

**CITY OF MARINE ON ST. CROIX**  
**PLANNING COMMISSION**  
**REGULAR MEETING**

**Tuesday November 28th 2017 - 7:30pm**  
**121 Judd Street – Village Hall**

1. Call to Order
2. Continuation of Public Hearing--Parking Lot Proposal – Christ Lutheran Church
5. Old/New Business
6. Approval of October Minutes
7. Adjournment

The City of Marine on St. Croix Planning Commission regular meeting of November 28, 2017 was called to order by Chairman Mroska at 7:30pm. Brenner, Hagstrom, Roden, Smitten, Spisak, and Warren present.

Citizens Present: Jason Trandahl, John Arnason, Matthew Langreck, Joel Martin, Eric Tryon

Continuation of Public Hearing--Parking Lot Proposal – Christ Lutheran Church

Warren recused himself, and Mroska reopened the Public Hearing at 7:30pm.

Spisak provided background on the project from the attached staff report that he and Roden had drafted. He stated that the Church owns parcels north of the church, which have previously been used for parking, but the grass surface makes it difficult in winter weather and other conditions. Much of the on street parking that was used has also been eliminated with the recent reconstruction of adjacent County Road 4. Both the Watershed District and Washington County have reviewed and approved the proposed parking lot plan. Spisak and Roden gathered a list of codes that apply to the project, including screening, lighting, land reclamation/grading, erosion, sediment control, and parking. Parking code requires one space per 5 feet of pew length, and with the combination of the lot spaces and existing parking along the north and east side of the Church, the proposed plan exceeds the number of spaces the Church is required to have.

Resident Jason Trandahl was present to receive more details about the trees being proposed in the landscaping plan, as well as the type and hours of the lighting. Roden commented that on the side facing the alley, it appears to be mostly lilacs, dogwoods, and similar plants. This was acceptable to Trandahl. Roden stated that the screening ordinance calls for a Green Belt Planting Strip, which consists of evergreen or deciduous trees and large shrubs, providing an 80% opacity screen to a minimum of 6 feet.

Trandahl expressed that his main concern now was the lighting. Roden replied that the Commission had yet to receive an official lighting plan as documented in the staff report. John Arnason was present and provided the current lighting plan, which included two options: one with 8 poles and one with 2 poles. Spisak asked whether the lights were reflected 360

degrees. Project Manager for the Church Eric Tryon responded that as an LED it would be on all 4 sides but directed downward. Smitten emphasized that the lighting should not overflow onto other properties, and should only be on when the church is being used. Brenner asked when they would like the parking lot to be built. Pastor Joel Martin responded that they would like the work to start in March, with bidding taking place in January.

Brenner said he is in favor of the shorter pole option as it is more residential looking than the 30 foot option, which Trandahl agreed with. Hagstrom supported the slightly less spilling of light into the alley. Spisak said that while the 1 foot candle requirement seems straightforward, they could make a condition that the engineer approve it or the applicants come back to the Commission with a more specific lighting plan. Matthew Langreck said that both plans fit code requirements, but there are different costs to consider. Hagstrom asked about the potential of motion detectors for the time of the lights, and it was confirmed that would be a possibility, but could also be controlled manually. Trandahl questioned how late into the evening the lights would be on. Martin said that the lights would be used mostly from October to April, with the latest shut off being around 9:30 or 10pm.

In reference to City Engineer Ryan Goodman's letter, Roden asked whether there was any irrigation plans, which there was not. Martin said they will be moving the Community Garden off the property. Smitten asked about the little seating area on the landscape plan, and whether it would be added to the construction plan. Arnason said it will be incorporated. Spisak asked about ADA compliance. Martin said they will ensure clear access to the sidewalk with their engineer. Mroska asked about snow removal, and Martin said it will be the same as it is now. Smitten asked about the stormwater feature being a rain garden, and it was said that it was similar to a retention swale.

