

CITY OF MARINE ON ST. CROIX
PLANNING COMMISSION
REGULAR MEETING

Tuesday, May 26, 2020 - 7:30pm
Virtual Meeting via Zoom

1. Call to Order
2. Short-Term Rental Ordinance
 - Review and discuss draft ordinance
 - Consider date for public hearing
3. Cell Tower
 - Review and discuss council's direction to bring city code in line with communications infrastructure needs
 - Discuss next steps
4. Zoning Code
 - Progress update
 - Reminder of next workshop
5. Approval of minutes: April 28 regular meeting and May 12 zoning workshop
6. Adjourn

How to join virtually

Visit <https://zoom.us/j/4741920648>

Or call: 1-312-626-6799

Meeting ID: 474 192 0648

One tap mobile: +13126266799,,4741920648#

**CITY OF MARINE ON ST. CROIX
WASHINGTON COUNTY,
MINNESOTA**

ORDINANCE NO. 2020-____

AN ORDINANCE REGARDING SHORT TERM RENTALS.

THE CITY COUNCIL OF THE CITY OF MARINE ON ST. CROIX DOES HEREBY ORDAIN AS FOLLOWS:

Section 2. Purpose. The purpose of this section is to allow Short Term Rentals, where appropriate, while mitigating impacts upon surrounding properties by implementing balanced regulations to protect the integrity of the Community as well as protecting the public health, safety and general welfare.

Section 3. Definitions.

Bedroom. A habitable room which is used, or intended to be used, primarily for the purpose of sleeping.

Dwelling. A building or portion thereof, designated exclusively for residential occupancy. Refer to Section 202 of the Zoning Code definitions.

Owner. The person or people who own the dwelling offered for Short Term Rental. The owner must be a natural person. No dedicated vacation rentals are allowed in the City of Marine on St. Croix (see Section 4E(a)(vi) herein).

Short Term Rental. A dwelling that is offered to transient guests for a period of less than 30 consecutive days at a time.

Short Term Rental, Type A (hosted short term rental). A dwelling unit that is offered to transient guests for a period of less than 30 consecutive days, where an owner of the property is present while the transient guests are present.

Short Term Rental, Type B (unhosted short term rental). A dwelling unit that is offered to transient guests for a period of less than 30 consecutive days, where an owner of the property is not present while the transient guests are present.

Short Term Rental, Type C (dedicated short term rental). A dwelling unit that is offered to transient guests for a period of less than 30 consecutive days, where the primary property purpose is for use as a short term rental.

Section 4. General Requirements and License Issuance.

- A. License required. No property may be used as a Short Term Rental (Type A, B or C) unless a license is first granted by the City. The License shall be entered on a short term rental registry. Type C Short Term Rentals are not permitted by the City.
- B. Issuance. All Short Term Rental Licenses shall be issued administratively by the City Clerk pursuant to the terms contained herein.
- C. License application. Any property owner desiring to offer or use a Dwelling as a Short Term Rental within the City must apply for a Short Term Rental License from the City. A license must be approved prior to operating within the City. The license application request must be submitted on the form prescribed by the City and must include all the information requested on the application form.
- D. License fee. The license application form must be accompanied by payment in full of the required license application fee. The license application fee amount will be as determined by the City Council and set forth in the City fee schedule. Fees for new licenses obtained for less than the annual license term will be determined on a monthly pro-rated basis until the next full term.
- E. Criteria for Issuance. Prior to issuance of a Short Term Rental License hereunder, the applicant shall ensure that the following criteria are met:
 - a. The licensee certifies on the application form that all applicable items found in this Section are satisfied. Such items shall include, but not be limited to, the following:
 - i. Short Term Rentals are a permitted use in the zoning district of the subject property;
 - ii. The Proposed Short Term Rental complies with all of the performance standards found in this Section;
 - iii. A policy number for liability insurance is provided to the City;
 - iv. Compliance with all applicable provisions of the City Code;
 - v. Compliance with any special conditions established in the license.
 - vi. The Dwelling must be materially used for its owner's enjoyment-which shall mean to state the owner shall accurately certify and document to the City annually that the Dwelling has been physically inhabited by the owner for more days and nights than it has been rented.

Section 5. General Performance Standards.

The following shall be the general standards for all Short Term Rental licenses issued hereunder.

- A. No Physical Alterations. No physical alterations of a dwelling shall be permitted in conjunction with the operation of a Short Term Rental, except that additional on-site parking maybe provided, to the extent that such parking is otherwise permitted by the applicable provisions of the City's Code.
- B. Non-Transferable. Licenses issued under this Section are non-transferable. Each license shall automatically terminate upon the sale or other conveyance of the property to an unlicensed person or entity.
- C. No Vested Right. Licenses granted hereunder constitute a revocable, limited right. Nothing herein shall be construed as granting a vested property right.
- D. Term. Licenses granted under this Section are valid for one year. A renewal application must submitted annually, in advance, within 60 days of the expiration on December 31st. If the license holder does not offer the property for short term rental at least twice in a calendar year then they are not eligible for renewal.
- E. Number of Bedrooms. Each license shall indicate the number of bedrooms which are contained in the dwelling. No license shall advertise the dwelling as containing any more than the identified number of bedrooms. The number of bedrooms, as indicated on the license, shall be used for all calculations required herein.
- F. Use for Events Prohibited. Short Term Rental shall not be used by the renter nor any rental occupant for nonresidential purposes such as commercial or social events. The Short Term Rental host shall expressly prohibit and prevent the use of their property for events in any advertisement as well as on-site informational material. Examples of events include, but are not limited to: sponsored events, conference gatherings, retreats, concerts, banquets, receptions, weddings, reunions, dances, parties, or similar use.
- G. All residential properties offering Short Term Rentals need to be owner-occupied (meaning the owner lives at the property permanently or temporarily), except for multi-dwelling properties. Multi-dwelling and/or multi-unit properties cannot have any more than fifty percent (50%) of the total units in short term rental use.
- H. A Short Term Rental may only be operated in a principal structure (i.e., not in a recreational vehicle).

- I. Location / Allowances / Considerations. Short Term Rentals are allowed in all Residential and Village Center zoning districts.

A maximum of three (3) Short Term Rental licenses shall be allowed in each district. Note: the Schoolhouse units are excluded from the count of three (3) per district.

- J. Use. Short Term Rental operations must conform to all existing City Ordinances.

Signage indicating the Short Term Rental is not permitted on or off the premises.

The maximum number of guests allowed is two (2) persons per bedroom, plus an additional two (2) guests. For example, a three-bedroom home could have a maximum of eight (8) guests.

One (1) vehicle per bedroom shall be allowed, with a maximum of four (4) vehicles. The owner of the Short Term Rental must provide one (1) approved off-street parking spot per bedroom (that is not on a public or private road, right of way or easement), with a maximum of four (4).

The Short Term Rental may not be rented to a transient guest more than two weekends per calendar month. And, may be rented a maximum of 72 days per calendar year.

- K. The Applicant must confirm upon their application form that there are functioning smoke and carbon monoxide detectors in each bedroom or sleeping area, and a functioning fire extinguisher in the living space.
- L. At the time of permit application and prior to making their property available as a Short Term Rental, property owner(s) must provide and maintain current, effective contact and emergency contact information for the owner and any designated management representative to all neighbors abutting the side, rear, and across the street from their property. The Applicant shall also maintain accurate emergency contact information with the City sufficient to allow it to be in contact with the Owner immediately.
- M. If the property owner is not on premises, owner or owner-designee is required to respond to emergencies must be within thirty (30) minutes traveling distance of the property and available by cellphone during Short Term Rental use.
- N. 24-hour "Who to call" information pages shall be posted on the premises, and a "Who to call" page shall be on the City website for residences concerned with the activity at any Short Term Rental.
- O. The property owner must pay any applicable Federal, State and local taxes.
- P. Any complaints may be filed with the City via an approved complaint form.
- Q. The Licensee shall maintain true and current records (for a period of 3 years) for annual reporting to the City. The records shall be sufficient to permit the City to determine the number of guests, and the rental dates.

Section 6. Enforcement and License Revocation.

- A. Enforcement and License Revocation. Upon a finding that a licensee has violated the terms of this Section, or any other applicable ordinance, law, or regulation, including is determined to have submitted false or misleading information to the City, on two occasions within the license period, the City may revoke the license. Prior to such revocation, the City Clerk shall mail written notice of the license violations to the licensee. The licensee shall have ten (10) days to request a hearing, in writing, upon such revocation before the City Council. Failure to request such a hearing, in writing, shall constitute waiver of the right to be heard on such revocation. However, upon Council discretion a license may be immediately revoked in the event of violation of the terms of this Section.
1. Effect of Revocation. Upon revocation of a license under this Section, such licensee shall be ineligible for applying for a new Short Term Rental license for a period of 12 months from the date of revocation. Such prohibition shall apply not only to the property for which the license was revoked, but also any other property held or owned by the licensee.
 2. Violation a Misdemeanor. Operating a Short Term Rental without a license shall constitute a misdemeanor and shall constitute a fine of \$1,000.
 3. Remedies not Exclusive. In the event of a violation or threatened violation of this Ordinance, the City, in addition to other remedies, is entitled to seek injunctive relief or proceedings to prevent, restrain, correct, or abate such violations or threatened violations.

