3: GENERAL PROVISIONS:**

- A. **Reduction of Existing Off-Street Parking Space or Lot Area:** Off-street parking spaces and loading areas existing upon the effective date of this Ordinance hereof shall not be reduced in number or size unless said number or size exceeds the requirements set forth herein for a similar new use.
- B. **Change of Use or Occupancy of Land:** No change of use or occupancy of land already dedicated to a parking area, parking spaces, or loading areas shall be made, nor shall any sale of land, division or subdivision of land be made which reduces area necessary for parking, loading, or circulation below the minimum prescribed by this Ordinance.
- C. **Change of Use or Occupancy of Buildings:** Any change of use or occupancy of any building or buildings including additions thereto requiring more parking and loading area shall not be permitted until there is furnished such additional parking and loading areas as required by this Ordinance.



- D. **Disability Accessible Parking:** Disability accessible parking spaces shall be provided as applicable pursuant to Minnesota Statutes 168.021, as may be amended.
- E. **Restrictions on Parking:**
1. Required accessory off-street parking spaces in any district shall not be utilized for open storage, sale or rental of goods, storage of inoperable vehicles, and/or storage of snow. All site plans required by this Ordinance shall illustrate the size and location of snow storage space on the property in question.
  2. Except as may be otherwise allowed by this Ordinance, on- and off-street parking facilities accessory to a residential use shall be utilized solely for the parking of licensed and operable motor vehicles not to exceed twenty two feet (22') in length and eight feet (8') in height; and recreational vehicles and equipment. Exceptions, for cause and in compliance with the intent and purpose of this Ordinance, may be approved by the Zoning Administrator as an administrative permit.
  3. **Semi-Tractor and Semi-Trailer Parking.** Semi-tractor and semi-trailers shall not be permitted within residential zoned districts except for the specific purpose of loading or unloading cargo or freight.
  4. Except where specifically allowed, contracting, excavating equipment, or other commercial vehicles and equipment may not be parked or stored on any property in the City unless it is being used in conjunction with a temporary service benefiting the premises.
- F. **Repair Work:** No motor vehicle repair work of any kind shall be permitted in conjunction with exterior off-street parking facilities, except for temporary (not exceeding eight (8) hours) minor repairs of vehicles owned by the occupant or resident of the principal use for which the parking space is intended. No exterior storage of car parts is allowed at any time.
- G. **Maintenance:** It shall be the joint and several responsibility of the lessee and owner of the principal use, uses or building to maintain in a neat and adequate manner, the parking space, loading areas, accessways, striping, landscaping, and required fences/screening.
- H. **Location:** All accessory off-street parking and loading areas required by this Ordinance shall be located and restricted as follows:
1. **Lot and Ownership:** Required off-street parking and loading areas shall be on the same lot under the same ownership as the principal use being served, except under the provisions of Section 1019-8 of this Ordinance.

2. Direct Access: Except for single family, two family, townhouse and quadraminium dwellings, head-in parking, directly off of and adjacent to a public street, with each stall having its own direct access to the public street, shall be prohibited.
3. Boulevard: The boulevard portion of the street right-of-way shall not be used for parking, loading areas, or circulation.
4. Setback Area: Required accessory off-street parking shall not be provided in required front yards or in required side yards adjacent to a public right-of-way (in the case of a corner lot) in residential districts defined by Chapter 1050 of this Ordinance.
5. Prohibited in Yard: In the case of single family, two family, townhouse and quadraminium dwellings, parking shall be prohibited in any portion of the front, side, or rear yard, except on designated driveways leading directly into a garage or one (1) open, surfaced space located on the side of a driveway, away from the principal use. Said extra space shall be surfaced with paver bricks, concrete or bituminous material.

