

2K. Consideration to approve an extension to June 11, 2026 for the approval of the Preliminary Plat and Development Stage Planned Unit Development (PUD) and for City decision on the Haven Ridge West Final Plat and Final Stage PUD

<p>Prepared by: Community Development Director</p>	<p>Meeting Date: 2/09/2026</p>	<p><input checked="" type="checkbox"/> Consent Agenda Item <input type="checkbox"/> Regular Agenda Item</p>
<p>Reviewed by: Public Works Director, Assistant City Engineer, Chief Building and Zoning Official</p>	<p>Approved by: City Administrator</p>	

ACTION REQUESTED

Motion to approve an extension to June 11, 2026 for the approval of the Preliminary Plat and Development Stage PUD and for City decision on the Haven Ridge West Final Plat and Final Stage PUD.

PREVIOUS COUNCIL ACTION

August 26, 2024: Council approved the Preliminary Plat and Development Stage PUD of Haven Ridge West, and the rezoning of the plat area to Haven Ridge West PUD.

August 11, 2025: Council approved an extension to the approval of the preliminary plat and development stage PUD and decision for final plat for Haven Ridge West.

REFERENCE AND BACKGROUND

Property: Legal Description: Outlots F, G, H, I, J, K and L, Haven Ridge
PID #: 155259000060, 155259000070,
 155259000080, 155259000090,
 155259000100, 155259000110,
 155259000120

Planning Case Number: 2025-25

Request(s): Final Plat; Final Stage Planned Unit Development

Deadline for Decision: July 8, 2025 (60-day deadline) - Applicant requested extension

Land Use Designation: Low Density Residential, Estate Residential (far southerly portion)

Zoning Designation:	Haven Ridge West Planned Unit development	
Overlays/Environmental Regulations Applicable:	N/A	
Current Site Uses:	Vacant Agriculture	
Surrounding Land Uses:	North:	Haven Ridge 2 nd Addition (Single Family Residential) and Hunter’s Crossing (Single Family Residential)
	East:	Vacant Agriculture
	South:	Vacant Agriculture
	West:	Vacant Agriculture/Rural Residential

ANALYSIS

Twin Cities Land Development, the applicant for the Haven Ridge West Preliminary Plat and Planned Unit Development (PUD), has requested a 120-day extension of the City’s decision deadline for their final plat and final stage PUD application.

Since the prior extension was granted, the applicant has continued to address matters related to final plat configuration and ownership timing for the proposed development. In their request, Twin Cities Land Development indicated their intent to proceed with the project in manner consistent with all prior approvals.

The approved preliminary plat for Haven Ridge West provides an additional 298 single-family residential units, including a range of lot sizes and home products. The plat also includes construction of a roundabout at the intersection of Fallon Avenue and 85th Street. The roundabout right-of-way and associated trunk infrastructure within the proposed Haven Ridge West represent important improvements that will support service to the City’s growth area to the south and west, including the proposed Monticello Industrial/Monticello Tech site.

The City’s Subdivision Ordinance requires submission of a complete final plat application within 360 days of preliminary plat approval. The Preliminary Plat and Development Stage PUD for Haven Ridge West were approved on August 26, 2024, concurrent with rezoning. Accordingly, the preliminary plat approval was set to expire on August 21, 2025. Twin Cities Land Development submitted its final plat and final stage PUD application materials in April 2025, meeting the required 360-day submission deadline.

The Subdivision Ordinance and state law require the City to act within 60 days of receipt of a complete final plat application and within a maximum of 120 days for the Development Stage and Final Stage PUD processes. Through its extension request, the applicant has authorized an extension to the statutory timeline for the City’s decision, as permitted by law.

The City Attorney has also recommended that the City formally consider an extension of the preliminary plat approval and the City's decision timeline for the final plat in order to fully satisfy the intent of the following subdivision ordinance provision.

