

CITY OF MARINE ON ST. CROIX
PLANNING COMMISSION

MINUTES

Tuesday, December 12, 2023 – 6:00pm
121 Judd Street

Present: Chair Scott Spisak, Commissioners Tim Casey, Kristina Smitten, Anna Hagstrom, Ed Sanderson

Absent: Commissioners Gerry Mroska, Jennifer Henry

Citizens Present: Beth Richmond (HKGi)

Chair Spisak called the meeting to order at 6:07 pm.

Approval of Agenda

Spisak added “DNR Update” under Old Business and “New Commissioner Process” under Chair Comments.

Hagstrom moved to approve the agenda as amended. Smitten seconded. Motion carried unanimously.

Old Business

DNR Update

Chair Spisak read an email sent earlier that evening by Dan Scollan of the DNR. Scollan said they had reviewed the draft, had no issues, and would begin working on a conditional approval letter for the public hearing, including language as discussed regarding the Marine Landing site.

Zoning Code Revisions

- **Division 500: Use-Specific Standards**
 - Principal Uses
 - Agriculture
 - Maximum number of animals: Smitten pointed out that many agricultural animals are social and wondered if there was a way to incorporate companionship into the code, but ultimately decided the issue is beyond Planning Commission’s scope and to keep the current requirements.
 - Auto Service Station
 - The Commission reached a consensus to remove the redundant minimum lot requirement of 20,000 square feet, as this is captured elsewhere in the code.
 - The Commission reached a consensus to keep qualitative setbacks as listed.
 - Planned Unit Developments
 - The Commission discussed density in the code versus the comprehensive plan. The code allows for bonuses with PUDs. The comp plan does not. They decided to pursue an amendment to the comp plan in the near future.

- Density transferring: Tool to encourage clustering. Ms. Richmond asked whether the requirements listed would apply to all PUDs or only those with a clustered design. The Commission concluded they should apply to all PUDs.
 - Open Space in PUDs currently isn't required except in the SFR District. The Commission decided to leave this as is, noting that open space would be established by the underlying district.
 - Accessory Uses
 - Ms. Richmond will propose a new name for accessory apartments, which is unclear since they can only have a bathroom *or* kitchen, and cannot be rented.
 - Accessory Structures in PUDs – Spisak believes the intent of the code was to allow shared accessory structures in PUD open spaces as a conditional use rather than an interim use. Ms. Richmond will change it.
 - Home occupations – Ms. Richmond will add examples of prohibited home occupations, and will follow up with the City Clerk Peterson to find a way to keep or clarify limits on commercial vehicle parking while allowing school bus parking.
 - Dining capacity and parking: The Commission will look at parking standards for restaurants after the new code is adopted.
- **Division 600 Development Standards**
 - Public lighting: Ms. Richmond will look into the possibility of setting standards for city-owned lighting. Spisak noted that if there are problems Xcel may be willing to shield individual lights at the Council's request.
 - Driveways
 - Driveway security deposit: No changes.
 - Material standard: No changes.
 - Permits: Beth is clarifying this language to ensure City staff, building inspectors, and engineers can review permit applications as needed. Recommendations from public works can be added to the application.
 - Parking/access
 - Parking space dimensions: The City's requirements are slightly smaller than usual. Ms. Richmond will double check with the City engineer, but the Commission did not see a need to change this.
 - Parking requirements for schools: Leave as-is for now. A Council-appointed committee is looking at possibilities for the school property.
 - Screening of parking lots: No changes.
 - Tree preservation on vacant lots: No changes; can circle back after adoption.
- **Division 700 Signage**
 - Maximum signage size: The commission tweaked an inconsistency regarding farm signage in the draft to allow signs of 10 square feet.
- **Division 800 Procedures & Enforcement**
 - Pre-app meeting with PC: Keep optional.
 - Site plans: PC can review at request of staff.
- **Division 400**
 - Zero-foot side yard setbacks in the Village Center: Leave for now.
 - SFR lot size –standalone lots vs. neighborhood clusters: Keep 5-acre minimum for lots in SFR. The City encourages clustered neighborhoods for infrastructure

efficiency; if a developer is going to cluster, lot sizes can be 1-5 acres but overall must meet the density requirements of the comp plan, 1 home per 5 acres.

- Next steps: Ms. Richmond will incorporate comments from Marine Public Works and the City engineer for the final draft. This will be ready to post for public review in late December. The DNR has already will also be formally notified and given a draft at least 30 days before the hearing.

Set Public Hearing Date

Spisak moved to set the public hearing for the updated zoning code for 7:30 pm, January 30, 2024, at the Village Hall. Casey seconded. Motion carried unanimously.

New Business

Chair Comments: New Commissioner Process

Chair Spisak noted that because Commissioner Sanderson is not renewing his term on the Commission, a call for applications had been posted on the City's bulletin board and website. As of December 12, there were no applications. Spisak thanked Sanderson for his service on the Commission, noting that he had contributed substantial time and energy to many of the Commission's projects during his term, offering valuable insights along the way.

Adjournment

Hagstrom moved and Casey seconded to adjourn at 9:02 pm. Motion carried unanimously.

Minutes taken by Suzanne Dammann, Assistant City Clerk