

MINUTES
REGULAR MEETING - MONTICELLO PLANNING
COMMISSION
Wednesday, May 18, 2022 - 6:00 p.m.
Mississippi Room, Monticello Community Center

Commissioners: Paul Konsor, Andrew Tapper, Alison Zimpfer, Eric Hagen, Teri Lehner
Council Liaison: Charlotte Gabler
Staff: Angela Schumann, Steve Grittman (NAC), Rachel Leonard, Ron Hackenmueller, Hayden Stensgard

1. General Business

A. Call to Order

Chairperson Paul Konsor called the regular meeting of the Monticello Planning Commission to order at 6:04 p.m.

B. Consideration of approving minutes

a. Joint Workshop Minutes – March 1, 2022

ERIC HAGEN MOVED TO APPROVE THE MARCH 1, 2022, JOINT WORKSHOP MEETING MINUTES. ALISON ZIMPFER SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY, 5-0.

b. Regular Meeting Minutes – April 5, 2022

ERIC HAGEN MOVED TO APPROVE THE APRIL 5, 2022, REGULAR MEETING MINUTES. TERI LEHNER SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY, 5-0.

C. Citizen Comments

None

D. Consideration of adding items to the agenda

None

E. Consideration to approve agenda

ANDREW TAPPER MOVED TO APPROVE THE MAY 18, 2022, REGULAR MEETING MINUTES. ERIC HAGEN SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY, 5-0.

2. Public Hearings

A. Consideration of Preliminary Plat and Final Plat of Spaeth Industrial Park 3rd Addition in the I-2 (Heavy Industrial) District
Applicant: Ken Spaeth

City Planner Steve Grittman provided an overview of the agenda item to the Planning Commission and the public. The originally approved plat consisted of 8 lots on the site. The applicant has requested to replat lots 5 and 6 to include an internal lot line within both buildings on each existing lot.

Mr. Konsor opened the public hearing portion of the agenda item.

Mr. Konsor closed the public hearing portion of the agenda item.

PAUL KONSOR MOVED TO ADOPT RESOLUTION NO. PC-2022-030, RECOMMENDING APPROVAL OF A PRELIMINARY AND FINAL PLAT OF SPAETH INDUSTRIAL PARK 3RD ADDITION, REPLATTING LOTS 5 AND 6 INTO 2 SEPARATE PARCELS EACH, BASED ON THE FINDINGS IN SAID RESOLUTION AND SUBJECT TO THE CONDITIONS IN EXHIBIT Z. ALISON ZIMPFER SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY, 5-0.

EXHIBIT Z

Preliminary and Final Plat for Spaeth Industrial Park 3rd Addition PID: 155255001050 and 155255001060

1. The applicant updates the legal instrument executed by the parties reflecting the changes to ownership and common interest for maintenance, access, parking, and similar association requirements, duly approved as to form and manner of execution by the City Attorney, to be filed with the City Administrator and recorded with the County Recorder of Wright County.
2. The amendment to legal documents are recorded against all lots in the PUD and Spaeth Industrial Park, including the four new lots in Spaeth Industrial Park “3rd Addition”.
3. Verify that the developer records the draft easement that was included with the submittal to access the water manifold and shutoffs within the building.
4. No other changes under this amendment or plat are made as a part of this amendment.
5. Execution of an amendment development agreement for the Spaeth Industrial Park 3rd Addition.
6. Review and Approval by City Engineer, Building Official, and Fire Officials.
7. Other conditions of City staff and officials.

B. Consideration of an Amendment to a Conditional Use Permit for a Planned Unit Development for Expansion and Renovation of an Existing Retail Building in the Pine Street Sub-District of the Central Community District (CCD)
Applicant: Border Foods, LLC.

