Owatonna Planning Commission Agenda

Tuesday, February 11, 2020
5:30 PM
City Council Chambers

Roll Call: Jessop, Rooks, Kain, Meillier, Meier, Boeke, Springer

1. Approve minutes of the January 14, 2020 meeting

2. Public Hearings

   A. Application No. Z-340, by Merchant Square Associates, LLC, a request for a major PUD Amendment to allow for a 43 unit apartment building to be constructed along with two additional office buildings. The property is located at 345 Florence Avenue.

   B. Preliminary Plat of Lasson Addition No. 4

3. Other Business

   A. January Building Permit Report

4. Next Meeting – March 10, 2020

5. Adjourn
The Owatonna Planning Commission met in regular session at 5:30 pm in the Council Chambers of the City Administration Building with President Josh Meillier conducting the meeting. Present at roll call were Commissioners Steve Jessop, Wes Kain, Josh Meillier, Mark Meier, Rachel Springer-Gasner and Dan Boeke. Commissioner Suzy Meneguzzo was absent. Community Development Manager Greg Kruschke and Administrative Technician Kristen Kopp were also present.

A motion was made by Boeke and seconded by Meier to approve the minutes of the regular meeting of December 10, 2019. All ayes, motion carried.

Conditional Use No. C-1428, which is a request by BAR Partnership to repurpose a building to a restaurant with a drive through window on the subject property located at 116 Oakdale Street, was presented by Community Development Manager Greg Kruschke. (Refer to report on file.) Public hearing opened at 5:33 pm. Anna Lee, who owns the building on the north side of the subject property, was present. She asked about the width of the alley between the buildings. Jessop said that it’s 17'-4". Lee asked what the requirement is for a car to pass through. She said that there should be a warning for people not to open their car doors so that there can be a 3-5' walkway so that there is room to open the 36" wide door on her building. She said it will be very dangerous. Brad Price, owner of BAR Partnership, said that he understands that the property line is within 1’ of Lee’s building, so BAR Partnership owns the alley. The door on Lee’s building is an emergency exit that people shouldn’t be using on a regular basis. He said that the alley won’t be blocked and the traffic should be going slowly through it. He said that he’s been in the business for 40+ years and they have been seeing more outside orders recently. The drive through window is a convenience to customers. 99% of orders will be ready by the time the customer comes to the window, so they will just be picking up their order and paying if they haven’t already done so. He said he’s very familiar with the model as both Faribault and Austin Godfather’s have a drive through window. Public hearing closed at 5:39 pm. Kruschke said that a lane of traffic is defined as 12 feet wide, leaving an extra five and a half feet. This will be slow traffic for pick up only and the alley is privately owned. Lee said that about 26 people work in her building and that exit is used for emergency and smoking. She said she’s not against the request, but is concerned about safety. Meillier asked if the primary entrances to her building are on the east and west sides. Lee said they are. A motion was made by Springer-Gasner and seconded by Jessop to recommend City Council approval of this conditional use request with the following conditions:

1) All signs shall have a sign permit issued.
2) The trash enclosure shall be constructed north of the building.

All ayes, motion carried.

The Commissioners discussed the Year End and December Building Permits. Kruschke said that a couple of large permits, including Costco, have not been issued yet.

There being no further business to come before the Planning Commission at this time, a motion was made by Boeke and seconded by Kain to adjourn the meeting at 5:45 pm. All ayes, motion carried.
Respectfully Submitted,

[Signature]

Greg Kruschke
Community Development Manager
To: Planning Commission  
From: Community Development Department  
RE: Application No. Z-340, by Merchant Square Associates, LLC, a request for a major PUD Amendment to allow for a 43 unit apartment building to be constructed along with two additional office buildings. The property is located at 345 Florence Avenue.

**Application Review:**

**Applicant:** Merchant’s Square Associates, LLC  
**Legal Description:** Lasson Addition No. 3  
**Existing Zoning:** PUD, Planned Unit Development  
**Existing Land Use:** Commercial Office Buildings  
**Adjacent Zoning & Land Uses:**  
North: R-2, Medium Density Single Family Residential District  
South: B-2, Community Business District  
East: Medium Density Single Family Residential District  
West: I-1, Light Industrial District  

**Report Attachments:**  
1. Location Maps  
2. Civil Plans  
3. Architectural Plans  
4. Application Narrative

**Proposed Development:**

- Application No. Z-340, by Merchant Square Associates, LLC, a request for a major PUD Amendment to allow for a 43 unit apartment building to be constructed along with two additional office buildings. The property is located at 345 Florence Avenue.
- **Architectural Design:**  
  - The 43 unit building will be located along the eastern edge of the property. The building will be 3 stories with having garages in the front half and units in the back half of the first story. There are two additional stories of units.  
  - The building does have community space with lobbies, fitness room, and community rooms.  
  - Each unit is proposed to have a deck or patio.  
  - Units are proposed at 20 2bedroom units and 23 1 bedroom units. The building will have 20 garage stalls as well.
The building is proposed to be constructed using LP Siding & Shakes, Stone, glass, and vinyl siding. The vinyl siding will be the other elevations besides the front.