**1019-4: PARKING STALL, AISLE AND DRIVEWAY DESIGN:**

**A. Design Standards:**

1. Except for single-family and two-family residential uses or as otherwise provided for herein, all off-street parking facilities shall conform with the following design standards:



**PARKING LOT DIMENSIONS TABLE\***

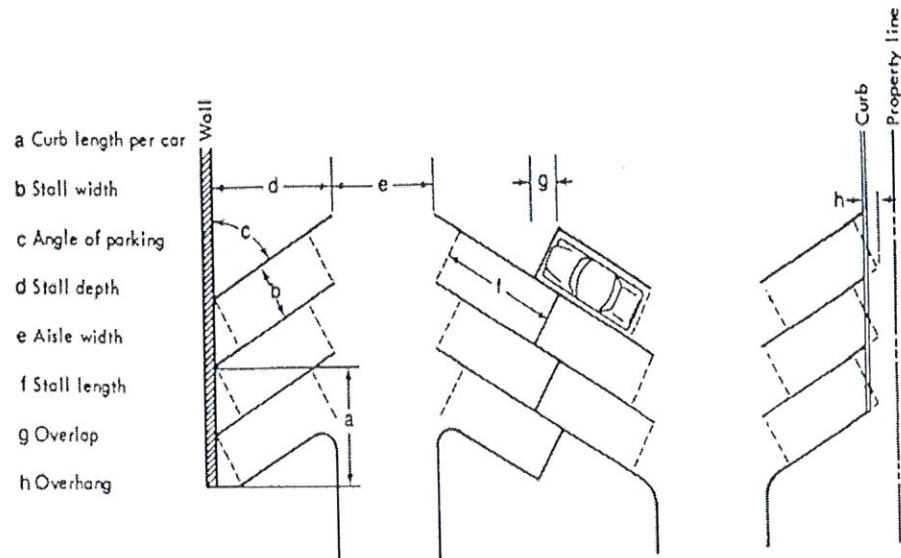
Curb					Curb				
Angle Of Parking	Stall Width	Length Per Car	Stall Depth	Aisle Width	Angle Of Parking	Stall Width	Length Per Car	Stall Depth	Aisle Width
<b>0 degrees</b>	9'0"	23' 0"	9' 0"	12'0"	<b>50 degrees</b>	9'0"	11' 9"	20' 5"	12'0"
	9'6"	23' 0"	9' 6"	12'0"		9'6"	12' 5"	20' 9"	12'0"
	10'0"	23' 0"	10' 0"	12'0"		10'0"	13' 2"	21' 0"	12'0"
<b>20 degrees</b>	9'0"	26' 4"	15' 0"	11'0"	<b>60 degrees</b>	9'0"	10' 5"	21' 0"	18'0"
	9'6"	27'10"	15' 6"	11'0"		9'6"	11' 0"	21' 3"	18'0"
	10'0"	29' 3"	15'11"	11'0"		10'0"	11' 6"	21' 6"	18'0"
<b>30 degrees</b>	9'0"	18' 0"	17' 4"	11'0"	<b>70 degrees</b>	9'0"	9' 8"	21' 0"	19'0"
	9'6"	19' 0"	17'10"	11'0"		9'6"	10' 2"	21' 3"	18'6"
	10'0"	20' 0"	18' 3"	11'0"		10'0"	10' 8"	21' 3"	18'0"
<b>40 degrees</b>	9'0"	14' 0"	19' 2"	12'0"	<b>80 degrees</b>	9'0"	9' 2"	20' 4"	24'0"
	9'6"	14'10"	19' 6"	12'0"		9'6"	9' 8"	20' 5"	24'0"
	10'0"	15' 8"	19'11"	12'0"		10'0"	10' 3"	20' 6"	24'0"
<b>45 degrees</b>	9'0"	12' 9"	19'10"	13'0"	<b>90 degrees</b>	9'0"	9' 0"	20' 0"	24'0"
	9'6"	13' 5"	20' 2"	13'0"		9'6"	9' 6"	20' 0"	24'0"
	10'0"	14' 2"	20' 6"	13'0"		10'0"	10' 0"	20' 0"	24'0"

\* This table pertains to a wall-to-wall situation.

