

*** * AMENDED AGENDA * ***



**MONTROSE
PLANNING AND ZONING COMMISSION MEETING
AGENDA**

**Wednesday, February 10, 2021
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. January 13, 2021 Planning and Zoning Commission Meeting Minutes
6. Election of Officer
 - A. **Chair**
6. Public Hearings
 - A. Consider A Conditional Use Permit (C.U.P.) Application – 111 Buffalo Avenue South
 - B. Consider A Planned Unit Development (P.U.D.) Stage Rezoning and Preliminary Plat Application - East End of Steamboat Lane
7. Old Business
8. New Business
 - A. City Planner Updates
 - B. **Consider Planning and Zoning Commission Member Application – Mr. Roger Fraumann**

9. Next Meeting

A. Wednesday, March 10, 2021 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. * ***

City of Montrose
 Planning and Zoning Commission Meeting
 Montrose Community Center
 200 Center Avenue South
 Wednesday, January 13, 2021
 7:00 P.M.

1. CALL TO ORDER

Pursuant to call and notice the Montrose Planning and Zoning Commission met in Regular Session on Wednesday, January 13, 2021 at 7:00 p.m.

Planning and Zoning Commission Chair, Mr. Mike Scanlon, called the meeting to order at 7:00 p.m.

2. ROLL CALL

Present: Commissioner Mike Scanlon
 Commissioner Shawn Cuff
 Commissioner Justin Emery
 Commissioner Sylvia Henry
 Commissioner Charles Smallwood
 City Council Liaison Sam Solarz
 City Councilmember Tom Marszalek

Staff Present: Ms. Deborah Boelter, City Clerk-Treasurer
 Ms. Jessica Bonniwell, City Administrator
 Mr. Daniel Elder, City Planner

3. PLEDGE OF ALLEGIENCE

The Pledge of Allegiance was taken.

4. APPROVAL OF THE AGENDA

Ms. Boelter stated that the January 13, 2021 Planning and Zoning Commission Meeting Agenda must be amended to add *Oath of Office* for Mr. Charles J. Smallwood. Ms. Boelter stated that at the Monday, January 11, 2021 Regular City Council Meeting, the City Council authorized Mr. Smallwood to be a Planning and Zoning Commissioner.

Ms. Boelter continued by stating that the *Oath of Office* will be added as item **5. OATH OF OFFICE**, A. Mr. Charles Smallwood.

Commissioner Emery motioned to approve the January 13, 2021 Planning and Zoning Commission Meeting Agenda as amended by adding item 5. OATH OF OFFICE, A. Mr. Charles Smallwood. Commissioner Henry seconded the motion. Motion carried 4-0.

5. OATH OF OFFICE

A. Mr. Charles Smallwood

Ms. Boelter administered the Montrose Planning and Zoning Commission *Oath of Office* to Mr. Charles J. Smallwood.

6. APPROVAL OF THE MINUTES

A. October 14, 2020 Planning and Zoning Commission Meeting

Commissioner Henry motioned to approve the Planning and Zoning Commission Meeting minutes of October 14, 2020. Commissioner Emery seconded the motion. Motion carried 5-0.

7. PUBLIC HEARING CONTINUATION

A. Consider A Conditional Use Permit Application – 345 Garfield Avenue South

Commissioner Emery motioned to close the Planning and Zoning Commission Meeting and open the Public Hearing. Commissioner Henry seconded the motion. Motion 5-0.

The City Planner, Mr. Daniel Elder stated that Ruth and Dennis Isaacs are requesting approval of a conditional use permit (CUP) to allow the construction a detached accessory building. The combination of the existing attached garage (444 square feet) and proposed detached garage (960 square feet) exceed 1,000 square feet, requiring a conditional use permit.

The zoning ordinance allows single-family properties to have an attached and detached garage in excess of 1,000 square feet by conditional use permit provided it doesn't exceed 1,500 square feet.

The applicants intend to use the garage for extra storage for their car collection.

The subject site is R-1, Single Family Residential, and measures approximately 1 acre in size.

ANALYSIS

Conditional Use Permit Evaluation Criteria. Section 1005-3 of the Zoning Ordinance states that the Planning Commission shall consider possible effects of the proposed conditional use. Its judgment shall be based upon, but not limited to, the following factors:

- A. The proposed action has been considered in relation to the specific policies and provisions of and has been found to be consistent with the Official City Comprehensive Plan.
- B. The proposed use is or will be compatible with present and future land uses of the area.
- C. The proposed use conforms with all performance standards contained in this Code.
- D. The proposed use can be accommodated with existing public services and will not overburden the City's service capacity.
- E. Traffic generation by the proposed use is within capabilities of streets serving the property.

Private garages are a permitted accessory use in the R-1 District. The subject site is guided for low-density residential land uses by the Comprehensive Plan. Provided certain conditions are upheld, the proposed garage will be compatible with existing, and future land uses in the area. The proposed garage must comply with the required performance standards, as discussed below.

Setbacks. The Ordinance requires accessory structures to be set back not less than 25 feet from the front lot line, 10 feet from the side lot line, and 10 feet from the rear lot line. The garage is proposed to be located on the west side of the property; the applicant has not provided side yard setbacks and must submit documents showing the setbacks have been met. The garage is greater than 10 feet from the rear (west) lot line and greater than 25 feet from the front (east) lot line. The front and rear yard setbacks requirements have been satisfied.

Lot Coverage. According to the Ordinance, all residential buildings shall not exceed a lot coverage of thirty percent (30%). The proposed concept will be below 30 percent.

Accessory Building Area. The total garage space upon the property may not exceed 1,500 square feet. The proposed square footage of both will be 1,448 square feet of garage space.

Recommendation

Ruth and Dennis Isaacs seek approval of a conditional use permit to allow the construction of a new 960 square foot detached garage. The garage appears to be consistent with the requirements of the Zoning Ordinance and

Comprehensive Plan. Staff recommends approval of the conditional use permit subject to the following conditions:

1. The exterior finish of the building shall be consistent with the principal structure.
2. The location shall meet all required setbacks.
3. No business activity shall be conducted within the structure.

Commissioner Scanlon asked about the side yard setbacks.

Mr. Isaacs stated the side yard setback would be 10 feet and agreed to amend their plans to include the ten-foot side yard setback and send to Mr. Elder. Mr. Isaacs asked if a pole-style building would be acceptable as long as the siding appears similar to the house on the property. Mr. Elder stated the building inspector did not have an issue with that as long as the color of the siding matched the house color.

Greg Youmans, neighbor of Mr. and Mrs. Isaacs, shared his approval of the shed. Greg Youmans also asked what the minimum setback is, and Commissioner Scanlon informed him the minimum side yard setback for this property is ten feet.

Commissioner Henry motioned to close the Public Hearing and open the Planning and Zoning Commission Meeting. Commissioner Emery seconded the motion. Motion carried 5-0.

Commissioner Smallwood motioned to recommend approval by the Montrose City Council with the understanding that Ruth and Dennis Isaacs forward the side-yard setbacks to the City Planner. Commissioner Henry seconded the motion. Motion carried 5-0.

8. NO OLD BUSINESS.

9. NEW BUSINESS

A. City Planner Updates

Mr. Elder stated that the sale of the Preserve Development went through to the Brummer Group. The City is waiting for the Brummer Group to do a water test on the lines and then they will be submitting a proposal and application to move forward.

Mr. Elder stated that the potential Laundromat/Subway in the old SnapFitness building will be requiring a Conditional Use Permit in order to have a drive thru, which will eventually come before the Planning and Zoning Commission.

Mr. Elder stated that Loomis Homes has submitted a development application and fee for 14 homes at the end of Steamboat Lane that would be a Planned Unit Development. This will be coming before the Planning and Zoning Commission at the February 2021 meeting.

Mr. Elder stated that he and the City are working with the current owner of the old Casey's Building (300 Nelson Boulevard) to rezone the building and apply for a Conditional Use Permit for Mr. Trelstad to sell farm equipment implements in the parking lot area of the property. The re-zoning would move the building from Central Business District (B-1) to Highway Business District (B-2). Mr. Trelstad would like to rent out a portion or all of the building that is on the property since his items will be displayed for sale outside. The City is currently waiting for applications for the rezoning and the conditional use permit.

Mr. Elder stated that in there is potential interest from a developer for the larger addition to the Rolling Meadows development to develop around one-hundred homes.

10. NEXT MEETING

- A. Wednesday, February 10, 2021 to be held at the Montrose Community Center - 7:00 p.m.**

11. ADJOURNMENT

**Commissioner Henry motioned to the adjourn the Planning and Zoning Commission Meeting at 7:22 p.m.
 Commissioner Smallwood seconded the motion. Motion carried 5-0.**

Mike Scanlon
 Chair
 City of Montrose

ATTEST:

Jessica Bonniwell
 City Administrator
 City of Montrose

CITY OF MONTROSE
COUNTY OF WRIGHT
STATE OF MINNESOTA
NOTICE OF PUBLIC HEARING

Notice is hereby given that the Montrose Planning and Zoning Commission will hold a Public Hearing at 7:00 p.m. or soon thereafter on Wednesday, February 10, 2021 at the Montrose Community Center, located at 200 Center Avenue South in the City of Montrose, for the purpose of considering a Conditional Use Permit for the property located at 111 Buffalo Avenue South in Montrose, Minnesota to allow retail or service commercial activities upon the site.

