

1. Agenda Documents

Documents:

[040621.PCWORKSHOPAGENDA.LF.PDF](#)

AGENDA
SPECIAL MEETING - MONTICELLO PLANNING COMMISSION
Tuesday, April 6th, 2021 - 5:00 p.m.
Bridge Room, Monticello Community Center

Commissioners: Paul Konsor, John Alstad, Andrew Tapper, Alison Zimpfer, and Eric Hagen
Council Liaison: Charlotte Gabler
Staff: Angela Schumann, Steve Grittman (NAC), and Ron Hackenmueller

1. General Business

A. Call to Order

2. Workshop Agenda

A. Land Use Basics

B. 2021 Planning Commission Workplan

3. Adjournment

2A. 2021 Planning Commission Workplan Workshop, cont. (AS)

REFERENCE AND BACKGROUND:

The Planning Commission is asked to review the revisions to the draft 2021 Workplan in preparation for adoption at the regular April meeting. Items in red italics are additions/revisions to the March version of the draft workplan.

The Commission is asked to adopt a workplan each year. The purpose of the workplan is to connect the work of the Commission to the overall goals of the city and community. For the Planning Commission, the workplan outlines proactive work the body may complete in addition to its role in responding to land use applications.

The annual Commission workplan begins consistently by stating the Planning Commission's role and purpose. The workplan is then organized into the four main areas of Planning Commission's work influence or spheres of authority:

1. Organizational
2. Comprehensive planning
3. Zoning ordinance
4. Subdivision ordinance

The adopted Monticello 2040 Vision + Plan provides implementation guidance for the Commission in each of the first 4 areas above. This guidance has been incorporated into the draft 2021 workplan.

As related more specifically to the zoning ordinance, the Monticello 2040 Plan's Implementation Chapter ([Chapter 9](#)) included a significant number of strategies for revision or review. To help narrow the Commission's work in 2021 and aid in the recodification of the zoning ordinance in 2021-2022, staff requested that Commission provide a prioritization of the zoning-related strategies from the Implementation Plan. The draft workplan's Zoning Strategies Attachment A is reflective of the combined prioritization input provided by the Commission.

Monticello 2040 Plan zoning strategies which were not prioritized for 2021 will be incorporated into future workplan discussions for implementation. (The full list of those strategies the Commission was asked to prioritize is included for reference as Exhibit D.)

For the last component of the plan, the Commissioners were asked to provide specific input as to areas of additional study or research requested for 2021. The 2021 Draft Workplan now includes feedback from the Commission on that area.

ALTERNATIVE ACTIONS:

None at this time. Planning Commission is asked to review the draft plan for discussion at the workshop.

SUPPORTING DATA:

- A. 2021 Workplan and Attachment A, Draft
- B. [Monticello 2040 Vision on a Page](#)
- C. [Monticello 2040 Vision + Plan Chapter 9 - Implementation Chapter](#)
- D. 2021-2025 Monticello 2040 Zoning Strategies, Full List



Monticello Planning Commission 2021-2025 Workplan

DRAFT

The Monticello Planning Commission is established to advise the Mayor, Council and Community Development Department in matters concerning planning and land use matters; to review and make recommendations regarding the Monticello 2040 Vision + Plan, subdivision and zoning ordinances and other planning rules and regulations; to establish planning rules and regulations; and to conduct public hearings.

Purpose Statement:

The Planning Commission will support efforts to implement the Monticello 2040 Vision + Plan. The Planning Commission will work collaboratively with the City Council, other City boards and commissions, and community stakeholders in its work to achieve the Plan and the strategic goals of the city.