Mr. Grittman provided an overview of the agenda item to the Planning Commission and the public. The PUD for this site was originally approved to address the shared access to the AmericInn Motel to the south of the Taco Bell

parking lot. AmericInn does not have direct access to a public street. The addition of a curb cut along 7th Street will create a change to AmericInn's access route on site and the applicants have noted that directional signage will be installed to assist. Mr. Grittmann noted that in the staff report, condition of approval #1 was not necessary to the approval of the agenda item, due to there being no brick wainscot currently on the exterior of the building. The applicant has also requested to add signage to the existing AmericInn pylon sign. It is required that the sign is installed at a height no greater than 32 feet to maintain code compliance.

Commissioner Andrew Tapper noted that it is a benefit to the site that the original curb cut remain the same width.

Commissioner Eric Hagen asked for clarification on how the double drive-thru lanes will reduce stacking at the entrance to AmericInn. Mr. Grittmann deferred to the applicant.

Councilmember Gabler asked if the lighting plan is anticipated to change. Mr. Grittmann clarified that it is expected to say the same. Mr. Grittmann confirmed.

Mr. Konsor opened the public hearing portion of the agenda item.

Public Comment

Brian Davies of 13489 182nd Ave NW, Elk River, MN and representing the applicant, Border Foods, Inc., addressed the Planning Commissioners and the public. Mr. Davies clarified the question of how the proposed drive-thru scenario will resolve the intermittent blocking of the AmericInn access on site by being able to stack 6 vehicles behind the menu board before vehicles block the access. Currently, four vehicles in line to order will block access.

Mr. Tapper asked how many parking spaces will be on site compared to the required amount of parking spaces. Mr. Grittmann mentioned they are roughly 4-5 spots above the minimum number required.

Mr. Konsor closed the public hearing portion of the agenda item.

ANDREW TAPPER MOVED TO ADOPT RESOLUTION NO. PC-2022-031, RECOMMENDING APPROVAL OF AN AMENDMENT TO A CONDITIONAL USE PERMIT FOR PLANNED UNIT DEVELOPMENT FOR AN EXPANSION TO TACO BELL RESTAURANT IN THE CCD, BASED ON THE FINDINGS IN SAID RESOLUTION AND SUBJECT TO THE CONDITIONS IN EXHIBIT Z WITH THE EXCEPTION OF CONDITION #1 IN SAID EXHIBIT. ALISON ZIMPFER SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY, 5-0.

EXHIBIT Z
Conditions of Approval
Amendment to Conditional Use Permit for PUD
124 East 7th Street, 118 East 7th Street
PID: 155-010-003060, 155-010-003040

1. Applicants verify maximum height of freestanding sign installation at no more than 32 feet from average grade.
2. Applicants continue to work with staff on directional signage to ensure proper site circulation.
3. Further modifications to site circulation or access may require approval of a new amendment to the CUP/PUD.
4. Applicants verify execution of any required modifications of cross access agreements with the AmericInn property as needed.
5. Compliance with the terms of the City's Engineering Staff letter dated April 22, 2022.
6. Compliance with the terms of the City Fire Marshal's letter.
7. Comments and recommendations of other Staff and Planning Commission.

C. Consideration of Rezoning to a Planned Unit Development, Development Stage Planned Unit Development and Preliminary Plat of Block 52 First Addition, a Proposed Mixed-Use Development (87 Residential Apartment Units and Approximately 30,000 Sq Ft of Commercial Office and Retail Use) in the Broadway and Riverfront Sub-Districts in the Central Community District (CCD)

Applicant: Mark Buchholz

Mr. Grittmann provided an overview of the agenda item to the Planning Commission and the public.

The mixed-use development will provide access points on the block from Walnut Street and River Street. The Planned Unit Development process is required for this proposal partly due to the height of the building, as well as the shared access through the public parking areas. Three buildings on the block will remain following the redevelopment of the block, all located on the South/Southeast of the block along Broadway Street and Walnut Street.

