



**MONTROSE  
PLANNING AND ZONING COMMISSION MEETING  
AGENDA**

**Wednesday, June 9, 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. May 12, 2021 Planning and Zoning Commission Meeting Minutes
6. New Commission Application
  - A. Consider Planning and Zoning Application for Ms. Catherine Neiberger
7. Public Hearings
  - A. Consider an application for the Planned Unit Development (P.U.D.) Stage Rezoning and Preliminary and Final Plat – North End of Garfield Ave South and to the South of 2<sup>nd</sup> Street South in Montrose, Minnesota
  - B. Consider a City Code Amendment Related to Driveway Design for Recreational Vehicle Parking
8. Old Business
  - A. City Code Chapter 50.01 – General Provisions – E) Repair of Sidewalks and Alleys Discussion
9. New Business
  - A. City Planner Updates

10. Next Meeting

A. Wednesday, July 14, 2021 to be held at the Montrose Community Center - 7:00 p.m.

11. 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, May 12, 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, May 12, 2021 at 7:00 p.m.

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

**2. ROLL CALL**

Present: Commissioner Sylvia Henry  
 Commissioner Justin Emery  
 Commissioner Roger Fraumann  
 Commissioner Charles Smallwood  
 City Council Liaison Sam Solarz

Staff Present: Ms. Jessica Bonniwell, City Administrator  
 Mr. Matthew Brillhart, City Planner  
 Mr. Stephen Grittman, City Planner

Absent: Commissioner Shawn Cuff

**3. PLEDGE OF ALLEGIENCE**

The Pledge of Allegiance was taken.

**4. APPROVAL OF THE AGENDA**

**Commissioner Henry motioned to approve May 12, 2021 Planning and Zoning Commission Meeting Agenda as written. Commissioner Emery seconded the motion.  
 Motion carried 4-0.**

**5. APPROVAL OF THE MINUTES**

A. February 10, 2021 Planning and Zoning Commission Meeting

B. April 14, 2021 Planning and Zoning Commission Meeting

**Commissioner Henry motioned to approve the Planning and Zoning Commission Meeting minutes of February 10, 2021 and April 14, 2021 as written. Commissioner Emery seconded the motion.  
 Motion carried 4-0.**

**6. OATH OF OFFICE**

A. Mr. Roger Fraumann took his Oath of Office

**7. NO OLD BUSINESS**

**8. NEW BUSINESS**



## A. Ordinance 2017-7 – Discussion regarding changes needed to ordinance:

### Background

City Staff has asked that City Code Chapter 1019: Parking Stall Aisle and Driveway design be discussed by the Planning Commission in an effort to make the ordinance less restrictive and more accommodating for residents to obtain permits. Of particular concern for staff are the hard surface requirements that residents are required to install.

### Analysis

The Code currently includes the following design standards:

- (1) The recreational vehicles or recreational equipment are located on a parking area in a rear or side yard of the property. The parking area shall be constructed in accordance with the City's approved driveway details. The parking area shall be constructed with concrete, asphalt, concrete pavers, brick set in compacted sand, class 5 gravel, or other impervious or semi-impervious surface material that has been approved by the City Engineer, provided it is accessible from a driveway;

Staff is looking to expand upon the allowed materials for vehicles parked or stored in side or rear yards. Other cities allow for class 5 limestone, crushed stone, crushed gravel, or interlocking concrete pavement. Staff is seeking feedback on whether city planning and engineering staff should proceed with the preparation of modified design standards for parking pads to make it easier for residents to be granted a permit.

### Setback Ordinance

In reviewing Chapter 1019, City Staff noticed the following "*C. The adjacent property owner shall provide a written statement to the applicant/owner and the City approving the placement of the parking pad within the five-foot setback*" and additionally "*B. The placement of parking pad within the five-foot setback must be pre-approved by the City Engineer.*"

These actions, particularly part C, are not allowed within the zoning powers of the City. This creates a subjective standard by handing quasi-judicial power to the neighboring property owner and City Engineer, which is not legal. This language will need to be amended, and it is a policy question for the Planning Commission and City Council as to what the minimum setback of the encroachment will be. City Staff is suggesting the following underlined changes.

- (3) The recreational vehicles or recreational equipment are a minimum of 5 feet from an interior lot line or rear lot line and at least 15 feet from a street side lot line. The parking pad may be allowed to encroach within the required five-foot (5') side yard setback if the following conditions are met:

- a. The encroachment does not negatively impact drainage, utilities, or city maintenance access to public improvements as determined by the City Engineer.
- b. ~~The placement of a parking pad within the five-foot setback must be pre-approved by the City Engineer.~~
- c. ~~The adjacent property owner shall provide a written statement to the applicant/owner and the City approving the placement of the parking pad within the five-foot setback.~~

b. A minimum setback of two (2) feet is maintained. (This is merely a suggestion and is a policy question of what the minimum setback for the allowed encroachment will be).

Changing this standard will streamline the permit application process for residents, rather than giving the City Engineer and the neighboring property owner sole power to grant or deny what is effectively a variance from City



Code. Alternatively, variances would need to go a Planning Commission and City Council meeting for each of the parking pad permits where a 5-foot setback cannot be met. This would be counter-intuitive to the idea of making the ordinance less restrictive and easier for residents to obtain permits. Today staff is looking for feedback on the appropriate minimum setback for parking pads.

Based on the feedback from on these two discussion items, staff will collaborate with the City Engineer to bring forward an ordinance amendment including revised design standards and new language for the minimum setback.

Commissioner Henry stated that she did not believe the ordinance should be changed, due to the time invested in the current language. City Administrator Bonniwell clarified that some elements of the ordinance did not comply with current law. City Planner Brillhart gave further context for the proposed (2 ft.) setback minimum.

Commissioner Emery raised concerns that "semi-impervious" could include compacted dirt. Ms. Henry and Mr. Emery anticipated that compacted dirt surface would lead to mud holes and weed proliferation. Mr. Brillhart stated that he would look into language that would preempt the use of compacted dirt.

Commissioner Smallwood raised concerns about the use of concrete blocks under wheels as a loophole, then explained the reasons for the current (5 ft.) setback and raised further concerns about a reduced standard. Mr. Brillhart stated that he would do further research into the commissioners' concerns and come back with updated language.

## **B. City Code Chapter 50.01 – General Provisions – E) Repair of Sidewalks and Alleys Discussion**

### **Background**

Planning Commission has asked that the following portion of the City Code be discussed – Chapter 50.01: General Provisions, Assessable Current Services. Specifically, the portions of the Code regarding sidewalks and the section as follows:

#### **E) Repair of sidewalks and alleys.**

1) Duty of owner. The owner of any property within the City abutting a public sidewalk or alley shall keep the sidewalk or alley in repair and safe for pedestrians. Repairs shall be made in accordance with the standard specifications approved by the City Council and on file in the Office of the City Administrator/Clerk-Treasurer.

#### **2) Inspections; notice.**

a) The City Council or its designee shall make inspections as are necessary to determine that public sidewalks and alleys within the City are kept in repair and safe for pedestrians or vehicles.

b) If it is found that any sidewalk or alley abutting on private property is unsafe and in need of repairs, the City Council shall cause a notice to be served, by registered or certified mail or by personal service, upon the record owner of the property, ordering the owner to have the sidewalk or alley repaired and made safe within 30 days and stating that if the owner fails to do so, the City will do so and that the expense thereof must be paid by the owner, and if unpaid it will be made a special assessment against the property concerned.

3) Repair by City. If the sidewalk or alley is not repaired within 30 days after receipt of the notice, the City Administrator/Clerk-Treasurer shall report the facts to the City Council and the City Council shall by resolution order the work done by contract in accordance with law. The City Administrator/Clerk-Treasurer shall keep a record of the total cost of the repair attributable to each lot or parcel of property.

#### **F) Personal liability.**

1) The owner of property on which or adjacent to which a current service has been performed shall be personally liable for the cost of the service.

2) As soon as the service has been completed and the cost determined, the City Administrator/Clerk-Treasurer, or other designated official, shall prepare a bill and mail it to the owner and thereupon the amount shall be immediately due and payable at the office of the City Administrator/Clerk-Treasurer.

The Planning Commission has informed staff that they are concerned about whether residents should have to pay for the ongoing maintenance of the sidewalks adjacent to their property. City Code currently stipulates that the owner of the property is responsible for the upkeep and maintenance of the sidewalks.

## **Analysis**

In reviewing the issue of sidewalk funding, in most cities funding policies for sidewalk repair falls into the following categories:

### **Individual Property Owner Funded**

Property owners are responsible for funding the repair or reconstruction of sidewalks adjacent to the properties they own. This is the most common sidewalk repair funding model. This is the model that the City is currently using, and the Minnesota Department of Health has a guide entitled “*Sidewalk Repair Funding Guide*” and lists the following as the advantages and disadvantages of the of this model:

*One advantage of the adjacent property owner funded model is that a community can directly recover construction costs as maintenance is performed. Another advantage of this model is that property owners see a direct benefit from their payments to the municipality compared to fees and taxes that enter a pool that most people do not track.*

*One disadvantage of the property owner funded model is the administrative costs associated with managing the program. For example, staff resources are needed to hire and manage contractors addressing the repairs, and/or to address the repairs themselves. If staff resources are limited, the inspections and contract management may become delayed. This, in turn, may delay sidewalk repairs and prolong sidewalk hazard issues. In addition, a community with limited staff resources may not be able to proactively inspect sidewalks for disrepair.*

*This can result in repair prioritization relying too heavily on individual repair requests, which can lead to an inaccurate reflection of where the greatest need is. Because both options put the financial responsibility on property owners, it risks inspiring resistance to new sidewalks in neighborhoods that previously did not have them. In addition, adjacent property owners are responsible for sidewalk repair costs regardless of their ability to pay. This can be a financial burden for lower-income property owners, who often pay a larger percentage of their income than higher-income property owner for the same amount of public benefit. This inequity may be further exacerbated in places where lower income residents live in older neighborhoods that often have the greatest need for repairs and the most people who rely on sidewalk access for transportation due to lower rates of car ownership.*

### **Community-Funded Repairs**

The municipality takes responsibility for repairing all sidewalks, typically using general funds or transportation funds. The sidewalk guide has the following as the advantages and disadvantages of this approach:

*Community-funded repairs are an option for municipalities that aim to treat all sidewalks as community-wide assets. This usually happens via the use of general fund or transportation fund budgets. One advantage of a community-funded model is that it can ease administrative costs compared to property owner funded programs. Another advantage of a community-paid model is that it allows a community to spread the cost of sidewalk repair over the entire community, curbing disproportionate burdens on lower income property owners and ensuring a useable sidewalk network that serves the whole community.*

*One disadvantage of community-paid repair funding models is that they typically require funds specifically budgeted for the program Minnesota State Statute 435.44 gives municipalities the authority to use this model by allowing for the establishment of Sidewalk Improvement Districts. The community-funded repair model is currently rare in Minnesota, as most municipalities typically use a hybrid version, or cost-sharing, model.*

## Hybrid Approaches

A combination of the first two models. Hybrid approaches may include special districts and cost-sharing programs.