Organizational & Training Activities:

- Attend in-house Land Use Basics training.
- Complete the *Basics of Land Use* and *My Roles as a Planning Commissioner* through Fusion Learning Partnership.
- Understand land use application types and process.
- Continue to support regional planning as identified by the Monticello 2040 Vision + Plan.
 - Implementation Chapter, Land Use, Growth & Orderly Annexation
 - Strategy 1.10.1 - Consider the outcomes of regional planning initiatives and participate in processes resulting from the efforts of the Central Mississippi River Regional Planning Partnership.
- Initiate and/or facilitate organizational projects in support of the Monticello 2040 Vision + Plan.
 - Implementation Chapter, Land Use, Growth & Orderly Annexation
 - Strategy 1.1.1 - Facilitate biannual meetings to serve as a “Development Forum” with interested property owners, realtors, builders and developers to discuss long-term planning, real estate market conditions,
 - Strategy 1.1.2 - Develop and publish a ‘Development Opportunity Map’ for use by the public, property owners and development community that identifies vacant and potential development opportunity sites, as well as pending and approved projects with the City and MOAA.

Comprehensive Plan Activities:

- Support the implementation of the Monticello 2040 Vision + Plan through implementation of the Goals, Policies and Strategies identified within the Plan.

- *Support the priority projects set by the City Council, including the small area planning for Chelsea Commons area and reinvestment in Block 52 in Downtown Monticello.*

Zoning Ordinance/Map Activities:

- Complete the recodification of the Monticello Zoning Ordinance, including consideration of amendments as recommended in the Goals, Policies and Strategies of the Implementation Chapter of the Monticello 2040 Comprehensive Plan.
 - *Review and revise the zoning ordinance consistent with the 2021-2022 Zoning Ordinance Strategy priorities set by the Planning Commission per Attachment A.*
- Consider amendments to the Monticello Official Zoning Map in support of the Monticello 2040 Vision + Plan guided land use, including, but not limited to the following.
 - Implementation Chapter, Land Use, Growth & Orderly Annexation
 - Strategy 2.7.1 - Amend the Zoning Map to be consistent with the Future Land Use Map and identify areas where mixed-density residential uses are appropriate.

Subdivision Ordinance Activities:

- Complete a review and amendment of the Monticello Subdivision Ordinance, including consideration of amendments as recommended in the Goals, Policies and Strategies of the Implementation Chapter of the Monticello Comprehensive Plan as follows.
 - Implementation Chapter, Land Use, Growth & Orderly Annexation
 - Strategy 2.5.1 - Implement measures to slow down or “calm” traffic on local streets by using design techniques and measures to improve traffic safety, provide eyes on the street, and enhance the quality of life in Monticello’s neighborhoods.
 - Strategy 3.8.2 - Require pedestrian and bike connections in new commercial development.
 - Strategy 6.5.1 - Conduct regular review of parkland allocation and ensure sufficient amount of land is designated for parks and recreation activities in the City as the population increases.

Research & City Department Update Topics

As resources and time allow, the Planning Commission will consider research and information related to the following topic areas, which are listed in priority order.

Topic
Monticello Orderly Annexation Area
<i>Status of municipal infrastructure</i>
<i>Tree preservation – Zoning ordinance section 4.2</i>

CHAPTER 3: LAND USE, GROWTH & ORDERLY ANNEXATION

Goal 1: Growth & Change

Policy 1.7: Zoning to Manage Growth

Strategy 1.7.1 - Use Floor Area Ratio (FAR) and building height standards in commercial, industrial, and mixed-use areas to control the intensity of development. Use residential density standards (units/acre) in residential

Goal 2: Complete Neighborhoods

Policy 2.1: Neighborhood Diversity & Life-Cycle Housing

Strategy 2.1.1 - Adopt zoning regulations that allow for a wider diversity of housing types, identify character defining features and encourage a center of focus for each neighborhood.

Strategy 2.1.2 - Encourage opportunities for residents to stay in Monticello, with additional options for estate residential, senior living, and other life-cycle options.