Mr. Konsor asked if staff could detail the development process of this project and the meetings held prior to the public hearing. Mr. Grittmann noted that roughly 25 years ago, City staff and Monticello's voting bodies began work on a downtown revitalization plan. More recently, the City adopted a Downtown Small Area Plan, with focus on the future of the blocks located in the downtown of Monticello. That plan included a number of public meetings and workshops, including those with the property owners and businesses in the downtown.

Mr. Konsor asked for clarification on the redevelopment area on Block 52 and the buildings that will remain. Mr. Grittmann clarified on the aerial image provided in the agenda packet which three buildings will remain.

Mr. Konsor asked how traffic will flow in the site itself where the surface parking is. Mr. Grittmann said with no direct access to Broadway Street and Highway 25 will help reduce the potential congestion in the area. The reconnection of Walnut Street and River Street will better the flow of traffic by tenants and residents on the block.

Mr. Konsor asked if this will project will affect the current traffic on Broadway Street and TH 25. Mr. Grittmann clarified that the project eliminates the only internal access to the block from Highway 25. There currently is no access to the inside of the block from Broadway Street.

Mr. Konsor asked for clarification on the height of the building and if the maximum height will exceed currently permitted heights in the City's Zoning Ordinance. Mr. Grittmann mentioned that the currently permitted maximum height is 50 feet. The proposed building would have a maximum height of 75 feet and the request to rezone to PUD would allow that flexibility.

Community Development Director clarified that the buildings tallest point is 75 feet at the corner of Broadway Street and Highway 25. As the building goes North on Highway 25 and West on Broadway Street, the building tapers down.

Public Comment

Tom Sipe, 204 Front Street, Monticello, MN 55362, though in favor of the redevelopment project, expressed concerns about the added traffic to River Street and Front Street, and wanted to make note that it should be a consideration as part of the redevelopment. Mr. Sipe also expressed concerns regarding the height of the building.

Public Comment

Sarah Certa, 236 W Broadway Street, Monticello, MN 55362, noted that some business owners in the downtown area felt they had been left out of the discussions relevant to the redevelopment of the block. She stated she was neutral on the current proposal but expressed interest in incorporating more historical relevance related to Monticello's downtown history.

Ms. Gabler noted that the historical aspect of Monticello's downtown can be incorporated into not only the redevelopment project, but the public improvements in the area as well.

Mr. Hagen noted there was a public meeting held between the City Council, Planning Commission and the developers of the proposal, where they and members of the public provided feedback on the initial proposal. Mr. Hagen agreed that incorporating more of Monticello's history in the proposed project can be accomplished in many ways.

Public Comment

Chris Block, 201 W Broadway Street, Monticello, MN 55362, expressed concerns on parking and how that will affect the surrounding community. He noted that there are 87 apartment units and roughly 83 underground parking spaces. He also noted that traffic on Broadway is currently congested and expressed concerns about how difficult it is to make certain turns in that area.

Mr. Gritman said that the total amount of surface parking required for the residential units is roughly 70 spaces. He also briefly reviewed the commercial parking calculations included in the staff report. He stated that the joint or shared parking in mixed-use developments between residential parking and commercial/retail parking can be successful as the peak use of each is different at different times of the day.

Mr. Tapper said the parking numbers are close on this proposal, but it is not unmanageable, and agreed that the traffic downtown is an issue and will continue to be. Improvements to the intersection of Broadway Street and Highway 25 would be a future discussion.

Ms. Schumann noted that a condition of approval for this agenda item is directly related to the developer creating a management plan for the surface parking on site. There will also be a cross access agreement for all surface parking on the block between the developer and the City.

Public Comment

Andy Schoenleben, 5972 140th St NW, Clearwater, MN 55320, expressed concerns of the height of the proposed building and the loss of town history if the existing buildings were demolished.

Mr. Konsor said that the Planning Commission and staff are opened to suggestions to incorporate more of downtown's history into the redevelopment of the block.

Mr. Schoenleben expressed interest in restoring the existing buildings along Broadway Street.