(7) Approval of a preliminary plat shall be null and void unless within 360 days after receiving the last required approval of the preliminary plat there shall be submitted to the Zoning Administrator a final plat or plats for all or a portion of the approved preliminary plat in accordance with the conditions upon which approval was granted by the City Council. An extension from this requirement may be granted by the Council upon the reception of a request for extension. An extension shall be requested in writing and filed with the city at least 14 days before the voidance of the approved preliminary plat. There shall be no charge for the filing of such request. The request for extension shall state facts showing a good faith attempt was made to meet the final plat submission requirement. Such request shall be presented to the Council for a decision.

In addition, the City's Zoning Ordinance requires applicants for a Planned Unit Development to submit a final stage PUD plan and final plat that conform to the approved Development Stage PUD and preliminary plat within 60 days of Development Stage PUD approval, consistent with M.S. §15.99. Applicants may request an extension of up to six months from the Community Development Department. Twin Cities Land Development submitted a 6-month extension request to April, 2025. The April application for final plat and final stage PUD satisfied this requirement and the applicant is not requesting the Council extension for the decision on the final stage PUD to coincide with the final plat decision.

- I. **Budget Impact:** None. The applicant's escrow covers review expenses related to the plat.
- II. **Staff Workload Impact:** Minimal; limited to review of request and preparation of report.
- III. **Comprehensive Plan Impact:** The extensions support a project previously found consistent with the 2040 Plan. The proposed plat and PUD are consistent with the land use guidance provided within the Monticello 2040 plan for the Low Density and Estate Residential areas of this project. The proposed project provides a variety of housing options consistent with the 2040 policy for Neighborhood Diversity & Life-Cycle Housing's policy for "sustaining a diverse array of neighborhood character and housing types" and includes areas of conservation design and neighborhood focus.

STAFF RECOMMENDED ACTION

City staff recommend approving the extension for the preliminary plat approval and for the final plat and final stage PUD decision for Haven Ridge West. Extension of these timelines is consistent with the prior approvals and facilitates work to complete the Haven Ridge West plans and development contract, including the public infrastructure associated with the project.

SUPPORTING DATA

- A. Letter of Request, January 22, 2026
- B. Preliminary Plat of Haven Ridge West (Cover)
- C. [City Council Report, August 25, 2024](#)
- D. Subdivision Ordinance, Excerpt



January 22, 2026

City of Monticello
Attention: Angela Schumann, Community Development Director
505 Walnut Street
Monticello, MN 55362

Subject: Request for Second Extension of City Review Period
Project: Haven Ridge West, 1st Addition

Dear Ms. Schumann,

Following the City's approval of our prior extension request, Twin Cities Land Development respectfully requests a second extension of the City review period for the Final Plat and Final PUD for the Haven Ridge West, 1st Addition. We are requesting an additional 120 days, bringing the final decision date to **June 11, 2026**.

This second extension request is the result of unforeseen conditions related to our purchase strategy for the existing land, which added time to our overall development schedule. While this required additional coordination, it has **not substantially changed the proposed scope or intent of the development**, and the project is now back on track and moving forward.