Brenner wondered whether the Commission could follow the intent of the ordinance without meeting the 80% screening criteria, as there is a variety of heights, types, and shrubs. He said the street side is screened much less than the alley side, and perhaps the Church should add to the street side. Trandahl said he has a direct view of the lot from his garage. Hagstrom agreed about the criteria, stating that since the trees planted will be fairly mature, they will reach the 6 foot height eventually. Smitten expressed concern about the Juniper plant, as it is largely low spreading.

Brenner said that there is no issues with the overall site configuration and the engineer's issues were satisfied. However, a refined landscaping plan and definitive lighting plan still need to be provided. The Commission decided to have the applicants come back to the Commission in January with the lighting details, being more residential in character, and providing the plans two weeks prior to the January meeting. Arnason asked for clarification that it was the Juniper in the landscape plan that the Commission wanted changed and the Commission confirmed.

Mroska closed the Public Hearing at 8:37 pm.

*Smitten moved and Roden seconded to recommend approval for the 2017 Christ Lutheran Church Parking Lot Addition, except for the lighting plan pending further review by the Planning Commission, with the following conditions:*

1. Update the construction plans of October 5, 2017 to reflect construction of the proposed sidewalk in the southeast corner of the parking lot.
2. Submit any and all revised or updated plans to the City and its Engineer for final approval.
3. Satisfy the requirements of the City Engineer's letter of November 21, 2017.
4. Submit a final landscape plan (initial plan dated August 2017) that meets the requirements for screening, upon maturity of the plants, as set forth in Section 404.3.
5. Provide a final lighting plan, including specifications, details, cut sheets and product data, to the City by January 16th for review by the Planning Commission at its January 30, 2018 meeting.

***Motion passed unanimously.***

#### Old/New Business

Warren rejoined the Commission. Mroska asked whether any members had terms that were expiring. Assistant City Clerk Kiersten Young said she would ask Clerk Lynette Peterson about it and send an email.

Brenner asked whether the Council could review the code changes, especially for the variance portion, since it doesn't comply with state statute. Assistant Clerk Young said she would pass it on to Clerk Peterson.

#### Approval of October Minutes

*Brenner moved and Spisak seconded to approve the October 31<sup>st</sup> Planning Commission minutes as drafted. Motion passed unanimously.*

#### Adjournment

*Smitten moved and Roden seconded to adjourn at 8:43 pm. Motion passed unanimously.*

Minutes taken by Kiersten Young, Assistant City Clerk

## City of Marine on St Croix Planning Commission Review – November 28, 2017

### Christ Lutheran Church Parking Lot

#### **Background:**

Christ Lutheran Church owns five contiguous parcels north of the church, on 5<sup>th</sup> Street, that have historically been used for overflow parking. The lots are unimproved and have been used for parking on grass surfaces that are not practical in winter and other inclement weather.

Recently completed reconstruction of adjacent County Road 4 has eliminated much on street parking that has been historically used by congregants.

The Church would like to construct suitable parking and has engaged Larson Engineering, Inc. of White Bear Lake to design the new parking lot. Plans prepared by Larson have been reviewed by the City of Marine on St Croix Engineer Ryan Goodman, on July 24, 2017 and again on November 10, 2017.

The Carneilian-Marine-St Croix Watershed District has reviewed the proposed plans and on September 26, 2017, issued Permit 17-020.

Washington County and their consultant SEH, reviewed the plans and replied to the City Clerk on September 20, 2017 that they were acceptable.

The Planning Commission has been asked to review the proposed project for compliance with the zoning code and provide a recommendation to City Council.

Planning Commissioners Gwen Roden and Scott Spisak reviewed the information submitted by the Church and prepared this report.