Ms. Gabler said the EDA does have a program in place to improve the facades of buildings in certain areas of downtown and explained the difficulty of

maintaining buildings that continue to have issues.

Commissioner Zimpfer left the meeting at 8:13 p.m., leaving 4 voting commissioners present.

Public Comment

Dan Lemm, 8 Linn Street, Monticello, MN 55362, expressed great interest in the project and hoped it continued to move forward. Mr. Lemm agreed the buildings on the block hold a lot of history, but the attempt to revitalize them is a difficult task based on their quality.

Public Comment

Mark Buchholz, applicant and president of Deephaven Development LLC., addressed the Planning Commission and the public. He stated that the feedback provided was appreciated and will be included in future consideration of the redevelopment. Mr. Buchholz mentioned there had been discussions with the architect when this project began about incorporating architectural designs that reflect the history of downtown Monticello. He also addressed the parking concerns and how that will also affect the tenants of the building. Signage on site describing the history of the block has also been a topic of discussion with City staff.

Public Comment

Art Anecki, 2411 Cardinal Way, Buffalo, MN 55313, asked about financial assistance for improving facades of buildings on Block 35 directly to the South of the redevelopment. Ms. Schumann said that the EDA currently has the **Façade Improvement Grant Program for the buildings on Block 35 and the buildings to remain on Block 52.** The grant program offers \$50,000 to complete facade improvements. There are certain guidelines to the grant applicant such as **acquiring two quotes for the façade improvements requested.** City staff is available to provide more information on the program.

Ms. Schumann mentioned staff received 3 write-in public comments, related to the height of the building and number of multi-family residential units in Monticello. These comments have been included in the agenda both at the meeting, as well as on the City's website.

Mr. Konsor closed the public hearing portion of the agenda item.

ANDREW TAPPER MOVED TO ADOPT RESOLUTION NO. PC 2022-32, RECOMMENDING APPROVAL OF REZONING OF PROPERTY LEGALLY DESCRIBED IN THE CERTIFICATE OF SURVEY, EXHIBIT H, TO BLOCK 52 FIRST ADDITION, CONTINGENT UPON FINAL PLAT AND FINAL STAGE PUD APPROVAL, PAUL KONSOR SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY, 4-0.

ANDREW TAPPER MOVED TO ADOPT RESOLUTION NO. PC 2022-33, RECOMMENDING APPROVAL OF THE PRELIMINARY PLAT FOR BLOCK 52 FIRST ADDITION, BASED ON THE FINDINGS IN SAID RESOLUTION AND SUBJECT TO THE CONDITIONS IN EXHIBIT Z.

ANDREW TAPPER MOVED TO ADOPT RESOLUTION PC NO. 2022-34 RECOMMENDING APPROVAL OF THE DEVELOPMENT STAGE PLANNED UNIT DEVELOPMENT FOR BLOCK 52 FIRST ADDITION, BASED ON THE FINDINGS IN SAID RESOLUTION AND SUBJECT TO THE CONDITIONS IN EXHIBIT Z. PAUL KONSOR SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY, 4-0.

EXHIBIT Z
Conditions of Approval
Block 52 First Addition Preliminary Plat and Development Stage PUD

PID #'s:

155-010-052031; 155-010-052060; 155-010-052070;
155-010-052071; 155-010-052090; 155-010-052101;
155-010-052102; 155-010-052110; 155-010-052120;
155-010-052131; 155-010-052132; 155-010-052140;
155-010-052150