Goal 3: Commercial Centers and Corridors

Policy 3.1: Connected Neighborhood Shopping Centers

Strategy 3.1.1 - Amend zoning to allow small, neighborhood serving shopping centers and commercial uses in the Mixed Neighborhood (MN) land use designation. In the MN designation surrounding Downtown, these uses would typically be very small up to 1,000 square feet, while other areas designated MN may have larger neighborhoods which necessitate larger neighborhood centers.

Policy 3.5: Redevelopment & Adaptation of Commercial Corridors

Strategy 3.5.2 - Broaden permitted land uses in commercial centers to adapt to changing commercial demand while activating these spaces. Consider educational, medical office or other compatible uses.

Policy 3.6: Commercial Building & Site Design

Strategy 3.6.2 - Review and consider amendments to the City's commercial parking requirements based on changes in shopping and consumer behavior. Encourage the use of shared parking in along corridors and commercial centers, rather than independent parking lots on each commercial property. This can reduce the total land area dedicated to parking, result in more efficient land uses, and create a more pedestrian-friendly environment.

Policy 3.8: Commercial Uses & Public Health

Strategy 3.8.1 - Promote food access by amending zoning regulations to allow retail and service based food uses in all commercial districts and some residential districts as appropriate. These uses may include food stores, markets, community gardens and farmer's markets.

Goal 5: Active Employment Centers

Policy 5.4: Employment Generating Land Use Design & Regulation

Strategy 5.4.1 - Utilize and maintain higher floor area ratio and building height allowances in certain industrial areas for manufacturing and warehouses than for other building types, due to their unique function and space requirements.

Strategy 5.4.3 - Continue to support quality site design for industrial uses as an investment in the community and employment districts, including materials, landscaping and architecture.

Policy 5.6: Industrial Land Use Compatibility

Strategy 5.6.2 - Improve the visual quality and sustainability of industrial areas through requirements such as screening of storage areas, landscaping, prompt elimination of trash and roadside debris, and ongoing maintenance of buildings and properties.

Chapter 8 - Community Character, Design & The Arts

Goal 2: Site Design & Architecture

Policy 2.1 High Quality Design

Strategy 2.1.1 - Through zoning and PUD applications, encourage the location of infill new commercial, residential, or mixed-use developments where appropriate and needed to provide definition to the street and promote pedestrian activity.

Strategy 2.1.5 - Continue to evaluate the zoning ordinance for opportunities to enhance design through landscaping, signage and building materials in all districts.

2021-2025 Monticello Planning Commission Workplan: Monticello 2040 Vision + Plan Zoning Strategies

Instructions: Below are the short-term strategies related specifically to the zoning ordinance as identified in the Implementation Chapter of the Monticello 2040 Comprehensive Plan. Rank all strategies listed below from 1-3, with 1 being a high priority to review/complete and 3 being a low priority to review/complete.