Staff is recommending additional stone or brick be added to the structure to better tie it in to the existing building on site.

The proposed building will have a gable roof with additional gables added for visual interest.

♦ Parking & Access:
  - Access for the site is provided from the existing access on Florence Avenue.
  - Parking for the development is required as follows:
    - Offices require 1 / 300 sq of gross floor area = 39 stalls
    - Apts require 1 stall for 1 BDR units and 2 stalls for 2BDR units = 63 stalls
    - A total of 116 stalls are being provided. This leaves 14 extra stalls for the development
  - Since there are additional parking stalls it may allow for a smaller restaurant or a different user besides an office user provided the parking can be met.
  - All parking lot dimensions are met with this proposal.

♦ Landscaping:
  - Landscaping is required at commercial lot standards.
  - The applicant is proposing a plan that meets requirements.
  - The plan assumes clear cutting the rear property line to meet code requirements. The applicant is hoping to retain as many trees as possible however due to the required grading and stormwater improvements it is unknown what will be able to be kept.
  - The proposed landscaping would be completed in phases for the future buildings. Once they are constructed the landscaping would be installed.
  - The Black Hills Spruce trees shown along the south property line should be installed with this phase.
  - The stormwater plan requires a minimum of 11 medium sized trees be installed with the first phase in order to meet the volume reduction required.
  - Trees and plantings are proposed in the parking lot islands.

♦ Photometrics:
  - The applicant is proposing a number of parking lot lights. All lighting levels are met on the photometrics plan.
  - All lights will need to be shielded so they only shine down.
  - I believe additional unit lights will be added on the rear decks however these should be fairly minor.
  - A wall pack will need to be added on the north and south exterior walls due to the corridor exiting. These lights will need to be shielded and required to not bleed over the property line.

♦ Stormwater:
  - The applicant has designed a stormwater plan to address the new development. The applicant plans to install a filtration basin along the south property line. This also involves removal of one stormwater pond.
  - Stormwater requires a minimum of 11 trees to be installed for additional volume reduction.
The applicant will need to verify the remaining two ponds meet the capacities used in the stormwater plan or they will need to be cleaned out to meet that capacity.

♦ Utilities:
  - All utilities are available to adequately serve this project. A private water and sewer main are available in the main access drive to service all proposed buildings.
  - The water main will need to be removed from under the proposed 43 unit building. Once relocated the hydrant will need to be reinstalled in one of the parking lot islands to service this development.
  - The applicant has been working with OPU on the water, gas, and electric needs for this project.

♦ Miscellaneous:
  - The land use plan designates this property as commercial.
  - The applicant has requested this amendment due to the changes in market conditions.
  - Revised covenants or declarations will need to be recorded against the property to cover the joint areas.
  - The applicant is also replatting the property.
  - Signage will be shared on the existing freestanding sign located along Florence Avenue.

♦ Findings:
  - In order to approve the proposed rezoning the following findings shall be met:
    - The amendment is consistent with the City’s future land use plan.
    - The amendment is in the public interest and not solely for the benefit of a single property owner.
    - The existing uses of property and the zoning classification of property within the general area of the property in question are compatible with the proposed zoning classification.
    - There are not reasonable uses of the property in question permitted under the existing zoning of the property.

Staff Review:

Staff feels that the proposed PUD Amendment would fit in with the surroundings and the desired use of this property as designated within the Owatonna Development Plan. Staff is recommending approval of the major amendment to the PUD for Merchant’s Square with the following conditions:

1) Additional stone or brick shall be provided on the front elevation to more closely tie in with the existing building within the development.
2) A minimum of 11 trees shall be planted with the first phase as proposed in the storm water plan, including all spruce trees shown on the south property line.
3) The fire hydrant shall be relocated into one of the east parking lot islands.
4) All exterior lights shall be shielded and meet all requirements.
5) Approval of Z-340 shall be contingent upon the approval of Lasson Addition No. 4.
EXISTING OFFICE BUILDING
4,000 S.F.,
FFE1180.47