1. Approval of the preliminary plat for Block 52 First Addition shall be conditioned on the approval of the development stage PUD.
2. Approval of the development stage PUD for Block 52 First Addition shall be conditioned on the approval of the preliminary plat.
3. The preliminary plat be modified to create a separate lot for purposes of retaining City ownership of the parking and access route through site with a cross-access and parking easement for both private and public use as part of the PUD. Such easement shall be subject to review and approval by the City. Public cross-access and parking will also be required for the parking areas which are to be conveyed to the developer.
4. Easement-related issues shall be subject to review and approval by the City Engineer and City Attorney.
5. Park dedication requirements of the City shall be satisfied.
6. Commercial uses in the proposed mixed-use building shall be limited to permitted and conditional uses allowed within the CCD, Central Community District. Additionally ground floor commercial uses along Broadway shall accommodate office uses on the street level, an element of flexibility from the Downtown Small Area Plan.
7. City Officials provide feedback to the applicant regarding the desirability of balconies along Pine Street.
8. The comments of MnDOT and Wright County shall be satisfied. If such comments require amendment to the proposed preliminary plat or

development stage PUD, the developer shall address these with a complete set of plans with the Final Stage PUD and Final Plat application.

9. The project site and building elements shall be subject to the following requirements:
 - a. Authentic brick is to be used on the building.
 - b. The building design elevations shall be revised to incorporate a red, or red-based color (such that gray is not the dominant building color), similar to that of the original concept rendering.
 - c. Where exterior wall-mounted utility meters are utilized, they be shall screened from view with materials complementary to the building design.
 - d. Color and stamping shall be applied to concrete retaining walls throughout the project.
 - e. Embed City entrance sign into retaining wall.
 - f. Work with City to create an historical sign location.
 - g. Parking lot lighting and fixtures should match the City's lighting theme.
 - h. Underground parking spaces must be included in rent structure for units to support full utilization of facility.
 - i. Add downcast lighting under canopies and overhang, or other locations that feature the building and deemphasize the light source.
 - j. Raised planters shall be used for shrubs and perennials which are located at the corner at Broadway and Pine Street.
 - k. Cornice and parapet treatments on the two building wings shall be modified/expanded to be more distinct and reflect the designs shown in the concept rendering.
 - l. Brick sills and detailing shall be provided on all walls and surfaces and building wall articulation preserves the shadowing and interest of the concept rendering.
 - m. A covering over a portion of the outdoor restaurant patio be provided (to avoid direct weather and residential balcony exposure).
 - n. Freestanding planters shall be integrated in exterior hardscape areas.
 - o. The stairway located at corner of River Street and Pine Street shall be changed to an accessible ramp. This may be developed in the rights of way to maximize accessible opportunities and maintain public and private uses.
 - p. Additional screening fencing shall be provided along the Pine Street and River Street corner (possibly a mesh fence material) to limit exposure from restaurant patio to street traffic.
 - q. An architecturally appropriate patio railing shall be provided, a detail of which shall be provided to the City for review and approval.
 - r. Rooftop mechanical equipment, if provided, shall be screened from view in compliance with Ordinance requirements.

10. The project signage shall be subject to the following requirements:
 - a. Wall signage that consists of channel-letter style signage, individually mounted and lit letters, or similar style, prohibiting box or painted panel signage.
 - b. Clarification and detail of the projecting sign identifying the complex.
 - c. Work with the City embed the Monticello city entrance sign into the retaining wall at the corner of River and Pine.
 - d. Work with the City to develop an historical marker sign in the public spaces along the project.
 - e. Sign plans, with dimensions, shall be reviewed and approved by the City for each tenant space and shall be limited to no more than 15% of wall area for each tenant space
 - f. Window signage for commercial space shall be limited to no more than 40% of any window panel.
11. To improve vehicle circulation in the surface parking lot, the southernmost parking stalls within the western north-south row of parking shall be converted to more direct access and which includes an appropriate vehicle turning radius.
12. The applicant shall provide a parking management plan which specifies how overlap period parking issues will be addressed.
13. All proposed boulevard plantings shall be subject to review and approval by the City to ensure salt tolerance.
14. Additional landscaping recommendations are as follows:
 - a. Change the Broadway Street trees to Honey locust, matching the theme planting currently in place throughout the downtown area. The City would require planting wells and/or pervious tree boxes to avoid root growth interference with the sidewalk paving.
 - b. Remove the eastern-most proposed overstory trees along River Street to avoid screening the views of the park and river from the restaurant and lower-level residential units.
 - c. Add more shrub plantings throughout the project, supplementing (or replacing) the current perennial plantings to develop a more robust year-round planting palette. These may include additional evergreen shrubs and/or deciduous shrubs with winter features (color/fruit, etc.). This includes an enhanced planting plan for the green space adjacent to the westerly portion of the building.
 - d. Specify alternative pavements in the pedestrian areas to avoid flat grey concrete and/or asphalt surface. This should include a pedestrian path to each of the streets through the parking areas reinforcing the building sidewalks to those street connections.
 - e. Add a usable patio feature to the central open space in the parking area (currently shown as all lawn grass), and some additional shrub/perennial planting to make this space an attractive outdoor seating area, including the opportunity for public art.
15. The parking lot layout shown on the submitted lighting plan shall be