*There are some hybrid approaches to sidewalk repair funding that blend community-funded and property owner funded models. They typically include special districts and cost-sharing programs, and the two strategies may be combined. For example, special districts may trigger a community to contribute a specific percentage of allotted cost-sharing funds while the city covers the rest of the costs.*

*Sidewalk Improvement Districts/Special Districts Sidewalk improvement districts (SIDs) are a hybrid model that assesses property owners for sidewalk repair but pools the assessments and distributes them to meet district-wide sidewalk repair goals. They help transfer the cost of sidewalk installation and repair from individual property owners to an entire district that benefits from the infrastructure. SIDs are a system where all property owners typically pay regular, annual fees for sidewalk improvements across each district. SIDs are relatively uncommon in Minnesota, where assessments are the more common model for sidewalk repair funding. However, some communities have developed provisions for the establishment of SIDs in the future.*

## Cost- Sharing Programs

*A cost-sharing program is one strategy municipalities can use to ease the cost burden on property owners. Property owners are still assessed for adjacent sidewalk repairs, but a city may choose to pay all or a portion of the cost of the repair. For example, the city may choose to cover 100% of the costs for those below a certain income level.*

## Feedback

The Planning Commission and City Council will need to decide on a preferred approach to sidewalk maintenance responsibilities and any potential changes to City Ordinances. Any change will need to consider the desired type of sidewalk repair program and the funding sources that will be utilized. Planning and Engineering staff are looking for a direction in order to determine the cost and financial liabilities that the City will face with the potential change.

Commissioner Smallwood explained why he brought forward the sidewalk repair issue, then presented photographs, which showed issues with drainage, apparently from poor grading and quality control on sidewalk maintenance and construction. Mr. Smallwood stated that homeowners should not be liable for issues resulting from City sidewalk construction.

Commissioner Fraumann asked City Planner Brillhart if repair of a pre-ADA sidewalk was “grandfathered in” to the pre-ADA standards. Mr. Brillhart said he would check with the City Engineer. Mr. Fraumann stated that knowing how the federal mandate for ADA compliance impacts sidewalk repair is necessary to making an informed decision on which payment model the commission should recommend. Mr. Fraumann added that the sidewalk work done on Emerson had not been to full ADA standards.

Commissioner Henry stated that bringing an old sidewalk up to ADA compliance should not be the homeowner’s responsibility. Mr. Smallwood relayed a comment from former Public Works Director Diercks, that from as far back as documentation could be found, only one resident had been charged for sidewalk repair, which had been the result of damage caused by the resident. Mr. Smallwood and Ms. Henry stated their support for the City budgeting for and completing sidewalk repairs.

Mr. Roy Henry, 600 Nelson Blvd. advised that the City should watch for who they get to install curb and gutter, because it can have serious follow-on effects to neighboring properties.

Mr. Gritman summarized the issues raised, then asked Mr. Smallwood for direction on any research that should be conducted to aid any future decision by the commission. Mr. Smallwood asked for information on any



precedent on the issues and for information form surrounding communities on how repairs are conducted and paid for. Mr. Grittmann stated he will survey the surrounding communities. City Administrator Bonniwell stated she would research the viability of budgeting for sidewalk repair.

Mr. Grittmann suggested having a summary from the city engineer of the steps they take to review plans and inspecting improvements. Mr. Smallwood responded that even with proper plans on paper, often corners are cut when implementing.

Mr. Fraumann asked if the linear feet or miles of sidewalk in the city is known. Ms. Bonniwell stated she would look into the length of sidewalk in the city.

#### C. City Planner Updates

1. Received an application for a development project. The Ouverson development of 13 townhomes. This will go to public hearing at the June 9<sup>th</sup> Planning and Zoning meeting.

### 9. NEXT MEETING

A. Wednesday, June 9, 2021 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 7:50 p.m. Commissioner Emery seconded the motion. Motion carried 4-0.**

---

Charles Smallwood  
Chair  
City of Montrose

ATTEST:

---

Jessica Bonniwell  
City Administrator  
City of Montrose



**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: Catherine Neuberger  
 Address: [REDACTED]  
 Phone: [REDACTED] Other: \_\_\_\_\_  
 E-mail: [REDACTED]  
 Please indicate your preferred form of communication: \_\_\_\_\_  
 How long have you lived in Montrose? Since 2003

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.

Interested (Y/N)	Rank	Commission List
<u>Y</u>	<u>1</u>	Planning & Zoning Commission
<u>_____</u>	<u>_____</u>	Park & Recreation Commission
<u>_____</u>	<u>_____</u>	Economic Development Authority
<u>Y</u>	<u>_____</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:

I am Montrose Planning Dept. Planning Committee Admin for over 20 years. Attended U. of Minnesota and the College of St. Scholastica.

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:

Montrose Planning & Zoning. & helped develop the Highway 12 Redevelopment Plan.

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

To work with the City, to ensure that Montrose grows and develops according to the vision established in the Comp Plan, and to maintain an independent and non-partisan body on planning and zoning and other land use matters.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Catherine Neuberger

May 10, 2021



## **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: Matt Brillhart  
 DATE: June 9, 2021  
 RE: Ouverson 2<sup>nd</sup> Addition PUD and Final Plat  
 NAC FILE: 21.05

### **BACKGROUND**

Anthony Janckila (dba AA Properties 2 LLC) has requested approval of a 13 unit townhome development on a 1.3 acre site located south of Second Street South and east of Garfield Avenue. The 13 townhome units are proposed within two structures. Specifically, a 5-unit building which would be constructed first, and an 8-unit building which would follow, as well as private access roads and common open space. This proposal has been submitted unchanged from an identical proposal that was approved by the City Council in 2005. The approved final plat granted for that proposal was not filed, and the project remains unbuilt.

The subject site is zoned R-3, Medium Density Residential.

To accommodate the proposal, the following approvals have been requested:

- Planned Unit Development – to allow flexibility to lot area, and setbacks
- Simultaneous Preliminary Plat and Final Plat (Ouverson 2<sup>nd</sup> Addition)

Attached for reference:

- Exhibit A – Site Location
- Exhibit B – Existing Conditions
- Exhibit C – Preliminary Plat/Final Plat
- Exhibit D – Grading Plan
- Exhibit E – Utility Plan
- Exhibit F – Landscape/Lighting Plan
- Exhibit G – Building Elevations



## ANALYSIS

**Comprehensive Plan.** The Comprehensive Plan guides the subject property for Medium Density Residential use, defined in the plan as ranging from 3-12 units per acre. The proposal includes 13 units on just over 1.3 acres of land, resulting in a development density of approximately 9.9 units per acre, which is consistent with the Plan. The plan further states that the Medium Density Residential category is intended to accommodate townhome complexes, apartments, and other multi-family development.

**Zoning.** The subject property is zoned R-3, Medium Density Residential. Permitted uses in this district include multiple family dwelling structures of 8 units or less.

**Lot area.** Within R-3 zoning districts, the minimum lot area requirement is as follows:

*Minimum Base Lot Area (total): 20,000 square feet.*

*Minimum Lot Area Per Dwelling Unit: 5,000 square feet.*

This lot area requirement does not lend itself to an application to townhome-type developments in which unit lots correspond to the footprints of individual dwelling units. Unit lot areas range from 1,665 to 2,681 square feet in size. With 13 units proposed on the overall 57,533 square foot site, this results in an average of 4,425 square feet of lot area per dwelling unit. While this is less than the 5,000 square feet required in the zoning code, flexibility from this requirement can be granted via the PUD.

**Off-street parking.** According to the zoning ordinance, 2.5 parking spaces per unit are required. Additionally, guest parking is required at a rate of 0.5 stalls per unit, totaling 7 guest stalls. Each townhome includes a two-stall garage, as well as parking on the driveway in front of each garage. There are three dedicated stalls proposed for guest use, accessible via the internal private drive located at the center of the site.

**Setbacks.** Within the R-3 zoning district, the following minimum building setbacks apply:

Front Yard: 25 feet

Side Yard: 10 feet

Rear Yard: 20 feet

With one exception, the above setbacks are satisfied along the perimeter of the townhome structures. With the easternmost structure wall (unit 13) showing a proposed setback of 16 feet from the east property line, the minimum 20-foot rear setback is not met. It is recommended that the plans be modified to provide a setback of 20 feet, or propose additional landscaping if shifting the building containing units 9-13 is not possible.

**Building Design/Architecture.** As a PUD, the City has the ability to address the design and appearance of the proposed units in order to ensure a high-quality development. The townhome buildings are proposed to be finished in vinyl lap siding with brick veneer at the base of the front elevations. Since the initial approval of a nearly identical proposal on this

site in 2005, the City has strengthened its design standards (Section 1060-10) to require that a minimum of twenty five percent (25%) of the area of all building facades have an exterior finish of brick, stucco and/or natural or artificial stone. As a condition of project approval, final elevation plans will have to be modified to meet this material requirement.

The front garage elevations are slightly staggered to provide some variation and visual interest. To be noted, while such staggering of units is illustrated on the attached plat drawing, the submitted building elevations do not illustrate this feature. As a condition of approval, the building elevations should be modified to illustrate this feature consistent with the plat drawings. As shown on the submitted building elevation, proposed rowhouse units are provided patio doors to the rear yard. As proposed, there is no inclusion of privacy screening between each patio. To ensure a uniform appearance (rather than later additions by individual unit owners), it is recommended that "wing walls" or projecting privacy fences be constructed between the individual patios.

