



It's good to be home.

**CITY OF MONTROSE
200 CENTER AVENUE SOUTH
MONTROSE, MINNESOTA 55363
PLANNING & ZONING COMMISSION
MINUTES
August 15, 2007**

Pursuant to call and notice, the Montrose Planning and Zoning Commission met in regular session on Wednesday, August 15, 2007.

Those present were Commissioners, Roy Henry, Cory DeWitte, Keith Roseen, Chuck Smallwood and Tim Hackenmiller.

Bob Kirmis, city planner, Justin Kannas, city engineer, Sharon Knodel, liaison and Barb Swanson, city administrator were also present.

Absent: Alfred Morhing

Agenda

Motion by Roseen, seconded by Hackenmiller, to approve the agenda with the following correction: Under unfinished business, the agenda should reflect a public hearing for the tree preservation amendment. Carried 5-0

Approval of Minutes

Motion by Hackenmiller, seconded by Roseen, to approve the minutes with corrections as discussed. The changes made to the motion under Paul Turner resignation and the time of adjournment. Carried 5-0.

Public Hearing - Conditional Use Permit for Clementa Crossing

Kirmis, city planner reviewed the planners report dated July 26, 2007 for the Clementa Crossing Retail Center - site and building plan review and conditional use permit. (see attached)

Kannas, city engineer reviewed the engineers report dated August 8, 2007. (see attached)

Jason Chaffins, assistant fire chief, reviewed the Montrose Fire Department comments. (see attached)

Jim Petersen, developer for the Clementa Crossing project, stated that he does not anticipate any problems with staff comments. He intends to have high

quality, sound tenants that will occupy this building. All involved will benefit the community.

Steve Binek, representing Nelson Building and Development, stated that he is willing to work with staff on all comments including any issues the fire department has expressed.

The Public Hearing Opened At 7:24 PM

Terrance Franney ~ 55th South West and Clementa Avenue

Franney expressed some concerns regarding ponds that border his property.

Further discussion was held regarding the location of the Franney property.

Roseen stated that this public hearing is for one particular lot not the entire plat. Further questions regarding the plat should have been addressed at the Clementa Crossing Plat hearing held on earlier date. Franney was referred to city staff for further questions regarding the ponding.

The Public Hearing was closed at 7:28pm

The planning commission held further discussion regarding the following items:

- Landscape berm
- Drive through layout
- Control signs or curb configurations
- Loading docks
- Tractor trailers entering and departing

Binek stated that he would be happy to work with staff to address any of the planning commissions concerns regarding the above listed items.

Approval was recommended by staff that included the planner, engineer and fire department subject to all conditions listed in the reports referenced above.

Motion by Roseen, seconded by Hackenmiller, to recommend approval to the council for the site and building plan approval to allow the construction of a 12,625 square foot retail center upon the property located north of US Highway 12 and Clementa Avenue subject to all conditions submitted by city staff. An additional recommended condition made by the planning commission was that the developer should work with staff regarding the loading/unloading zone and the three parking stalls located in the NW corner of the site plan. Carried 5-0.

Motion by Roseen, seconded by DeWitte, to recommend approval to the council for a conditional use permit to allow an accessory drive-through facility subject to

all conditions listed by city staff with an additional condition by the planning commission to include that the developer must work with staff regarding the drive thru design. Carried 5-0.

New Planning Commissioner

Swanson introduced Georgina Stanley to the planning commission. Stanley submitted an application to serve on the commission earlier in the year. Swanson will recommend approval to the council.

Motion by DeWitte, seconded by Hackenmiller, to recommend council approval for Georgina Stanley's appointment to the Planning and Zoning Commission. Carried 5-0

If approved Stanley would begin serving on the commission in September.

Public Hearing ~ Tree Preservation Amendment

Kirmis, city planner reviewed the planning report dated July 24, 2007. (see attached) A draft ordinance amending tree preservation requirements in the City of Montrose was also reviewed.

The public hearing opened at 7:50pm

There were no public comments to be addressed.

The public hearing closed at 7:52pm

Motion by DeWitte, seconded by Hackenmiller, to recommend approval of the ordinance amending tree preservation requirements in the City of Montrose. Carried 5-0.

Miscellaneous

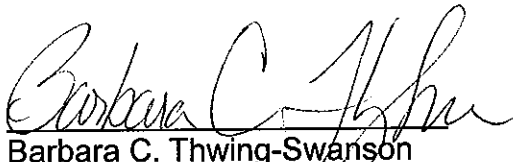
Mission Statement

Swanson 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. Sample mission statements were distributed. The commission will address this at the next meeting. The goal is to adopt a mission statement by the October meeting.

Adjournment

Motion by DeWitte, seconded by Henry, to adjourn at 8:05 PM.