#### **Zoning Code - Applicable Provisions:**

##### **General Provisions:**

**404.3 Screening.** (1) *Where any commercial or industrial use or parking lot is adjacent to property zoned or developed for residential use the owner of such commercial or industrial premises shall provide screening along the boundary of the residential property. Screening shall also be provided where a commercial or industrial use or parking 4-11 lot is located across the street from a residential zone, but not on that side of a business or industry considered to be the front. (2) All open, off-street parking areas of four (4) or more*

*(4) The screening shall be placed along property lines or in case of screening along a street, five (5) feet from the street right-of-way with landscaping between the screening and pavement. (5) All the screening specifically required by this Ordinance shall consist of either a fence or green belt planting strip as provided for below: (a) Green Belts. A green belt planting strip shall consist of evergreen trees and/or deciduous trees and large shrubs and shall be of sufficient width and density to provide an effective visual screen. This planting strip shall contain no structures. Such planting strips shall be designed to*

*provide visual screening of at least eighty (80) percent opacity to a minimum height of six (6) feet. Earth mounding or berms may be used but shall not be used to achieve more than three (3) feet of the required screen. The planting plan and type of plantings shall require the approval of the Zoning Administration Staff.*

**Findings:**

The Church has submitted a Preliminary Landscape Plan, dated August 2017, prepared by Andy Carlson of Abrahamson's of Scandia. The plan provides some screening along the west and north sides of the proposed parking lot, but lacks information that would enable a determination of compliance with section 404.3.

The landscape plan shows a proposed sidewalk and gathering area in the southeast corner of the proposed parking area that is not shown on the construction plans. There are possible access issues across curb and gutter and between parked cars. The Church should have its engineer update the plans to include the sidewalk and submit the revisions to the City for comment and approval prior to issuance of a construction permit.

**Lighting:**

***404.7 Nuisance Characteristics.*** *No noise, odors, vibration, smoke, air pollution, liquid or solid wastes, heat, glare, dust, or other such adverse influences shall be permitted in any district that will in any way have an objectionable effect upon adjacent or nearby property. All wastes in all districts shall be disposed of in a manner that is not dangerous to public health and safety nor will damage public waste transmission or disposal facilities. The following standards apply to all districts. (1) Glare. In all districts, any lighting used to illuminate an off-street parking area, sign, or other structure, shall be arranged so as to deflect light away from any adjoining residential zone or from the public streets. Direct or sky-reflected glare, including glare from floodlights or from high temperature processes such as combustion or welding, shall not be directed into any adjoining property. The source of lights shall be hooded or controlled in some manner so as not to light adjacent property. Bare incandescent light bulbs shall not be permitted in view of adjacent property or public right-of-way. Any light or combination of lights which cast light on a public street shall not exceed one (1) foot candle (meter reading) as measured from the centerline of said street. Any light or combination of lights which cast light on residential property shall not exceed 0.4 candles (meter reading) as measured from said property.*

**Findings:**

The Church has discussed providing some lighting for the parking lot, but has not yet submitted any detailed plans that would permit a review for compliance. Prior to installation of any lighting, the Church should submit a lighting plan that complies with Section 404.7 with the additional requirement that the lights be turned off at all times they are not in use.

## **Grading Permit**

### **405. Environmental Standards.**

#### **405.1 Land Reclamation and Land Grading.**

*(1) Within this Ordinance, land reclamation is the reclaiming of land by depositing or moving material so as to alter the grade. Land reclamation shall be permitted by Grading and Filling Permit in all districts. Depositing a total of more than fifty (50) cubic yards of material per 1/2 acre or less, either by hauling in or regrading the area, shall constitute land reclamation. The permit shall be issued only after the City has received and approved a finished grading plan, pursuant to Section 306 of this Ordinance, which shows that the land reclamation will not adversely affect the adjacent land. The permit may include conditions regarding the type of material permitted, program for rodent control, plan for fire control, and general maintenance of the site controls of vehicular ingress and egress, drainage and control of material dispersed from wind or hauling of material to or from the site. (2) A grading and filling permit may be issued only if: (a) Slopes greater than twelve (12) percent (twelve (12) feet vertical rise in one hundred (100) horizontal feet) are preserved to the greatest extent possible; (b) Earth moving, erosion, vegetative cutting, drainage to adjacent properties, filling of wetlands, and the destruction of natural amenities is minimized; (c) The smallest amount of ground is exposed for as short a time as possible; (d) During construction, temporary ground cover such as mulch is used and permanent ground cover such as sod is planted upon completion, taking into consideration seasonal conditions; (e) Methods to prevent erosion and trap sediment are employed; and (f) Fill is stabilized to accepted engineering standards.*

#### **Findings:**

The City of Marine on St Croix Engineer Ryan Goodman, reviewed the proposed plans and revisions on July 24, 2017 and again on November 10, 2017. The project will comply with Section 405.1 upon meeting the City Engineer's approval.