modified to match the layout on the site plan.

16. Decorative lighting provided within the westerly green space.
17. Building drains designed to avoid exiting over public sidewalks.
18. An internal site is located for pet activity.
19. The trash enclosure shall be finished in the same brick as that used on the principal building with coated steel gate.
20. Issues related to grading, drainage and utilities shall be subject to comment and recommendation by the City Engineer.
21. Comments from Fire Chief.
22. Compliance with the terms of the City's Engineering Staff letter dated April 28, 2022.
23. Comments and recommendations of other Staff and Planning Commission.

D. Consideration of an Amendment to the Monticello Zoning Ordinance for the Retail Service Uses Including but Not Limited to Definition, Zoning Districts and Standards

Applicant: City of Monticello

Ms. Schumann provided an overview of the agenda item to the Planning Commission and the public. Staff recommended tabling action on the item and continuing the public hearing to the next regular scheduled meeting.

Mr. Konsor opened the public hearing portion of the agenda item.

Mr. Konsor closed the public hearing portion of the agenda item.

PAUL KONSOR MOVED TO TABLE ACTION ON RESOLUTION NO. PC 2022-035, REGARDING A REQUEST FOR AN AMENDMENT TO THE MONTICELLO ZONING ORDINANCE FOR THE RETAIL SERVICE USES INCLUDING BUT NOT LIMITED TO DEFINITION, ZONING DISTRICTS AND STANDARDS AND CONTINUE THE PUBLIC HEARING TO JUNE 7, 2022. TERI LEHNER SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY, 4-0.

3. Regular Agenda

A. Consideration of Adopting Resolution PC-2022-036, a Resolution Concerning a Proposed Tax Increment Financing District and the Conveyance of Land Therein is Consistent with the City of Monticello Comprehensive Plan (Monticello 2040 Vision + Plan)

Ms. Schumann provided an overview of the agenda item to the Planning Commission and the public. The proposed Tax Increment Financing (TIF) district would include 13 parcels on Block 52 in the downtown area. The TIF district will assist with financing the proposed redevelopment of the block. A portion of the property to be included in the TIF district will be conveyed from the City and the

Monticello EDA to the developer of the proposed project. The TIF district also includes Walnut Street, River Street and portions of Broadway Street and Highway 25 to assist with public improvements in those areas.

PAUL KONSOR MOVED TO ADOPT RESOLUTION PC-2022-36, CONCERNING A PROPOSED TAX INCREMENT FINANCING DISTRICT AND CONVEYANCE OF THE LAND THEREIN IS CONSISTENT WITH THE CITY OF MONTICELLO COMPREHENSIVE PLAN. TERI LEHNER SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY, 4-0.

B. Community Development Director's Report

Ms. Schumann provided an overview of the agenda item to the planning commission and the public.

4. Added Items

None

5. Adjournment

ANDREW TAPPER MOVED TO ADJOURN THE REGULAR MEETING OF THE MONTICELLO PLANNING COMMISSION. TERI LEHNER SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY, 4-0. MEETING ADJOURNED AT 8:42 P.M.