

MINUTES
REGULAR MEETING - MONTICELLO PLANNING COMMISSION
Tuesday, June 1, 2021 - 6:00 p.m.
Mississippi Room, Monticello Community Center

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

1. General Business

A. Call to Order

Paul Konsor called the Regular Meeting of the Planning Commission to order at 6:00 p.m.

B. Consideration of approving minutes

a. Regular Meeting Minutes – May 4, 2021

JOHN ALSTAD MOVED TO APPROVE THE REGULAR MEETING MINUTES – MAY 4, 2021. PAUL KONSOR SECONDED THE MOTION. MOTION CARRIED, 3-0.

C. Citizen Comments

None.

D. Consideration of adding items to the agenda

None.

E. Consideration to approve agenda

PAUL KONSOR MOVED TO APPROVE THE AGENDA. ALISON ZIMPFER SECONDED THE MOTION. MOTION CARRIED, 3-0.

2. Public Hearing

A. Public Hearing – Consideration of a Request for Preliminary and Final Plat for Deephaven 2 and Conditional Use Permit for Cross and Joint Access and Parking

Applicant: Mark Buchholz

Steve Grittman provided an overview of the application. Grittman explained the proposed plat for a single parcel (just less than one acre in size) in the Deephaven development area. He noted that the location is in the southwest corner of the parcel with access from Cedar Street. The remainder of the proposed Deephaven 2nd Addition was proposed to be placed in a new outlot. Grittman explained that the zoning is B-4 (Regional Business) and will accommodate the development of what is proposed to be a counseling clinic, which is a permitted use in the district.

Grittman explained that the lot is easily compliant with the B-4 Zoning District regulations.

The applicants do not intend to utilize the Conditional Use Permit at this time; however, staff recommend approving such application to accommodate the extension of their parking lot to the north or south when needed.

Staff recommended approval of the application with conditions as noted in Exhibit Z.

John Alstad asked for clarification on the purpose of cross and joint access parking. Gritman noted that the ordinance requires a setback for parking and circulation areas from any property line of at least six feet. By conditional use permit, an applicant can eliminate that setback if they are going to accommodate cross access between their parking lot and neighboring development.

Paul Konsor noted that the design that was submitted by the applicant was different than that showed in the preliminary Chelsea Commons plan. Konsor clarified that the application was for plat approval and asked about design approval. Gritman confirmed and explained that design approval would be in accordance with the zoning ordinance requirements. Gritman noted that office buildings are permitted in the B-4 District and the City does not have a lot of design authority for this specific development. The applicants had a conversation with the City and they are interested in retaining their design rather than the Chelsea Commons concept. The City can still accomplish the goals of the Chelsea Commons project with the application as presented. The plan also still accommodates a public plaza gateway pathway.

Paul Konsor opened the public hearing. Hearing no comments, the public hearing was closed.

Decision 1: Consideration of a Preliminary Plat for Deephaven 2 (Second Addition) creating one buildable parcel and an Outlot for future development.

PAUL KONSOR MOVED TO ADOPT RESOLUTION NO. PC-2021-017, RECOMMENDING APPROVAL OF THE PRELIMINARY PLAT, SUBJECT TO THE CONDITIONS IN THE EXHIBIT Z WITH THE REMOVAL OF ITEM 7 OF THIS REPORT, AND BASED ON THE FINDINGS THEREIN. ALISON ZIMPFER SECONDED THE MOTION. MOTION CARRIED, 3-0.

Decision 2: Consideration of a Conditional Use Permit for cross access with future commercial development to the north.

ALISON ZIMPFER TO ADOPT RESOLUTION NO. PC-2021-018, RECOMMENDING APPROVAL OF THE CONDITIONAL USE PERMIT FOR CROSS ACCESS, SUBJECT TO THE APPLICABLE CONDITIONS OF EXHIBIT Z WITH REMOVAL OF ITEM 7 OF THIS REPORT, AND BASED ON THE FINDINGS THEREIN. JOHN ALSTAD SECONDED THE MOTION. MOTION CARRIED, 3-0.