Section 7. Effective Date. This Ordinance shall be effective immediately upon its passage and publication according to law.

WHEREUPON, said Ordinance was declared passed and adopted this ____ day of _____, 2020.

Attest: Lynette Peterson,
City Clerk/Administrator

Glen Mills,
Mayor

**CITY OF MARINE ON ST. CROIX
WASHINGTON COUNTY,
MINNESOTA**

ORDINANCE NO. 2020-_____

AN ORDINANCE REGARDING SHORT TERM ~~HOME~~-RENTALS.

THE CITY COUNCIL OF THE CITY OF MARINE ON ST. CROIX DOES HEREBY ORDAIN AS FOLLOWS:

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Section 3. Definitions.

Bedroom. A habitable room which is used, or intended to be used, primarily for the purpose of sleeping.

Dwelling. A building or portion thereof, designated exclusively for residential occupancy. Refer to Section 202 of the Zoning Code definitions.

Owner. [The person or people who own the dwelling offered for Short Term Rental. The owner must be a natural person. No dedicated vacation rentals are allowed in the City of Marine on St. Croix \(see Section 4E\(a\)\(vi\) herein\).](#)

~~Primary Resident. The owner of a dwelling or a qualifying relative, including parents, grandparents, siblings, children, grandchildren, aunts, uncles, nieces, and nephews of the owner or the spouse of the owner. The Primary Resident must be a natural person. No dedicated vacation rentals are allowed in the City of Marine on St. Croix (See paragraph 4 F(a)(vi) herein).~~

Transient Guest. [A person or persons renting, using, or occupying a room or rooms for fewer than 30 consecutive days.](#)

Short Term ~~Home~~-Rental. A dwelling that is offered to transient guests for a period of less than 30 consecutive days at a time.

Short Term ~~Home~~-Rental, Type A (hosted short term rental). A dwelling unit that is offered to transient guests for a period of less than 30 consecutive days, where an [primary resident owner](#) of the property is present while the transient guests are present.

Short Term ~~Home~~-Rental, Type B (unhosted short term rental). A dwelling unit that is offered to

transient guests for a period of less than 30 consecutive days, where a ~~primary resident n owner~~ of the property is not present while the transient guests are present.

Short Term ~~Home~~ Rental, Type C (dedicated short term rental). A dwelling unit that is offered to transient guests for a period of less than 30 consecutive days, where the primary property purpose is for use as a short term rental.

Section 4. General Requirements and License Issuance.

- A. License required. No property may be used as a Short Term ~~Home~~ Rental (Type A, B or C) unless a license is first granted by the City. The License shall be entered on a short term rental registry. Type C Short Term ~~Home~~ Rentals are not permitted by the City.
- B. Issuance. All Short Term Rental Licenses shall be issued administratively by the City Clerk pursuant to the terms contained herein.
- C. License application. Any property owner desiring to offer or use a ~~Primary Residence Dwelling~~ as a Short Term ~~Home~~ Rental within the City must apply for a Short Term ~~Home~~ Rental License from the ~~City of Marine on St. Croix~~. A license must be approved prior to operating within the City. The license application request must be submitted on the form prescribed by the City and must include all the information requested on the application form.
- D. License fee. The license application form must be accompanied by payment in full of the required license application fee. The license application fee amount will be as determined by the City Council and set forth in the City fee schedule. Fees for new licenses obtained for less than the annual license term will be determined on a monthly pro-rated basis until the next full term.
- E. Criteria for Issuance. Prior to issuance of a Short Term Rental License hereunder, the applicant shall ensure that the following criteria are met:
 - a. The licensee certifies on the application form that all applicable items found in this Section are satisfied. Such items shall include, but not be limited to, the following:
 - i. Short Term ~~Home~~ Rentals are a permitted use in the zoning district of the subject property;
 - ii. The Proposed Short Term ~~Home~~ Rental complies with all of the performance standards found in this Section;
 - iii. A policy number for liability insurance is provided to the City;

- iv. Compliance with all applicable provisions of the City Code;
- v. Compliance with any special conditions established in the license.
- ~~vi.~~ The Dwelling must be ~~m~~Materially ~~u~~Used for ~~i~~its ~~o~~Owner's ~~e~~Enjoyment-which shall mean to state the owner ~~(or its principal)~~ shall accurately certify and document to the City annually that the Dwelling has been physically inhabited by the owner for more days and nights than it has been rented. for not less than 30 days in every calendar year.

Section 5. General Performance Standards.

The following shall be the general standards for all Short Term ~~Home~~-Rental licenses issued hereunder.

- A. No Physical Alterations. No physical alterations of a ~~Primary Residencedwelling~~ shall be permitted in conjunction with the operation of a Short Term ~~Home~~-Rental, except that additional on-site parking maybe provided, to the extent that such parking is otherwise permitted by the applicable provisions of the City's Code.
- B. Non-Transferable. Licenses issued under this Section are non-transferable. Each license shall automatically terminate upon the sale or other conveyance of the property to an unlicensed person or entity.
- C. No Vested Right. Licenses granted hereunder constitute a revocable, limited right. Nothing herein shall be construed as granting a vested property right.
- D. Term. Licenses granted under this Section are valid for one year. A renewal application must submitted annually, in advance, within 60 days of the expiration on December 31st. If the license holder does not offer the property for short term rental at least twice in a calendar year then they are not eligible for renewal.
- E. Number of Bedrooms. Each license shall indicate the number of bedrooms which are contained in the ~~Primary Residencedwelling~~. No license shall advertise the ~~Primary Residencedwelling~~ as containing any more than the identified number of bedrooms. The number of bedrooms, as indicated on the license, shall be used for all calculations required herein.
- F. Use for Events Prohibited. Short Term ~~Home~~-Rental shall not be used by the renter nor any rental occupant for nonresidential purposes such as commercial or social events. The Short Term ~~Home~~-Rental host shall expressly prohibit and prevent the use of their property for events in any advertisement as well as on-site informational material. Examples of events include, but are not limited to: sponsored events, conference gatherings, retreats, concerts, banquets, receptions, weddings, reunions, dances, parties, or similar use.
- G. All residential properties offering Short Term ~~Home~~-Rentals need to be owner-occupied (meaning the owner lives at the property permanently or temporarily), except for multi-

| dwelling properties. Multi-dwelling and/or multi-unit properties cannot have any more than fifty percent (50%) of the total units in short term ~~home~~ rental use.

| H. A Short Term ~~Home~~-Rental may only be operated in a principal structure (i.e., not in a recreational vehicle).

- I. Location / Allowances / Considerations. Short Term ~~Home~~-Rentals are allowed in all Residential and Village Center zoning districts.

A maximum of ~~threefour~~ (34) Short Term ~~Home~~-Rental licenses shall be allowed in each district. Note: the Schoolhouse units are excluded from the count of ~~threefour~~ (34) per district.

- J. Use. Short Term ~~Home~~-Rental operations must conform to all existing City Ordinances.

Signage indicating the Short Term ~~Home~~-Rental is not permitted on or off the premises.

The maximum number of guests allowed is two (2) persons per bedroom, plus an additional two (2) guests. For example, a three-bedroom home could have a maximum of eight (8) guests.

One (1) vehicle per bedroom shall be allowed, with a maximum of four (4) vehicles. The owner of the Short Term ~~Home~~-Rental must provide one (1) approved off-street parking spot per bedroom (that is not on a public or private road, right of way or easement), with a maximum of four (4).

~~Each~~The Short Term ~~Home~~-Rental may ~~not~~ be rented ~~to a transient guest more than a~~ maximum of two weekends per calendar month, ~~and~~ may be rented a maximum of ~~72~~ 14 days per calendar ~~year~~ month.

- K. The Applicant must confirm upon their application form that there are functioning smoke and carbon monoxide detectors in each bedroom or sleeping area, and a functioning fire extinguisher in the living space.
- L. At the time of permit application and prior to making their property available as a Short Term ~~Home~~-Rental, property owner(s) must provide and maintain current, effective contact and emergency contact information for the owner and any designated management representative to all neighbors abutting the side, rear, and across the street from their property. The Applicant shall also maintain accurate emergency contact information with the City sufficient to allow it to be in contact with the Owner immediately.
- M. If the property owner is not on premises, owner or owner-designee is required to respond to emergencies must be within thirty (30) minutes traveling distance of the property and available by cellphone during Short Term ~~Home~~-Rental use.
- N. ~~Required~~ 24-hour "Who to call" information pages shall be posted on the premises, and a "Who to call" page shall be on the City website for residences concerned with the activity at any Short Term ~~Home~~-Rental.
- O. The property owner must pay any applicable Federal, State and local taxes.
- P. Any complaints may be filed with the City via an approved complaint form.
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reporting to the City. The records shall be sufficient to permit the City to determine the number of guests, and the rental dates.