The property is legally described as:

Sect-35 Twp-119 Range-026 ORIGINAL PLAT MONTROSE Block-005 N98FT OF E50FT OF LT 1 BLK 5 ALSO E53FT OF S98FT OF LT1 BLK5 EX E53FT OF S87FT OF SD LT1

With PID: 112010005015

The purpose of the Conditional Use Permit request is to allow retail or service commercial activities. Notice is further given that any written or oral comments from citizens regarding the requested Conditional Use Permit will be heard at the Public Hearing. All interested persons are invited to attend the meeting and will be afforded the opportunity to speak on the application during the Public Hearing. If you wish to provide written comment, please send correspondence to delder@nacplanning.com. If you wish to receive more information on the application, please call Mr. Daniel Elder, City Planner, at (651) 726-7295.

Deb Boelter
Montrose City Clerk-Treasurer

Date of Publication: January 28, 2021



NORTHWEST ASSOCIATED CONSULTANTS, INC.

4150 Olson Memorial Highway, Ste. 320, Golden Valley, MN 55422
 Telephone: 763.957.1100 Website: www.nacplanning.com

PLANNING REPORT

TO: Montrose Planning Commission
 FROM: Daniel Elder – City Planner
 DATE: February 1, 2021
 RE: City of Montrose – Conditional Use Permit
 FILE NO: 273.03 - 21.02

Background

Sid Chantland has requested approval of a conditional use permit to allow a firearms sales business to be conducted at 111 Buffalo Ave South. The applicant has indicated that the building's primary use will be the restoration and sale of antique firearms and will have limited customer sales. Single-family uses borders the subject site to the west, east, and south and by a rail line to the north.

The site is zoned R-B, Residential Business. Within R-B districts, retail or service commercial activities (as allowed in the B-1 District) are allowed via a conditional use permit.

Attached for reference:

Exhibit A: Site Location
 Exhibit B: Survey and Site Plans
 Exhibit C: Building Plans and Elevation

Issues Analysis

Conditional Use Permit Evaluation Criteria. Conditional Use Permit Evaluation Criteria. Section 1005-3 of the Zoning Ordinance states that the Planning Commission shall consider possible effects of the proposed conditional use. Its judgment shall be based upon, but not limited to, the following factors:

A. The proposed action has been considered in relation to the specific policies and provisions of and has been found to be consistent with the Official City Comprehensive Plan.

Staff Comment: The R-B zone is intended to provide a transition in land use from residential to low-intensity businesses and allow for the fixing of these uses. The applicant is proposing a business that, according to the applicant, will have limited customer traffic flow and will be open on a very limited basis. The use is consistent with the Comprehensive Plan's intention by providing a transitional area between residential and business.

B. The proposed use is or will be compatible with present and future land uses of the area.

Staff Comment: The property's intended use as a low-intensity business is compatible with the surrounding land use provided the property meet certain conditions imposed to mitigate negative impacts associated with the proposed use.

C. The proposed use conforms with all performance standards contained in this Code.

Staff Comment: The proposed use will be required to meet the performance standards contained in the Code.

D. The proposed use can be accommodated with existing public services and will not overburden the City's service capacity.

Staff Comment: The proposed use can be accommodated with existing public service and will not overburden service capacity.

E. Traffic generation by the proposed use is within capabilities of streets serving the property.

Staff Comment: The use is well within the capabilities of streets serving the property.

Additionally, Section 1066-7 N of the R-B zone states the following:

Retail or service commercial activities as allowed in the B-1 District, provided that:

1. Merchandise is sold at retail.

Staff Comment: The applicant has stated that they will offer merchandise for sale on a limited basis to approved customers as required by Federal Law to accommodate federal background checks.

2. Adequate off-street loading is provided in compliance with Chapter 1019 of this Ordinance.

Staff Comment: The applicant has indicated that the deliveries to the property will be limited. As such, the off-street loading shall meet the Code's requirements, but on change of ownership or change in use, the property shall be subject to review by the City.

3. Vehicular entrances to parking or service areas shall create a minimum of conflict with through traffic movement.

Staff Comment: There will be minimum conflict with through traffic movement.

4. When abutting a residential use, a buffer area with screening and landscaping in compliance with Section 1020-5 of the Ordinance shall be provided.

Staff Comment: The applicant will be required to provide a buffer area with screening and landscaping.

5. All signs and information or visual communication devices shall be in compliance with Chapter 1024 of this Ordinance.

Staff Comment: The applicant has indicated there will be no signs.

Within R-B districts, retail or service commercial activities as allowed in the B-1 District are allowed with a conditional use permit. Provided certain conditions are upheld, the proposed firearms restoration business is considered a low-intensity business as intended by the City's Comprehensive Plan. The business will need to meet certain requirements, as discussed below.

Business Description. The applicant wishes to establish a firearms restoration and sales business on the property as a conditional use. According to the applicant, the business will be conducted over the internet and merchandise will be stored and received at the property. The business will have limited customers and most of the activity will involve limited hours and use for restoration.

Firearms Regulations. According to the applicant, the following eligibility requirements must be satisfied in order to obtain the referenced license and conduct the proposed business:

- You are at least 21 years old.
- You have never renounced your U.S. citizenship.
- You are not an illegal alien.
- You are a resident in the state where you intend to start your business or have an existing business location.
- You have never broken any federal firearms laws, such as buying or selling guns without proper licensure.
- You have not been convicted of a crime that required imprisonment for more than 1 year.
- You have never had a restraining order filed against you for harassment of a spouse, intimate partner, or child.
- If you use controlled substances, you must obtain them legally, and you must not be addicted to them.
- You have never been committed to a mental institution.
- You were not dishonorably discharged from the Armed Forces.

The application further notes the following:

- All persons listed on the application must provide a set of fingerprint cards to the FBI for a complete national background check.
- An investigator of the Department of Alcohol, Tobacco, Firearms and Explosives will conduct a review of the application and person(s) listed on the application. The purpose of this interview is to ensure that all Local, State and Federal laws and regulations are met.

As a conditional use permit approval condition, it is recommended that a Federal Firearms License be obtained and proof of such license be provided to the City prior to the commencement of business operations. The applicant has noted that the license is pending the approval of the conditional use permit.

Site Security. A primary concern related to the on-site storage of firearms is that of site security. According to the applicant, firearms will be secure at all times. Specifically, firearms will be stored in a locked and secure safe with a lock that prevents either loading of the firearm or accidental discharge of the firearm.

The applicant has also indicated firearms and ammunition will be stored separately and that the site is presently, and will continue to be, secured with an alarm system.

While it may be assumed, it is recommended that as a condition of the conditional use permit approval, that both firearms and ammunition be secured within the business at all times.

That applicant has indicated that, in accordance with Federal regulations, the Wright County Sheriff has been made aware of this application.

Customer Transactions. According to the applicant, all customers of the proposed home business will be required to complete a National Instant Criminal Background Check with the Federal Bureau of Investigation (FBI) before a transaction can take place. Additionally, the applicant has indicated that State and Federal Laws are very clear on who may own a firearm and who is disqualified. Federal Law requires updates to the National Instant Criminal Background Check System (NICS) within 24 hours of a person becoming disqualified from purchasing a firearm.

Disqualifications include, but are not limited to, the following:

- Violent Offenders
- Persons convicted of a Felony
- Substance Abusers
- Convictions of Domestic Abuse or Assault
- Those who have been determined to be mentally ill

Customer Interaction. In determining the compatibility of the proposed use with the surrounding neighborhood, traffic generated via customer interaction is a key issue.

According to the applicant, Federal Regulations stipulate that firearm transfers must occur in person in order to complete the necessary background checks. Thus, clients will come to the residence to complete the transactions. The applicant has indicated that the majority of these transactions will be by appointment.

To minimize neighborhood impacts, it is recommended that the following conditions related to on-site customer interactions be imposed:

1. All transactions shall be by appointment.
2. All on-site firearm transactions shall occur between the hours of 8:00 am and 7:00 pm.
3. On-site transactions with customers shall be limited to one customer at a time.

Termination of Use. Section 1005-5 of the Zoning Ordinance states the following related to a conditional use permit revocation: *The City Council may suspend or revoke any conditional user permit upon determination that the authorized conditional use is not in conformance with the conditions of the permit or is in violation of this Ordinance, City codes, or other applicable regulations. A suspension or revocation of a conditional use permit will be preceded by written notice to the permittee, owner or other responsible party, and a hearing before the City Council.*

Signs. The applicant has indicated there will be no signs.

Parking. Section 1019 of the Code requires retail business uses to not less than 8 parking stalls. As a condition of CUP approval, the applicant should provide proof of parking, demonstrating that the use could meet the supply requirement if needed. The applicant has indicated that there will be limited use of the property, and the proof of parking is to ensure that the future use of the property shall meet the Code.