2. Parking Area and Drive Aisle Setbacks:

Parking Area and Drive Setbacks		
Dimension	Land Use	Setback
Front yard and side yard abutting a street setback of parking and drive to lot line	R Districts	30.0 feet
	Business/Institutional Districts	10.0 feet
	Industrial Districts	10.0 feet
Interior side and rear yard setback of parking to lot line	R Districts	5.0 feet
	Business/Institutional Districts	10.0 feet
	Industrial Districts	10.0 feet

3. Joint or combined parking facilities on separate lots as authorized and when constructed adjacent to a common lot line separating two (2) or more parking areas are not required to observe the parking area setback from such common lot line.
4. For commercial and industrial uses, side and rear yard setbacks shall be twenty feet (20') when abutting a residential district.



5. Within Structures:
  - a. The off-street parking requirements may be furnished by providing a space so designed within the principal building or detached accessory structure.
  - b. Unless alternative provisions in compliance with this Chapter and Title are made, no building permit shall be issued to convert said parking structure into a dwelling unit or living area or other activity.
6. Circulation:
  - a. Except in the case of single-family, two-family, townhouse and quadraminium dwellings, access and parking areas shall be designed so that circulation between parking bays or aisles occurs within the designated parking lot and does not depend upon a public street or alley.



- b. Except in the case of single-family, two-family, townhouse and quadraminium dwellings, access and parking area design which requires backing into the public street is prohibited.
  - c. Subject to approval of an administrative permit by the Zoning Administrator, the required parking spaces serving one- and two-family dwellings constructed prior to the effective date of this Ordinance, may be designed for parking not more than two (2) vehicles in a tandem arrangement for each dwelling unit in order to comply with the requirements of this Ordinance. In no case shall such space project into a sidewalk, or public or private street or driveway.
7. Curb Cut Location/Driveway Access Spacing: Curb cut locations and driveway access spacing shall meet the following setbacks:
- a. No curb cut/driveway access shall be located less than thirty (30) feet from the intersection of two (2) or more local street rights-of-way. This distance shall be measured from the intersection of lot lines. Curb cut/driveway access setbacks from the intersection of streets with higher functional classifications shall be consistent with the recommendations of the Comprehensive Plan and require approval by the City Engineer.
    - (1) Street functional classification shall be defined by the Montrose Comprehensive Plan.
    - (2) The setback measurement shall be measured from the edge of the street right-of-way to the nearest edge of the curb cut.
    - (3) Driveways onto arterials and major collectors shall be prohibited where alternative street access is available. For existing lots of record, where alternative access is not available, direct access onto arterial and major collectors may be permitted, provided a site plan is submitted for review and approval of the City Engineer. Approval is also subject to the conditions of this Ordinance.
  - b. Except for single, two family, and townhouse dwellings, curb cut/driveway access on a public street shall not be located less than forty (40) feet from one another.
  - c. Unless otherwise approved by the City Engineer, curb cut openings and driveways shall be a minimum of five (5) feet from the side yard property line in all districts. Any shared driveway shall include a maintenance and access agreement.

8. Curb Cut Width: No driveway curb cut access within the public right-of-way shall exceed the following unless approved by the City Engineer:
  - a. Single family dwellings with two stall garages 24 feet
  - b. Single family dwellings with three stall garages 27 feet
  - c. All other uses 24 feet
9. Property Lines: Except as allowed by administrative permit, curb cut openings shall be a minimum of five feet (5') from the side yard property line in all districts.
10. Grade Elevation:
  - a. Parking Spaces And Areas: The grade elevation of any parking area shall not exceed five percent (5%), except as approved by the City Engineer.
  - b. Driveways: Unless approved by the City Engineer, the grade elevation of any driveway shall not exceed:
    - (1) Ten percent (10%) for single-family and two-family dwellings.
    - (2) Five percent (5%) for all other uses.
11. Number Allowed: Each property shall be allowed one (1) curb cut access for each one hundred twenty five feet (125') of street frontage, except by administrative permit. All property shall be entitled to at least one (1) curb cut. Single-family uses shall be limited to one (1) curb cut access per property unless an administrative permit is approved, subject to the following criteria:
  - a. The additional access is necessary to provide adequate on-site circulation.
  - b. The additional access shall create a minimum of conflict with through traffic movement and shall comply with the requirements of this Chapter.
12. Surfacing:
  - a. All areas intended to be utilized for parking space and driveways shall be surfaced with materials suitable to control dust and drainage. Except in the case of farm dwellings and farm operations, driveways and parking stalls shall be surfaced with asphalt, concrete, cobblestone or paving brick.