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2. Violation a Misdemeanor. Operating a Short Term ~~Home~~-Rental without a license shall constitute a misdemeanor and shall constitute a fine of \$1,000.

3. Remedies not Exclusive. In the event of a violation or threatened violation of this Ordinance, the City, in addition to other remedies, is entitled to seek injunctive relief or proceedings to prevent, restrain, correct, or abate such violations or threatened violations.

Section 7. Effective Date. This Ordinance shall be effective immediately upon its passage and publication according to law.

WHEREUPON, said Ordinance was declared passed and adopted this ____ day of _____, 2020.

Attest: Lynette Peterson,
City Clerk/Administrator

Glen Mills,
Mayor

CELL TOWER FAQs

What is being proposed?

A cell phone monopole not to exceed 180 feet at one of two city-owned locations: Compost site and Public Works site.

Why is it being proposed?

To improve cell phone coverage for citizens, businesses, and visitors of the City of Marine on St Croix in order to:

- Provide for increased Public Safety through Washington County Emergency Communications
- Provide for a reliable form of telephonic communication other than a landline
- Provide for data usage personally and professionally at residences
- Provide for data usage for business transactions

Do we have any current cell phone coverage for the City?

According to information provided by Verizon and AT&T the majority of the City, to include the Village Center, Upper and Lower Villages, Hwy 95 corridor, and river have either minimal coverage or are classified as “dead” zones with no coverage.

I have Wi-Fi calling in my home through a “HotSpot.” Doesn’t that suffice?

Cell carriers and ISPs (VoIP) can provide capabilities in a very limited geographic area (home and portion of property), but overlapping coverage is not possible. Additionally, if a citizen experiences an electrical outage the capability is not possible, and the landline is also not operational.

Do we know that Public Safety is currently detrimentally affected by a lack of cell coverage in Marine?

Yes. Washington County Emergency Communications provided sensitive data that shows that outgoing calls to 911 are degraded. They also provided information that illustrates a high percentage of WCSO public safety vehicles (to include Marine Fire & Rescue) disconnect with the Computer Aided Dispatch (CAD) in Marine on St Croix. This affects the ability of the first responder to receive the call information and narrow the geographic location of the emergency call/incident. Additionally, WCSO and public safety vehicles currently operate in a degraded radio environment.

Would a cell phone tower improve Public Safety?

Yes, because it would dramatically improve the ability of those experiencing an emergency to successfully make a call to 9-1-1, successfully dispatch a call from the Emergency Communications Center to First Response, successfully transmit data about that call (i.e. location), and allow First Responders to communicate regarding that call to others.

Why is 180 feet being proposed?

Because it allows for the best coverage for the carriers, and will accommodate all carriers.

What would the tower look like?

What is being proposed is a standard gray monopole. The first carrier would be located at 100 feet. A fenced area at the base of the pole would be used for utility access and would be maintained by the tenant.

Why can't we just have the tower limited to 100 feet? Why 180 feet?

Placing nodes any less than 100 feet would significantly degrade coverage, so that it would not provide the service nor the incentive for a carrier to locate on it. There are now three cell carriers: AT&T, T-Mobile, and Verizon. T-Mobile has subsumed Sprint. AT&T wishes to be the anchor tenant, and therefore has the option of placing their nodes at the highest point in order to get the best coverage. The standard distance between carriers on a tower is 20 feet. Therefore, one of the other two carriers would be located at 160 feet, and the last of the three carriers located at 140 feet. Other carriers/tenants that have expressed interest in locating on the tower are Dish Network, Washington County ECC, and Midco. Thus, the height of 180 feet.

How do we know that all the carriers will co-locate on the tower?

Because all carriers have either expressed an official letter of intent (AT&T) or unofficial intent (T-Mobile/Sprint; Verizon) to locate on the tower. AT&T has allocated funding as an anchor tenant. It is expected that once a cell tower proposal of adequate height is approved that the remaining two carriers would issue an official letter of intent.

What if we went smaller? Is it possible?

It may be possible to go to 160 feet, but we potentially lose the ability to attract other carriers. At 160 feet, we could fit all three carriers (160; 140; 120) and allow for one other carrier/vendor opportunity at 100 feet.

If we went with 140 feet, then that would leave no flexibility for other carriers, to include ISP (Midco) to co-locate.

What about stealth towers, like towers that look like pine trees?

It is a possibility, however:

1. A 180' Pine Tree doesn't look natural whereas a 50-70' Pine tree blends in fairly well to its Natural Landscape. From an RF standpoint no Stealthing can be located at the elevation the Antennas are located at, this creates a disconnect/empty spaces that makes the Tree look unnatural. It is likely this tower will have MW dishes for backhaul and those areas will also need to be void of Stealthing.
2. Stealthing for a 180' MP dramatically increases the wind load on a tower which increases the Foundation size, Steel required in the tower and the Diameter of the tower will be increased on the order of 2'-4' in Diameter. Structurally this is very challenging.
3. Stealthing must be maintained and can be expensive.

4. Typically individuals have come to accept Communications Towers and generally they have come to be recognized as part of the landscape.
5. Galvanized MP towers tend to match pretty well with the varying skyline colors of Clouds and open sky.

Which site provides the best coverage?

From all indications it appears the Public Works site provides the best coverage.

If we build a cell tower, how can we make sure that more don't get built?

The best way to ensure we only have one tower in Marine is to make sure it has the capacity to accommodate and attract all carriers. Any ordinance change should provide language that requires carriers to demonstrate the inability to co-locate on an existing tower prior to exploring the construction of a new tower.

So what do you think our ordinance should say?

It should be changed to allow for a tower no higher than 180 feet, and require any carriers not located on that tower to demonstrate the inability to co-locate on an existing tower.

How far away would the two sites be from the nearest homes?

Compost Site:

Nearest Stuga: 18019 St Croix Trail N is approx 890 feet from proposed tower base.

Nearest Residence: 17790 St Croix Trail N is approx 705 feet from proposed tower base.

Nearest Stuga: 18019 St Croix Trail N is approx 896 feet from nearest node.

Nearest Residence: 17790 St Croix Trail N is approx 712 feet from nearest node.

Public Works Site:

Nearest Residence: 1313 Broadway Street is approx 1,135 feet from proposed tower base, and approx 1,140 feet from nearest node.

What will the tower look like from certain areas of town?

Please refer to the photo sims.

Can we make the tower more friendly to birds?

We are planning to include a raptor platform on the tower.

Are there other towers that could be used around Marine that might help us rather than building one?

Existing coverage maps note other tower locations. There are no known options to have Marine cell coverage increased by these towers, and no avenue of applying pressure/leverage for them to do so.

If the elevation of the Public Works site is greater than the elevation of the Compost site, why can't we lower the height at the Public Works site by the difference?

Tower height is not significantly impacted by AGL in relation to elevation. Topography, canopy, and "shadowing" of RF is what affects height.

What does the FCC say about public health and cell towers?

- https://www.fcc.gov/sites/default/files/human_exposure_to_radio_frequency_fields_-_guidelines_for_cellular_antenna_sites.pdf
- <https://www.fcc.gov/engineering-technology/electromagnetic-compatibility-division/radio-frequency-safety/fag/rf-safety>
- <https://www.fcc.gov/wireless/bureau-divisions/competition-infrastructure-policy-division/tower-and-antenna-siting>

Would there be artificial lighting on the tower or it's fenced perimeter?

No.

Will the proposed cell tower at either location cause cancer?

Radiofrequency emissions from antennas used for cellular and PCS [personal communications service] transmissions result in exposure levels on the ground that are typically thousands of times below safety limits. These safety limits were adopted by the FCC based on the recommendations of expert organizations and endorsed by agencies of the Federal Government responsible for health and safety. Therefore, there is no reason to believe that such towers could constitute a potential health hazard to nearby residents or students.

- <https://www.cancer.org/cancer/cancer-causes/radiation-exposure/cellular-phone-towers.html>
- <https://www.epa.gov/radiation>
- <https://www.fcc.gov/general/radio-frequency-safety-0>

Is there a possibility of using "repeaters" for cell poles?

No. That is not a technology that exists for cellular communication.

What if we only built a 120 foot tower, but allowed for expansion at a later date?

While it is possible, it leaves many factors that would influence whether or not expansion would occur at a later date.

What is the difference between 5G and 4G? Which will the proposed tower support?

This tower is for 4G only. 5G does not “run” off of a tower like what is being proposed. 5G uses a much shorter (but faster) radio frequency that works along line-of-sight. This means each node must see the other. 4G is for calling and data. 5G is primarily for data. Furthermore, 5G nodes are typically placed in the right-of-way on things like light or utility poles. They are of primary use in high-density population areas and transportation corridors. When 5G comes to the St Croix valley, it is unlikely to impact our neighborhoods, but likely to impact Hwy 95. The proposed tower has nothing to do with 5G.

What does the NPS and DNR have to say about the proposed cell tower?

To date they have said nothing officially. Both locations are outside the purview of the NPS. The DNR may issue some type of statement, but it would likely be non-binding. We have open communication with both, and WOB staff have indicated that it would be helpful to have better cell coverage at the park for emergency response.