Recommendation

Provided certain conditions are imposed, it is believed the proposed conditional use can compatibly exist and will not negatively impact the surrounding neighborhood. Our office therefore recommends approval of the requested conditional use permit subject to satisfaction of the following conditions:

1. All exterior lighting shall be so directed so as not to cast glare toward or onto the public right of way or neighboring residential uses or districts.
2. The applicant will install a buffer area with screening and landscaping that will screen the neighboring residential uses.

3. The applicant will provide a proof of parking drawing to City Staff to
4. The hours of operation shall be limited to the hours of 8:00 am and 7:00 pm.
5. All applicable State and Federal laws/regulations pertaining to the sale of firearms including, but not limited to, those imposed by the Federal Firearms License shall be satisfied.
6. Proof of the acquisition of a Federal Firearms License shall be provided to the City prior to the commencement of business operations.
7. All customer transactions shall be by appointment.
8. On-site transactions shall be limited to one customer at a time.
9. All on-site firearm transactions with customers shall occur between the hours of 8:00 am and 7:00 pm.
10. Both firearms and ammunition shall be secured within the business at all times when not being worked on.
11. The City reserves the right to inspect the premises to ensure compliance with the conditions imposed upon the approved interim use permit.

Cc. Deb Boelter – City Clerk – Treasurer
Sid Chantland

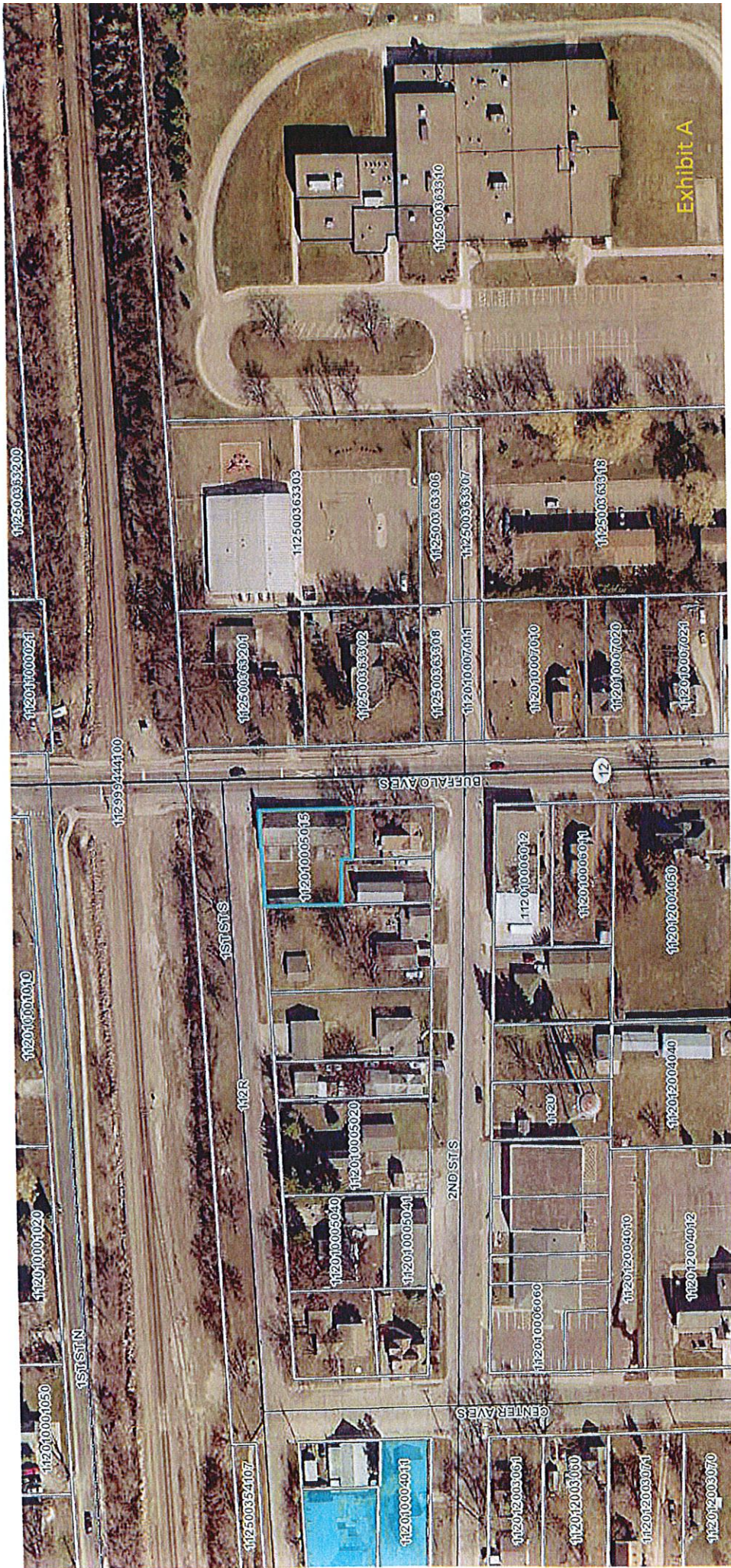


EXHIBIT B

CLIENT:
Sidney ChanVand
P.O. Box 460
Montrose MN, 55363

PROJECT LOCATION
111 Buffalo Ave. S.
Montrose, MN

CERTIFICATE OF SURVEY/SITE PLAN

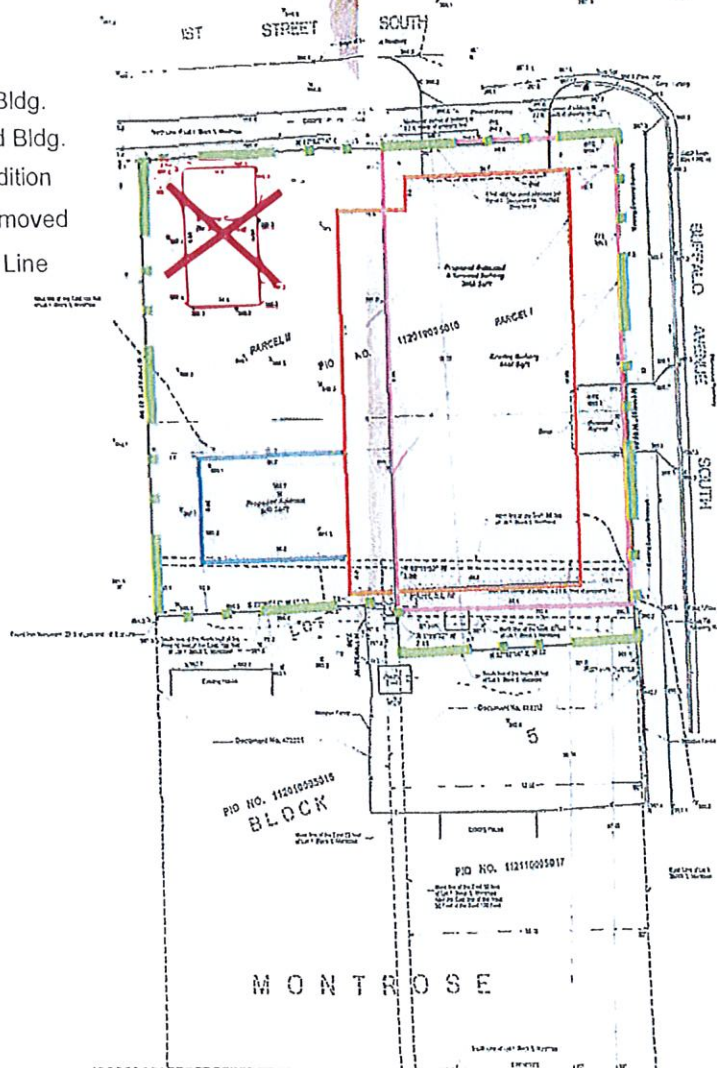


WEBB
SURVEYING LLC

17 E 3rd St. 4th Floor
#0 641 223
MILWAUKEE, WIS 53211
712-446-9778

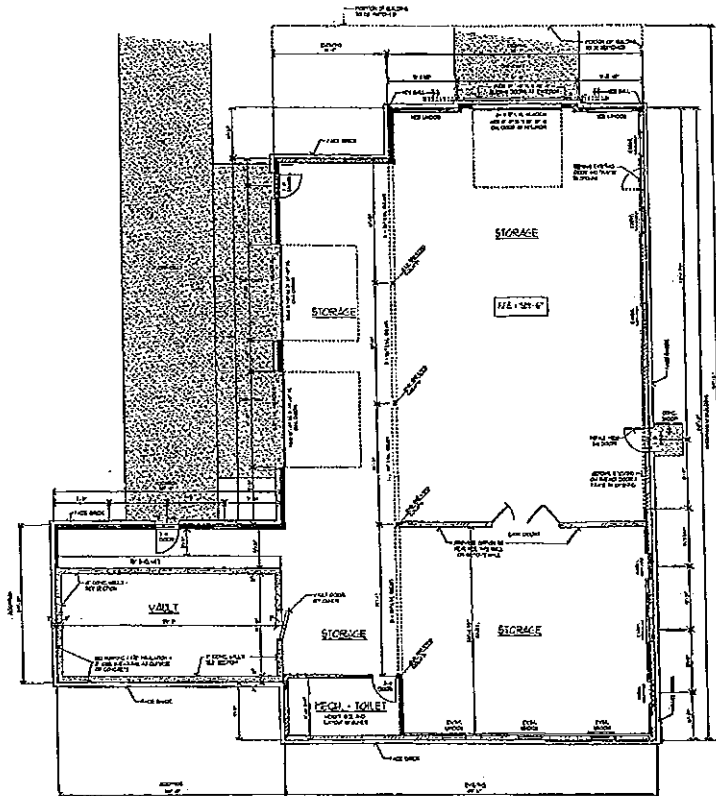


-  Existing Bldg.
 Proposed Bldg.
 Bldg. Addition
 Bldg. Removed
 Property Line



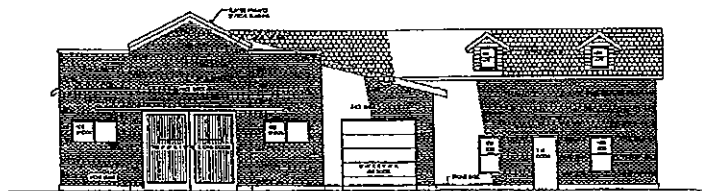
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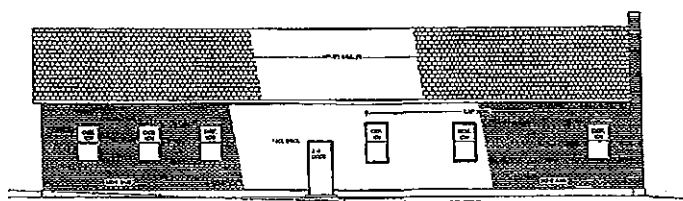


1 BUILDING FLOOR PLAN
SCALE: 1/4" = 1' - 0"

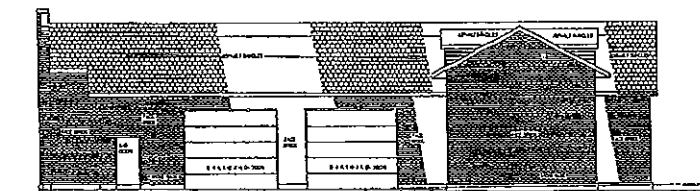
Building Information St. Charles Building Minnesota, Minnesota	
Project Name Building Information	Project Number 100-100000-1000
Project Location St. Charles Building	Project Date 10/1/10
Project Status 100-100000-1000	Project Type 100-100000-1000
Project Description Building Information	Project Notes Building Information
Building Floor Plan	
A2	



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



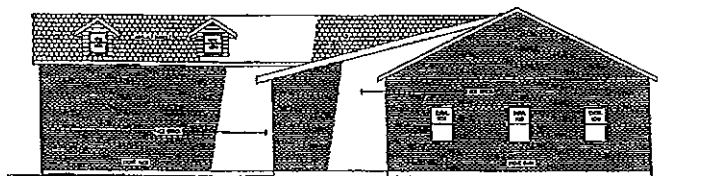
2 EAST ELEVATION
SCALE: 1/4" = 1'-0"



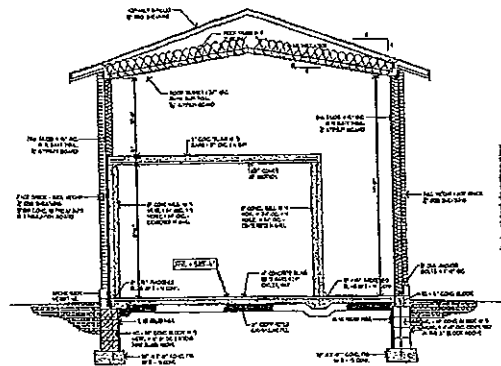
3 WEST ELEVATION
SCALE: 1/4" = 1'-0"

Building Elevation Plan Sd. Chamber Building Missouri, Kansas	
Date: 10/10/24 Drawn by: JHS Checked by: JHS	Scale: 1/4" = 1'-0" Project No.: 12345
Revised Elevation	
A3	

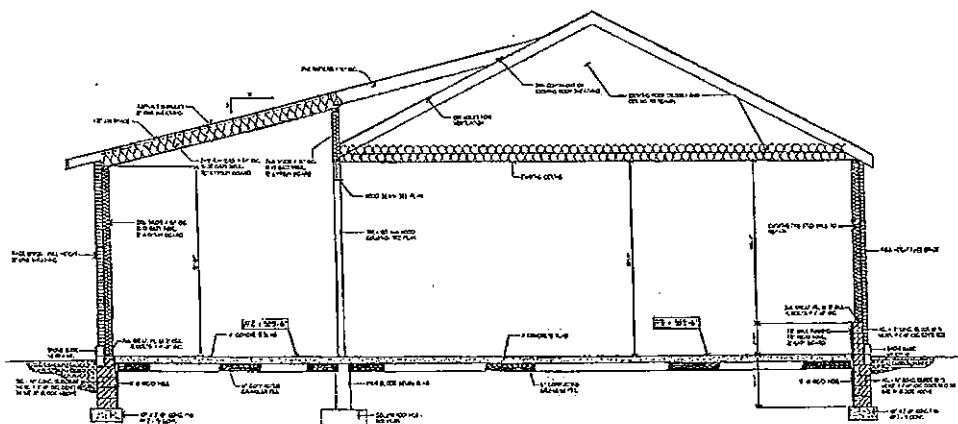
Exhibit C



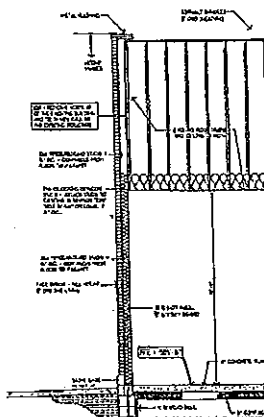
1 SOUTH ELEVATION
SCALE 1/4" = 1'-0"



2 BUILDING SECTION AT WEST ADDITION
SCALE 1/4" = 1'-0"



3 BUILDING SECTION
SCALE 1/4" = 1'-0"



4 NORTH WALL SECTION
SCALE 1/4" = 1'-0"