- b. Except for single family, two family, townhouse and quadraminium dwellings or as required or exempted by the City Engineer, drive aisles and parking stalls shall be constructed in accordance with the following minimum tonnage standards:
    - (1) One and one-half inch (1.5") wear course.
    - (2) Two inch (2") base course.
    - (3) Twelve inch (12") aggregate base (Class 5).
    - (4) Subgrade subject to City Engineer's approval.
  - c. Plans for surfacing and drainage of driveways and stalls for five (5) or more vehicles shall be submitted to the City Engineer for review and the final plans shall be subject to the Engineer's written approval.
- 13. Striping: Except for single-family, two-family, townhouse, and quadraminiums, all parking areas of five (5) spaces or more shall be marked with white or yellow painted lines not less than four inches (4") wide.
  - 14. Lighting: Any lighting used to illuminate an off-street parking area shall be in compliance with Section 1016-8 of this Ordinance.
  - 15. Curbing: Except for single-family, two-family, townhouse and quadraminiums, all open off-street parking shall have a perimeter continuous concrete curb around the entire parking lot.
  - 16. Pedestrian Provision: Off-street parking areas shall be designed such that vehicle and pedestrian circulation is accommodated in a safe, complementary, and orderly fashion. When curb separated sidewalks are provided at the head of parking stalls, the minimum width shall be five feet (5').
  - 17. Parking Lot Landscaping:
    - a. Required Screening: All open, non-residential off-street parking areas of five (5) or more spaces shall be screened and buffered from abutting or surrounding residential districts in compliance with Chapter 1020 of this Ordinance.
    - b. No landscaping or screening shall interfere with drive or pedestrian visibility for vehicles entering, circulating, or exiting the premises.

18. Compact Car Spaces: Up to twenty percent (20%) of the parking spaces in a parking lot may be permanently marked for compact cars only, provided that:
- a. The parking lot contains eighty (80) or more off-street parking spaces.
  - b. All compact car spaces are a minimum of nine feet (9') in width and sixteen feet (16') in length.
  - c. Signs and markings, as approved by the City, are placed and maintained in each compact car space.
  - d. All required off-street parking aisle widths are maintained.
  - e. The compact car stalls shall not displace preferred disability accessible parking stall locations.
  - f. The design, layout, and location of designated compact car spaces shall not be located in immediate proximity to building entrances, shall not encourage utilization by oversized vehicles, and shall be subject to approval by the Zoning Administrator.
19. Cart Storage: Retail commercial uses shall provide ample space for the storage of customer service carts within off-street parking areas, subject to the approval of the Zoning Administrator. The need and specific amount of required cart storage space shall be determined as part of site plan review. When required, cart storage areas shall not occupy required off-street parking space, shall be clearly delineated, and shall include facilities for cart confinement.
20. Drive-Through Windows: Service windows shall be allowed subject to the following requirements:
- a. Stacking: Not less than one hundred eighty feet (180') of segregated automobile stacking lane shall be provided for the service window.
  - b. Traffic Control: The stacking lane and its access shall be designed to control traffic in a manner to protect the pedestrians, buildings, and green area on the site.
  - c. Use of Street: No part of the public street or boulevard may be used for stacking of automobiles.