How long will it take to make a decision?

Once a recommendation to change the ordinance by the Planning Commission is complete, and the Council acts to approve the ordinance change, specific details of this proposed cell tower and lease can be negotiated, finalized, presented in a Public Hearing, and voted on by City Council.

How long would it take to construct the tower?

Late 2020 or Spring 2021 (most likely). Once construction begins it would take less than a year to have it fully constructed and carriers installed.



Office of the Sheriff

Commitment to Excellence



Dan Starry
Sheriff

Brian R. Mueller
Chief Deputy

5/11/2020

City of Marine on St. Croix
Attn: Infrastructure Committee
121 Judd Street
St. Croix, MN 55047

Dear Councilman Anderson,

On 4/26/2020 you reached out to me requesting an assessment of the public safety impacts of a new cell phone communications tower being proposed in or near the City of Marine on St. Croix (MOSC) in order to assist the Infrastructure Committee. My responses to your questions are as follows:

1. What is the current status of public safety readiness/response in relation to Emergency Center Communications' ability to quickly and accurately receive information from persons requiring emergency and non-emergency service in and around MOSC?

Emergency service requests by traditional landline services will not be impacted by the presence of the proposed tower. A downward trend in landline service seems to be occurring as more citizens transition completely to wireless service.

The presence of the proposed tower will greatly improve conditions for cellular based calls for emergency services in and around MOSC. Currently, calls for emergency services in MOSC and the surrounding river valley will fail if no network coverage is present. Some devices may roam to another carrier to make a 911 calls if sufficient competitor network signal is present.

Non-emergency cellular calls to our administrative lines (non 911) will consistently fail in low coverage environments.

2. What is the current status of public safety readiness/response in relation to first responders' ability to quickly and accurately respond to a geographic location in and around MOSC?

Police, Fire, and EMS emergency response to a request for emergent or routine service is primarily based on the ability of the caller to provide their own location to our dispatch center. In the event that this is not possible, wireline 911 calls typically will reference an address associated with line of service.

Wireless 911 calls will initially provide a “phase 1” estimated location from the cell tower based on the tower’s sector antenna, which is a general inaccurate location. As the phone call continues it will transition to “phase 2” based on triangulation from multiple cell towers. Phase 2 locations are typically accurate. Phase 2 triangulation is not possible, or very inaccurate, in locations with low cell tower density; the proposed MOSC tower will certainly enhance phase 2 accuracy. Furthermore, newer devices allow GPS coordinates if the device is capable and a GPS signal is present (location accuracy will be reduced if the caller is within a building without GPS coverage) although not all cellular and 911 networks are supporting this technology yet.

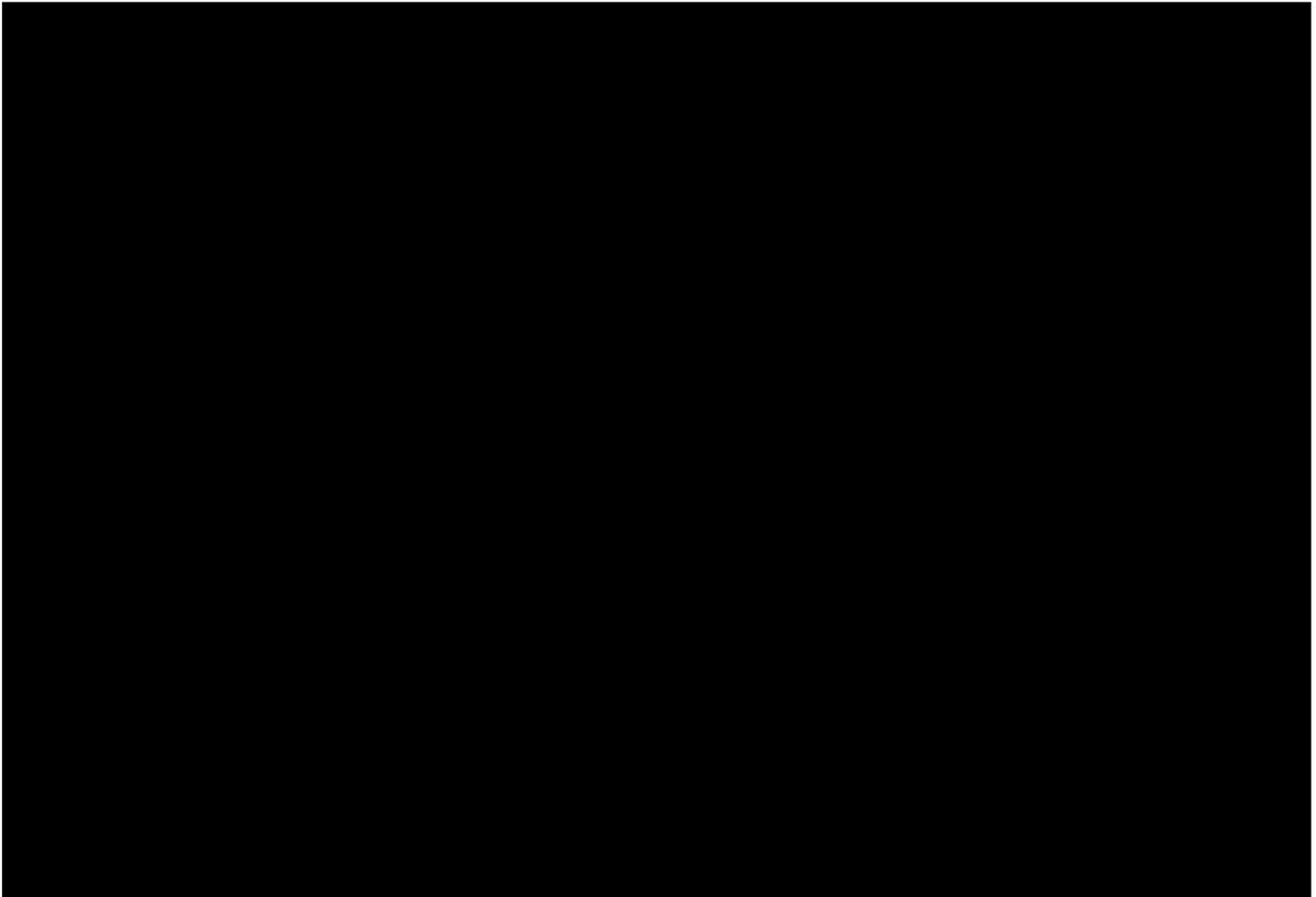
Public Safety is equipped to respond to the location of the emergency with digital assistance to increase response times. The public safety response will be initially dispatched by public safety radio. Additionally, fire units with smart phones will receive a digital dispatch that will map the call location. Law enforcement will receive the call for service mapped out on the laptop mounted in the squad car over the Washington County Computer Aided Dispatch (CAD) system. These digital call mapping features greatly improve call time response as staff do not need to manually look up directions or be directed by a dispatcher via radio (which unnecessarily consumes air time during a critical event). These mapping technologies depend on reliable cellular service, typically 4G due to the bandwidth being consumed. Squad car laptops use a roof mounted antenna to provide better coverage. The proposed tower in MOSC will increase cellular data coverage used in these technologies, especially those on cellular phones used by the fire service.

I was able to obtain a report of heat map of all “disconnects” from our CAD system from the squad laptops. Any disconnects can be presumed to be due to low signal. This data is not representative of cellular phones as the laptops are using a roof mounted antenna which provides increased coverage; therefore, cellular phone performance can be expected to be worse than depicted in the attached heat map. Our squad laptops use Verizon aircards, so the attached map has no bearing on the other carrier’s coverage.

3. Is there a need/desire for WashCo to possibly collocate on a cell tower in MOSC? Will doing so increase ability of WashCo to respond to emergencies, save lives, protect property, etc.?

Washington County public safety uses the Allied Radio for Emergency Response (ARMER) system for all radio communications. This system is used by all public safety agencies within the State of Minnesota. The ARMER system operates in the 800mhz radio band and is digital. Washington County has partnered with Minnesota Department of Transportation (MnDOT) for the ARMER tower site serving MOSC; any decisions to move to the proposed new tower would need to be made jointly with MnDOT.

The following paragraph is considered security information and should be redacted from any public facing documents. The paragraph contains specific details on public safety tower site locations and current radio coverage mapping.



Moving the current ARMER site to the proposed tower in MOSC would only be financially viable if the rent was zero cost. The impacts of moving the tower equipment would also have to be carefully analyzed as increased coverage along the river may result in a loss of coverage to the west and towards Scandia. A tall structure such as the standard MnDOT 330' self-supporting tower may be needed to provide optimal coverage to both MOSC and Scandia from the proposed location. Such a structure would require tower lighting.

4. What would be the perceived public safety impact should MOSC construct a cellular tower?

Increased cellular coverage for emergent and routine requests from the citizens, guests, and transient traffic in MOSC can be expected. The result would be quicker responses to calls for service, which may have a significant benefit in life safety events.

5. Any anecdotes or first-hand stories that would help illustrate the need for such a tower and provide real-life context would be helpful.