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CITY OF MONTROSE
COUNTY OF WRIGHT
STATE OF MINNESOTA
NOTICE OF PUBLIC HEARING

Notice is hereby given that the Montrose Planning and Zoning Commission will hold a Public Hearing at 7:00 p.m. or soon thereafter on Wednesday, February 10, 2021 at the Montrose Community Center, located at 200 Center Avenue South in the City of Montrose, for the purpose of considering an application for the Planned Unit Development (P.U.D.) stage rezoning and a Preliminary Plat for the property located at the east end of Steamboat Lane and to the south of Aspen Lane and Loveland Circle in Montrose, Minnesota.

The property is legally described as:

Sect-26 Twp-119 Range-026 ROLLING MEADOWS 2ND ADDN
OUTLOT C

With PID: - 112039000040

Notice is further given that any written or oral comments from citizens regarding the requested P.U.D. stage rezoning and preliminary plat will be heard at the Public Hearing. All interested persons are invited to attend the meeting and will be afforded the opportunity to speak on the application during the Public Hearing. If you wish to provide written comment, please send correspondence to delder@nacplanning.com. If you wish to receive more information on the application, please call Mr. Daniel Elder, City Planner, at (651) 726-7295.

Deb Boelter
Montrose City Clerk-Treasurer

Date of Publication: January 28, 2021



NORTHWEST ASSOCIATED CONSULTANTS, INC.

4150 Olson Memorial Highway, Ste. 320, Golden Valley, MN 55422
Telephone: 763.957.1100 Website: www.nacplanning.com

PLANNING REPORT

TO: Montrose Planning Commission

FROM: Daniel Elder – City Planner

DATE: February 1, 2021

RE: City of Montrose - Development Stage Planned Unit
Development Rezoning and Preliminary Plat

FILE NO: 273.03-21.01

PID: 112039000040

BACKGROUND

Scott Loomis and Loomis Development have submitted applications for a Development Stage Planned Unit Development rezoning and Preliminary Plat approval for the Rolling Meadows Fourth Addition. The development consists of 14 single-family lots on 2.89 acres of land located to east Steamboat Lane. The property was initially approved as Outlot C when Rolling Meadows Addition was approved in 2003 and was "ghost platted" for nine single-family lots at that time. The site is located to the south of the Rolling Meadows 2nd Addition and is bounded on the north by Loveland Court and St. Paul's Lutheran Cemetery, on the south and west by Steamboat Lane, and to the east is County Road 12 S. The site is zoned R-1 Single Family Residential District.

Attached for reference:

Exhibit A: Site Location
Exhibit B: Existing Conditions
Exhibit C: Preliminary Plat
Exhibit D: Preliminary Utility Plan
Exhibit E: Preliminary Grading & Erosion Plan
Exhibit F: City Engineer Memo
Exhibit G: Building Models

ISSUES ANALYSIS

Land Use. Within the City's Comprehensive Plan, the subject site is guided for low-density residential use, which is identified as 2 to 4 dwelling units per acre. While the proposed single-family detached homes are consistent with the Comprehensive Plan, the proposed density of 4.79 units per acre is not consistent with the Comprehensive



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Plan. If desired, this is an area where the Planning Commission and City Council can provide flexibility via the PUD.