**1019-5: NUMBER OF PARKING SPACES REQUIRED:**

**A. Calculating Space:**

1. When determining the number of off-street parking spaces results in a fraction, each fraction of one-half (1/2) or more shall constitute another space.
2. The term "floor area" for the purpose of calculating the number of off-street parking spaces required shall be determined on the basis of the exterior floor area dimensions of the buildings, structure or use times the number of floors, minus ten percent (10%), except as may hereinafter be provided or modified.
3. In stadiums, sports arenas, religious institutions, and other places of public assembly in which patrons or spectators occupy benches, pews or other similar seating facilities, each eighteen inches (18") of such design capacity seating facilities shall be counted as one (1) seat for the purpose of determining requirements.
4. Except as provided for under joint parking and for shopping centers, should a structure contain two (2) or more types of use, each use shall be calculated separately for determining the total off-street parking spaces required.

- B.** The following minimum number of off-street parking spaces shall be provided and maintained by ownership, easement and/or lease for and during the life of the respective uses hereinafter set forth:

Use	Number of Required Stalls
<b><i>Residential:</i></b>	
Single family	2 spaces
Two family	2 spaces per unit
Multiple family, townhouses, Manor homes	2.5 spaces per unit – The City Council may require additional clustered guest parking for projects with more than 8 units.
Housing for the elderly (uses with occupancy limited to persons age 55 and over)	1 space per unit – ½ of required stalls may be provided at initial development for projects with occupancy restricted to persons age 55 and older. The City Council shall reserve the right to require additional stalls if determined necessary.
<b><i>Institutional:</i></b>	
Auditoriums, theaters, religious institutions, sports arenas	1 space per 3 seats of design capacity of the main assembly with a maximum capacity less than or equal to 1,000 persons or 1 space per 2.5 seats of design capacity of the main assembly with a maximum capacity greater than 1,000 persons, plus additional spaces required for adjoined facilities, not including private or private non-profit baseball fields (see below).

Use	Number of Required Stalls
Community center, physical culture Studio, libraries, museums	10 spaces plus 1 space per 300 square feet over 2,000 square feet of floor area for the principal structure
Nursing homes, rest homes, residential facility	2 spaces per unit for uses serving 6 or fewer persons in a residential district. Other. 4 spaces plus 1 space for each 3 beds and additional space as determined by the Zoning Administrator.
Private or private non-private baseball Fields	1 space per 8 seats of design capacity
School, elementary and junior high	1 space per 7 students based upon building design
School, high school and post high School facilities	1 space per 3 students based on building design capacity, plus 1 space per classroom.
<b>Commercial/Industrial</b>	
Animal hospital/kennel	5 spaces plus 1 space per 500 square feet over 1,000 square feet.
Auto sales	1 space per 500 square feet of showroom plus 1 space for each 3,000 square feet of outdoor sales lot, plus additional parking required for ancillary service or repair.
Auto repair, major bus terminal, boat/marine sales and repair, bottling company, trade shop with 6 or less employees, garden supply or building material sales	8 spaces plus 1 space per 800 square feet of manufacturing or display floor area over 1,000 square feet.
Auto wash, drive through	10 spaces
Auto wash, self-service	1 space per wash bay
Auto wash, motor fuel stations	None in addition to that required for the principal use
Banks (remote)	1 space per 350 square feet of floor area
Beauty or barber shop	2 spaces per chair
Bed and Breakfast Establishments	2 spaces per permanent dwelling plus one space per guest room
Bowling alleys	5 spaces per lane plus spaces as required for other uses within the principal structure.
Office and/or retail commercial uses not Including restaurants	3 spaces per 1,000 square feet of floor area
Day care facilities in a residential district serving less than 12 persons	2 spaces per use. All others – 1 space for each 4 persons of licensed capacity.
Fitness centers	1 space per exercise station (e.g. strength machine or cardiovascular) plus 1 space per employee on the largest shift plus additional parking required for ancillary uses.
Furniture sales	1 space per 400 square feet for first 25,000 square feet, plus 1 space per 600 square feet thereafter.
Golf course	4 spaces per hole, plus 50 percent of the requirements for any other associated use, except in planned residential, resort, or commercial developments, which have otherwise adequate provisions for parking.
Manufacturing	1 space per 350 square feet of floor area, plus 1 space per company vehicle not stored within the principal structure.