Author: Kristine M. Richter
City of Montrose



Barbara C. Thwing-Swanson
Administrator/Clerk/Treasurer

Attachments

*A: Northwest Associated Consultants Report: Clementa Crossing Retail Center-
Site and Building Plan Review and Conditional Use Permit*

B: Bolton & Menk: Clementa Crossing Retail Center

*C. Montrose Fire Department Plan Review for Trail Head Development Retail
Center located in Clementa Crossing*



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PLANNING REPORT

TO: Barb Swanson
FROM: Bob Kirmis
DATE: March 5, 2007
RE: Montrose - Clementa Crossing (Formerly Montrose West)
Revised Preliminary Plat and Planned Unit Development
FILE NO: 273.03 - 07.01

Date Application Determined Complete:	February 16, 2007
Planning Commission Meeting Date:	March 21, 2007
City Council Meeting Date:	April 9, 2007
60-day Review Deadline:	April 17, 2007

BACKGROUND

In May of 2006, the City approved a comprehensive plan amendment, a rezoning and a preliminary plat for a 19 lot, commercial/industrial subdivision entitled "Montrose West. The subdivision is located north of U.S. Highway 12 and west of Clementa Avenue.

Since the original preliminary plat approval, Trial Head Land Development Corporation (the applicant) has proposed the following subdivision modifications:

1. A change in the name of the subdivision from "Montrose West" to "Clementa Crossing" or Clementa Circle (if a traffic circle at the intersection of U.S. Highway 12 and Clementa Avenue is constructed).
2. A reconfiguration of the northern tier of lots in the subdivision (Lots 7-11, Block 1 on the previously approved preliminary plat) into a base lot/unit lot arrangement to facilitate the construction of 40 individual, light industrial buildings.

3. A planned unit development/conditional use permit to allow post frame building construction ("business barns") and a private street system within the northern tier of lots.

The subject site is zoned I-1, light industrial. No changes to the allowed uses (those specified in the I-1 zoning district) have been proposed.

Attached for reference:

- Exhibit A - Site Location
- Exhibit B - Applicant Narrative
- Exhibit C - Approved Preliminary Plat
- Exhibit D - Revised Preliminary Plat
- Exhibit E - Grading, Drainage and Erosion Control Plan
- Exhibit F - Utility Plan
- Exhibit G - Landscape/Parking Plan
- Exhibit H - Building Perspective
- Exhibit I - Building Elevations
- Exhibit J - Building Site/Floor Plan

ISSUES ANALYSIS

Plat Name. As previously indicated, the applicants wish to change in the name of the subdivision from "Montrose West" to "Clementa Crossing" or Clementa Circle (if a traffic circle at the intersection of U.S. Highway 12 and Clementa Avenue is constructed).

In regard to the proposed name change, the City's primary concern is that the name of the plat not be the same or remarkably similar to an existing plat name such to cause confusion. To be noted however, is that a specific name will need to be selected as part of the processing of the forthcoming final plat, possibly before a final determination is made regarding a U.S. Highway 12 traffic circle.

Planned Unit Development. The applicant has requested a number of flexibilities from ordinance requirements. Specific flexibility has been requested in the following areas:

Building Type. The applicant wishes to construct the proposed buildings using a post and beam construction technique. The zoning ordinance specifically prohibits pole-type (or post and beam) construction.

Private Streets. A private street system has been proposed to serve the light industrial buildings. The subdivision ordinance does not allow private streets except via PUD.

Public Street Access. A base lot/unit lot platting arrangement is proposed. Such platting technique allows the individual sale of each building and common

ownership of the "base lot". According to the subdivision ordinance, all lots within the City must be provided access to public streets.

In return for the granting of the referenced flexibilities, the applicant believes the proposed development will further a City objective of promoting economic development and the strengthening of the community's tax base.

Streets. Lots within the proposed subdivision (Block 3) are served by a private street system. To accommodate the private streets, the processing of a planned unit development conditional use permit is necessary.

Street Configuration. As shown on the preliminary plat, access to the proposed buildings is provided solely from the private street system. No direct access to the public street (Street A) is proposed. While the proposed street system provides adequate access to lots, some concern exists in regard to the turnaround areas provided at the terminus of dead end streets. Of specific concern is the location of trash handling receptacles within such turn around areas. As a condition of preliminary plat/PUD approval, either the dead end private streets should be expanded to provide an unencumbered vehicle turnaround area or the trash handling equipment (shown in such turnaround areas) be relocated to ensure a proper maneuvering area.

Street Width. The proposed streets measure 24 feet in width (curb to curb). While the proposed street widths can accommodate two-way traffic movements (assuming the prohibition of on-street parking), some concern exists in regard to the impact a snowfall may have upon site circulation. Considering that little area exists within the site for snow storage, it is recommended that a snow storage plan be provided which will make a provision for off-site storage. This issue should be subject to further comment by the City Engineer.