	Priority Ranking (1-3)
CHAPTER 3: LAND USE, GROWTH & ORDERLY ANNEXATION	
Goal 1: Growth & Change	
Policy 1.2 Growth Management to Achieve Goal	
<i>Strategy 1.2.1</i> - Create growth management tools and solutions such as development incentives, zoning regulations , capital investments, and other measures which support focused development into the primary growth areas.	[]
Policy 1.5: Sustainable Land Use Planning and Development	
<i>Strategy 1.5.2</i> - Continue to include regulations in the zoning code to permit and allow community gardens and small-scale urban farming in residential neighborhoods and other appropriate locations.	[]
Policy 1.7: Zoning to Manage Growth	
<i>Strategy 1.7.1</i> - Use Floor Area Ratio (FAR) and building height standards in commercial, industrial, and mixed-use areas to control the intensity of development. Use residential density standards (units/acre) in residential and mixed-use areas to control the intensity and encourage specific types of residential development.	[]
<i>Strategy 1.7.2</i> - Review and amend the commercial, industrial and residential development regulations and standards in the zoning code as necessary to reflect the intent and implement the goals and policies of the Comprehensive Plan.	[]
Goal 2: Complete Neighborhoods	
Policy 2.1: Neighborhood Diversity & Life-Cycle Housing	
<i>Strategy 2.1.1</i> - Adopt zoning regulations that allow for a wider diversity of housing types, identify character defining features and encourage a center of focus for each neighborhood.	[]
<i>Strategy 2.1.2</i> - Encourage opportunities for residents to stay in Monticello, with additional options for estate residential, senior living, and other life-cycle options.	[]
<i>Strategy 2.1.3</i> - Amend zoning regulations as necessary to allow for small-lot single family homes, neo-traditional housing styles, cottage homes, accessory dwelling units (ADUs), and mansion style condos.	[]
Policy 2.3: Neighborhood Reinvestment	
<i>Strategy 2.3.1</i> - Establish incentives and allowances to facilitate design improvements to buildings and properties in the Traditional Neighborhood designation and older areas of the City.	[]
Policy 2.6: Residential Compatibility	
<i>Strategy 2.6.1</i> - Review plans for new development in consideration of adjacent residential uses and require measures that reduce any potential impact to residential neighborhoods such as lighting, outdoor speakers, or sports courts. Continue use of proper buffering such as fences, barriers, landscaping, and separation.	[]
<i>Strategy 2.9.2</i> - Create and maintain a Neighborhood Conservation Overlay zoning district to identify areas that should be developed in a manner consistent with conservation style development.	[]

Priority
Ranking (1-3)

Policy 2.10: Religious & Education Land Uses

Allow religious, spiritual and similar community organizations and faith-based groups, and schools and educational facilities within all of the residential designations and others as appropriate.

Goal 3: Commercial Centers and Corridors

Policy 3.1: Connected Neighborhood Shopping Centers

Strategy 3.1.1 - Amend zoning to allow small, neighborhood serving shopping centers and commercial uses in the Mixed Neighborhood (MN) land use designation. In the MN designation surrounding Downtown, these uses would typically be very small up to 1,000 square feet, while other areas designated MN may have larger neighborhoods which necessitate larger neighborhood centers.

Policy 3.5: Redevelopment & Adaptation of Commercial Corridors

Strategy 3.5.2 - Broaden permitted land uses in commercial centers to adapt to changing commercial demand while activating these spaces. Consider educational, medical office or other compatible uses.

Policy 3.6: Commercial Building & Site Design

Strategy 3.6.1 - Maintain excellence in commercial design in architecture, materials, landscaping and other site improvements.

Strategy 3.6.2 - Review and consider amendments to the City's commercial parking requirements based on changes in shopping and consumer behavior. Encourage the use of shared parking in along corridors and commercial centers, rather than independent parking lots on each commercial property. This can reduce the total land area dedicated to parking, result in more efficient land uses, and create a more pedestrian-friendly environment.

Policy 3.7: Use of Older, Historic Structures for Commercial Use

Strategy 3.7.1 - Revise zoning as necessary to encourage the conversion of older homes to alternative uses such as bed and breakfasts, offices and co-working space, and live-work studios particularly in the Mixed Neighborhood land use designation.

Policy 3.8: Commercial Uses & Public Health

Strategy 3.8.1 - Promote food access by amending zoning regulations to allow retail and service based food uses in all commercial districts and some residential districts as appropriate. These uses may include food stores, markets, community gardens and farmer's markets.

Goal 4: Revitalized Mixed-Use Downtown

Policy 4.3: Downtown Mixed Use

Strategy 4.3.1 - Amend zoning regulations appropriately to include the Downtown Mixed-Use designations, including appropriate standards for height, setbacks, FAR/density and allowed uses.

Goal 5: Active Employment Centers

Policy 5.1: Land Supply & Employment Growth

Strategy 5.1.1 - Retain and plan for development of land zoned for Employment Campus and Light Industrial Park that is sufficient to meet long-term needs for light industrial uses, manufacturing, production and assembly, and other uses which support continued diversity in tax base and create living-wage employment.