Planned Unit Development Requirements. As noted, the applicant has requested a PUD, Planned Unit Development to accommodate certain flexibilities from the City's R-1 District standards. Specifically, deviations from lot size, lot width, and side yard setback are requested. While the PUD can accommodate such design flexibilities, it is important that the purpose of planned unit development must be fulfilled.

Generally speaking, planned unit development is intended to allow flexibility from the Zoning Ordinance's strict terms in return for higher site and building design standards than what would otherwise be allowed.

Section 1010-1 of the Zoning Ordinance specifically states that planned unit development is intended to encourage:

- (a) Innovations in development to the end that the growing demands for all styles of economic expansion may be met by greater variety in type, design, and siting of structures and by the conservation and more efficient use of land in such developments.*
- (b) Higher standards of site and building design through the use of trained and experienced land planners, architects, and landscape architects.*
- (c) More convenience in location and design of development and service facilities.*
- (d) The preservation and enhancement of desirable site characteristics such as natural topography and geologic features and the prevention of soil erosion.*
- (e) A creative use of land and related physical development which allows a phased and orderly transition of land from rural to urban uses.*
- (f) An efficient use of land resulting in smaller networks of utilities and streets thereby lower development costs and public investments.*
- (g) A development pattern in harmony with the objectives of the Montrose Comprehensive Plan (PUD is not intended as a means to vary applicable planning and zoning principles).*
- (h) A more desirable and creative environment than might be possible through the strict application on zoning and subdivision regulations of the City.*

In consideration of this application, this intended PUD "trade-off" of sorts must be recognized.



NORTHWEST ASSOCIATED CONSULTANTS, INC.

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Telephone: 763.957.1100 Website: www.nacplanning.com

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 done with the property owners' permission. 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." The lot in question is surrounded by single-family homes and is intended to provide Steam Boat Lane's extension. By developing these lots that were ghost platted and expanding the road, 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 access to utilities and is subject to the recommendations and review of the City Engineer. 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 applicant is not proposing common open space with this project. The park dedication fees were taken care of as part of the Rolling Meadows 2nd Addition.

- 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: This is not applicable since no common open space has been proposed.



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- 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 is to be developed in a single stage and does not include any 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 density proposed by the applicant is 4.79 dwelling units per acre. This is above the land use guidance provided by the Comprehensive Plan of between 2- 4 units per acre. This is an area in which the City may provide flexibility if desired utilizing the PUD.

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

Staff Comment: Utility related requirements shall be subject to the review and recommendation of the City Engineer.

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.*



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Staff Comment: Each unit will have its own sewer and water connection and is subject to review and recommendation 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: The applicant is proposing the extension of Steamboat Lane and ending in a cul-de-sac. Steamboat Lane was planned for the future extension to the existing Steamboat Lane to the south. The applicant indicates on the plans the future connection to the roadway to the south. The street design standards are subject to the review and recommendations of the City Engineer.

- 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 applicant has not submitted a landscaping plan. As a condition of approval, the applicant must provide a landscaping plan deemed acceptable to the Planning Commission and City Council before final plat approval. 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.*



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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: The proposal doesn't meet the first requirement for side yard setbacks. Lots 1 & 8 in Block 2 and Lots 1 & 6 in Block 1 based upon the applicants' width proposed building plans for the Rockwell and Linden models don't meet these don't requirements. As part of the PUD approval, the applicant will need to submit plans highlighting conformance with the side yard setbacks on those lots listed above, which is 10 feet.

Existing Adjacent Uses. Single-family uses surround the area. The only non-single-family use is the cemetery to the northeast, which is in the township. The proposed homes will conform to other uses in the area.

Streets. The applicant is proposing the extension of Steam Boat lane ending in a cul-de-sac. The applicant must modify the cul-de-sac design to meet the City Engineer letter's design requirements dated 2/3/2021.

Other Issues. Other street-related issues, including but not limited to, access locations, right-of-way dedication and street construction standards should be subject to comment by the City Engineer.

Lot Design.

Lot Area. Within the City's R-1, Residential District, a minimum lot size of 10,000 square feet is imposed. The applicant has requested flexibility from the City's lot area requirements. The proposed lot areas range from 6,773 to 8,998 square feet, with an average lot area of 7,583 square feet.

Lot Width. The R-1 zoning district imposes a minimum lot width requirement of 80 feet. The applicants have requested flexibility from the City's lot width requirements. The minimum requested width is 52 feet, with a maximum width of 58 feet

The following table demonstrates the lot area and lot widths proposed compared to the R-1 district requirements.



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Parcel	Lot Area Proposed	R1 – Lot Area Requirement	Lot Width Proposed	R1- Width Requirement
Block 1 Lot 1	6,868	10,000	54	80
Block 1 Lot 2	7,103	10,000	54	80
Block 1 Lot 3	7,417	10,000	54	80
Block 1 Lot 4	7,870	10,000	54	80
Block 1 Lot 5	8,344	10,000	54	80
Block 1 Lot 6	8,998	10,000	53	80
Block 2 Lot 1	7,540	10,000	52	80
Block 2 Lot 2	7,534	10,000	52	80
Block 2 Lot 3	7,457	10,000	52	80
Block 2 Lot 4	7,244	10,000	52	80
Block 2 Lot 5	7,008	10,000	52	80
Block 2 Lot 6	6,773	10,000	52	80
Block 2 Lot 7	7,324	10,000	57	80
Block 2 Lot 8	8,682	10,000	58	80

Setbacks. The following table illustrates the setback requirements imposed in the City's R-1, Residential District, as well as setbacks proposed for the site via the PUD:

	R-1 District Requirement	Proposed via PUD
Front Yard Setback	25 feet	25 feet
Side Yard Setback	10 feet	5-10 feet
Rear Yard Setback	20 feet	25-74 feet

As shown above, the applicant has requested flexibility from the City's side yard setback requirements.

Park Dedication. As noted, the park dedication requirement obligations were met at the time of the Rolling Meadows Addition by providing parkland.

Landscaping. The applicant has not submitted a landscape plan. As a condition of approval, the applicant will submit a plan that is deemed suitable to the planning commission and city council. The following is recommended:

1. A minimum of two trees be planted within the front yards of all proposed lots. Such trees should be located outside of any established easements
2. Required front yard trees should have a minimum trunk diameter of 2 ½ inches measured 6 to 8 inches above ground level.
3. Weather permitting, sod should be installed upon all front and side yards within 60 days of home construction completion.



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Grading, Drainage and Utilities. Issues related to grading, drainage, and utilities, including the establishment of related easements, should be subject to comment and recommendation by the City Engineer.

Development Agreement. As a condition of approval, the applicants must enter into a development agreement with the City and post all the necessary securities required by it. This issue must be subject to further comment by the City Attorney.

City Engineer Comments. The City Engineer has reviewed the Preliminary Plat and offers recommendations in the February 3, 2021 memo (Exhibit F). The recommendations shall be incorporated into the plat approvals.

RECOMMENDATION

If City Officials are inclined to support the requested PUD flexibility related to lot area, lot width, and side yard setbacks, Staff recommends approval of the Development Stage PUD (Rezoning) subject to the following conditions.

A. Approval of the PUD Development Stage, Planned Unit Development subject to the following conditions:

1. The City approve the Rolling Meadows 4th Addition final plat.
2. City Officials find the that the proposed project fulfills the intent of planned unit development and therefore grants Ordinance flexibilities related to the following:
 - a. Lot width less than 80 feet (52-foot lot width proposed).
 - b. Lot area less than 10,000 SF (6,733 – 8,998 sf proposed).
 - c. Side yard setbacks less than 10 feet (5-foot setbacks proposed at minimum).
3. Side yard setbacks on the periphery of the subdivision shall conform to the 10 foot setback. Specifically, Lots 1 & 6 Block 1, and Lots 1 & 8 Block 2. Two of the applicant's home designs will meet the requirements. This will match the zoning requirements of the adjacent R-1 zoned properties.
4. The applicant shall submit a landscape plan for approval by planning commission and city council as a requirement of final plat approval. The landscape plan shall include the following landscaping-related conditions:



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- a. A minimum of two trees shall be planted within the front yards of all proposed lots. Such trees shall be located outside of any established easements.
 - b. Required front yard trees shall have a minimum trunk diameter of 2 ½ inches measured 6 to 8 inches above ground level.
 - c. Weather permitting, sod be installed upon all front and side yards within 60 days of home construction completion.
5. The applicant shall enter into a PUD agreement with the City upon final plat approval. This issue shall be subject to further comment by the City Attorney.
 6. Comments of other City Staff.
- B. Approval of the Rolling Meadows 4th Addition Preliminary Plat subject to the following conditions:
1. The applicants shall address all City Engineer comments and required per the memo from the City Engineer dated February 3, 2021.
 2. The applicant shall enter into a subdivision development agreement with the City and post all the necessary securities required by it.
 3. Comments of other City Staff.
- cc. Deb Boelter – City Clerk – Treasurer
 Jared Voge – City Engineer
 James Munge – City Attorney
 Scott Loomis – Loomis Development