Use	Number of Required Stalls
Medical, chiropractics, dental office or clinics	3 spaces plus 1 space for each 200 square feet of floor area
Motels	1 space per rentable room plus 1 space per 2 employees
Hotels	1.25 spaces for each rentable room or suite plus 1 space for each 400 square feet of meeting area and/or restaurant space
Motor fuel stations and auto repair	4 spaces plus 2 spaces for each service stall plus other requirements for uses or sale of goods not directly auto related.
Office buildings and professional Offices, banks, public administration (other than medical)	3 spaces plus 1 space for each 200 square feet of floor area
Restaurant (drive in or convenience)	1 space per 15 square feet of gross floor area designated for patron queuing, but not less than 15 spaces plus 1 space per 40 square feet of dining area and 1 space for each 80 square feet of kitchen area.
Restaurant (sit down), clubs, lodges	1 space per 40 square feet of dining area and 1 space for each 80 square feet of kitchen area
Retail commercial uses (other)	1 space per 200 square feet
Retail sales and service with 50% or more gross floor area as storage/warehouse or industry	8 spaces or 1 space for each 200 square feet of public sales/service area, plus 1 space for each 500 square feet of storage area.
Shopping center	5.5 spaces per 1,000 square feet of gross leasable floor area. The total required spaces may be reduced by up to 15 percent based upon approval of an administrative permit by the Zoning Administrator.
Skating rink, banquet hall, private or public auction house	20 spaces plus 1 space per 200 square feet over 2,000 square feet.
Truck wash	3 spaces plus 1 space per service bay
Undertaking	20 spaces per chapel or parlor, plus 1 space for each company vehicle maintained on site. Adequate stacking space shall also be provided for staging funeral processions.
Warehousing	Office: 1 space per 200 square feet. Other: 1 space per 1,000 square feet plus 1 space per company vehicle not stored within the principal structure.
Uses not specified or not precisely Identified	Calculated by Zoning Administrator based upon, but not limited to, characteristics for similar uses and professional studies prepared by APA or ITE.

NOTE: APA = American Planning Association  
ITE = Institute of Transportation Engineers

- C. **Off-Street Bicycle Parking:** Provisions shall be made for the off street parking of bicycles in all multiple-family and nonresidential developments and uses. Plans for such facilities shall be reviewed and evaluated on an individual project or use basis as part of site plan review provisions of Chapter 1009 of this Ordinance.

**1019-6: PARKING DEFERMENT:** The City may allow a reduction in the number of required parking stalls for commercial, industrial, and institutional uses by administrative permit provided that:

- A. The proposed use will have a peak parking demand less than the required parking under Section 1019-5.B of this Chapter. Factors to be considered when reviewing the proposed parking demand shall include, but not be limited to:
  - 1. Size of building.
  - 2. Type and use.
  - 3. Number of employees.
  - 4. Projected volume and turnover of customer traffic.
  - 5. Projected frequency and volume of delivery or service vehicles.
  - 6. Number of company-owned vehicles.
  - 7. Storage of vehicles on-site.
- B. In no case shall the amount of parking provided be less than one-half ( $\frac{1}{2}$ ) of the amount of parking required by ordinance.
- C. The site has sufficient property under the same ownership to accommodate the expansion of the parking facilities to meet the minimum requirements of this Chapter if the parking demand exceeds on-site supply.
- D. On-site parking shall only occur in areas designed and constructed for parking in accordance with this Chapter.
- E. The applicant and City enter into a development agreement, to be recorded against the subject property, which includes a clause requiring the owner to install the additional parking stalls, upon a finding of the Zoning Administrator that such additional parking stalls are necessary to accommodate the use.
- F. A change of use will necessitate compliance with the applicable Zoning Ordinance standard for parking.