**Homeowner's Association.** As required by Zoning Code Section 1060-9 (b), A homeowners' association shall be established for all townhome developments within the R-3 District, subject to review and approval of the City Attorney, and shall be responsible for all exterior building maintenance, approval of any exterior architectural modifications, landscaping, snow clearing and regular maintenance of private driveways and other areas owned in common when there is more than one individual property owner having interest within the development.

**Landscaping/Screening.** A preliminary landscape plan has been submitted for review. The plan calls for the placement of evergreen trees along the north boundary of the site with some shrub plantings (deciduous and evergreen) in the site interior. With regards to the submitted preliminary plan, the following comments are offered for submittal of a final plan:

- Specific planting varieties (species) and sizes should be specified.
- Four evergreen trees are proposed within 10 feet of the north lot line and would appear to encroach upon required drainage and utility easements. Furthermore, large evergreen species at full growth may encroach into neighboring properties. It is recommended that a final plan be prepared such that the size and location of trees will not encroach on required easements or neighboring properties. This issue may be subject to further comment by the City Engineer.
- Additional plantings should be required in the front yard areas to provide an attractive and welcoming frontage.

To be noted is the vegetated area that presently exists in the northeast corner of the site. In what is considered a positive feature of the site layout, this is proposed to be retained. To ensure long term preservation of this feature, the City may consider establishing a conservation easement, subject to further comment by the City Engineer.

**Grading, Drainage, and Utilities.** Issues related to site grading, drainage, and utilities should be subject to comment and recommendation by the City Engineer. See attached memo from Bolton & Menk.

**Development Agreement.** As a condition of the PUD and final plat approval, the applicant shall enter into a development agreement with the City and post all necessary securities required by said agreement.

## RECOMMENDATION

Based on the preceding review, our office recommends the following:

1. Approval of a planned unit development subject to the following conditions:
  - a. The City approve the Ouverson 2<sup>nd</sup> Addition Preliminary and Final Plat.
  - b. The rear yard (east) building setback of the 5-unit building be increased from 16 to 20 feet as required by ordinance.
  - c. The submitted building elevations be modified to illustrate the staggering of units, consistent with the submitted plat drawing.
  - d. The submitted building elevations be modified to include a minimum of twenty five percent (25%) of the area of all building facades shall have an exterior finish of brick, stucco and/or natural or artificial stone.
  - e. "Wing walls" or projecting privacy fences be constructed between the rowhouse units (5-unit building). Such features shall project approximately 10 feet from the rear building wall.
  - f. A homeowner's association shall be established in accordance with Section 1060-9 (b), subject to review and approval by the City Attorney.
  - g. The following landscaping conditions shall be satisfied:
    - i. Specific planting varieties/species and container sizes be specified.
    - ii. Trees along the north property line shall be of a size and location that they not encroach upon neighboring properties or required easements, subject to review and further comment by the City Engineer.
    - iii. Additional overstory trees shall be added along the east lot line.
    - iv. Additional plantings shall be provided within unit front yard areas to provide attractive frontages.
  - h. Comments by other City staff.
2. Approval of the Ouverson 2<sup>nd</sup> Addition Preliminary/Final Plat subject to the following conditions:
  - a. The City approve the Planned Unit Development.
  - b. Consideration be given to placing a conservation easement over the wooded area in the northeast corner of the site. This issue should be subject to further comment by the City Engineer.
  - c. The City Engineer provide comment and recommendation in regard to wetland, drainage, utility, and easement issues.
  - d. The applicant enter into a development agreement with the City and post all necessary securities required.
  - e. All park dedication requirements of the City be satisfied.
  - f. Comments by other City staff.



# EXHIBIT A – SITE LOCATION



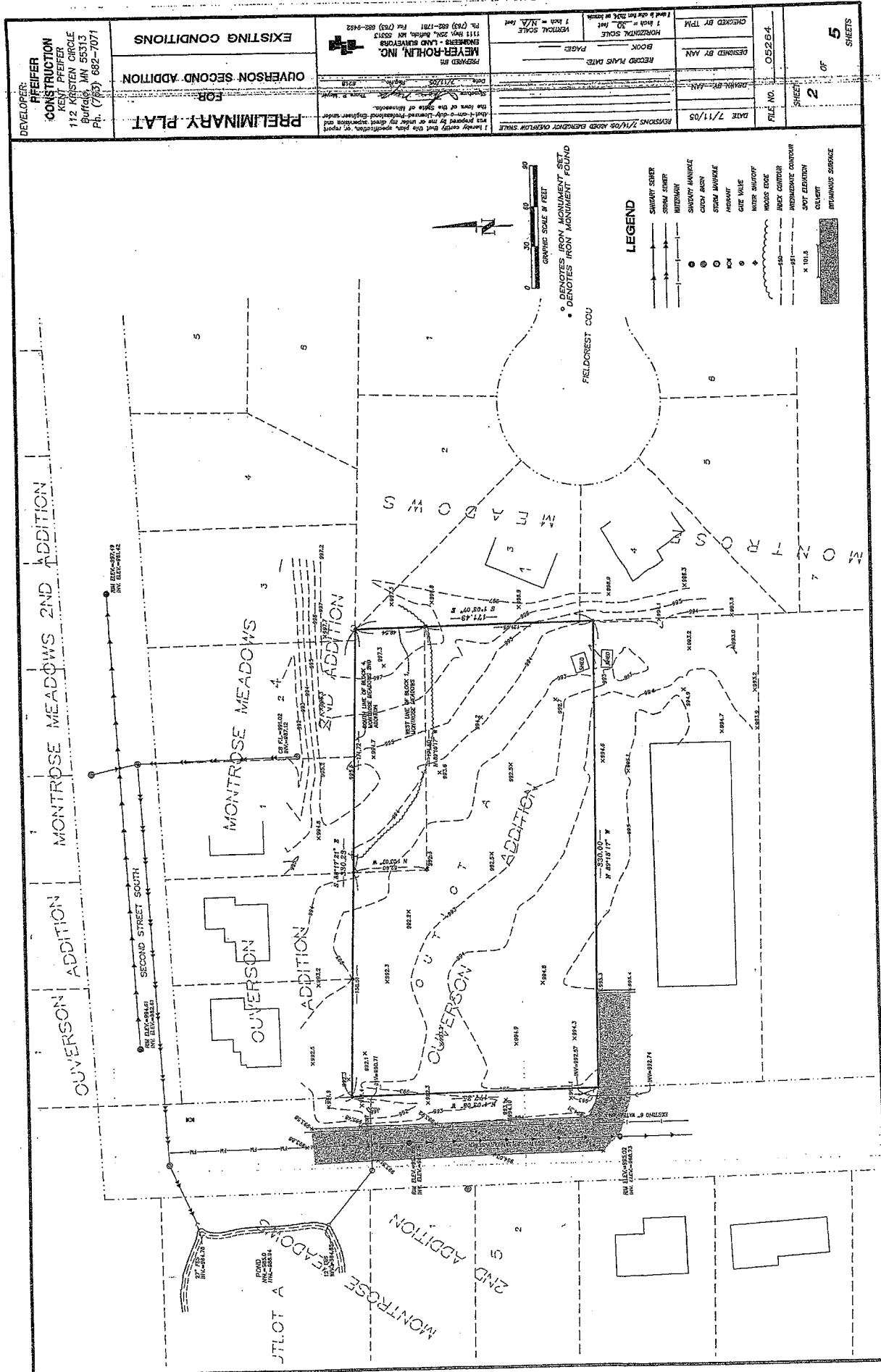


EXHIBIT B - EXISTING CONDITIONS

[illegible]







