

**CITY OF MONTROSE  
200 CENTER AVENUE SOUTH  
MONTROSE, MINNESOTA 55363  
PLANNING & ZONING COMMISSION  
MINUTES  
APRIL 16, 2008**

Pursuant to call and notice, the Montrose Planning and Zoning Commission met in regular session on Wednesday, April 16, 2008.

Those present were Commissioners, Cory DeWitte, Alfred Morhing, Roy Henry, Nina Stanley-Woidyla and Tim Hackenmiller.

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

Absent: Chuck Smallwood  
Keith Roseen

Cory DeWitte read the Commissions Mission Statement:

**MISSION STATEMENT**

***The Planning Commission, serving a key leadership role as an advisory body to the City Council, reviews and evaluates land use issues utilizing zoning and subdivision regulations to ensure conformity to the Comprehensive Plan and community values, to manage the future growth of Montrose.***

**Agenda**

Motion by Hackenmiller, seconded by Stanley, to approve the agenda as presented. Carried 5-0.

**Approval of Minutes**

Motion by Stanley, seconded by Henry, to approve the February 20, 2008 minutes as presented. Carried 5-0.

**Keith Roseen arrived at 7:12 PM**

## **Public Hearing – Northridge 5<sup>th</sup> Addition**

### **Preliminary Plat and PUD Amendment**

Bob Kirmis, city planner, reviewed the planners report dated March 18, 2008.  
(See attached)

Kirmis informed the commission that under the recommendation section of the planner report, letter B number 2 should be changed from 17.5 feet to 15 feet.

Justin Kannas, city engineer, reviewed the engineers report dated April 7, 2008.  
(See attached)

DeWitte closed the regular meeting and opened the public hearing at 7:19 PM.

No public comments were made at the public hearing.

The public hearing was closed at 7:20 PM.

The planning commission held a discussion regarding the preliminary plat and PUD amendment for Northridge 5<sup>th</sup> addition.

Motion by Stanley, seconded by Henry, to approve the rezoning of the recently annexed portion of the site from UR, Urban Reserve to R-1, Single Family Residential. Carried 6-0.

Motion by DeWitte, seconded by Stanley, to approve the amendment to the Northridge PUD (to include the recently acquired parcel of land and allow flexibility from R-1 zoning district lot width and setback requirements) subject to the conditions listed by city staff. Also, to make the corrections under the recommendation section of the planner report, letter B number 2 from 17.5 feet to 15 feet. Carried 6-0.

Motion by Hackenmiller, seconded by Stanley, to approve the Northridge 5<sup>th</sup> Addition preliminary plat subject to the conditions listed by city staff. Carried 6-0.

## **Unfinished Business**

### **Conditional Use Permit Updates**

### **Inactive Revocations**

Richter, administrative assistant, updated the planning commission regarding the council approval to revoke the inactive conditional use permits for the following properties:

1. 229 Buffalo Avenue South
2. 110 Crystal Court
3. 124 Crystal Court
4. 230 Buffalo Avenue South

### Non-Compliance

Richter updated the planning commission regarding the non-compliance conditional use permits as listed below:

1. 300 Zephyr Avenue
2. 601 Nelson Blvd.
3. 411 Nelson Blvd.

Richter informed the commission that city staff is attempting to make every effort to work with each property owner regarding the non-compliance issues. Each property has had contact with the city. The Highway 12 redevelopment committee will also address some of the non-compliance issues.

### **New Business**

#### Roundabout DVD and Review

The commission reviewed a roundabout video provided by Mn/DOT. Kannas, city engineer reviewed the proposed roundabout at Clementa Avenue and US Highway 12.

An open discussion was held.

### **Miscellaneous**

#### 2008 Goal review and update

The following items were listed as the Montrose Planning and Zoning Commissions goals for 2008:

The Planning Commissions goals were discussed at the joint quarterly meeting held prior to the planning commission meeting. Changes that were made will appear in italics.

#### **1. Quarterly meeting with Council, Park and Recreation and the Economic Development Authority**

- Planning and Zoning will host the first Quarterly meeting April 16, 2008. ***Completed 4-16-08***

*The planning commission's recommendation was to hold the quarterly meetings from 6pm to 7pm. This will allow for all commissions and committees to present an update.*

#### **2. Engineer workshop, AUAR review, Roundabout**

- Roundabout DVD will be viewed by the Planning Commission April 16, 2008 ***Completed 4-16-08***
- AUAR will be presented after it has been finalized

### **3. Joint workshops with surrounding communities**

*City staff will contact the surrounding communities specifically Delano and Waverly to discuss scheduling a meeting regarding the US Highway 12 Corridor.*

### **4. Planning educational conferences/cost share with surrounding communities**

- Staff researched pricing and availability for GTS to host training session in Montrose with surrounding communities.

#### **Government Training Services**

Off site full day prices	\$125.00 each person
Cost share pricing as structured For a full day	\$1200-\$1400 + instructors mileage
Recommendation 35-40 People	
Estimation per person \$40.00 based on 35 people in Attendance or 5 other communities	

This service will NOT be available until the Fall of 2008

*City Staff will contact surrounding communities regarding interest in cost share. If enough cost share interest is received staff will schedule the educational services with GTS.*

### **5. Review larger cities Comprehensive Plans**

Richter asked for clarification regarding the specifics to obtain this goal. Ideas were discussed regarding eco cities and cities a bit larger to help the City of Montrose obtain ideas regarding future growth. Justin Kannas, city engineer will assist with obtaining copies of other comprehensive plans.

## **6. Articles for the news letter**

- Chuck Smallwood submitted an article in the January, 2008 City Newsletter. **Completed 1-08**

*City Staff will contact other commissioners when future articles are needed.*

## **7. Emergency Management Education**

A discussion was held regarding emergency management education. DeWitte stated that the commission needs to show support to the Emergency Management Team. The commission decided to add Emergency Management Education to the 2008 goals.

*City Staff will update the goals list for 2008.*

Motion by DeWitte, seconded by Stanley, to revise the 2008 goals as discussed. Carried 6-0.

## **Adjournment**

Motion by Stanley, seconded by Hackenmiller to adjourn at 8:45 pm  
Carried 6-0.

Author: Kristine M. Richter  
City of Montrose

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Barbara C. Thwing-Swanson  
Administrator/Clerk/Treasurer

Attachments: Planners Report, March 18, 2008 (Northridge 5<sup>th</sup> addition)  
Engineers Report, April 7, 2008 (Northridge 5<sup>th</sup> addition)