



**CITY OF MONTROSE
200 CENTER AVENUE SOUTH
MONTROSE, MINNESOTA 55363
PLANNING & ZONING COMMISSION
MINUTES
July 18, 2007**

Pursuant to call and notice, the Montrose Planning and Zoning Commission met in regular session on Wednesday, July 18, 2007.

Those present were Commissioners, Roy Henry, Cory DeWitte, Paul Turner, Keith Roseen, Chuck Smallwood, Tim Hackenmiller and Alfred Morhing. Bob Kirmis, city planner, Justin Kannas, city engineer and Jeff Petersen, acting liaison, were also present.

Others present were Gina Mitchell, Bolton & Menk and Andrew Kauffman, city council.

Agenda

Motion by Roseen, seconded by DeWitte, to approve the agenda with the following addition: Announcement by Paul Turner.

Carried 7-0

Approval of Minutes

Motion by DeWitte, seconded by Henry, to approve the minutes as written.

Carried 7-0.

Public Hearing - Comprehensive Plan Amendment

Comprehensive Plan Amendment

Justin Kannas and Gina Mitchell reviewed a slide show presentation at the meeting, which covered the following items:

- AUAR Definition and Purpose
- AUAR-How it relates to the Comprehensive Plan
- Proposed Comprehensive Plan Amendments
 1. Transportation (Functional Classification Maps)
 2. Staging Plan
 3. Water System Plan
 4. Wastewater System Plan
 5. Storm Water Management Plan

(See Attached Documents for details)

The Planning Commission asked questions regarding the following items:

Roseen asked about the south water tower, the old tower, wastewater system plan current, proposed, and capacity.

Kannas stated this would assist in planning for future expansion.

DeWitte asked about the City of Waverly's contribution to expand the wastewater plant.

Kannas explained the City of Waverly's contribution regarding utility rates.

Further discussion was held.

The Public Hearing Opened At 7:25 PM

Bob Chantland - 350 Buffalo Avenue South

Chantland asked questions regarding the following items:

- Is the AUAR mandatory
- City cost for the AUAR
- Projections and time frame
- WWTP and the capacity

Lloyd Johnson - 6411 S. Highway 25

Johnson asked questions regarding the following items:

- Payment for water and sewer lines
- Developers responsibility
- 24inch pipeline

Catherine Neiberger - Hill Street

Neiberger asked questions regarding the following items:

- Clementa Avenue Rezoning
- Lift Stations
- Notification

Jim Trombley - Woodland Township

Trombley asked questions regarding the following items:

- Townships concerns regarding the AUAR

Andrew Kauffman - Brook Circle

Kauffman asked questions regarding the following items:

- Population increments

Staff, commission members and consultants made every effort to answer all questions asked. As stated through out the public hearing some questions asked were not appropriate for this hearing. Commission member Tim Hackenmiller explained the planning commission's responsibility and authority. The planning commission is here to review items and make recommendations to the council. The authority ultimately lies with the city council.

The Public Hearing was closed at 8:14pm

Motion by DeWitte, seconded by Hackenmiller to recess for 10 minutes. Carried 7-0.

The planning commission meeting reconvened at 8:24pm

Further discussion was held.

Motion by Roseen, seconded by Hackenmiller to recommend to the council approval of the comprehensive plan amendments, including the incorporation of the stormwater management plan, water system plan, wastewater system plan, staging plan, definitions related to roadway and intersection capacity, as well as revisions to the roadway functional classification vision. The commission also recommended that city staff work with the surrounding townships by informing them frequently regarding the AUAR and comprehensive plan amendments and their meanings. Carried 7-0.

Unfinished Business

Tree Preservation

Kirmis, city planner, reviewed a draft ordinance amending the tree preservation requirements.

The planning and zoning commission reviewed and stated their opinions on the matter. Kirmis will make minor changes and hold a discussion with the city attorney regarding security for tree preservation and replacement.

A public hearing regarding the amendment for the tree preservation requirements will be held at the August 2007 planning and zoning meeting.

Miscellaneous

Mission Statement

Richter informed the commission that as part of the cities internal and external goals for 2007, the planning and zoning commission should begin taking steps to consider adopting a mission statement.

This item will be discussed at the August 15, 2007 meeting.

Paul Turner Resignation

Paul Turner announced his resignation from the planning and zoning commission. Turner stated that the July meeting will be his last meeting in attendance.

Motion by DeWitte, seconded by Hackenmiller, to regretfully accept Paul Turners resignation. Carried 6-0. Turner abstained.

A discussion was held regarding the vacant seat for the planning and zoning commission

Staff will advertise the vacancy on the website and in the Wright County Journal Press. Applications will be taken until August.