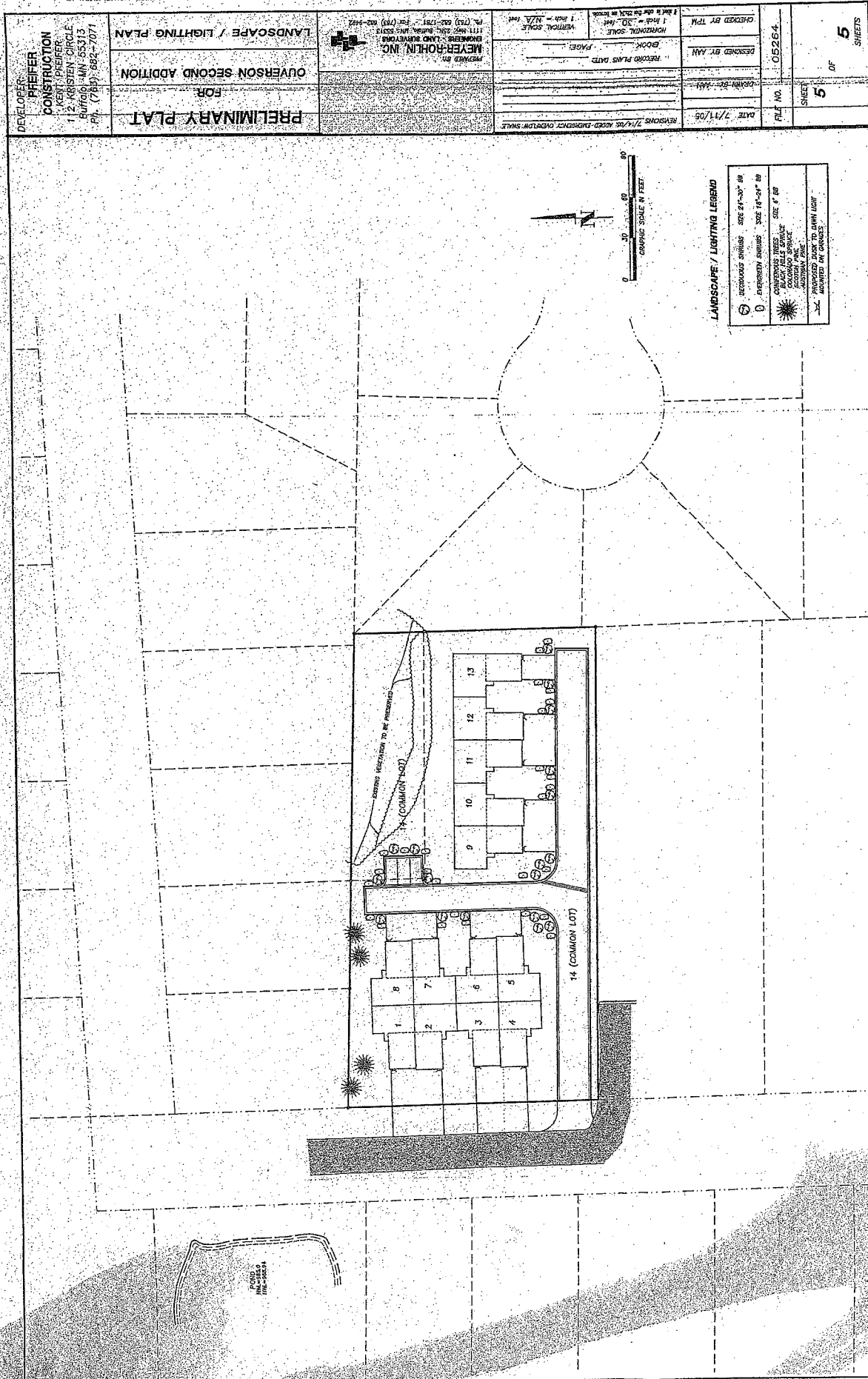
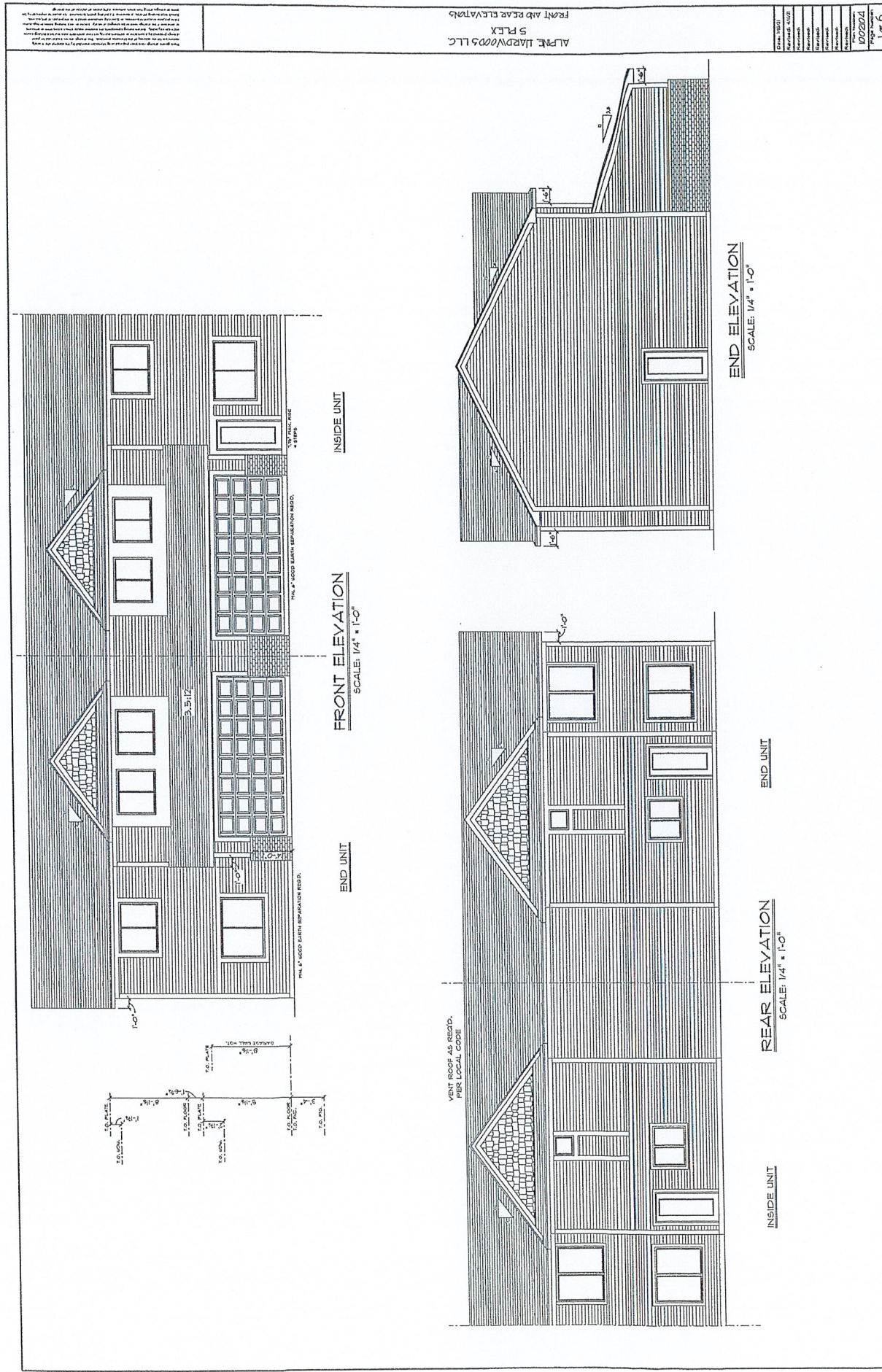


EXHIBIT F - LANDSCAPE / LIGHTING PLAN

<b>DEVELOPER</b> <b>PFEIFER CONSTRUCTION</b> KENT PFEIFER 112 KRISTEN CIRCLE BUFFALO, MN 55313 PH: (781) 882-7071		<b>REVISIONS</b> 7/11/05 DATE		<b>DESIGNED BY</b> MM		<b>CHECKED BY</b> TFM	
<b>PROJECT</b> OVERSEEN SECOND ADDITION		<b>BOOK</b> RECORD PLANS DATE		<b>VERTICAL SCALE</b> 1 inch = 10 feet		<b>HORIZONTAL SCALE</b> 1 inch = 30 feet	
<b>LANDSCAPE / LIGHTING PLAN</b>		<b>MEYER-ROHLIN, INC.</b> 1111 19th Ave. S.W., Suite 100 P.O. Box 1000 St. Paul, MN 55101 Tel: (612) 882-1111		<b>VERTICAL SCALE</b> 1 inch = 10 feet		<b>HORIZONTAL SCALE</b> 1 inch = 30 feet	
<b>FOR</b> PRELIMINARY PLAT		<b>REVISIONS</b> 7/11/05		<b>DESIGNED BY</b> MM		<b>CHECKED BY</b> TFM	
<b>FILE NO.</b> 05264		<b>SHEET</b> 5 OF 5		<b>SHEETS</b> 5		<b>DATE</b> 7/11/05	

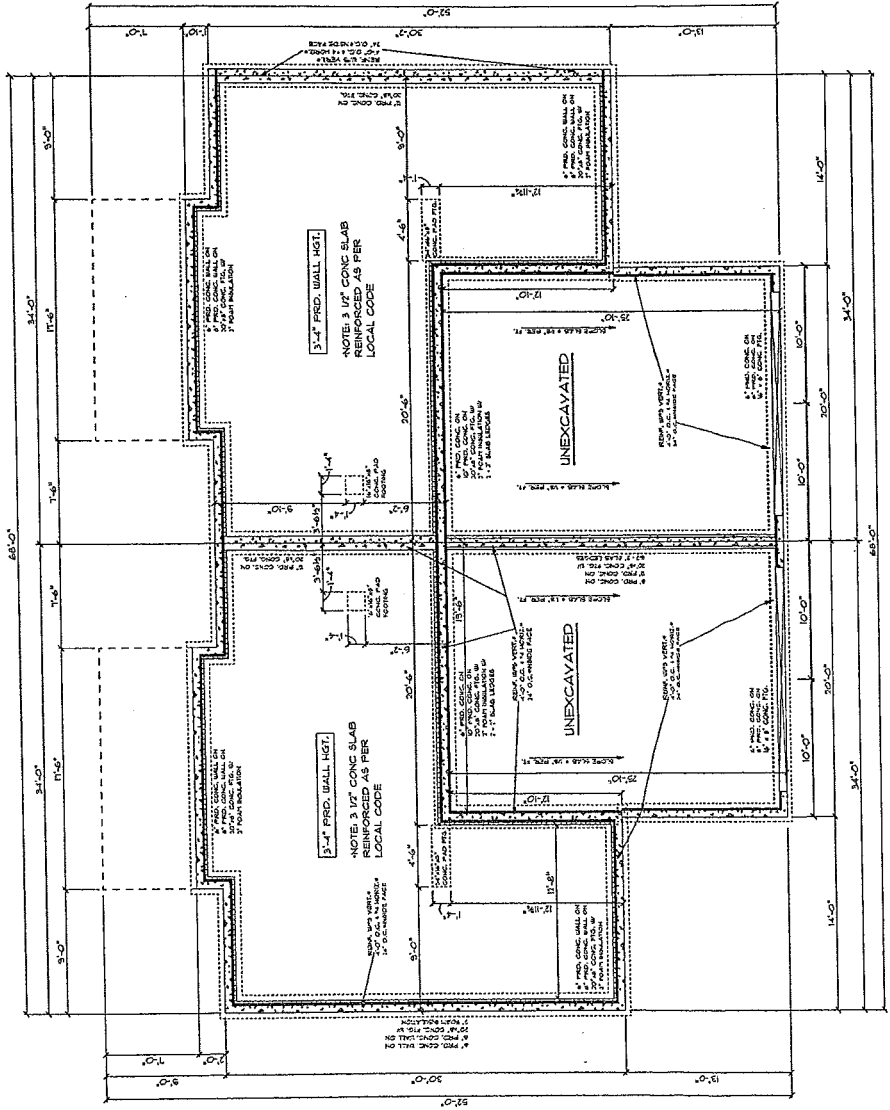




DATE: 10/20/2014	PROJECT: ALPINE HARBOR 2003 LLC
DRAWN BY: J. HARRIS	CHECKED BY: J. HARRIS
SCALE: 1/4" = 1'-0"	SCALE: 1/4" = 1'-0"
10/20/2014	2 of 6

**GENERAL NOTES:**  
1. ALL DIMENSIONS TO FACE UNLESS NOTED OTHERWISE.  
2. ALL WALLS TO BE CONCRETE.  
3. ALL WALLS TO BE REINFORCED WITH #4 BARS.  
4. ALL WALLS TO BE FINISHED WITH 1/2" GYPSUM BOARD.  
5. ALL WALLS TO BE PAINTED.  
6. ALL WALLS TO BE CLEANED UP.  
7. ALL WALLS TO BE PROTECTED.  
8. ALL WALLS TO BE MAINTAINED.  
9. ALL WALLS TO BE REPAIRED.  
10. ALL WALLS TO BE REPLACED.

