

City of Marine on St. Croix
Planning Commission Meeting
Tuesday, June 27, 2006
7:30 P.M.

Commission Members Present: Carl Remick, Jack Warren, Ron Brenner, Peter Fernstrum, Mike Zajac

Members Absent: Dan Willenbring and John Waugh

Citizens Present: Kelley Blomberg, Glen Mills, Darcy Christopherson

Agenda:

- 1) Call to Order
- 2) Public Hearing – CUP for driveway length – Darcy Christopherson
- 3) Comprehensive Plan Update – Bill Miller
- 4) Review Proposed New Ordinance for Driveways
- 5) Old/New Business – Approval of May Minutes
- 6) Adjournment

Carl Remick acted as Chairman in Mr. Willenbring's absence. He called the meeting to order at 7:32 p.m. and reviewed the planned agenda. Council member Bill Miller had asked prior to the meeting if he could be on the agenda first as he had another commitment and his presentation would be very short. Carl informed him that should no citizens show up for the Public Hearing portion, he would grant his request.

Comprehensive Plan Update

As no citizens were present for the Public Hearing, the Comprehensive Plan Update was moved to the beginning of the agenda. Mr. Miller reviewed what the Council had already done regarding reviewing and updating the Comprehensive Plan. He asked the Planning Commission members to please look at the Implementation Section of the Plan and make any recommendations for changes, additions, and/or deletions. He also mentioned that the Council is planning on holding another citizen's input session to seek their recommendations as it did for the initial development. The next Comprehensive Plan meeting is scheduled for July 27, 6:00 p.m. Mr. Miller highly encouraged the Planning Commission members to attend.

Public Hearing – CUP for Darcy Christopherson

The Commission then took up the CUP request for Mr. Christopherson. Carl asked the Commission members to first review all the materials they had on the request, as much of this was being seen for the first time. Mr. Christopherson is proposing to construct a driveway that runs along 6th street and crosses over a small portion of a utility easement located on the west side of 6th street and enters the southwest corner of his property. However, upon initial review by the Fire Chief, several concerns were noted regarding the entrance design and the lack of a passing lane for emergency vehicles.

Jack Warren stated that the Planning Commission would need a more accurate drawing that would show the actual dimensions and how the proposed driveway would intersect with the public street. He also questioned if there were any restrictions to private citizens using a utility easement for this purpose and asked if the City Council had already approved Mr. Christopherson's request to use the utility easement. After much discussion, Ron again reiterated that the Planning Commission would need a more accurate description with dimensions in order to make a better judgment of the request and resulting recommendation to the Council. It was further recommended that Mr. Christopherson work with the Fire Chief in developing a description of his proposed driveway, which would include those recommendations made by Chief Denn in his summary, dated Monday, June 26.

At this point, Jack made the motion to recess the Public Hearing portion of the meeting for application #061306-01 until the August 29th Planning Commission meeting which was necessitated by the need for a dimensional drawing of the proposed driveway; a copy of the utility easement which would provide information regarding any limitations and/or restrictions; and a plot plan or proposed building envelope for the property which would indicate where the beginning and ending would be for the driveway. Carl added that there be coordination with the Fire Chief in developing the layout. Ron seconded the motion. Motion passed unanimously.

Review Proposed New Ordinance for Driveways

Carl then referred the group to the copy of a proposed Ordinance regarding the construction or alteration of any driveway as discussed as part of the Comprehensive Plan Update by the City Council. A copy of the draft written by the City Attorney was shared with the Planning Commission and they were asked

to review and make any recommendations to the Council. Several small corrections were suggested and Jack recommended that a category titled “Shared Driveways” be added as #10 under Subd. 2. Standards and Guidelines. The following subsets would be part of this title: 1) by easements; 2) by agreements that decide the responsibility for construction and maintenance; and 3) permit be subject to review and approval by the City Council and filing of document with the City (would not apply to those with minimum distance between lot lines.)

The question was then raised if a definition for “Driveway” was available as it was not part of the definition section of the City Zoning Ordinance manual. It was suggested that possibly the City’s Attorney could draft a definition.

Old/New Business

There was no other order of business under Old/New Business except the approval of the May Planning Commission Minutes. Carl asked that a statement be added under the heading “Public Hearing for Brian Mader CUP” which would reflect that the approval letter written by Fire Chief Denn was granting approval based on the revised copy of Mr. Mader’s architectural drawing dated May 30, 2006. Jack made a motion to accept the Minutes as amended. Seconded by Peter. Motion passed unanimously.

A motion to adjourn at 9:05 was made by Ron and seconded by Jack. Passed unanimously.

Minutes taken by Ann Wood, Assistant City Clerk.