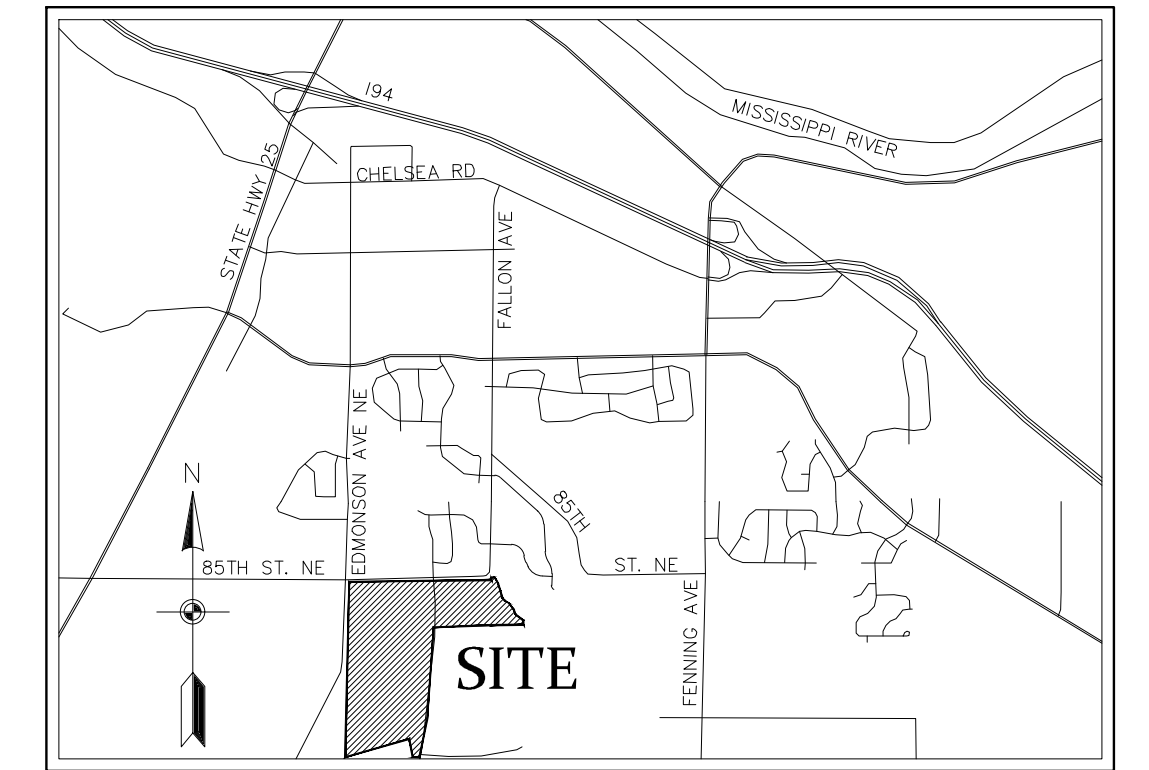
Our team remains fully committed to advancing Haven Ridge West in close collaboration with the City. We anticipate moving ahead with closing on the land and beginning construction activities in 2026. Thank you for your continued partnership and consideration of this request. Please do not hesitate to contact me should you have any questions or need additional information.

Sincerely,

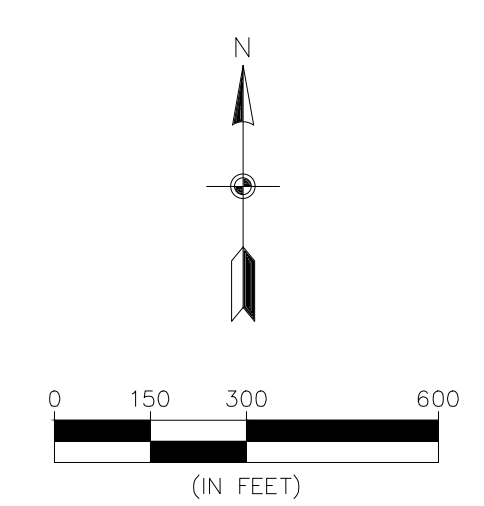
Carla Dunham
Twin Cities Land Development

HAVEN RIDGE WEST

MONTICELLO, MINNESOTA



VICINITY MAP
NOT TO SCALE



BENCHMARKS	
1. Minnesota Department of Transportation Geodetic OSD Station No. 93813 (MnDot Name Golf).	ELEVATION = 974.53 FT.
2. Minnesota Department of Transportation Geodetic OSD Station No. 93803 (MnDot Name B605 S).	ELEVATION = 966.55 FT.

SHEET INDEX	
1.	COVER
2.	EXISTING CONDITIONS
3.	PRELIMINARY PLAT INDEX
4-11.	PRELIMINARY PLAT
12-13.	REMOVALS PLAN
14-16.	PRELIMINARY SITE & UTILITY PLAN
17.	GRADING INDEX
18-24.	PRELIMINARY GRADING & EROSION CONTROL PLANS
25-27.	DETAILS
T1-T4.	TREE PRESERVATION PLAN
L1-L6.	LANDSCAPE PLAN

CALL BEFORE YOU DIG

Know what's below.
Call before you dig.