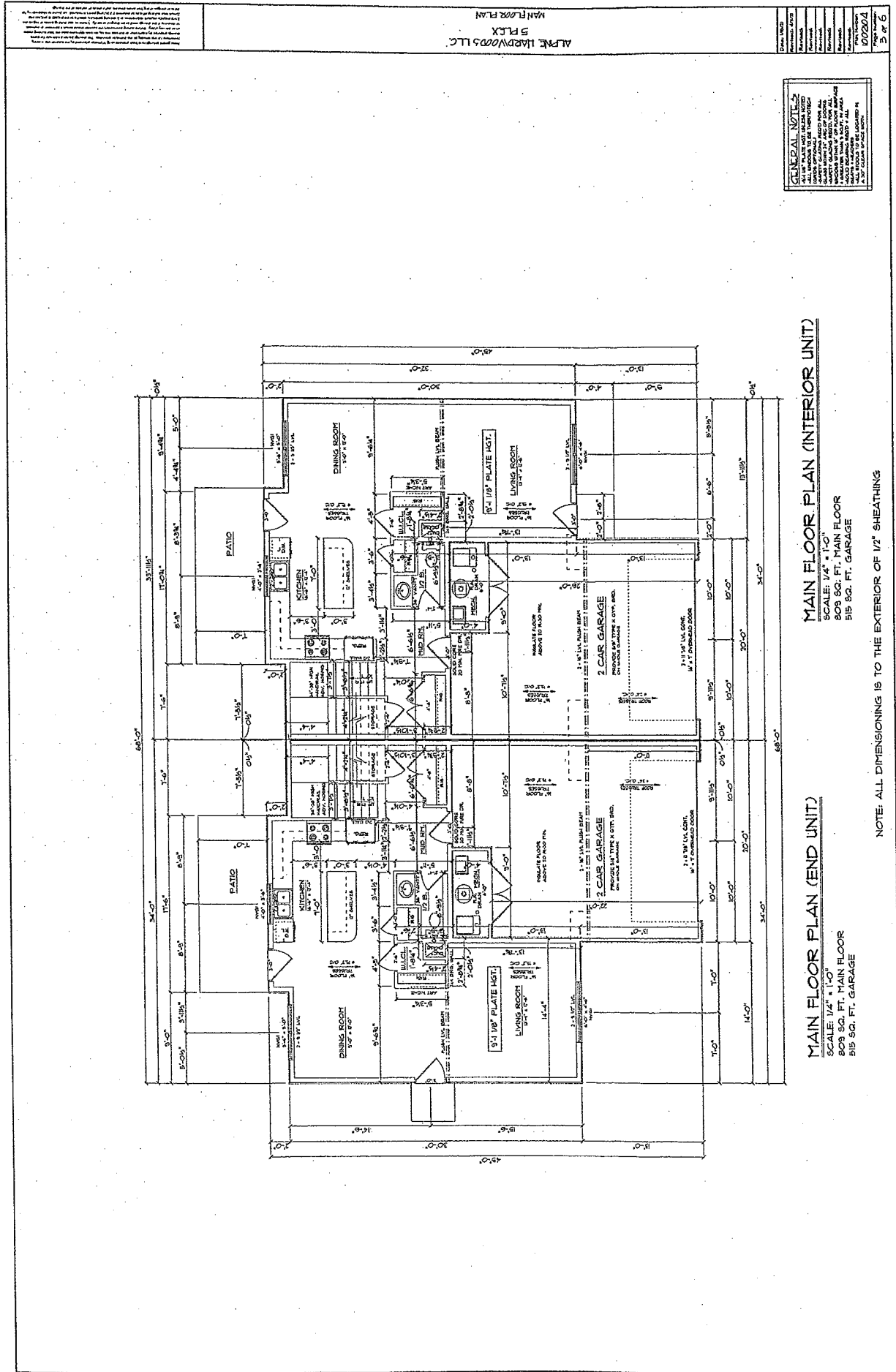
ALPINE HARBOR 2003 LLC  
5 FLEX  
BACKSLIP PLAN



FOUNDATION PLAN (INTERIOR UNIT)  
SCALE: 1/4" = 1'-0"

FOUNDATION PLAN (END UNIT)  
SCALE: 1/4" = 1'-0"

NOTE: ALL DIMENSIONING IS TO THE EXTERIOR OF POURED WALLS.



**GENERAL NOTES**

1. ALL DIMENSIONS ARE TO FACE UNLESS NOTED OTHERWISE.
2. FINISHES ARE TO BE DETERMINED BY THE OWNER.
3. ALL MATERIALS AND METHODS OF CONSTRUCTION SHALL BE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE BUILDING CODES AND STANDARDS.
4. THE OWNER SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS.
5. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY INSURANCE AND BONDS.
6. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY UTILITIES AND SERVICES.
7. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY ACCESS AND EGRESS.
8. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY ADJACENT PROPERTY NOTICES.
9. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY ADJACENT PROPERTY NOTICES.
10. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY ADJACENT PROPERTY NOTICES.

