

**CITY OF MONTROSE  
200 CENTER AVENUE SOUTH  
MONTROSE, MINNESOTA 55363  
PLANNING & ZONING COMMISSION  
MINUTES  
February 21, 2007**

Pursuant to call and notice, the Montrose Planning and Zoning Commission met in regular session on Wednesday, February 21, 2007.

Those present were Commissioners, Tim Hackenmiller, Roy Henry, Chuck Smallwood, Cory DeWitte, Paul Turner and Keith Roseen. Bob Kirmis, city planner, Kristen Carr, Sharon Knodel, liaison, Jeff Petersen, council, Andy Kauffman, council and Barb Swanson, city administrator were also present. Absent: Alfred Morhing.

**Agenda**

Motion by DeWitte, seconded by Hackenmiller, to approve the agenda as presented. Carried 6-0.

**Approval of Minutes**

Motion by Roseen, seconded by DeWitte, to approve the January 17, 2007 minutes as written. Carried 6-0

**Oath of Office**

Planning and Zoning members, Keith Roseen, Chuck Smallwood, Cory DeWitte, Roy Henry, Tim Hackenmiller and Paul Turner took their Oaths of Office.

**Training**

A joint workshop was held for the planning and zoning commission and council members. Bob Kirmis, city planner and Kristen Carr, city attorney reviewed training materials related to the comprehensive plan, rezoning (and zoning) amendments, conditional use permits, variances, findings of fact, 60 day rule, form of government, roles of city officials, open meeting law, liability and immunity, conflict of interest and the gift law.

The consultants, planning commission and council had a question and answer discussion throughout the workshop.

The meeting recessed at 8:25

The meeting reconvened at 8:35

### **New Business**

The Planning and Zoning Commission held a discussion regarding the 2007 goals and the order they would like to address each one.

The following goals were discussed:

- Open space
- Tree preservation plan
- Conservation District
- Comprehensive Plan review/ amendments

The commission decided that each item will be addressed on separate agenda's throughout the year.

### **Miscellaneous**

Swanson informed the commission of the training session offered by GTS.

Swanson stated that if anyone was interested in attending to contact city staff to make arrangements.

### **Adjournment**

Motion by Roseen, seconded by Hackenmiller, to adjourn at 9:25 PM.

Carried 6-0.

Author: Kristine M. Richter  
City of Montrose

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Barbara C. Thwing-Swanson  
Administrator/Clerk/Treasurer