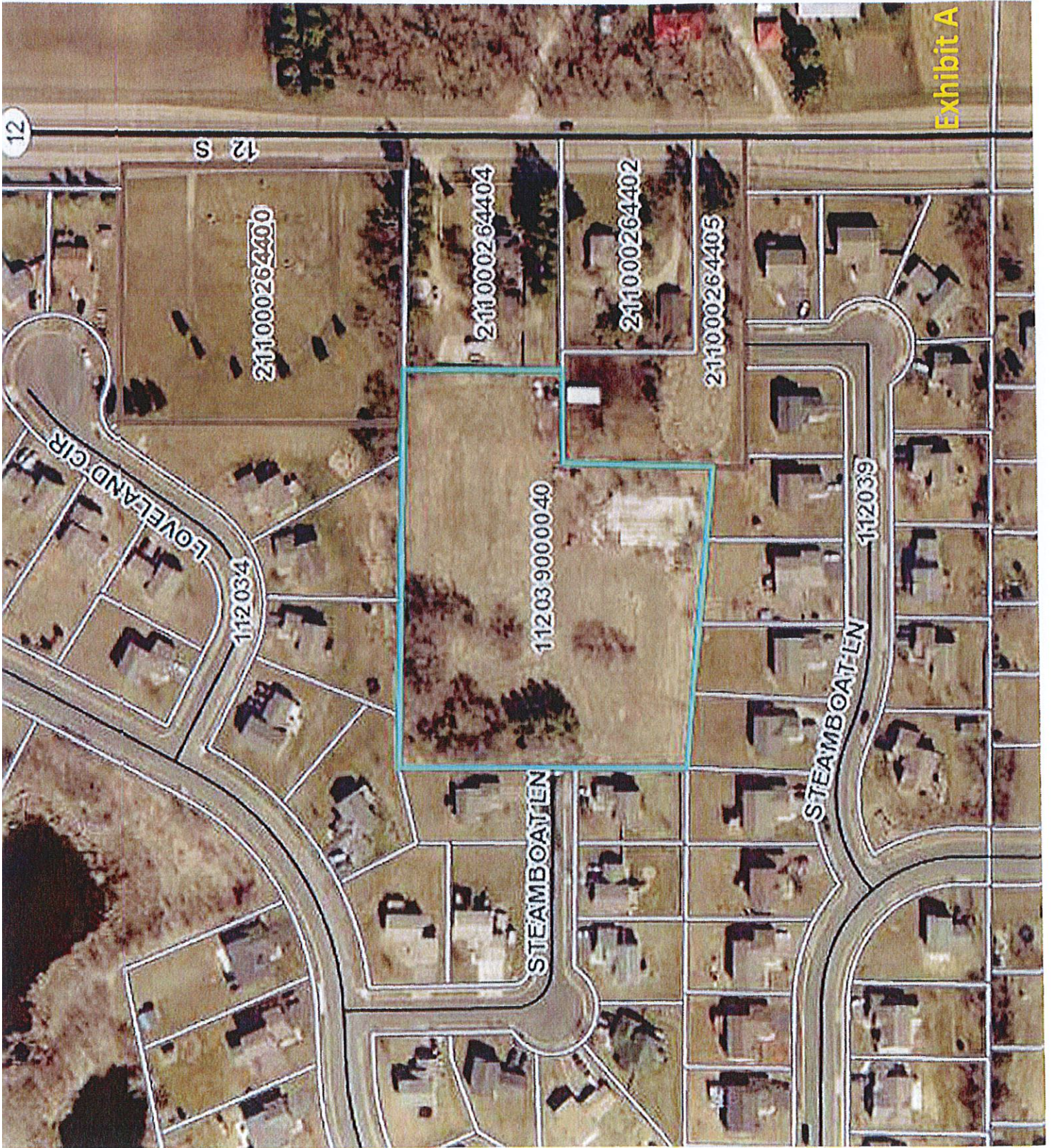


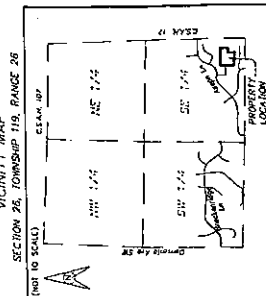
Exhibit A

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Legend	Water Values
damages	Water Short/ Nabe
uncovered	Hydro/
damages	Sanitary/ Menstrue
uncovered	Storm Manhole
damages	Catch Basin
damages	Storm Catch Basin
damages	Water Line
damages	Sanitary Sewer Line
damages	Storm Sewer Line
damages	Force Line
damages	Bulking Setback Line
From Sanborn 75	
See Setback 5'	

Property Description;	Value
OUTLOT C, ROLLING MEADOWS SECOND ADDITION, Wright County, Minnesota, according to the recorded plat thereof.	100.00

ACCIDENTAL DEATH



SHEET NO.	DESCRIPTION
1	PRELIMINARY PLAN
2	PRELIM UTILITY PLAN
3	PRELIM GRADING

PRELIMINARY PLAT	PROJECT NO. 20-0360
SHEET NO. 1 OF 3 SHEETS	DATE 1-6-21

ROLLING MEADOWS FOURTH ADDITION
LOOMIS DEVELOPMENT, LLC
MONTROSE, MINNESOTA

www.offeredoctors.com
 9 West Division Street
 Duluth, MN 55813
 (763) 582-4727
 Fax: (763) 582-3522

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201A. *Carla D. O'Hara*

UNDER MY DIRECT
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STATE OF MINN.

DESIGNED BY	C.S.O.
CHECKED BY	

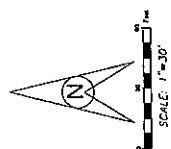
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REV. NO. 2

33



- LEGEND**
- 1" --- denotes Existing Water Valve
 - 2" --- denotes Existing Water Service Valve
 - 3" --- denotes Existing Sanitary Manhole
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PRIOR TO ANY EXCAVATION THE CONTRACTOR SHALL
OBTAIN A RECORD DRAWING OF ALL EXISTING
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VERIFY THE LOCATION AND DEPTH OF ALL
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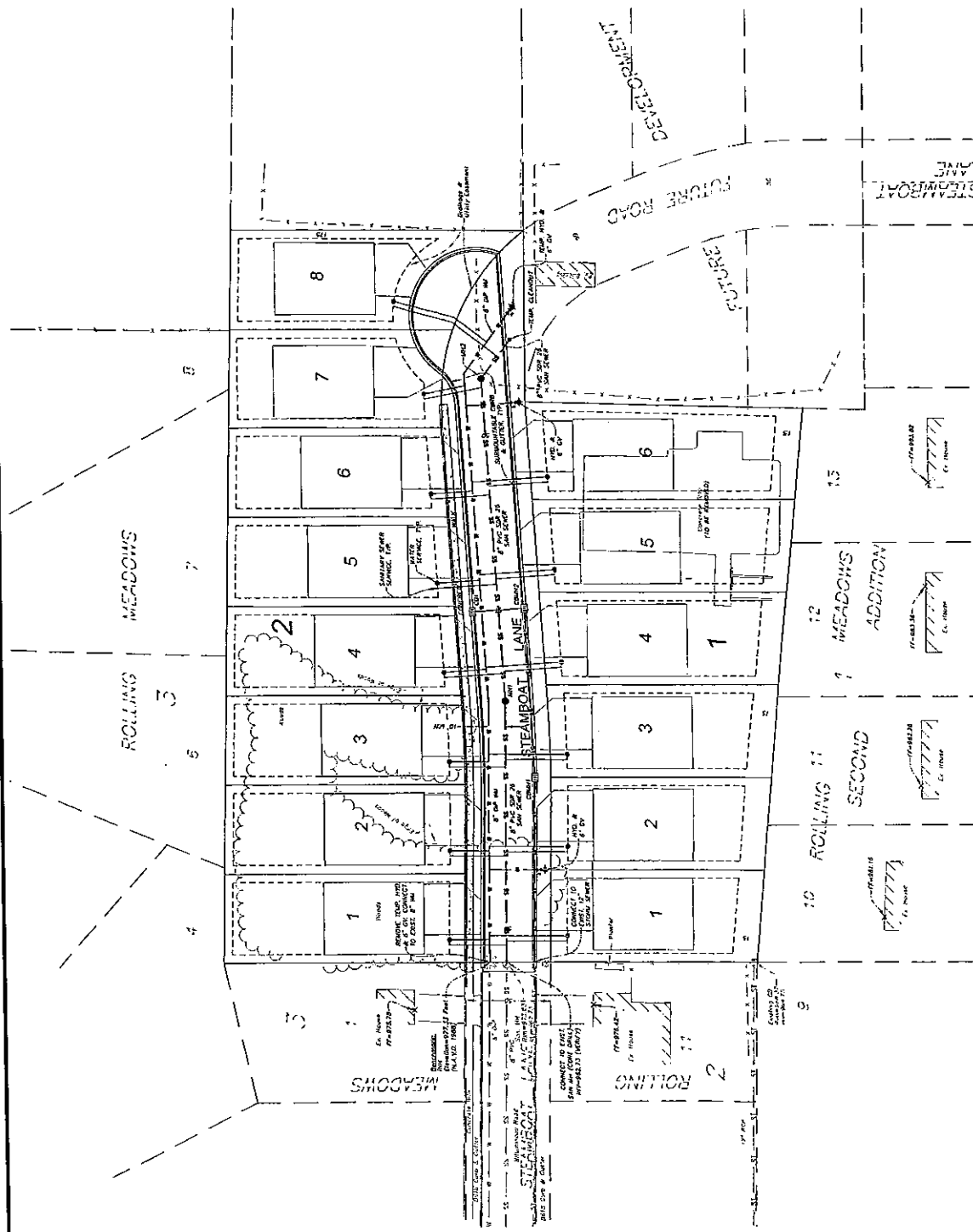