The subsurface utility information shown on this plan is utility Quality Level D. This quality level was determined according to the guidelines of C/ASCE 38-02, entitled "Standard Guideline for the Collection and Depiction of Existing Subsurface Utility Data."

§ 152.027 PROCEDURE FOR FINAL PLAT.

(A) *Filing.*

(1) After the preliminary plat has been approved, the final plat shall be submitted for review as set forth in the divisions which follow. The city may agree to review the preliminary and final plat simultaneously. The final plat shall incorporate all changes, modifications, and revisions required by the city. Otherwise, it shall strictly conform to the approved preliminary plat.

(2) The application for final plat shall be accompanied by electronic and print copies of a preliminary plat and supportive information in conformity with requirements of this chapter and application checklists.

(B) *Approval of the City Council.*

(1) The final plat shall be submitted to the Zoning Administrator for distribution to the City Council and appropriate city staff. The city staff shall examine the final plat and prepare a recommendation to the Council. The Council shall certify final approval within 60 days if the applicant has complied with all conditions and requirements of applicable regulations and conditions and requirements of the preliminary plat approval.

(2) If approved, the final plat and development agreement shall be approved by resolution, which resolution shall provide for the acceptance of all agreements for basic improvements, public dedication, and other requirements as indicated by the City Council. If disapproved, the grounds for any refusal to approve a plat shall be set forth in the proceedings of the Council and reported to the person or persons applying for such approval.

(C) *Development agreement.* Before a final plat is approved by the City Council and prior to recording or registering a final plat, the owner or subdivider of the land covered by the plat shall execute and submit to the Council an agreement, which shall be binding on his, her, or their heirs, personal representatives, and assigns, which embodies the terms and conditions of the approval given by the Council, including, but not limited to, requirements set forth in this chapter and which controls the installation of all required improvements. The agreement will require all improvements in compliance with approved engineering standards and applicable regulations. Said development agreement shall provide for the supervision and inspection of the construction by the City Engineer and shall provide for the fees and securities in connection to the improvements.

(D) *Existing special assessments.* When any existing special assessments which have been levied against the property described are to be divided and allocated to the respective lots in the proposed plat, city staff shall:

- (1) Estimate the clerical cost of preparing a revised assessment role;
- (2) File the same with the County Auditor; and
- (3) Make such division and allocation.

(E) *Recording final plat.*

(1) If the final plat and development agreement are approved by the City Council, the applicant shall record them with the County Recorder within 100 days after the approval or approval of the final plat shall be considered void, unless a request for a time extension is submitted in writing and approved by the Council. The applicant shall, immediately upon recording, furnish the Zoning Administrator with a print and reproducible tracing of the final plat showing evidence of the recording.

(2) A final plat will not be released by the city for recording purposes until the applicant has satisfied applicable ministerial requirements of this chapter, including payment of fees, execution of a developer's agreement, deposit of surety, letters of credit, Mylar copies of the final plat, easement and deed documents, and all other requirements of approval by resolution.

(3) No building permits shall be let for construction of any structure on any lot in the plat until the construction plans have been approved by the city, the city has received evidence of the plat and development agreement being recorded by the county and the provisions of the subdivision's development agreement have been satisfactorily met.

(F) *Recording of multiple-phased plats.* If a preliminary plat is final platted in stages, unless otherwise provided for in the development contract, all stages must be final platted into lots and blocks (not outlots) within three years after the preliminary plat has been approved by the City Council. If the final plats are not approved and recorded in accordance with this time frame, the preliminary plat approval shall be considered void, unless a request for time extension is submitted in writing and approved by the Council prior to the expiration of the three-year period.

(G) *Extension.* Within 30 days of the deadline of recording of the final plat, the applicant may file with the Zoning Administrator a written request that said deadline be extended six months beyond the date the extension is granted. The Zoning Administrator shall place the request on the agenda of a regularly scheduled City Council meeting to be held within 30 days of the extension filing if in their opinion no change has occurred in any land use restriction or the Comprehensive Plan, or any other official control affecting the use, development density, lot size, lot layout, or dedication or platting required or permitted by the preliminary plat.