**1019-7: JOINT FACILITIES:** The City Council may, after receiving a report and recommendations from the planning commission, approve as applicable a conditional use permit for long term permanent joint parking facilities as regulated under the provisions of Chapter 1005 of this Ordinance, or an interim use permit for short term temporary joint parking facilities as regulated under the provisions of Chapter 1006 of



this Ordinance, for one (1) or more businesses to provide the required off street parking facilities by joint use of one (1) or more sites where the total number of spaces provided are less than the sum of the total required for each business should they provide them separately. When considering a request for such a permit, the planning commission shall not recommend that such permit be granted nor the Council approve such a permit except when the following conditions are found to exist:

- A. Up to fifty percent (50%) of the parking facilities required for a conference center, theater, bowling alley, banquet hall, bar or restaurant may be supplied by the off street parking facilities provided by types of uses specified as primarily daytime uses in Section 1019-7.D of this Ordinance.
- B. Up to fifty percent (50%) of the off street parking facilities required for any use specified under Section 1019-7.D of this Ordinance as primary daytime uses may be supplied by the parking facilities provided by the following nighttime or Sunday uses: auditoriums incidental to a public or parochial school, religious buildings, bowling alleys, banquet halls, theaters, bars, apartments, restaurants, or health clubs.
- C. Up to eighty percent (80%) of the parking facilities required by this chapter for a religious building or for any auditorium incidental to a public or parochial school may be supplied by the off street parking facilities provided by uses specified under subsection D of this section as primarily daytime uses.
- D. For the purpose of this section the following uses are considered as primarily daytime uses: banks, business offices, manufacturing, wholesale and similar uses, as determined by the Zoning Administrator.
- E. Conditions required for joint use:
  - 1. The building or use for which application is being made to utilize the off street parking facilities provided by another building or use shall be located within five hundred feet (500') of such parking facilities.
  - 2. There shall be no substantial conflict in the principal operating hours of the two (2) buildings or uses (for which joint use of off street parking facilities is proposed).
  - 3. A properly drawn legal instrument, executed by the parties involved in joint use of off street parking facilities, duly approved as to form and manner of execution by the city attorney, shall be filed with the city clerk and recorded with the Wright County Recorder. The legal instrument shall legally bind all parties and provide for amendment or cancellation only upon written approval from the City.

**1019-8: OFF-SITE PARKING:**

- A. Any off site parking which is used to meet the requirements of this chapter may, as applicable, be allowed by a conditional use permit for long term off site parking facilities as regulated under the provisions of Chapter 1005 of this Ordinance, or an interim use permit for short term temporary off site parking facilities as regulated under the provisions of Chapter 1006 of this Ordinance, and shall be subject to the conditions listed below.
- B. Off site parking shall be developed and maintained in compliance with all requirements and standards of this chapter.
- C. Reasonable access from off site parking facilities to the use being served shall be provided.
- D. Except as provided by subsection H of this section, the site used for meeting the off street parking requirements of this chapter shall be under the same ownership as the principal use being served or under public ownership.
- E. Off-site parking for multiple-family dwellings shall not be located more than two hundred fifty feet (250') from any normally used entrance of the principal use served.
- F. Off-site parking for non-residential uses shall not be located more than five hundred feet (500') from the main public entrance of the principal use being served. Off site parking located more than five hundred feet (500') from the main entrance may be allowed with the provision of a private shuttle service.
- G. Any use which depends upon off site parking to meet the requirements of this Ordinance shall maintain ownership and parking utilization of the off site location until such time as on site parking is provided or a site in closer proximity to the principal use is acquired and developed for parking.
- H. Compliance with off street parking requirements provided through leased off street parking may be approved by the City Council, subject to the following additional conditions:
  - 1. The lease shall specify the total number and location of parking spaces under contract and this number, when added to any on site parking provided, shall be equal to or exceed the total number of parking spaces required.
  - 2. The lease instrument shall legally bind all parties to the lease and provide for amendment or cancellation only upon written approval from the City.