Exhibit D

PROJECT NO. 20-0360		PRELIMINARY UTILITY PLAN	
SHEET NO. 2 OF 3 SHEETS		DATE 1-6-21	
ROLLING MEADOWS FOURTH ADDITION LOOMIS DEVELOPMENT, LLC MONTROSE, MINNESOTA			
www.loomisdevelopment.com 20000 1st St N Montrose, MN 55369 Phone: (763) 441-1000 Fax: (763) 441-1001			
 Loomis Development, Inc. 10000 1st St N, Montrose, MN 55369			
PROJECT NO. 45413 Engineer's Land Survey, Inc.			
DATE: 1-6-21			
PERMIT NO. 10000 1st St N, Montrose, MN 55369			
UNDER OF ROBERT SPENCER'S ORDER, THE LANS OF THE STATE OF MINNESOTA			
C.E.D. L.B.			
CHECKED: J. HANSEN			
P.E.D.			
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Fax: (320) 231-9710
Bolton-Menk.com

February 3, 2021

Daniel Elder, Planner
via e-mail: delder@nacplanning.com

RE: Rolling Meadows 4th Addition Preliminary Plat
Montrose, Minnesota
Project No.: 0W1.1123692

Dear Daniel,

We have reviewed the information submitted for the above referenced project including:

- Rolling Meadows 4th SWMP 1-9-21.pdf
- Preliminary Plat/Plans – 20-0360 Rolling Meadows 4th Prelim Plat Set 1-6-21.pdf

We have the following comments:

1. The applicant shall provide drainage calculations illustrating the discharge rate and volume differences of the wetland adjacent to Pond B between the pre- and post-development scenarios.
2. The applicant shall provide a ghost plat or exhibit illustrating that homes meeting zoning requirements can be constructed west of the future Steamboat Lane extension.
3. The applicant shall identify the extent of tree removal within the development.
4. The applicant shall obtain a NPDES Construction Stormwater Permit and submit a copy of the permit to the city prior to construction.
5. The applicant shall obtain a MDH watermain extension permit and submit a copy of the permit to the city prior to construction.
6. The applicant shall obtain a MPCA sanitary sewer extension permit and submit a copy of the permit to the city prior to construction.
7. A proposed street section detail shall be submitted with the construction plans.
8. The City of Montrose Development Standards shall be incorporated into the construction plans.
9. All concrete curb and gutter shall be B618.
10. All roadway and sidewalk improvements shall be contained within public right-of-way.
11. The applicant shall modify the proposed cul-de-sac near the east end of Steamboat Lane to accommodate snowplows and eliminate the 90-degree corner which presents a snow plowing hazard. Consideration should be given to the proposed curb and gutter location and the expansion of a bituminous surface south of the curb line currently depicted.
12. All drainage from the plat shall be contained within the plat boundaries and shall not be directed onto private properties outside of the plat.
13. All watermain shall be PVC C900 complete with a tracer system.

Daniel Elder
February 2, 2021
Page 2

14. A valve shall be installed at the connection to the existing watermain.
15. All watermain fittings shall be secured using COR-BLUE-T-BOLTS or approved equal.
16. Two large zinc anode caps shall be installed on all fitting glands.
17. All watermain fittings shall be fusion bonded, epoxy coated, with a minimum thickness of 6-8 mils.
18. The connection to the existing sanitary sewer manhole shall include a Kor-n-Seal boot or approved equal.
19. The sanitary sewer and watermain at the east end of Steamboat Lane shall be extended to the plat boundary.
20. A casting shall be installed over the proposed temporary clean-out cover and shall be marked with a steel fence post painted green.
21. Plan and profile drawings shall be submitted with the final construction documents.
22. The contractor shall be responsible for obtaining two consecutive passing bacteriological tests from the proposed watermain. Testing results shall be provided to the city. Test water shall not be disposed of into the city's sanitary sewer system.
23. Exterior chimney seals shall be installed on all structure adjusting rings.
24. The applicant shall submit a signage plan for review of the City of Montrose.
25. The applicant shall submit a lighting plan for the review of the City of Montrose.
26. The applicant shall enter into a development agreement prior to final plat approval.
27. All construction shall be in accordance with the City of Montrose Standards
28. A pre-construction meeting, complete with an agenda, shall be held prior to construction.
29. Revised plans and documents incorporating the above reference comments shall be submitted for the review of the City of Annandale.

We recommend approval of the Preliminary Plat contingent on the above referenced comments and those comments provided by other city staff, commissions, and council.

If you have any questions on the above, please call.

Sincerely,

Bolton & Menk, Inc.



Jared Voge, P.E.
Principal Engineer

LINDEN

2 Car 2 Bath Model



Split Entry

3 bedrooms - 2 bathroom - 1160 Finished Sq Ft

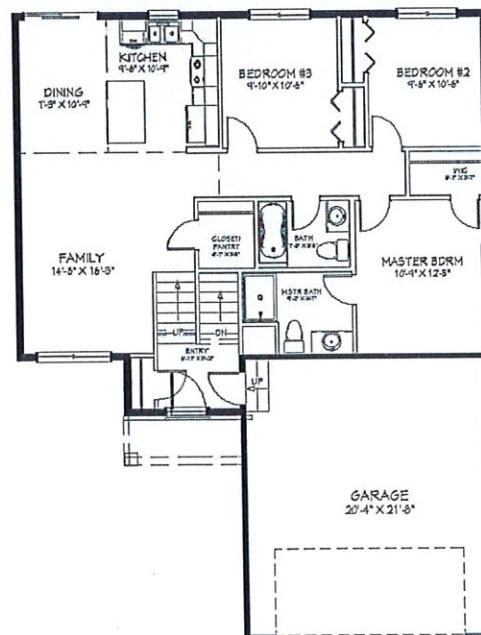
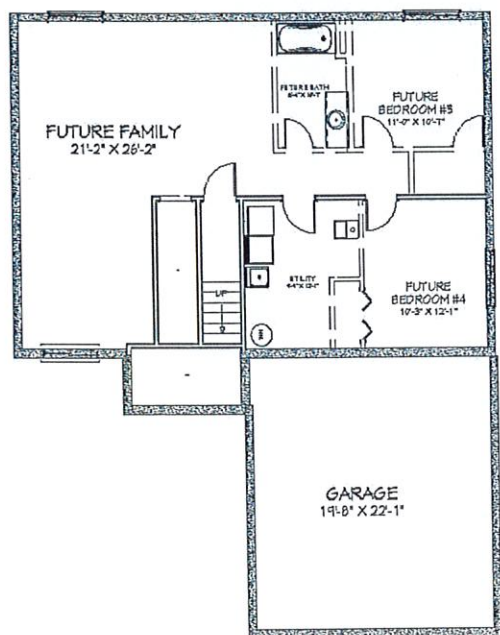


Exhibit G

*Floor plans, and renderings are artistic conceptual renderings only and should not be interpreted as exact representation. All square footage is approximate.
 *Front elevation is subject to neighborhood design guidelines and covenants. Elevation and covenants will affect the pricing of a home.
 *Some information may differ from actual plan and may be subject to change.



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QUALITY HOMES WITH A FOCUS ON PROCESS, MATERIALS, & CRAFTSMANSHIP



ROCKWELL

SLAB ON GRADE SINGLE-FAMILY HOME

3 Bedroom - 2 Bath - 2 Stall Garage - 1,568 Finished Sq Ft

LOOMIS HOMES

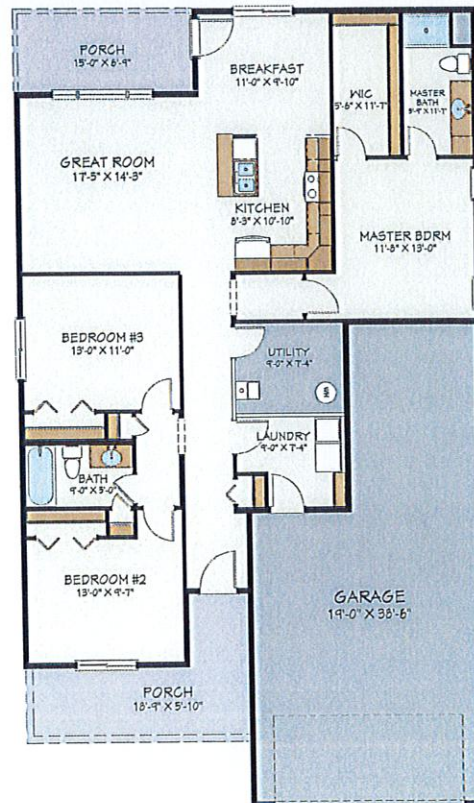


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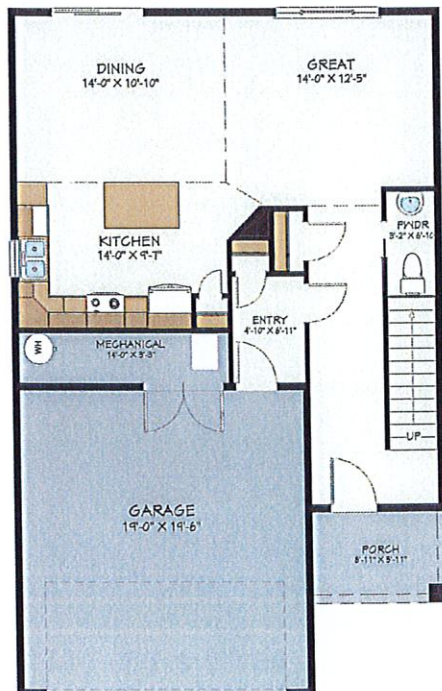
WILLOW