Adjournment

Motion by Roseen, seconded by DeWitte, to adjourn at 8:34 PM.

Author: Kristine M. Richter
City of Montrose

Barbara C. Thwing-Swanson
Administrator/Clerk/Treasurer

** Notice ~ The tape recorder malfunctioned and therefore there is no recording for this meeting.



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MEMORANDUM

Date: June 29, 2007
To: Montrose Planning Commission
From: Justin Kannas, Bolton & Menk
Subject: Proposed Comprehensive Plan Amendments

Bolton & Menk has been working to complete a Draft Alternative Urban Areawide Review (AUAR) that will serve as a guide to future growth and development. To be eligible to conduct an AUAR, Minnesota Rules identify specific elements that must be included within a city's comprehensive plan. As a result, prior to requesting the City Council to authorize distribution of the Draft AUAR to various state agencies and local units of government for review and comment, amendments to the City of Montrose's Comprehensive Plan are proposed and attached for reference. Discussions regarding these and the AUAR were previously reviewed with the City Council and Planning Commission at a joint workshop held on April 18th. Each of the specific plans proposed provide guidance to the City, as well as future landowners, for addressing future growth and development. The Draft AUAR and associated Draft Mitigation Plan have been developed based on the following proposed amendments to the Comprehensive Plan:

Stormwater Management Plan. This plan includes recommendations to be used as a guide for the development of a stormwater collection system. It identifies selected techniques for long-term treatment of stormwater runoff, as well as rate and volume mitigation measures meeting State, County and City requirements. This plan includes an appendix titled "Surface Water Management Plan" (SWMP) that was prepared for the City of Montrose in 2003, but not formally adopted into the Comprehensive Plan. The 2003 SWMP is incorporated into, and thereby a part of the Comprehensive Stormwater Management Plan. The City's SWMP indicates the desire for a regional approach to storm water treatment and management. The goals of this comprehensive plan include the following:

- Identification of waters receiving runoff from the site.
- Limitation of post-development discharge rates to less than or equal to pre-development 2-, 10-, and 100-year rainfall event rates using regional retention ponds.
- Provision of permanent-pool volume for water quality treatment with NURP guidelines.
- Emphasis on the importance of reducing runoff volumes typically associated with development.
- Maintenance or improvement of existing wetland values.

Wastewater System Plan. The Wastewater System Plan summarizes the findings of the wastewater system analysis and includes the following primary objectives:

- Make a preliminary determination of the trunk sewer and lift station improvements that will be required for the proposed planning periods.
- Identify approximate locations and preliminary sizing for trunk sanitary sewers that will serve the ultimate development of the study areas.
- Determine the approximate locations and approximate required capacities of lift stations that would be required to serve the growth areas.
- Identify wastewater treatment facility upgrades and process changes that would be required to serve the growth areas.

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RAMSEY, MN WILLMAR, MN AMES, IA

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Water System Plan. The Water System Plan summarizes the findings of the water system analysis and includes the following primary objectives of the Plan:

- Perform an evaluation of the water system supply and storage capacity and their ability to meet the projected water needs for the projected growth areas.
- Make a preliminary determination of the trunk watermain improvements that will be required for the projected growth areas.
- Identify corridors and preliminary sizing for trunk watermains that will serve the ultimate development of the areas.

Staging Plan. The Staging Plan is a supplement to the Growth Management section of the Inventory and Development Framework chapters of the Montrose Comprehensive Plan. It provides specific policies to proactively plan and guide where development should occur in the near-term versus the long term, as well as a map identifying specific properties eligible for development in the Interim Build. The plan also provides guidance for when properties within the Full Build should be considered for inclusion in the Interim Build.

Definitions Related to roadway and Intersection Capacity and Revisions to the Roadway Functional Classification Vision. The transportation plan section is proposed to be amended to include specific guidance relative to roadway and intersection capacity. This information would be used by the City to evaluate the ability of a given roadway or intersection to accommodate a moving stream of vehicles.

The roadway functional classification vision in the transportation and land use sections is proposed to be amended to reflect Aetna Avenue in Franklin Township as a Major Collector, and the realignment of 55th Street SW with 5th Street as a Minor Collector.

Recommendation:

It is our recommendation that the Planning Commission recommend approval of the Comprehensive Plan amendments, including the incorporation of the stormwater management plan, water system plan, wastewater system plan, staging plan, definitions related to roadway and intersection capacity, as well as revisions to the roadway functional classification vision to the City Council.

Should you have any questions or comments prior to the public hearing, please do not hesitate to contact me at (320) 231-3956 or justinka@bolton-menk.com or Brad DeWolf at (612) 756-1032.