An email was sent out to Sheriff's Office staff requesting any information regarding cellular coverage in MOSC, especially any examples of poor coverage hampering aide.

I received several replies from staff who live in or near MOSC and suffer from no or degraded coverage, all carriers were mentioned. T-Mobile and Sprint were consistently the worst reported carriers with all areas within the City being reported as uncovered. Verizon was generally reported to be better covered, but still reported poor within buildings and some areas on the river.

Some past cases mentioned involve lost persons in the State Park being unable to call for assistance, and subsequent phone pings to attempt a digital locate being very inaccurate due to poor cell coverage. Other cases mentioned reference boaters on the river unable to phone for assistance. One employee mentioned stopping for a bad crash on Highway 95 (off duty) a few years ago where no one at the crash had service to call for help, resulting in someone having to drive to the State Park office to complete an emergency call over their landline phone.

SUMMARY

I see a public safety benefit to having reliable cellular coverage in MOSC and the surrounding river valley, both to your citizens and to emergency responders, and it appears this tower will greatly enhance coverage. I believe it will be valuable to obtain actual field coverage mapping from Sprint, T-Mobile, AT&T, and Verizon to aid in the Committee's decision. Not projected coverage from the sales team materials, but actual measurements obtained in the area using a method similar to what Washington County has provided you for ARMER coverage. A wireless consultant may also be able to provide this data for all carriers.

For possible future benefit of the ARMER system in and around MOSC, I would request the City entertain a stipulation on the Conditional Use Permit requiring the tower owner to provide free tower space to Public Safety mounted to the highest point on the tower structure. A potential ARMER deployment on this tower would consist of ground space for a shelter, 3 800mhz omnidirectional antennas (approximately 15 feet long), one omnidirectional VHF paging antenna (approximately 20 feet long), and two 6ghz microwave dishes (approximately 6 foot diameter). To provide adequate coverage to both MOSC and the Scandia area, a tower taller than what is currently being considered may be needed for the ARMER system. Public Safety may be willing to fund a portion of the tower; we would be interested in having further discussions when the location is finalized and the tower structure enters the planning stage.

Respectfully Submitted,

A handwritten signature in blue ink, appearing to read "Nate Timm", with a long horizontal flourish extending to the right.

Nate Timm
Radio System Manager
Washington County Sheriff's Office

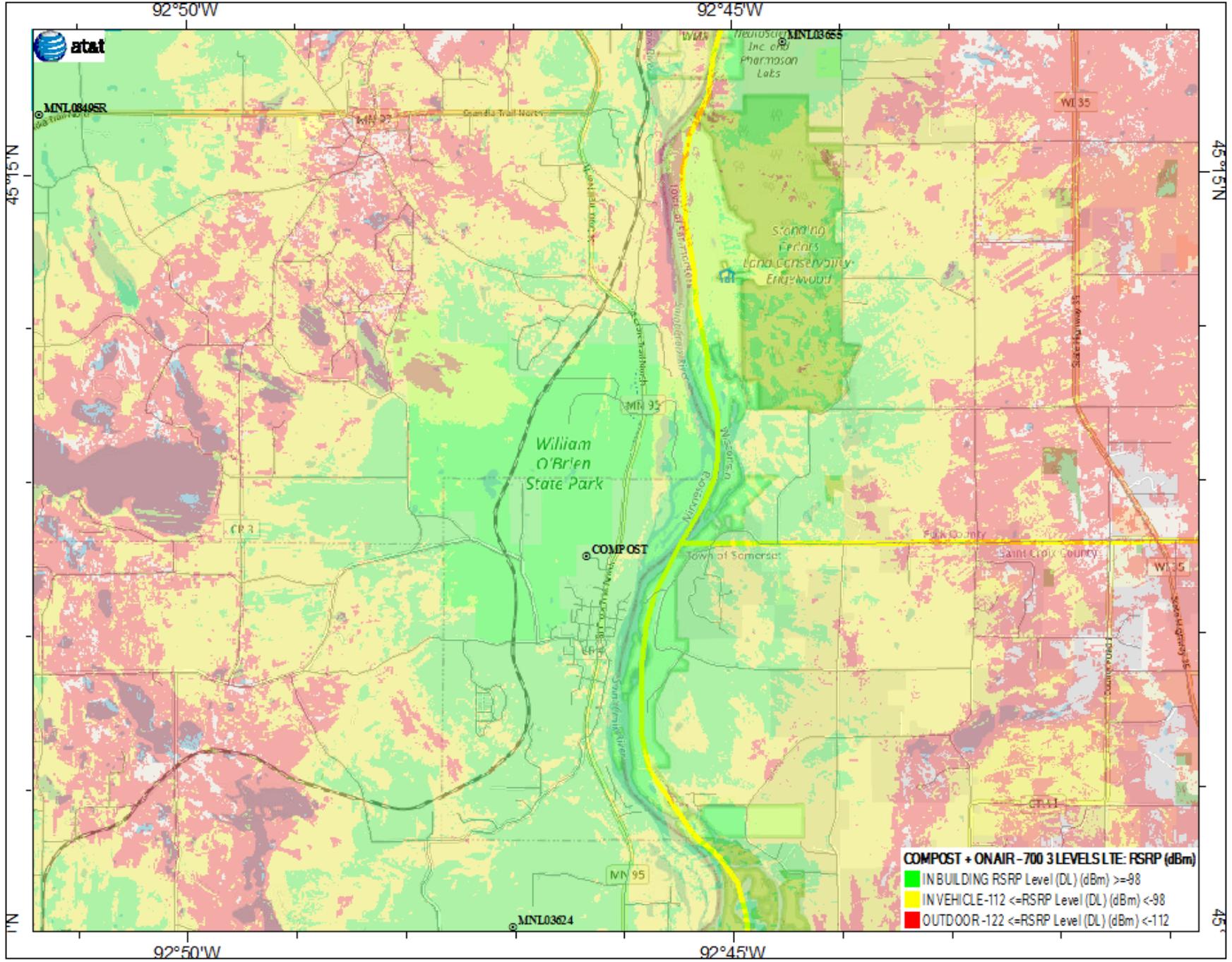
ATTACHMENTS (*both considered security data*):

- Washington County squad laptop disconnect heat map
- ARMER coverage mapping for northeast Washington County and downtown MOSC

MARINE ON ST CROIX– Coverage Maps AT&T

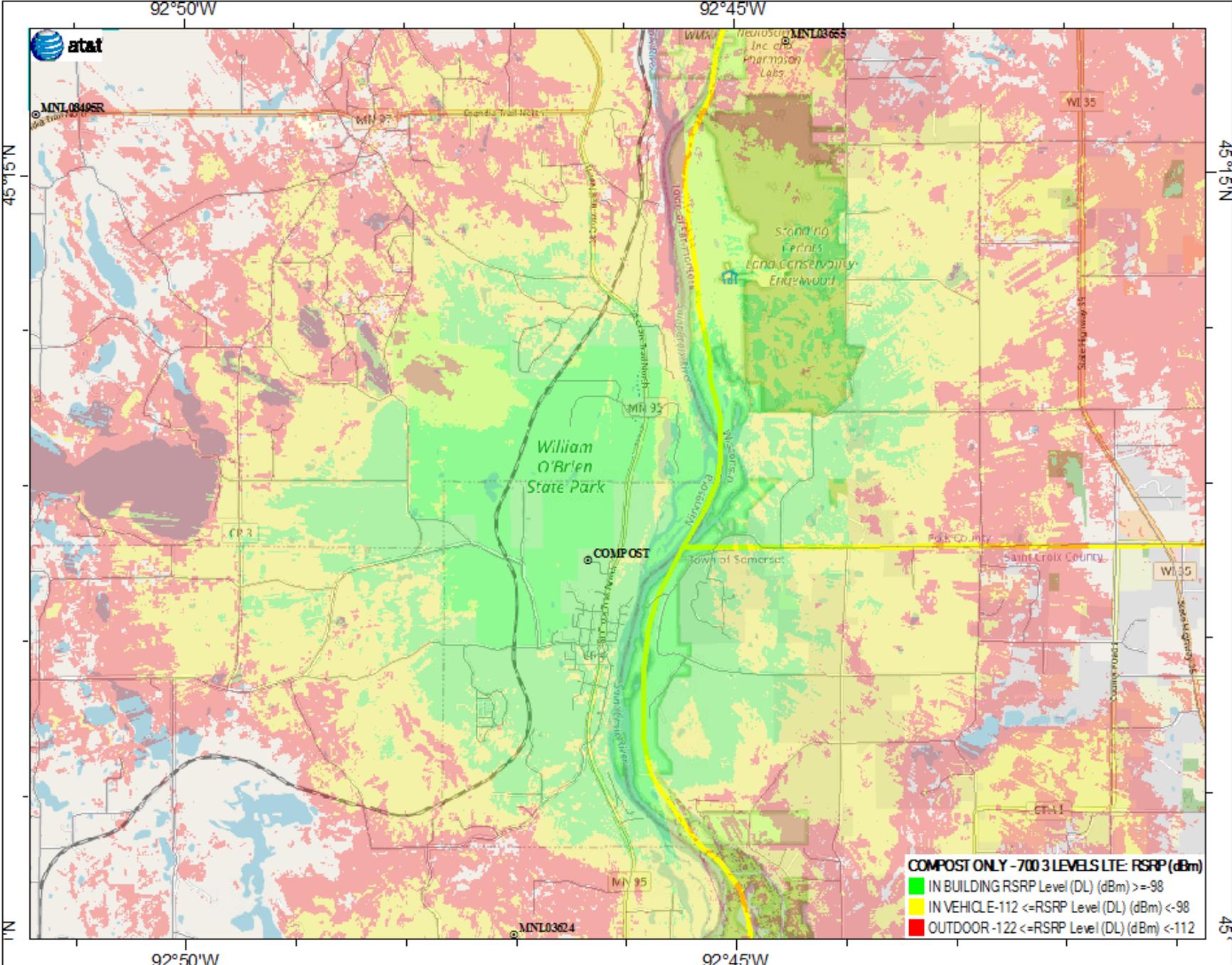
- Propagation maps calculated using 700 MHz spectrum
- Compost Site used 176' rad center
- Public Works Site used 176' rad center