SLAB ON GRADE SINGLE-FAMILY HOME

4 Bedroom - 2.5 Bath - 2 Stall Garage - 1,839 Finished Sq Ft

LOOMIS HOMES

First Floor



Second Floor

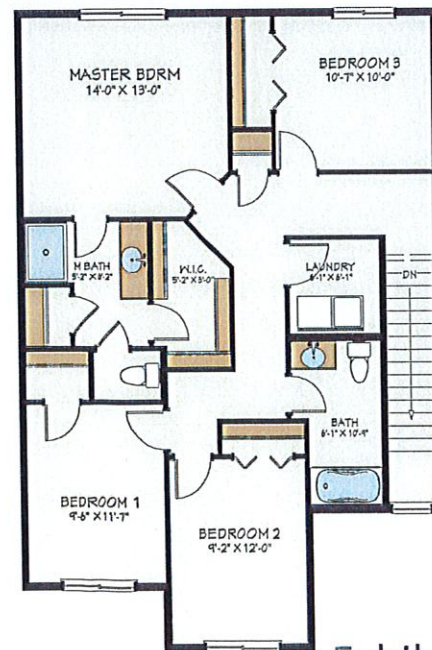


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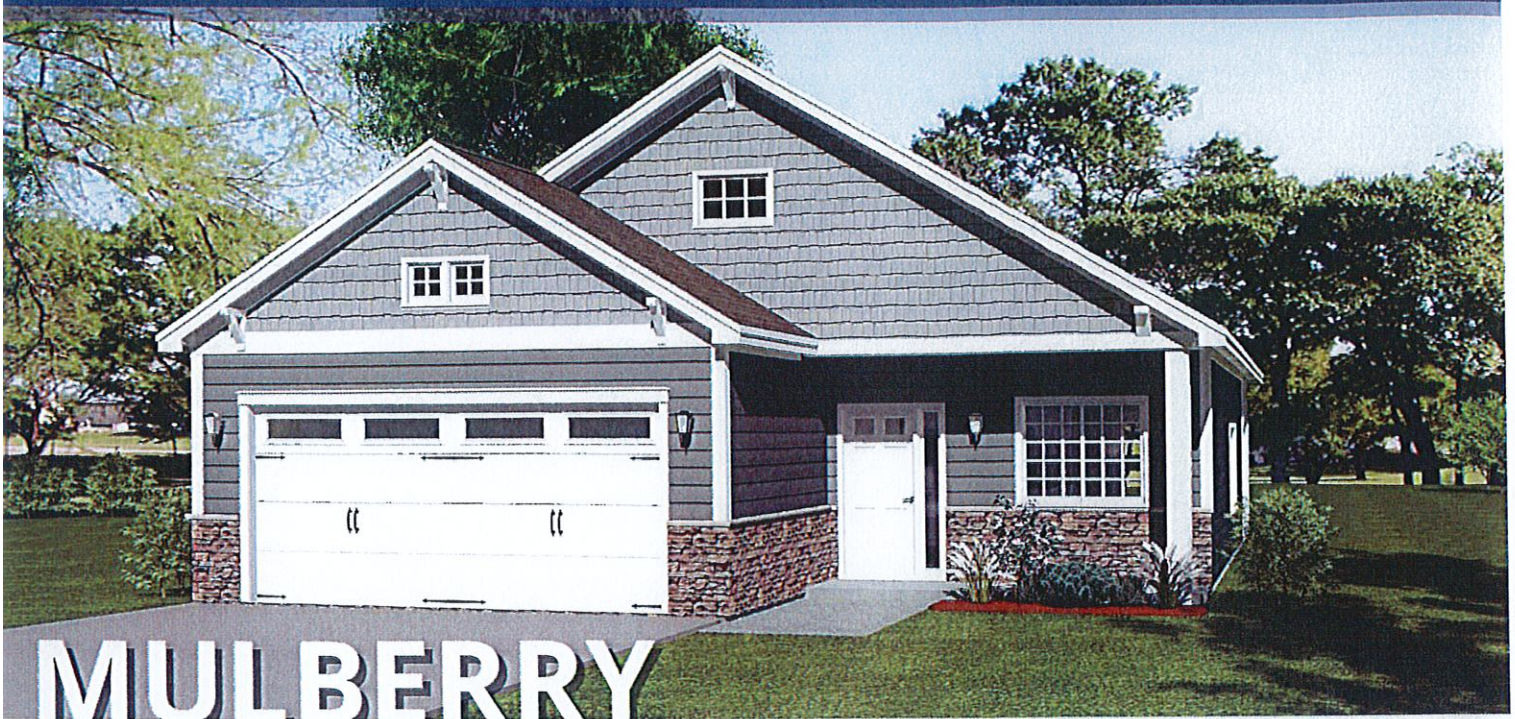


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MULBERRY

SLAB ON GRADE

3 Bedroom - 2 Bath - 1232 Finished Sq Ft

LOOMIS HOMES

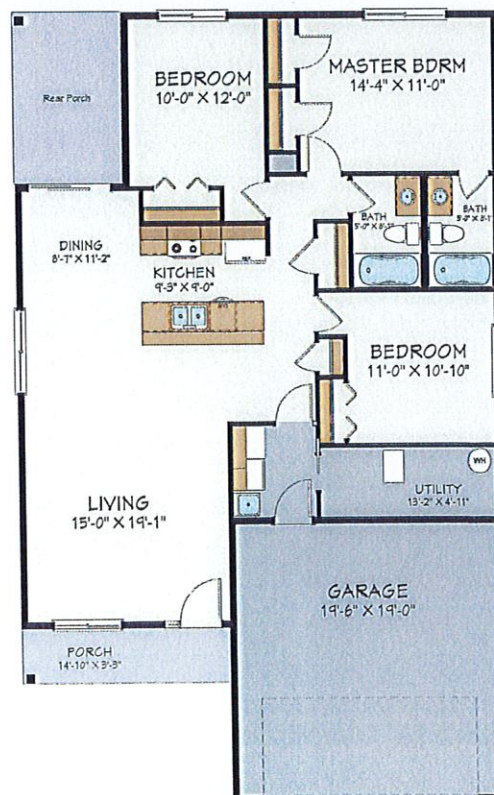


Exhibit G

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CITY OF MONTROSE
Commissions Application

This application is designed to help us obtain information about your interests and qualifications for serving on a Montrose Commission. Please submit your completed application to Montrose City Hall, located at 311 Buffalo Avenue South, PO Box 25, Montrose, MN 55363. The submission of this application does not obligate you to volunteer for any City service. We appreciate your time and interest in serving our community. If you have any questions, please contact City Hall at 763-575-7422.

Name: ROGER FRAUMANN
 Address: 921 ASPEN LN
 Phone: [REDACTED] Other: _____
 E-mail: [REDACTED]
 Please indicate your preferred form of communication: EMAIL AND TEXT AS APPROPRIATE
 How long have you lived in Montrose? 3 YRS 11 MONTHS

The City of Montrose currently maintains four Commissions/Authorities upon which volunteers may serve. Please indicate your interest in serving on the following Commissions. If you are interested in multiple commissions, please rank your preference from 1 to 4.

<u>Interested (Y/N)</u>	<u>Rank</u>	<u>Commission List</u>
_____	<u>1</u>	Planning & Zoning Commission
_____	<u>2</u>	Park & Recreation Commission
_____	<u>3</u>	Economic Development Authority
_____	<u>4</u>	Highway 12 Redevelopment

BACKGROUND: Please explain your career, education, or other special talents that would be valuable to the Commission/Authority you are interested in:

20+ YEARS HIGH TECH BUSINESS DEVELOPMENT & 12 YEARS
FEMA POSTER RECOVERY WORKING WITH MANY SMALL CITIES

Do you have prior experience volunteering or serving on any Boards or Commissions within the City of Montrose or other municipalities? If yes, please explain:

HOA PRESIDENT IN SAN DIEGO

Please provide any goals or objectives you wish to accomplish if chosen to serve on a Montrose Commission/Authority:

QUALITY OF LIFE, FISCAL RESPONSIBILITY AND INFRASTRUCTURE

Signature: [Signature] Date: 2/5/21