Street Maintenance. As a condition of preliminary plat/PUD approval a property owners association should be created which ensures, among other things, maintenance of the proposed private streets. The by-laws for such association should be subject to review and approval by the City Attorney.

Lots. The applicants wish to reconfigure the northern tier of lots in the subdivision (Lots 7-11, Block 1 on the previously approved preliminary plat) in a base lot/unit lot arrangement. Such reconfiguration would facilitate the construction of 40 individual, light industrial buildings (or "business barns" as described by the applicant). Because the ordinance does not allow the creation of lots without public street frontage, the processing of a planned unit development conditional use permit is necessary.

Within I-1, Light Industrial zoning districts (applicable to the property) a minimum lot size 20,000 square feet and minimum lot width of 100 feet is required. Two unit lot sizes are proposed by the applicants, a 3,750 square foot lot which would accommodate a 1,200 square foot building and a 5,700 square lot which would accommodate a 2,400 building.

The acceptability of the proposed lot sizes (and corresponding buildings) is considered a policy matter to be determined by City Officials.

The applicant has requested the ability to accommodate larger users via administrative permit (as opposed to a PUD amendment which would require a public hearing). While such request is considered reasonable, it is believed some parameters should be established to ensure that the scale of the buildings are relatively consistent. In this regard, it is suggested that only the combination of two lots be allowed via administrative subdivision, (resulting in a maximum unit lot size of 11,400 square feet). The combination of more than two lots should be processed as a PUD amendment as significantly larger buildings could change the character of the development.

Setbacks. The following is a listing of required and proposed setbacks:

	Required Setback	Proposed Setback
Front Yard	25 feet	25 feet from public right-of-way, 30 feet from curb of private street
Side Yard*	Interior - 15 feet Corner - 25 feet	20 feet between buildings
Rear Yard*	25 feet	30 feet from rear lot line of base lot

* 50 feet setback required if abutting a residential zoning district

As a PUD, flexibility from the setback requirements of the applicable zoning district can be granted. The acceptability of the proposed setbacks relates directly to the proposed development concept.

Off-Street Parking. As shown on the Building Site/Floor Plan (Exhibit J), a total of four off-street parking stalls are proposed for each building. Ten additional stalls are proposed near Unit Lots 42 and 43. The buildings are also designed to potentially accommodate two indoor parking spaces.

Considering the size of the proposed buildings, the proposed off-street parking supply is considered acceptable. To be noted however, is that State law requires that one of the provided stalls be handicap accessible.

Building Type and Construction. As mentioned previously, the applicant is proposing to construct the "business barns" using post and beam (or pole-type) construction. While such building type is prohibited by the zoning ordinance (Section 1017-4.A.4), it can be accommodated via the requested PUD.

According to the applicant, the proposed "business barns" are to be finished in cement board siding with cultured stone wainscoting along the front of the buildings.

Landscaping. As shown on the submitted landscape plan, Spring Snow Crabapple trees have been proposed along the western boundary of the site. To be noted however, is that no landscaping is shown along the public right-of-way (Street A). As a condition of PUD approval, it is recommended that the landscaping plan be modified to include "foundation plantings" at the base of all building facades with frontage along Street A.

Wetlands. As shown on the preliminary plat, a small wetland exists along the northern boundary of the subject property (along the rail line). Wetland related issues should be subject to comment and recommendation by the City Engineer.

Parks. As shown on the submitted preliminary plat, no park land has been included in the proposed subdivision. As a result, a cash contribution, in lieu of a land dedication will be required.

Tree Preservation. The subject property does not include any significant vegetation.

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

Development Agreement. As part of Final Plat approval, the applicant will be required to enter into a development agreement with the City and post a financial security required by it.

RECOMMENDATION

A decision regarding the acceptability of the proposed development and requested ordinance flexibilities is considered a policy matter to be determined by City Officials.

If City Officials find the proposed light industrial development concept to be acceptable, our office recommends the following:

- A. Approval of a planned unit development conditional use permit (to allow the requested ordinance flexibilities) subject to the following conditions:
 1. The City approve the Clementa Crossing (or Clementa Circle) Final Plat.
 2. The planned unit development conditional use permit apply solely to Block 3 of the subdivision.
 3. Uses within Block 3 shall be limited to those allowed in the I-1, Light Industrial Zoning District.