Existing + Proposed 176' Rad Center Compost Site Coverage



Scale: 1:63,717
0 0.5 1 1.5mi

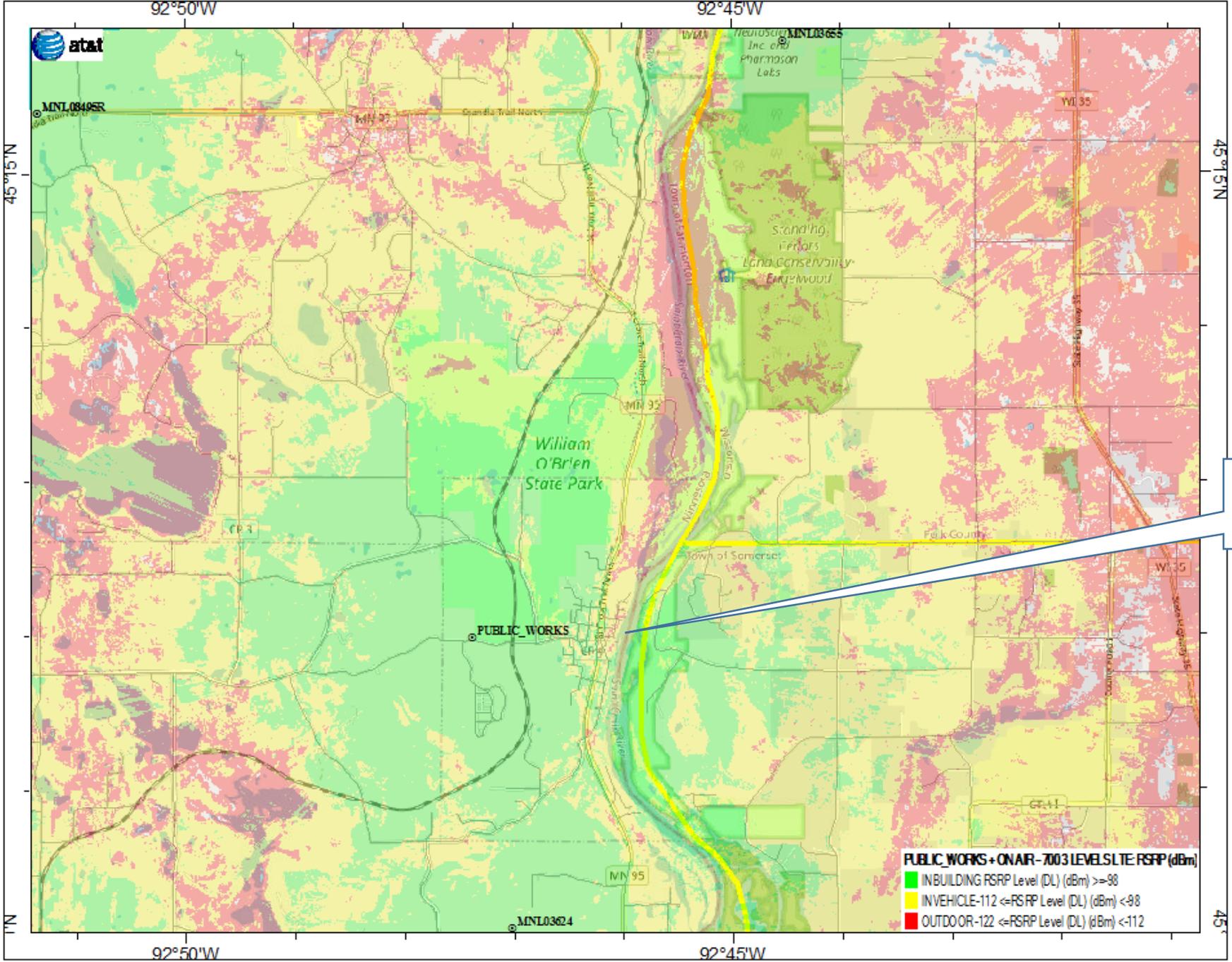
176' Rad Center Compost Only Site Coverage



COMPOST ONLY - 700 3 LEVELS LTE: RSRP (dBm)
IN BUILDING RSRP Level (DL) (dBm) \geq -98
IN VEHICLE-112 \leq RSRP Level (DL) (dBm) $<$ -98
OUTDOOR -122 \leq RSRP Level (DL) (dBm) $<$ -112

Scale: 1:63,717
0 0.5 1 1.5mi

Existing + Proposed 176' Rad Center Public Works Site Coverage



MARINE ON ST.

CROIX

Coverage Maps

VERIZON

Current RSRP Levels

Legend

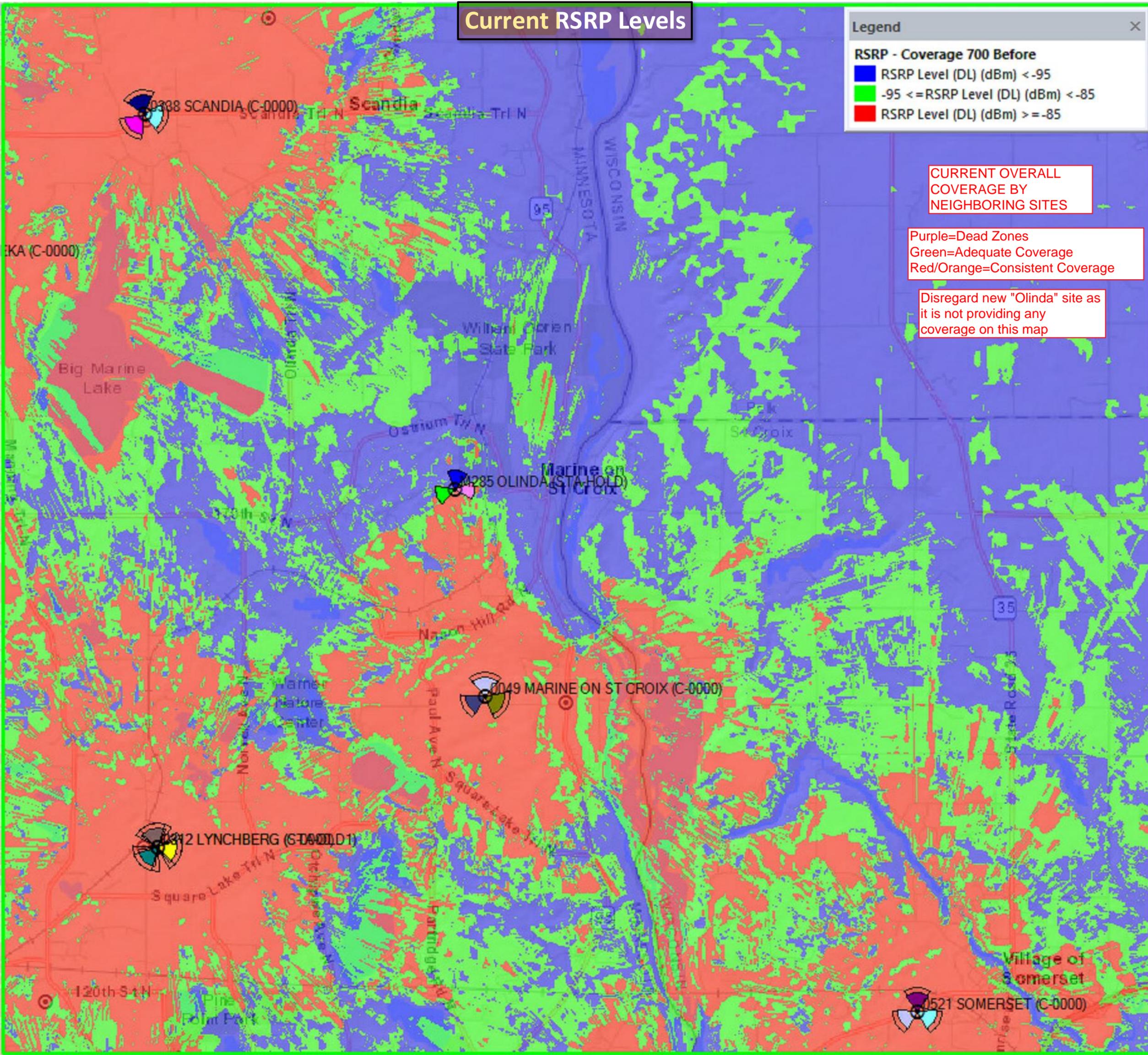
RSRP - Coverage 700 Before

- Blue: RSRP Level (DL) (dBm) < -95
- Green: -95 <= RSRP Level (DL) (dBm) < -85
- Red: RSRP Level (DL) (dBm) >= -85