Priority
Ranking (1-3)

Policy 5.2: Range of Employment Districts

Strategy 5.2.1 - Use the Employment Campus designation to signify areas for premier employment districts. Accommodate a range of uses and development settings in the “Employment Campus” designation, including research and development, technology, advanced manufacturing, medical laboratories, corporate office and planned industrial parks with a character of abundant landscaping and high design and aesthetic standards.

Strategy 5.2.2 - Use General Industrial (?LIP) zoning districts to provide a buffer between heavier industrial areas and more commercial or residential land uses consistent with the Future Land Use Map. These areas are also meant to accommodate local-serving businesses that are not appropriate for the City’s retail centers due to their visual character, operational requirements and potential off-site impacts.

Policy 5.4: Employment Generating Land Use Design & Regulation

Strategy 5.4.1 - Utilize and maintain higher floor area ratio and building height allowances in certain industrial areas for manufacturing and warehouses than for other building types, due to their unique function and space requirements.

Strategy 5.4.3 - Continue to support quality site design for industrial uses as an investment in the community and employment districts, including materials, landscaping and architecture.

Policy 5.5: Co-Working, Flexible Building Space & Office Development

Strategy 5.5.1 - Amend zoning to allow co-working spaces in the downtown and other commercial or employment areas of the City; require adaptable building and office space for speculative development.

Policy 5.6: Industrial Land Use Compatibility

Strategy 5.6.1 - Monitor and limit industrial uses that use, store, generate, or transport significant quantities of hazardous materials in areas close to sensitive uses such as schools, housing, or shopping centers.

Strategy 5.6.2 - Improve the visual quality and sustainability of industrial areas through requirements such as screening of storage areas, landscaping, prompt elimination of trash and roadside debris, and ongoing maintenance of buildings and properties.

Policy 5.7: Local Employment Opportunities & Support Services

Strategy 5.7.2 - Allow a small range of non-industrial commercial uses that provide necessary services for workers in industrial or employment designated areas.

Goal 5: Open Space and Resource Conservation

Strategy 5.2.5 - Update as needed existing zoning ordinances and regulatory tools that protect and enhance the City’s natural areas, sensitive resources and water features.

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Priority Ranking (1-3)

Goal 2: Site Design & Architecture

Policy 2.1 High Quality Design

Strategy 2.1.1 - Through zoning and PUD applications, encourage the location of infill new commercial, residential, or mixed-use developments where appropriate and needed to provide definition to the street and promote pedestrian activity.

Strategy 2.1.3 - Consider and adopt floating overlay zones that provide flexible design requirements and incentives approaches to encouraging infill development in targeted locations in Monticello.

Strategy 2.1.5 - Continue to evaluate the zoning ordinance for opportunities to enhance design through landscaping, signage and building materials in all districts.

Policy 2.2: Industrial & Employment Centers

Strategy 2.2.2 - Update industrial and employment center design standards to promote “four-sided” architecture with enhanced building materials, and appropriate landscape buffering and treatments within industrial parks and adjacent land uses of lower intensity.

Strategy 2.2.3 - Consider enhanced conservation design standards to protect natural features and assets in employment centers and industrial districts.

Policy 2.3 Community Wide Design

Strategy 2.3.1 - Review the Performance Based Overlay District within the current Zoning Code to encourage quality development design that employs natural resource areas and open spaces, address stormwater management requirements, and optimize site amenities as a means for facilitating good transitional land development design.

Strategy 2.3.2 - Evaluate existing Transitional section of the zoning ordinance for design needs in certain locations where architectural compatibility between adjacent land uses and development is desired and needed.

Policy 2.4: Conservation Design

Strategy 2.4.1 - Prepare a conservation subdivision code and overlay zoning that outlines the standards and processes for creating new conservation neighborhoods.

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