FUTURE OFFICE BUILDING
4,000 S.F.,
FFE1180.00

PROPOSED APARTMENTS
FFE1180.00

1:5:1 SLOPE
POTENTIAL 2' RETAINING WALL

2:1 SLOPE
CURB CUT
3:1 SLOPE AT PARKING LOT OUTLET TO FILLATION SWALE

PRELIMINARY

LEGEND
-Water Main
-Electric Power
-Sewer Main
-Sewer Outlet
-Manhole
-Storm Sewer
-Sanitary Sewer
-Water Main
-Manholes
-Catch Basin
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PROJECT INTENDS TO REMOVE 1 OF 3 STORMWATER PONDS, MODIFY 1 STORMWATER POND, LEAVE 1 STORMWATER POND

DISCUSSION OF STORMWATER TREATMENT REQUIREMENTS:

DISCUSSION OF STORMWATER TREATMENT REQUIREMENTS

THE PROPOSED PROJECT INTENDS TO REMOVE 1 OF 3 STORMWATER PONDS. MODIFY 1 STORMWATER POND, LEAVE 1 STORMWATER POND

THE EXISTING SITE IS ASSUMED TO MEET THE TP40 2, 10, AND 100 YEAR EVENTS FOR RATE CONTROL, AND PROVIDE A 1/2" WATER QUALITY VOLUME (WQV).

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THE PROJECT INTENDS TO PROVIDE A 1" WQV FOR THE ENTIRE SITE, RISK CONTROL FOR THE ATLAS 14 2, 10, AND 100 YEAR EVENTS, AND PROVIDE POLLUTANT REMOVAL FOR THE ENTIRE SITE TO LESS THAN A ROW CROP.

THE ABILITY FOR THE SITE TO INFILTRATE STORMWATER AS A METHOD OF VOLUME CONTROL.

THE PROJECT INTENDS TO PROVIDE 1" WQV FOR THE ENTIRE SITE, RISK RATE CONTROL AND PROVIDE A 1/2" WATER QUALITY VOLUME (WQV).

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THE ABILITY FOR THE SITE TO INFILTRATE STORMWATER AS A METHOD OF VOLUME CONTROL.
February 6, 2020

To: Planning Commission
From: Community Development Department
RE: Preliminary Plat of Lasson Addition No. 4

Background

Merchant’s Square Associates LLC are requesting approval of the preliminary plat of Lasson Addition No. 4, a three lot commercial plat. This plat is a replat of Lasson Addition No.3 and is exempting the existing lots out that are not proposed to change. Once completed, this development will contain five total lots. Three lots will be for future offices, one lot for a 43 unit apartment building, and one common lot for parking and access for the development.

The applicant will need to amend any covenants or declarations for this development. This will need to accommodate the new legal descriptions and changes to the site as well as maintenance for the property.

Application Review:

Applicant/Owner: Merchant’s Square Associates LLC

Location of Property: 345 Florence Avenue

Existing Zoning: PUD, Planned Unit Development

Existing Land Use: The land is currently vacant with one commercial office building. It was platted for multiple commercial buildings.

Report Attachments: 1. Location Maps
                                           2. Preliminary Plat

Proposed Development:

Size of Subdivision: 3.23± acres

Number of Lots: 2 previously platted that remain and 2 new lots

Lot Configuration: The lots are generally rectangular in shape.

Street Pattern: The street pattern will not change from what exists today.

Services: Services are currently stubbed in to the lots. The water service and hydrant will need to be relocated from under Lot 2.
Timing/Financing of Development: The applicant is hoping to record the final plat soon and start construction this spring.

Outstanding Assessments: None.

Floodplain: None.

Wetlands: The property does not have any wetlands.

Storm Water Drainage: The applicant is proposing to construct

Easements: The previous plats had perimeter easements dedicated. The perimeter easements are not proposed to be vacated.

County/MNDOT Review: This plat is not adjacent to a state or county ROW.

Staff Review:

Staff recommends approval of the preliminary plat of Lasson Addition No. 4 with the following conditions:

1) The final plat shall be approved within one year of the date of approval of the preliminary plat.
2) The title opinion shall be approved by the City Attorney prior to recording of the final plat.
3) The applicant shall amend the declarations and covenants for the lots to adjust for the new legal descriptions and design of the property.
4) The final plat is contingent upon the approval of the PUD Amendment referred to as Z-340.
Construction Report for Permits Issued through January 31, 2020

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* 2 Single Family Attached Units

Large Permits:

Tri-Valley Head Start (585 20th St NE) – $1,275,000
Godfather’s Alterations (120 Oakdale St) – $200,000
# COMPARISON REPORT OF BUILDING DONE IN CITY OF OWATONNA IN YEARS 2019 AND 2020

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Report compiled and prepared by Jenny Nelson