CURRENT OVERALL
COVERAGE BY
NEIGHBORING SITES

Purple=Dead Zones
Green=Adequate Coverage
Red/Orange=Consistent Coverage

Disregard new "Olinda" site as
it is not providing any
coverage on this map



RSRP Levels with Olinda at Public Works

Legend

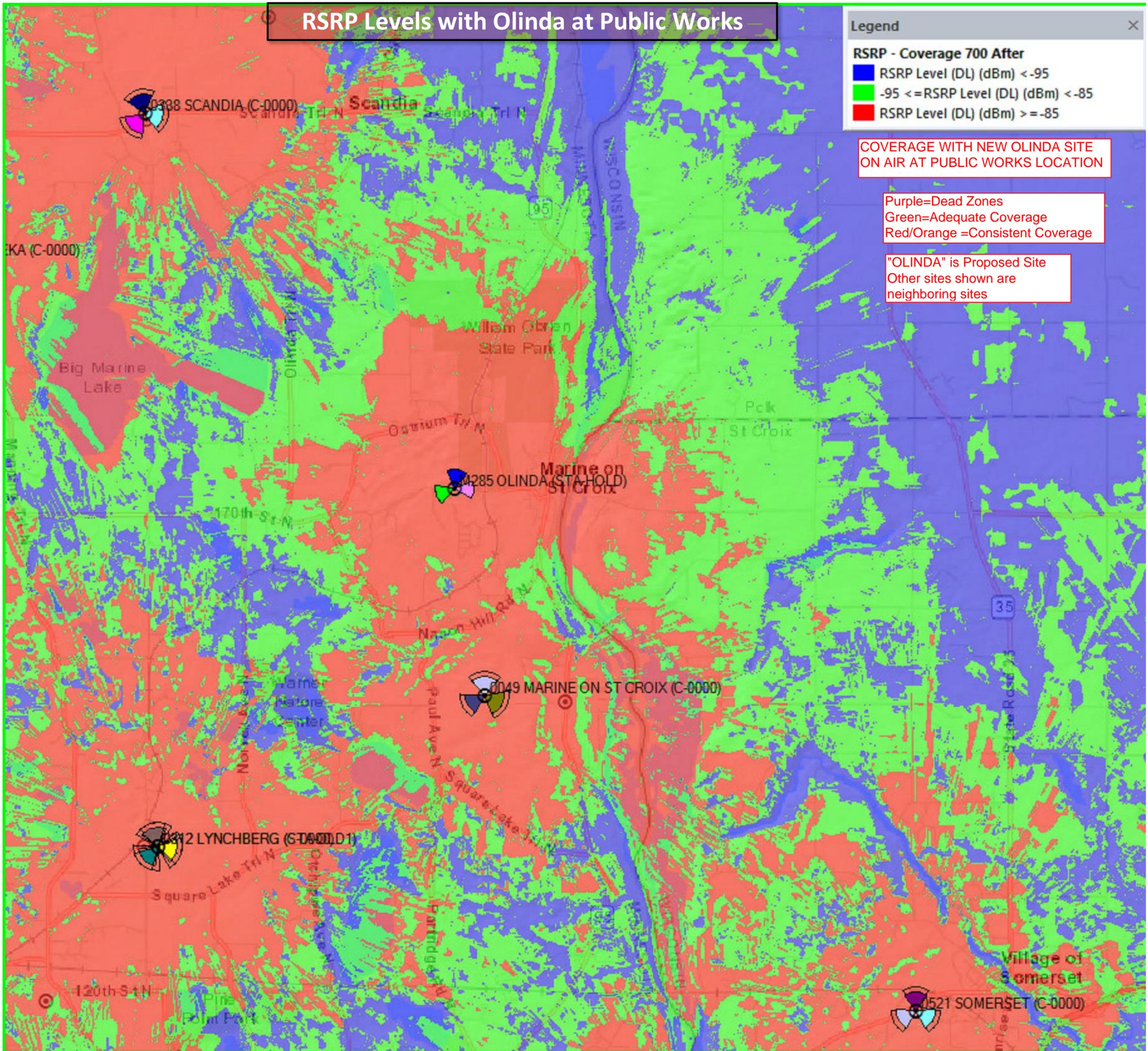
RSRP - Coverage 700 After

- RSRP Level (DL) (dBm) < -95
- 95 <= RSRP Level (DL) (dBm) < -85
- RSRP Level (DL) (dBm) >= -85

COVERAGE WITH NEW OLINDA SITE ON AIR AT PUBLIC WORKS LOCATION

Purple=Dead Zones
Green=Adequate Coverage
Red/Orange =Consistent Coverage

"OLINDA" is Proposed Site
Other sites shown are neighboring sites



RSRP Levels with Olinda at Compost Site

Legend

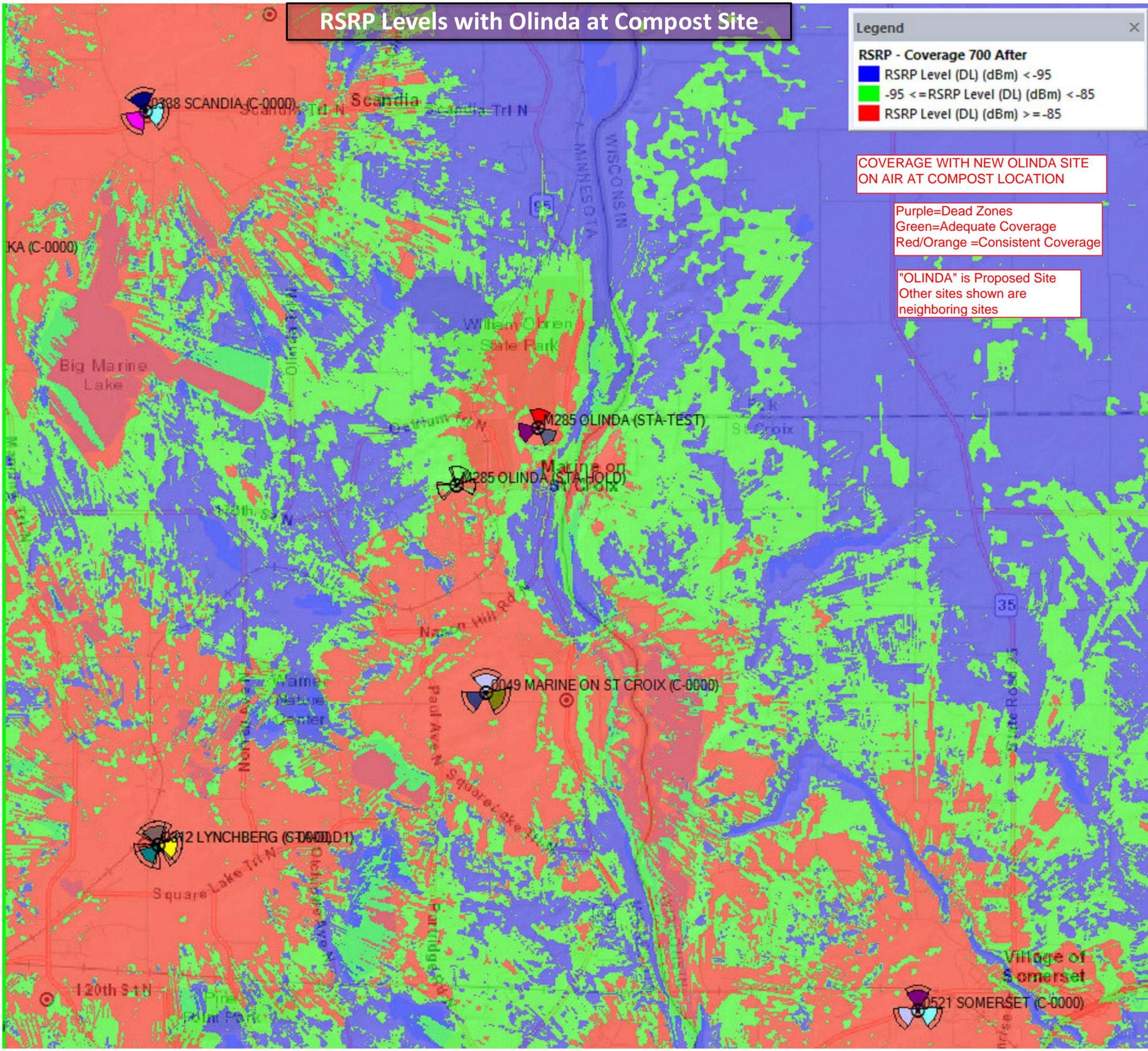
RSRP - Coverage 700 After

- RSRP Level (DL) (dBm) < -95
- 95 <= RSRP Level (DL) (dBm) < -85
- RSRP Level (DL) (dBm) >= -85