**MAIN FLOOR PLAN (INTERIOR UNIT)**

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

805 SQ. FT. MAIN FLOOR

515 SQ. FT. GARAGE

**MAIN FLOOR PLAN (END UNIT)**

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

805 SQ. FT. MAIN FLOOR

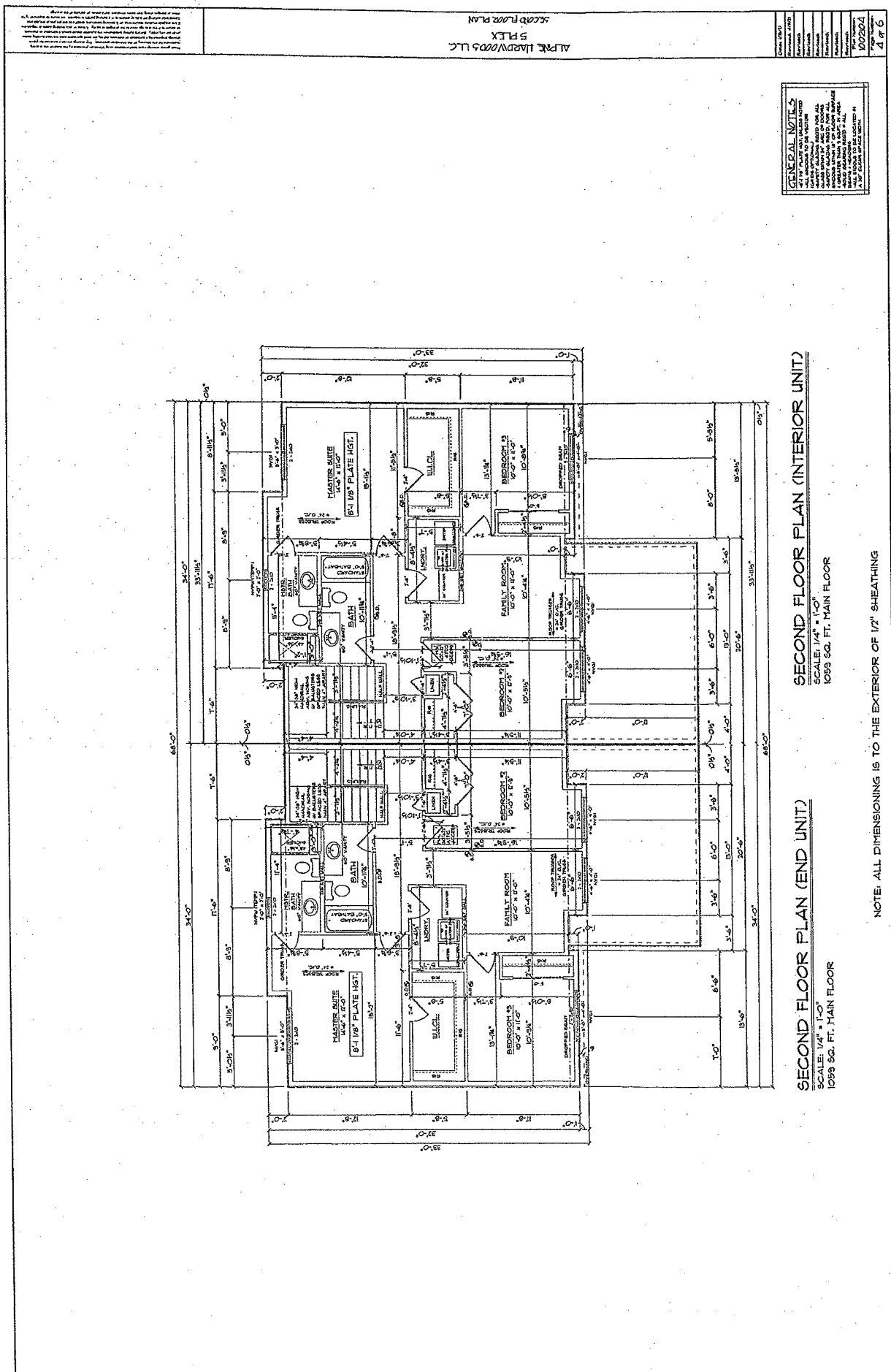
515 SQ. FT. GARAGE

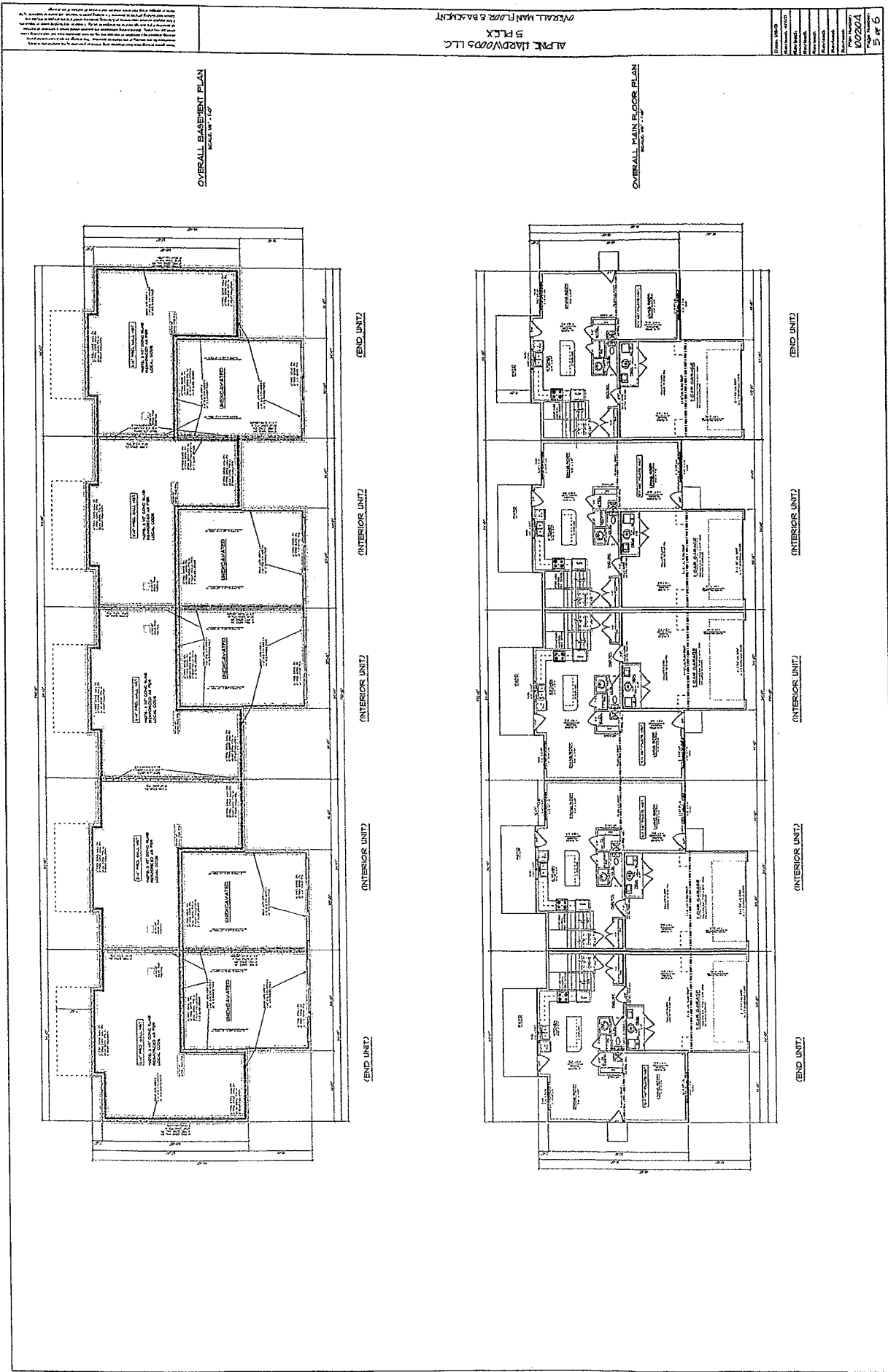
NOTE: ALL DIMENSIONING IS TO THE EXTERIOR OF 1/2" SHEATHING

ALPHE HARDWOODS, LLC  
5 FLEX  
MAIN FLOOR PLAN

Drawn: MCH	10/20/24
Reviewed: MCH	10/20/24
Approved: MCH	10/20/24
Project: ALPHE HARDWOODS, LLC	10/20/24
Sheet: 10/20/24	10/20/24
Scale: 1/4" = 1'-0"	10/20/24
Notes: 10/20/24	10/20/24
Revisions: 10/20/24	10/20/24
Comments: 10/20/24	10/20/24
Drawn: MCH	10/20/24
Reviewed: MCH	10/20/24
Approved: MCH	10/20/24









**EXHIBIT A****Legal Description of Relinquished Property**

Outlot A, Oувerson Addition, according to the plat thereof on file and of record in the office of the County Recorder, Wright County, Minnesota.

AND:

That part of the Southwest Quarter of the Southeast Quarter of Section 35, Township 119, Range 26, Wright County, Minnesota, lying southerly of the south line of Block 4, Montrose Meadows Second Addition, lying westerly of the west line of Block 1, Montrose Meadows, and northerly and easterly of Outlot A, Oувerson Addition, according to the plats thereof on file and of record in the office of the County Recorder, Wright County, Minnesota.

(P.I.D. #112-035-000010 and 112-500-354322)

Final conveyance instrument, Title Commitment, or Attorney's Opinion to govern.


**BOLTON  
& MENK**

Real People. Real Solutions.

2040 Highway 12 East  
Willmar, MN 56201-5818

Ph: (320) 231-3956  
Fax: (320) 231-9710  
Bolton-Menk.com

## MEMORANDUM

**Date:** June 3, 2021

**To:** Honorable Mayor Moynagh, Members of the City Council and Members of the Planning Commission – Montrose, Minnesota

**From:** Jared Voge, P.E.  
City Engineer  
  
Justin Kannas, P.E.  
Assistant City Engineer

**Subject:** Ouverson 2<sup>nd</sup> Addition – Final Plat and PUD  
Montrose, Minnesota  
Project No.: 0W1.124618

---

We have reviewed the submittals for the above referenced project including construction plans dated November 9, 2005 and the final plat. We have the following comments:

- 1) This project was originally submitted and reviewed by the Planning Commission and City Council in 2005.
- 2) The construction plans were previously reviewed and approved in 2005. Construction of the sanitary sewer, watermain, and storm sewer is substantially complete. Inspection by the City Engineer during construction was completed in 2005.
- 3) Testing of the sanitary sewer and watermain has not been completed. The Developer will be required to test all utilities per City standards. The City Engineer shall monitor and approve all testing.
- 4) Final inspection of all site and utility improvements shall be completed by the City Engineer. The Developer shall address all items as noted by the City Engineer during final inspection.
- 5) A PUD/Developer Agreement between the City and Developer shall be drafted, executed, and recorded with the property.
- 6) Ownership and maintenance responsibilities of the utilities and common areas shall be addressed in the PUD agreement.

I would recommend approval of the final plat and PUD contingent upon the above comments and comments as submitted by the City Planner and other City staff.

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

JLK/jk



## **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: Matt Brillhart  
 DATE: June 9, 2021  
 RE: Montrose City Code Chapter 1019: Parking Stall Aisle and Driveway Design

NAC FILE: 21.01

### **BACKGROUND**

At the May 12 meeting, the Planning Commission discussed potential changes to City Code Chapter 1019: Parking Stall Aisle and Driveway design, specifically the sections regarding recreational vehicle parking. Based on that discussion staff has drafted the following amendment in an effort to make the ordinance more clear and more accommodating for residents to obtain permits.

### **ANALYSIS**

With regards to design standards, Chapter 1019-4 is proposed to be amended as follows to clarify allowed materials for vehicles parked or stored in side or rear yards:

#### **A. Design Standards:**

##### **12. Surfacing**

##### **e.**

- (1) The recreational vehicles or recreational equipment are located on a parking area in a rear or side yard of the property. The parking area shall be constructed in accordance with the City's approved driveway details. The parking area shall be constructed with concrete, asphalt, concrete pavers, brick set in compacted sand, decorative rock, class 5 gravel, or other impervious semi-impervious surface material that has been approved by the City Engineer, provided it is accessible from a driveway. If decorative rock or class 5 gravel is used, it shall be a minimum depth of



six (6) inches; commercial-grade weed prevention fabric must cover the entire surface underneath, and edging must be installed to contain the rock.

With regards to setbacks for a side or rear yard parking area, staff finds that the language in Chapter 1019-4 A.12.e(3)C is outside the bounds of the legal zoning powers of the city. Specifically Part C, which states:

*"The adjacent property owner shall provide a written statement to the applicant/owner and the City approving the placement of the parking pad within the five-foot setback".*

The provision above creates a subjective standard by handing the City's quasi-judicial zoning power to the neighboring property owner, which is not legal. Based on the discussion with the Planning Commission, City Staff is suggesting the following underlined changes.

(3) The recreational vehicles or recreational equipment are a minimum of 5 feet from an interior lot line or rear lot line and at least 15 feet from a street side lot line. The parking pad may be allowed to encroach within the required five-foot (5') side yard setback if the following conditions are met:

- a. The encroachment does not negatively impact drainage, utilities, or city maintenance access to public improvements as determined by the City Engineer.
- ~~b. The placement of a parking pad within the five-foot setback must be pre-approved by the City Engineer.~~
- ~~c. The adjacent property owner shall provide a written statement to the applicant/owner and the City approving the placement of the parking pad within the five-foot setback.~~
- b. A minimum setback of two (2) feet is maintained.

Amending this standard will streamline the permit application process for residents, rather than giving the City Engineer and the neighboring property owner sole power to grant or deny what is effectively a variance from the City Code. Alternatively, each variance request would need to go a Planning Commission and City Council meeting for each of the parking pad permits where a 5 foot setback cannot be met. This would be counter-intuitive to the idea of making the ordinance less restrictive and easier for residents to obtain permits.

Pc: Jessica Bonniwell  
Jared Voge

**ORDINANCE NO. 2017-7**

**CITY OF MONTROSE**

**AN ORDINANCE AMENDMENT TO CHAPTER 1019 OF THE ZONING ORDINANCE OF  
THE CITY OF MONTROSE, RELATING TO THE PARKING OF RECREATIONAL  
VEHICLES AND EQUIPMENT IN RESIDENTIAL DISTRICTS**

**BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MONTROSE THAT THE  
FOLLOWING CHAPTERS AND SECTIONS OF THE ZONING ORDINANCE ARE AMENDED  
TO READ AS FOLLOWS:**

**Section 1. City Code, Section 1019 is amended as follows:**

**1019-3: GENERAL PROVISION:**

**E. Restrictions on Parking:**

5. Recreational Vehicle Parking. Recreational Vehicles shall not be permitted to be parked on a public street within residential zoned districts except for the specific purpose of temporary loading or unloading.