3. The lease agreement shall incorporate any other provisions, as recommended by the City Attorney that are deemed necessary to ensure compliance with the intent of this Ordinance.

**1019-9: OFF-STREET LOADING:**

- A. **Loading Area Required:** Any structure erected or substantially altered for a use that requires the receipt of distribution of materials or merchandise by trucks or similar vehicles, shall provide off-street loading area as required for a new structure.
- B. **Number of Loading Spaces Required:** The number of required off-street loading area spaces shall be as follows:

1. Residential Uses:

- a. Single family and two family dwellings, townhomes, quadraminiums: None.
- b. Other multiple family dwellings:
  - (1) Less than four (4) dwelling units: None.
  - (2) Four (4) to twenty-four (24) dwelling units: One (1).
  - (3) For each additional twenty-four (24) dwelling units over twenty-four (24): One (1).

2. Non-Residential Uses:

Gross Floor Area (Square Feet)	Spaces Required
Less than 25,000	1
25,001 to 50,000	2
50,001 to 75,000	3
75,001 to 100,000	4
For each additional 50,000 over 100,000	1

- C. **Reduction in Spaces:** Reductions to the number of loading spaces required by this section may be granted by administrative permit upon determination of facility need.

D. **Location:**

1. Except for uses allowed within residential districts, loading areas established after the effective date of this Ordinance shall be prohibited within one hundred feet (100') of residentially zoned or guided property unless completely screened by an intervening building.
2. Loading areas not screened by an intervening building shall be screened from adjacent residentially zoned or guided property by the use of berms, fences, or walls to provide one hundred percent (100%) opacity to a height of at least ten feet (10').
3. Loading areas shall not occupy the required front yard in residential districts and the front yard or side yard of a corner lot in commercial and industrial districts, except by conditional use permit provided that:
  - a. Loading areas shall not conflict with pedestrian movement.
  - b. Loading areas shall not obstruct the view of the public right-of-way from off-street parking access.

E. **Surfacing:** All loading areas and accessways shall be improved to control the dust and drainage according to a plan submitted to and subject to the approval of the City Engineer.

F. **Accessory Use, Parking and Storage:** Any space allocated as a required loading area or access drive so as to comply with the terms of this Ordinance shall not be used for the storage of goods, inoperable vehicles or snow and shall not be included as part of the space requirements to meet the off-street parking area.

G. **Screening:** Except in the case of multiple family dwellings, all loading areas shall be screened and landscaped from abutting and surrounding residential uses and districts and public rights-of-way in compliance with Chapter 1020 of this Ordinance.

H. **Size:**

1. The first loading area shall be not less than seventy feet (70') in length and additional areas required shall be not less than thirty feet (30') in length and all loading areas shall be not less than ten feet (10') in width, exclusive of aisle and maneuvering space, and fourteen feet (14') in clearance height.



2. The size of the loading area may be reduced upon approval of an administrative permit. To qualify for such exception, the following provisions shall be met:
  - a. It is demonstrated that the site cannot physically accommodate a loading area to the size required.
  - b. It is demonstrated that semi-trailer truck deliveries will not occur at the site or all deliveries will occur at such a time as to not conflict with customer or employee access to the building and parking demand.
- I. **Circulation:** In addition to the required loading space, all loading spaces shall include a maneuvering area. The maneuvering area shall not use any of that portion of the site containing parking stalls or customer service areas. Maneuvering areas shall be of such size as to permit the backing of truck tractors and coupled trailers into the loading space, without blocking the use of other loading spaces, drives, parking spaces, or maneuvering areas on public right-of-way.
- J. **Construction Standards:** The construction and setback standards listed in Section 1019-4 of this Ordinance shall apply to all loading spaces.