

CITY OF MARINE ON ST. CROIX
PLANNING COMMISSION
MINUTES

Tuesday, May 31, 2022 - 7:30pm
121 Judd Street and Remotely

Present: Chair Scott Spisak, Commissioners Gerry Mrosla, Kristina Smitten, Jennifer Henry, Tim Casey, Anna Hagstrom

Absent: Commissioner Ed Sanderson

Citizens Present: Marilyn Cathcart, Dawn Pennie, Aidan Borton, Glen Mills, Charlie Borden, Steve Anderson (Vincos), Mike Bultsma (Vincos), Larry Martin. Zoom: Jeff Comins, Ron Mitchell (AT&T)

Chair Spisak called the meeting to order at 7:30 pm.

Approval of Agenda

Spisak noted that the preapplication from Karl Butz will be removed from the agenda as Mr. Butz is not ready to move forward with the application. The commission will also remove the agenda item considering Vincos' CUP application. Spisak explained that the final report is not complete. The city attorney brought up questions and the city will exercise its right for a 60-day extension to continue its review of the application.

Mrosla moved and Smitten seconded approval of the agenda as amended. Motion approved unanimously.

Approval of Minutes

April 26 Regular Meeting

Smitten moved and Henry seconded to approve the minutes of the April 26 City of Marine on St. Croix Planning Commission meeting as drafted. Motion approved unanimously.

May 23 Public Hearing: Cell Tower CUP

Smitten moved and Casey seconded to approve the minutes of the May 23 Planning Commission Public Hearing as drafted. Henry abstained due to absence at the hearing. All others in favor. Motion carries.

Public Hearing: Variance for Side Yard Setback to Install Driveway

240 3rd St. – Dawn Pennie

Commissioner Casey reported that he'd visited the site and met with Ms. Pennie and contractor Christian Minich in April. Casey supported the variance, saying the site was landlocked to the north, making the proposed site the only viable location. There's an existing garden shed about 5 feet from the property line that the driveway will line up with.

Spisak opened the public hearing for comment at 7:35 pm.

Marylin Cathcart, 220 3rd St. asked questions about the placement of the driveway. The commission showed her a map and Casey explained that the variance is to encroach on the side yard setback. Spisak noted that a septic tank also prevented the driveway from being positioned closer to the house.

Spisak invited Ms. Pennie to speak. She said she's looking forward to not having to park on the street and having a cover for the car.

Jeff Comins, 200 3rd St. said he's spent many winters helping with snow removal on the street for Ms. Pennie and strongly supports this variance.

Spisak closed the public hearing at 7:42 pm and noted the Commission had a Facts & Findings report. Hagstrom noted that it's a particularly narrow street and allowing the variance would ultimately clear space on the street because Pennie's car would be in a driveway.

Casey moved to recommend approval of Planning Case Application No. 053122-01 for the driveway and carport. Mroska seconded. Motion approved unanimously.

The application will move to the City Council's June 9 meeting for final approval.

Preapplication: CUP for Driveway over 200 Feet

990 Rosabell St. – Charles Borden

Mr. Borden was in attendance to explain that he'd purchased a 12.6-acre undeveloped parcel at the end of Rosabell St. Because of wetlands on the property, the planned location for the home is about 280 feet from the nearest access road, so the driveway must be longer than 200 feet, triggering Section 406.2(3)b in the code requiring passing lanes with a design that accommodates emergency vehicles. The commission reviewed the survey and asked clarifying questions. Commissioners Smitten and Henry will meet with Mr. Borden at the site and assist with review of the checklist.

Old Business

- 5G Design Guidelines Ordinance Update – Spisak reported that consultant Carly Kehoe previously committed to have a first draft of the design guidelines to the commission June 10.

- Zoning Code: Review DNR Comments (Hagstrom, Henry)

Hagstrom would like to save her section for a meeting with the city attorney or send notes through the clerk. Spisak would like to create two lists – items they believe are easily adopted and other items that will need more research or a meeting with the city attorney. Smitten suggested the possibility of adopting the agreed-upon items so those are in place while they work on the rest, if that's amenable to the DNR.

Hagstrom and Henry will have items to the assistant clerk by June 13th, who will circulate the comments along with the lists of changes suggested from previous review of DNR comments.

- Consultant Planner Search

Spisak presented a draft request for proposals for a planning consultant. He's hoping to post it July 1 and have proposals with dollar values to help council set a budget at their August meeting.

The City included \$9,000 in this year's budget for the commission. Roughly half will go to the 5G consultant. With council approval they could use the remaining funds for consulting services this year.

Commissioners offered feedback. Casey suggested adding a requirement for professional liability insurance if the contractor is making recommendations. Commissioner Sanderson and Attorney Snyder might have input on a dollar value to require for liability insurance. Smitten suggested removing the requirement for office hours and adding language to reflect that the candidates must be able to navigate the requirements of multiple agencies: city, county, Met Council, federal, DNR. Certification through the American Institute of Certified Planners (AICP) preferred. When the RFP is ready, the commission plans to post it on job boards of the American Planning Association (APA) Minnesota Chapter and League of Minnesota Cities.

New Business

None.

Adjournment

Hagstrom moved and Mroska seconded to adjourn at 8:19 pm. All in favor. Passed unanimously.

Minutes taken by Suzanne Dammann, Assistant City Clerk