**405.3 Soil Erosion and Sedimentation Control.** *All site grading shall meet the following soil erosion and sediment control standards: 4-17 (1) All grading, filling and development shall conform to the natural limitations presented by the topography and soil so as to create the best potential for preventing soil erosion.*

*(4) Erosion and siltation control measures shall be coordinated with the different stages of development. Appropriate control measures shall be installed prior to development when necessary to control erosion. (5) Land shall be developed in increments of workable size such that adequate erosion and siltation controls can be provided as construction progresses. The smallest practical area of land shall be exposed at any one period of time. (6) The drainage system shall be constructed and operational as quickly as possible during construction. (7) Whenever possible, natural vegetation shall be retained and protected. (8) Where the topsoil is removed, sufficient arable soil shall be set aside for respreading over the developed area. The soil shall be restored to a depth of four (4) inches and shall be of a quality at least equal to the soil quality prior to development. (9) When soil is exposed, the exposure shall be for the shortest feasible period of time. No exposure shall exceed sixty (60) days. Said time period may be*

*extended only if the Planning Commission is satisfied that adequate measures have been established and will remain in place. (10) The natural drainage system shall be used as far as is feasible for storage and flow of runoff.*

### **Findings:**

Project plans include provisions for both temporary construction and permanent erosion control and have been reviewed by The City Engineer, The Watershed and Washington County.

The City of Marine on St Croix Engineer Ryan Goodman, reviewed the proposed plans and revisions on July 24, 2017 and again on November 10, 2017. The project will comply with Section 405.3 upon meeting the City Engineer's approval.

The Carneilian-Marine-St Croix Watershed District has reviewed the proposed plans and on September 26, 2017, issued Permit 17-020.

Washington County and their consultant SEH, reviewed the plans and replied to the City Clerk on September 20, 2017 that they were acceptable.

### **Parking:**

#### **406. Traffic/Parking/Access/Loading.**

*406.1 Traffic Control. The traffic generated by any use shall be channelized and controlled in a manner that will avoid: (a) congestion on the public streets, (b) traffic, hazards, and (c) excessive traffic through residential areas, particularly truck traffic. Internal traffic shall be so regulated as to ensure its safe and orderly flow. Traffic into and out of business areas shall in all cases be forward moving with no backing into streets.*

**406.3 Parking.** (1) *Location. All accessory off-street parking facilities required herein shall be located as follows: (a) Spaces accessory to one and two-family dwellings on the same lot as the principal use served. (b) Spaces accessory to uses located in a business, within eight hundred (800) feet of a main entrance to the principal building served. (c) No off-street parking area containing more than four (4) parking spaces shall be located closer than five (5) feet from an adjacent lot zoned or used for residential purposes. (2) General Provisions. (a) Access drives may be placed adjacent to property lines except that drives consisting of crushed rock, or other non-finished surfacing shall be no closer than one (1) foot to any side or rear lot line. (b) Parking Space Size. Except as provided in Section 406.4 (2)(c) below, each parking space shall be not less than eight feet nine inches (8' 9") wide and nineteen (19) feet in length exclusive of access aisles, and each space shall be served adequately by access aisles.*

*(d) Control of off-street parking facilities. When required, accessory offstreet parking facilities are provided elsewhere than on the lot in which the principal use served is located, they shall be in the same ownership or control, either by deed or long-term lease, as the property occupied by such principal use, and the owner of the principal use shall file a recordable document with the City Council requiring the*

owner and his or her heirs and assigns to maintain the required number of off street spaces during the existence of said principal use. (e) Use of parking area. Required off-street parking space in any District shall not be utilized for open storage of goods or for the storage of vehicles which are inoperable or for sale or rent.