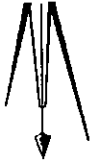
4. Either the dead end private streets be expanded to provide an unencumbered vehicle turnaround area or the trash handling equipment (shown in such turnaround areas) be relocated to ensure ample area for vehicle turnaround maneuvers.
5. A snow storage plan be provided which makes provision for off-site storage. This issue shall be subject to further comment by the City Engineer.
6. The City Engineer provide comment and recommendation in regard to the acceptability of the proposed private street widths.
7. Parking along the private streets shall be prohibited (to ensure two-way traffic movements).
8. The landscaping plan be modified to include "foundation plantings" at the base of all building facades with frontage along Street A.
9. City Officials find the building design, corresponding lots sizes and finish materials to be acceptable.
10. The combination of up to two lots shall be allowed via administrative subdivision (resulting in a maximum unit lot size of 11,400 square feet). The combination of more than two lots shall be processed as a PUD amendment.
11. A property owner's association be created addressing maintenance responsibilities for common areas, covenants etc. The by-laws for such association shall be subject to review and approval by the City Attorney.
12. Comments of other City Staff.

B. Approval of the Clementa Crossing Preliminary Plat subject to the following conditions:

1. The City approve the planned unit development conditional use permit (applied to Block 3 of the plat).
2. Future commercial and industrial development upon Blocks 1 and 2 shall be subject to site and building plan review by the Planning Commission and City Council.
3. The City Engineer provide comment and recommendation in regard to street, drainage and utility issues.

4. The City Engineer provide comment and recommendation in regard to wetland issues.
5. The applicant enter into a development agreement with the City and post all the necessary securities required by it.
6. In lieu of a park land dedication, the applicant fulfills applicable cash contribution requirements of the City.
7. Comments of other City Staff.

c. Brad DeWolf
Andrew MacArthur / Kristen Carr
Trail Head Land Development, 10 Second Street NE, Suite 401, Minneapolis, MN
55413



BOLTON & MENK, INC.

Consulting Engineers & Surveyors

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Phone (320) 231-3956 • FAX (320) 231-9710

August 8, 2007

Honorable Mayor Nelson
City Council Members
City Planning and Zoning Commission
City of Montrose
P.O. Box 25
Montrose, MN 55363

RE: Clementa Crossing Retail Center
Montrose, Minnesota
BMI Project No: W13.39123

Dear Mayor, Council and Planning/Zoning Commission:

We have reviewed the Site & Building Plan and Conditional Use Permit submittal dated July 16, 2007 for the above referenced project and have the following comments:

- 1) The plans shall be subject to review and approval by the City Building Official prior to construction.
- 2) The Developer shall provide documentation of a shared driveway easement with the adjacent property owners.
- 3) Silt Fence shall be installed along the length of the lot behind the sidewalk.
- 4) A post indicator valve shall be installed on the fire suppression line.
- 5) All watermain and sanitary sewer shall be tested in accordance with City Standards. The Contractor shall contact Justin Kannas at (320) 905-2704 to schedule inspection and testing of all utilities on site.
- 6) A curb stop shall be placed on the domestic water service line.

We recommend approval of the Conditional Use Permit contingent upon the above comments and comments as submitted by other City staff. If you have any questions on the above, please call.

Sincerely,

BOLTON & MENK, INC.

For: Bradley C. DeWolf, P.E.
City Engineer

BCD/jk

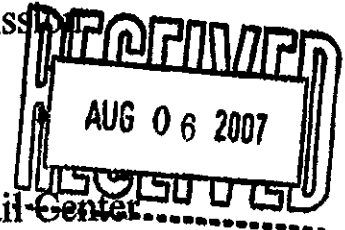
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City of Montrose
August 8, 2007
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cc: Barbara Swanson, City Administrator, City of Montrose
Wendy Manson, Assistant City Administrator, City of Montrose
Sean Diercks, Public Works Director, City of Montrose
Bob Kirmis, NAC, City Consultant Planner
Jim Peterson, Trailhead Land Development
Ray Williams, Trailhead Land Development
Dale Campbell, John Oliver & Associates, Inc.

To: City of Montrose Planning and Zoning Commission
From: Jason Chaffins
Subject: Plan Review for Trail Head Development Retail Center
in Clementa Crossing.



The Montrose Fire Department has reviewed the plans for the proposed building.

1. The fire department access road will be required around all portions of the building site. The fire department access road shall be designed to support the imposed load of all apparatus and shall have surface so to provide ALL WEATHER DRIVING capabilities through out the construction site.
2. The installation of automatic fire suppression systems for the building shall be installed in accordance with the Minnesota State Fire Codes and NFPA 13.
3. The installation of the fire alarm system for the building shall be in accordance with the Minnesota State Fire Codes.
4. Fire Department key boxes will be required for all access doors on the proposed building. To obtain information on the key boxes please contact the city office.
5. Post Indicator Valves will be required if unsafe access to the sprinkler room cannot be obtained.
6. The installation of NO PARKING FIRE LANE signs shall be posted in an approved manor.

7. **Fire Department Connections shall be installed and maintained per Minnesota State Fire Codes and NFPA standards.**

**Respectfully,
Jason Chaffins
Assistant Chief**