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

**A. Design Standards:**

12. Surfacing, is amended as follows:

- e. Up to three recreational vehicles, including a camping trailer, motor home, pick-up coach, travel trailer or park trailer, recreational vehicle (RV), snowmobile or water craft, or recreational equipment (ice fishing houses, utility trailers and other equipment generally towed behind another vehicle used for non-commercial purposes), may be stored on any residential property provided:
  - (1) The recreational vehicles or recreational equipment are located on a parking area<sup>a</sup> in a rear or side yard of the property. The parking area shall be constructed in accordance with the City's approved driveway details. The parking area shall be constructed with concrete, asphalt, concrete pavers, brick set in compacted sand, class 5 gravel, or other impervious or semi-impervious surface material that has been approved by the City Engineer, provided it is accessible<sup>b</sup> from a driveway;
  - (2) One of the permitted recreational vehicles permitted in Section 1019-4, A, 12, e, may be stored in the front yard if:
    - a. Stored on the designated driveway.
    - b. Is no closer than ten (10) feet from the street edge or curb line and shall not overhang any portion of a public sidewalk or path.

- c. One (1) boat parked or stored on a licensed trailer shall be counted as one (1) recreational vehicle as permitted in Section 1019-4, A, 12, e of this ordinance.
- (2) (3) The recreational vehicles or recreational equipment are a minimum of 5 feet from an interior lot line or rear lot line and at least 15 feet from a street side lot line. The parking pad may be allowed to encroach within the required five-foot (5') side yard setback if the following conditions are met:
- a. The encroachment does not impact drainage, utilities or city maintenance access to public improvements.
  - b. The placement of a parking pad within the five-foot setback must be pre- approved by the City Engineer.
  - c. The adjacent property owner shall provide a written statement to the applicant/owner and the City approving the placement of the parking pad within the five-foot setback.
  - d. The applicant/owner must execute an easement agreement, with the City of Montrose, acknowledging they are responsible for restoration of the parking pad located in an easement area if it is disturbed by the City or utility companies.
  - e. The applicant/owner shall submit an application and fee, in accordance with the City's Fee Schedule, to cover the costs of the City Engineer's inspection.

<sup>a</sup> For the purpose of this section, "parking area" shall be defined as follows; a dedicated area that fully covers the entire ground surface beneath the recreational vehicle to be stored. Impervious surface beneath just the tires shall not constitute a parking area.

<sup>b</sup> For the purpose of this section, "accessible" shall be defined as follows; the parking area shall be located such that the recreational vehicle can use the existing driveway to access the side or rear yard where the parking area is located. The parking area is not accessible if access requires traversing any portion of the front yard that is not the designated driveway or directly from the street at a point that is not the designated driveway. If a property is a corner lot or a lot located on an improved alley then the parking area can be accessed directly via the street or alley if approved by the City Engineer.

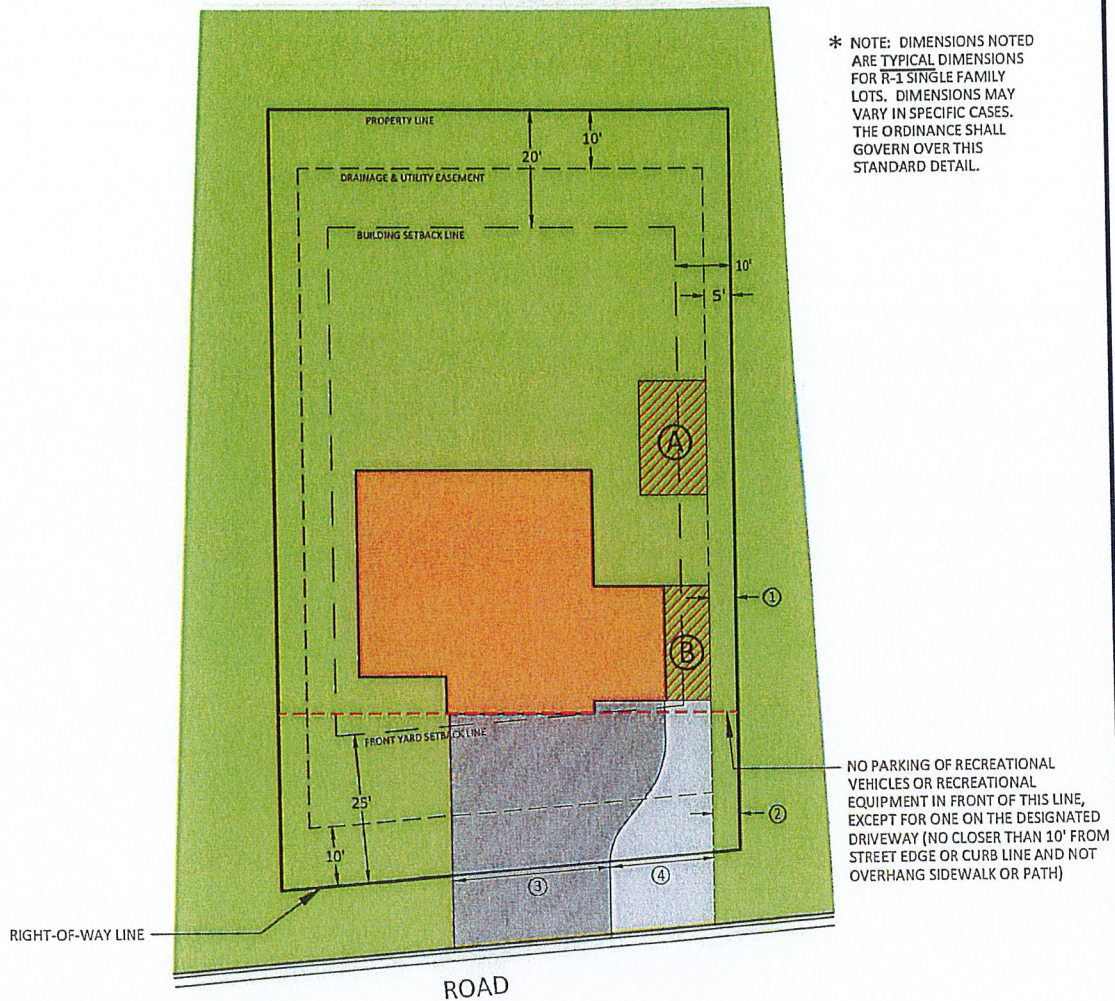
**Section 2.** This Ordinance shall be effective immediately upon its passage and publication.

**ADOPTED** this 14<sup>th</sup> day of August 2017, by the City Council of the City of Montrose.

# DRIVEWAY & RECREATIONAL VEHICLE PARKING STANDARD DETAIL

REFER TO CITY OF MONTROSE ORDINANCE NO. 1019  
FOR ADDITIONAL REQUIREMENTS

\* NOTE: DIMENSIONS NOTED  
ARE TYPICAL DIMENSIONS  
FOR R-1 SINGLE FAMILY  
LOTS. DIMENSIONS MAY  
VARY IN SPECIFIC CASES.  
THE ORDINANCE SHALL  
GOVERN OVER THIS  
STANDARD DETAIL.



## LEGEND

(A)

EXAMPLE - REAR YARD RV PARKING AREA

(B)

EXAMPLE - SIDE YARD RV PARKING AREA



DRIVEWAY SURFACING CONSISTING OF CONCRETE, COBBLESTONE OR PAVING BRICK.



RV PARKING PAD SURFACING CONSISTING OF CONCRETE, ASPHALT, CONCRETE PAVERS, BRICK SET IN COMPACTED SAND, CLASS 5 GRAVEL 6" DEPTH OR OTHER IMPERVIOUS OR SEMI IMPERVIOUS SURFACE MATERIAL THAT HAS BEEN APPROVED BY THE CITY ENGINEER, PROVIDED IT IS ACCESSIBLE FROM DRIVEWAY. SEE ORDINANCE FOR FURTHER DEFINITIONS.



ADDITIONAL DRIVEWAY IF APPROVED BY THE CITY ENGINEER. SURFACING SHALL BE CONCRETE, ASPHALT, COBBLESTONE OR PAVING BRICK.



- ① MIN. SETBACK = 5' INTERIOR LOT LINE AND 15' STREET SIDE LOT LINE. 5' INTERIOR LOT LINE RV PARKING SETBACK ENCROACHMENT ALLOWED IF CONDITIONS ARE MET ACCORDING TO ORD. 1019-4.A.12.e.(2).
- ② MIN. SETBACK = 5' OR 30' ON STREET SIDE LOT LINE; 5' SIDE YARD DRIVEWAY SETBACK ENCROACHMENT ALLOWED IF CONDITIONS ARE MET ACCORDING TO ORD. 1019-4.A.12.e.(2).
- ③ 27' (24' FOR TWO STALL GARAGE) MAX. WIDTH AT RIGHT-OF-WAY LINE UNLESS APPROVED BY THE CITY ENGINEER.
- ④ ADDITIONAL DRIVEWAY WIDTH IF APPROVED BY THE CITY ENGINEER, UP TO 40' TOTAL DRIVEWAY WIDTH.