**(3) Design and Maintenance of Off-Street Parking Areas.** (a) Parking Areas shall be designed so as to provide adequate means of access to a public alley or street. Such driveway access shall not exceed thirty (30) feet in width and shall be so located as to cause the least interference with traffic movement. **(b) Signs.** No signs shall be located in any parking area except as necessary for orderly operation of traffic movement and such signs shall not be a part of the permitted advertising space. (c) Curbing or Landscaping. All open off -street parking areas designed to have head-in parking along the property line shall provide a bumper curb not less than five (5) feet from the side property line or a guard of normal bumper height not less than three (3) feet from the side property line. (d) Maintenance of off-street parking space. It shall be the joint and several responsibility of the operator and owner of the principal use, uses, and/or building to maintain, in a neat and adequate manner, the parking space, accessways, landscaping and required fences.

**(5) Off Street Spaces Required for Urban Areas.** (a) One and two-family residences Two (2) spaces per dwelling unit. (b) Churches, Theaters, Auditoriums, One (1) space for each (3) seats and other places of assembly or for each five (5) feet of pew length based upon maximum design capacity.

### **Findings:**

The Church is not expanding or increasing traffic in the neighborhood, but merely accommodating adequate and safe hard surface parking for the congregation. The parking is needed, in part due to the elimination of on street parking on County Road 4 by the recently completed reconstruction project.

John Arnason, representing the Church, submitted parking calculation information to City Clerk Lynette Peterson via email on November 16, 2017 as follows:

*“The ordinance calls for one parking space for each five feet of pew length. Total pew length in the sanctuary is 344 feet. Divide that by 5 and you get 69 parking spaces. Our plan provides 52 spaces in the parking lot. There are an additional 35 spaces on the north and east sides of the church, for a total of 87, so we will have more than we are required to have.”*

The proposed project satisfies the requirements for number of parking spaces.

The City of Marine on St Croix Engineer Ryan Goodman, reviewed the proposed plans and revisions on July 24, 2017 and again on November 10, 2017. The project will comply with Section 406 upon meeting the City Engineer’s approval.

### **Planning Commission Recommendation For Approval:**

Since the Proposed Christ Lutheran Church Parking Lot will be located in the Single Family Urban Overlay District,

And Since Parking provision is required of such church per zoning ordinance 406.3.5,

And since the plans submitted by the Church with the provisions attached and City Engineer's recommendations,

The Planning Commission recommends City Council approve the 2017 Christ Lutheran Church Parking Lot Addition with the following conditions:

1. Prior to issuance of a construction permit by the City, the Church shall:
  - a. Update the construction plans to reflect construction of the proposed sidewalk in the southeast corner of the parking lot.
  - b. Submit any and all revised or updated plans to the City and its Engineer for final approval.
  - c. Satisfy the requirements of the City Engineer's letter of November 10, 2017.
  - d. Submit a final landscape plan with documentation that the plan meets the requirements for screening as set forth in Section 404.3 of the zoning code.
  - e. Provide a lighting plan, prior to installation of any lighting, that complies with Section 404.7 with the additional requirement that the lights be turned off at all times that they are not in use.
  - f.

### **Planning Commission Recommendation For Denial:**

The Planning Commission recommends that the City Council deny Christ Lutheran Church's request for construction of the parking lot with the following conditions:

- 1.

### **Attachments:**

1. Plans prepared by Larson Engineering dated October 5, 2017.
2. Preliminary landscape plan dated August 2017 from Abrahamson's Nursery.
3. City Engineer Ryan Goodman's Letter dated November 10, 2017.
4. Carnelian-Marine-St Croix Watershed District Report and Permit 17-020, dated September 26, 2017.

5. Email from Ann Pung-Terwedo with Washington County to City Clerk Lynette Peterson dated September 20, 2017.