EXHIBIT Z
Conditions of Plat Approval
Proposed Deephaven 2

1. Reconfiguration of the platted lot lines to meet the requirements of the City Engineering Department in its report dated May 27th, 2021.
2. Reconfiguration of the proposed site plan to accommodate driveway changes that avoid interference with stormwater improvements.
3. Platting of the property to include a public pathway/open space easement over the rear 30 feet of the subject property, in exchange for prior public pathway considerations on this parcel, and the adjoining residential development.
4. The temporary blanket easement over the remaining Outlot A would remain in place until such time as those parcels are ready to develop.
5. The applicant shall verify plat naming convention with the Wright County surveyor.
6. The developer execute a Development Agreement for the terms and conditions of the plat.
- ~~7. The developer verify plat naming convention for the plat with the Wright County Surveyor.~~
8. Considerations of other staff and Planning Commission.

3. Regular Agenda

A. Consideration of a request for a six-month extension of an amendment to Conditional Use Permit for accessory structure in an A-O (Agriculture/Open Space) District to accommodate an open, covered patio over existing outdoor entertainment space.

Applicant: Monticello Country Club

Angela Schumann reviewed the extension request for the previously approved amendment to Conditional Use Permit (CUP) for Monticello Country Club. The applicant was approved for a 16,000 square foot canopy that would extend from their existing building. The applicant noted the difficulty of finding labor and construction materials and has asked for a six-month extension to continue the validity of the CUP and delay the construction of the facility.

PAUL KONSOR MOVED TO APPROVE A SIX-MONTH EXTENSION (NOVEMBER 24, 2021) FOR THE AMENDMENT TO CONDITIONAL USE PERMIT AS APPROVED ON MAY 26, 2021. ALISON ZIMPFER SECONDED THE MOTION. MOTION CARRIED, 3-0.

B. Consideration to find that the disposal (sale) of Lot 2, Block 1, Jefferson Commons 1st Addition by the City of Monticello is consistent with the Monticello 2040 Comprehensive Plan

Angela Schumann explained that the request is on behalf of the City of Monticello, who is in the middle of a pending sale, for Lot 2, Block 1, Jefferson Commons 1st Addition. The pending sale relates to a property between Deegan Avenue and Highway 25. The property is about 2.7 acres and would require development consistent with the zoning and subdivision ordinance. The Comprehensive Plan guides the parcel as Community Commercial and is zoned B-4. Therefore, the sale of commercial development is consistent with the Comprehensive Plan.

Paul Konsor asked if there was a way to understand what the intention of the land would be. Schumann noted that with discussions with any proposed buyer, staff provides information required by the zoning and subdivision ordinance to ensure the use is consistent. Schumann noted that a land use application for the parcel could occur at a future point.

PAUL KONSOR MOVED TO ADOPT RESOLUTION PC-2021-019 FINDING THAT THE PROPOSED DISPOSAL OF LOT 2, BLOCK 1, JEFFERSON COMMONS 1ST ADDITION BY THE CITY OF MONTICELLO IS CONSISTENT WITH THE CITY OF MONTICELLO 2040 COMPREHENSIVE PLAN. ALISON ZIMPFER SECONDED THE MOTION. MOTION CARRIED, 3-0.

C. Consideration of an update on City and EDA-related Downtown Activities

Angela Schumann noted that the Planning Commission, as a part of their on-going discussions regarding the workplan, inquired about the status of activities in the downtown and the status of the City's focus on downtown. The City Council earlier this year held a strategic planning session talking about projects already in progress and projects they would like to focus on in the coming years. Downtown remains a priority for the City Council, outlined in the goals and objectives of the Downtown Small Area Plan. The EDA also remains focused on their activities in the downtown.

D. Consideration of the Community Development Director's Report

Angela Schumann provided the Community Development Director's Report as provided in the agenda.

4. Added Items

None.

5. Adjournment

ALISON ZIMPFER MOVED TO ADJOURN THE MEETING AT 6:43 P.M. JOHN ALSTAD SECONDED THE MOTION. MOTION CARRIED, 3-0.

Recorder: Jacob Thunander _____

Approved: July 6th, 2021

Attest: _____

Angela Schumann, Community Development Director

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