**BOLTON  
& MENK**

2040 HIGHWAY 12 EAST  
WILLMAR, MINNESOTA 56201  
Phone: (320) 231-3956  
Email: Willmar@bolton-menk.com  
www.bolton-menk.com

© Bolton & Menk, Inc. 2017, All Rights Reserved

CITY OF MONTROSE, MINNESOTA  
DRIVEWAY & RECREATIONAL VEHICLE PARKING  
STANDARD DETAIL

OCTOBER, 2017

FIGURE NO. 1

ORDINANCE NO. 2021-01  
CITY OF MONTROSE  
COUNTY OF WRIGHT  
STATE OF MINNESOTA

AN ORDINANCE AMENDMENT TO CHAPTER 1019 OF THE ZONING ORDINANCE  
OF THE CITY OF MONTROSE, RELATED TO THE PARKING OF RECREATIONAL  
VEHICLES AND EQUIPMENT IN RESIDENTIAL DISTRICTS

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MONTROSE THAT THE  
FOLLOWING CHAPTER AND SECTIONS OF THE ZONING ORDINANCE ARE  
AMENDED TO READ AS FOLLOWS:

Section 1. City Code Chapter 1019 is amended as follows:

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

**A. Design Standards:**

**12. Surfacing, subsection (e)** is amended as follows:

- (1) The recreational vehicles or recreational equipment are located on a parking area in a rear or side yard of the property. The parking area shall be constructed in accordance with the City's approved driveway details. The parking area shall be constructed with concrete, asphalt, concrete pavers, brick set in compacted sand, decorative rock, class 5 gravel, or other impervious semi-impervious surface material that has been approved by the City Engineer, provided it is accessible from a driveway. If decorative rock or class 5 gravel is used, it shall be a minimum depth of six (6) inches; commercial-grade weed prevention fabric must cover the entire surface underneath, and edging must be installed to contain the rock.
  
- (3) The recreational vehicles or recreational equipment are a minimum of 5 feet from an interior lot line or rear lot line and at least 15 feet from a street side lot line. The parking pad may be allowed to encroach within the required five-foot (5') side yard setback if the following conditions are met:
  - a. The encroachment does not negatively impact drainage, utilities, or city maintenance access to public improvements as determined by the City Engineer.
  
  - b. ~~The placement of a parking pad within the five-foot setback must be pre-approved by the City Engineer.~~
  
  - c. ~~The adjacent property owner shall provide a written statement to the applicant/owner and the City approving the placement of the parking pad within the five-foot setback.~~
  
  - b. A minimum setback of two (2) feet is maintained.

**Section 2.** This ordinance shall be effective immediately upon its passage and publication.

**ADOPTED** this \_\_\_\_ day of \_\_\_\_\_ 2021, by the City Council of the City of Montrose.

\_\_\_\_\_  
Kirby Moynagh, Mayor

ATTEST:

Moved by:  
Seconded by:

\_\_\_\_\_  
Jessica Bonniwell, City Clerk

Published:  
Zoning Ordinance Updated:





**BOLTON  
& MENK**

Real People. Real Solutions.

 2040 Highway 12 East  
 Willmar, MN 56201-5818

 Ph: (320) 231-3956  
 Fax: (320) 231-9710  
 Bolton-Menk.com

## MEMORANDUM

**Date:** June 2, 2021  
**To:** Honorable Mayor Moynagh  
 City Council Members  
 City of Montrose  
**From:**  Jared Voge, P.E.  
 City Engineer  
**Subject:** Sidewalk Maintenance  
 City of Montrose, Minnesota  
 BMI Proj. No.: W13.120188

The City of Montrose is currently evaluating its sidewalk maintenance requirements. Based on city, state, and federal regulations, specific design and construction standards are applicable.

On July 26, 1990 the Americans with Disabilities Act (ADA) was enacted and identifies specific regulations surrounding access to services, activities, and facilities. After enactment of the ADA requirements, on October 20, 1999 the U. S. Access Board organized the Public Rights-of-Way Access Advisory Committee (PROWAAC) to develop requirements for access to sidewalks, streets, crosswalks, curb ramps, and other public rights-of-way components. On July 26, 2011 the committee developed Public Rights-of-Way Accessibility Guidelines (PROWAG) and issued them for public comment. Federal, state, county, and local agencies have been implementing the PROWAG requirements for multiple years.

To meet ADA and PROWAG requirements, public facilities such as sidewalks must be designed and constructed according to specific tolerances. For example, newly constructed sidewalks must have a cross-slope of 2% or less. Pedestrian ramps can be more complex and require a running slope of less than 8.34%, a landing area of 4 feet by 4 feet with less than 2% slope in all directions, and have an ADA compliant detectable warning, e.g. truncated domes. MnDOT has developed Standard Plans, consisting of 6 plan pages devoted entirely to pedestrian ramps. The city development standards require sidewalks to be a minimum of 5 feet in width consisting of 5-inches of concrete constructed over 6-inches of aggregate base class 5.

In summary, federal agencies have developed specific requirements for public rights-of-way components including sidewalks. **As sidewalks or other components are replaced or constructed, they should satisfy those requirements.** We recommend that any work associated with public rights-of-way components be reviewed by the City of Montrose.

If you have any questions, please call.



DATE: 06/04/2021

TO: Charles Smallwood, Planning and Zoning Commission Chair  
 Shawn Cuff, Planning and Zoning Commissioner  
 Justin Emery, Planning and Zoning Commissioner  
 Sylvia Henry, Planning and Zoning Commissioner  
 Sam Solarz, City Council Liaison

FROM: Michael Sommerfeld, Deputy Treasurer

SUBJECT: Neighboring Community Sidewalk Repair and Budgeting

Good evening,

In response to the request by Commission Chair Smallwood for research into any set precedent, regarding completion and funding of sidewalk repair, I was directed to survey the communities surrounding the City of Montrose. To fulfill this directive, I parsed through the ordinances of our neighboring cities throughout Wright County. I then made calls to each city to ask, in practice, who completes repairs and who is responsible for payment.

The following cities were surveyed:

Albertville	Delano	Rockford
Annandale	Hanover	St. Michael
Buffalo	Howard Lake	Waverly
Clearwater	Maple Lake	
Cokato	Monticello	

After review of the city code from the cities above, I found three that did not reference sidewalk repair. Those three have been removed from the 'Survey of City Ordinances' results. Additionally, after reaching out to city staff, I have yet to receive a response from three of the above cities. Those three have been removed from the 'Survey of City Staff' results.

All but one available city code identified the adjacent property owner as responsible for repairing or hiring out repair of sidewalks in accordance with city or state standards. When residents do not repair or make arrangements to repair, these ordinances call for the city to make arrangements for repair and pass the cost onto the adjacent owner. All of the available city ordinances regarding sidewalk repair, required the adjacent property owner to pay for repairs directly to the





city, or through assessment. These ordinances are consistent with the current Montrose City Code.

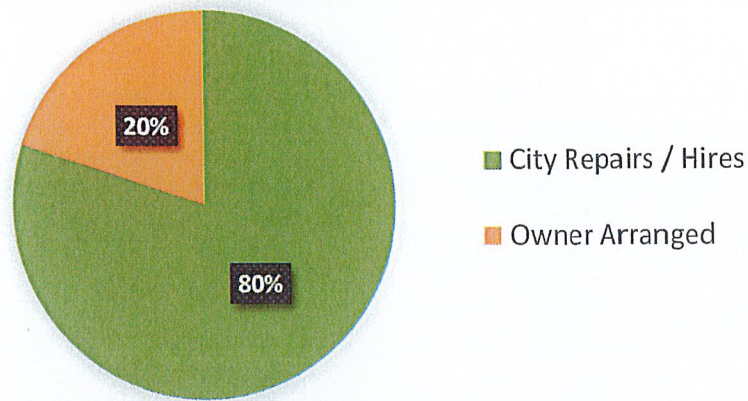
When I spoke with representatives from city administrations and public works departments, the repair and funding model looked very different. Most stated that their sidewalk repairs were completed by city staff and funded through their city budgets. Many of these staff mentioned that budgeting made more sense given how few sidewalks were in their cities. Though this may be the rationale for the smaller cities surveyed, the largest population respondents also stated their repairs were completed and budgeted by the city. Only three cities deviated from that majority trend. Those cities were all in the median population range surveyed, from roughly 3,000 to 4,500 residents. The City of Montrose falls into this median range, where cities report that, in practice, their residents are responsible for the upkeep of their sidewalks.

On the following pages, please find visual aides showing the contrast between our neighboring communities' city codes and reported repair and funding models.



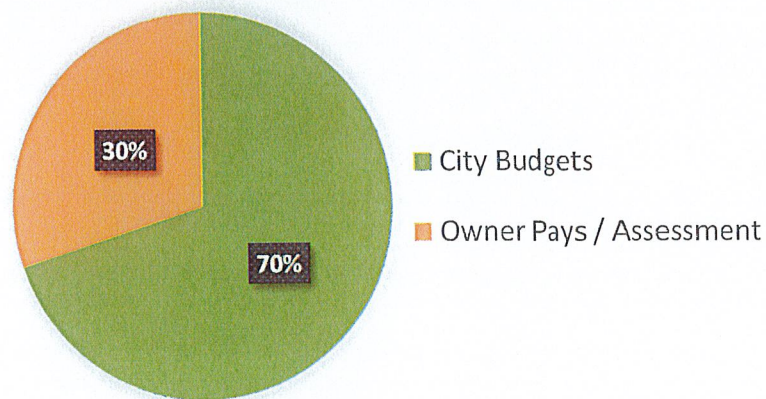
## Who Completes Repairs, in Practice?

Survey of City Staff



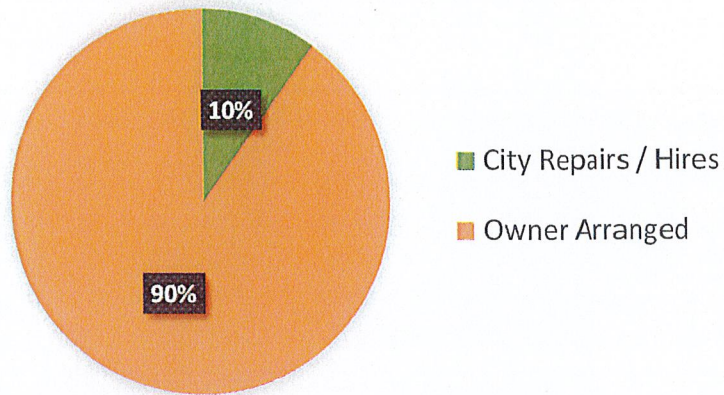
## Who Funds Repairs, in Practice?

Survey of City Staff





## Who Completes Repairs, in Practice? Survey of City Ordinances



## Who Funds Repairs, in Practice? Survey of City Ordinances