COVERAGE WITH NEW OLINDA SITE ON AIR AT COMPOST LOCATION

Purple=Dead Zones
Green=Adequate Coverage
Red/Orange =Consistent Coverage

"OLINDA" is Proposed Site
Other sites shown are neighboring sites



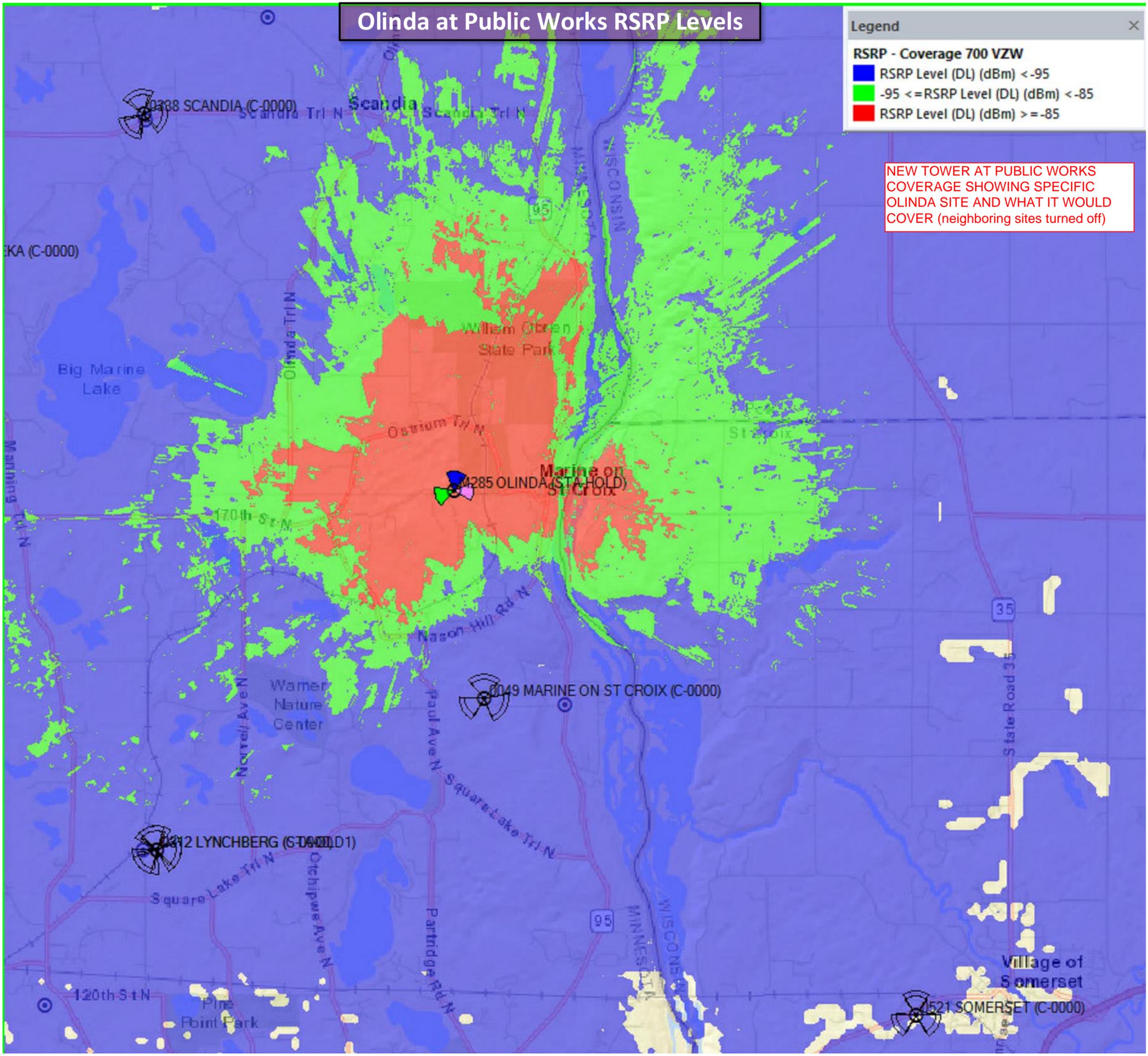
Olinda at Public Works RSRP Levels

Legend

RSRP - Coverage 700 VZW

- RSRP Level (DL) (dBm) < -95
- 95 <= RSRP Level (DL) (dBm) < -85
- RSRP Level (DL) (dBm) >= -85

NEW TOWER AT PUBLIC WORKS COVERAGE SHOWING SPECIFIC OLINDA SITE AND WHAT IT WOULD COVER (neighboring sites turned off)



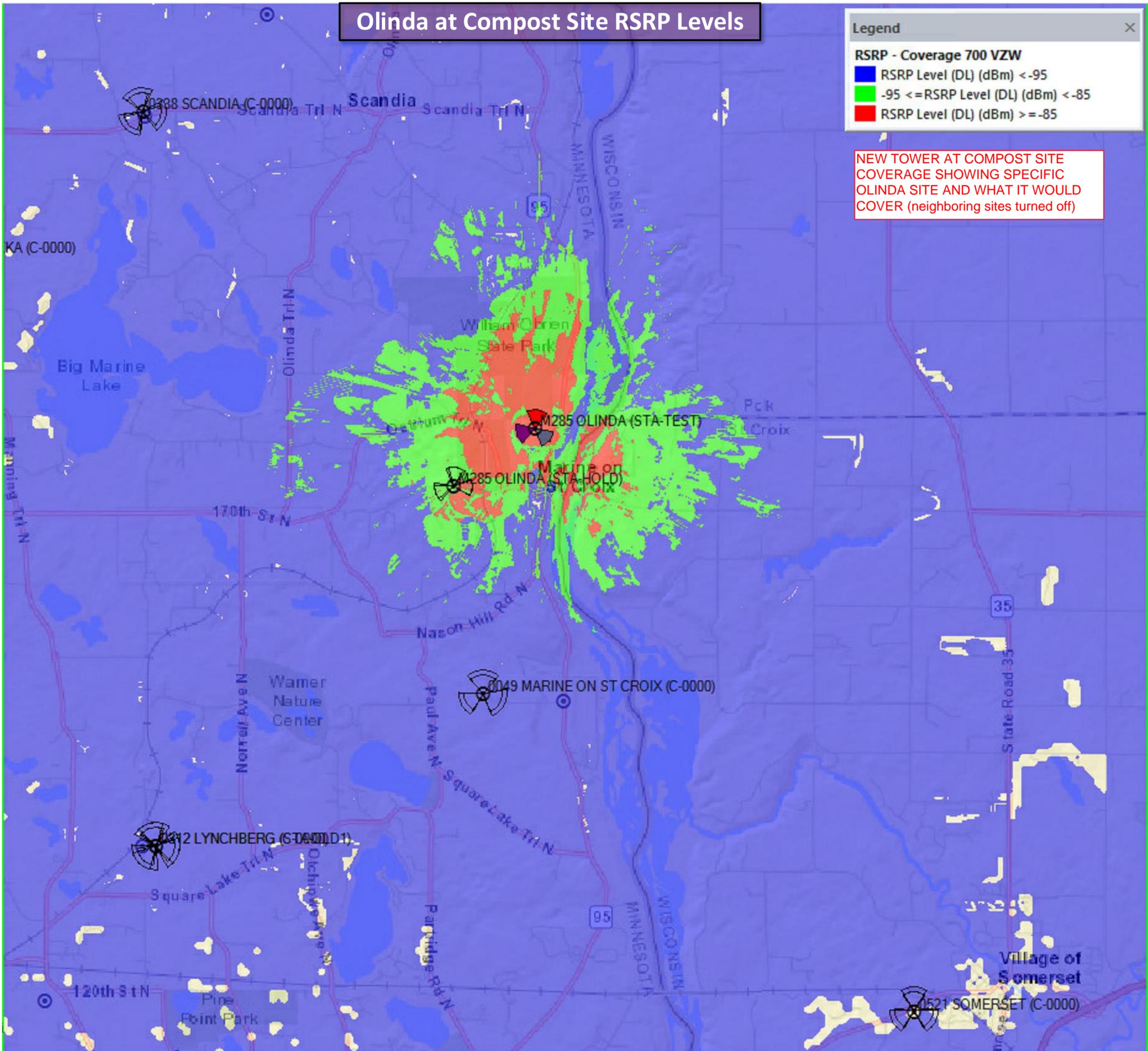
Olinda at Compost Site RSRP Levels

Legend

RSRP - Coverage 700 VZW

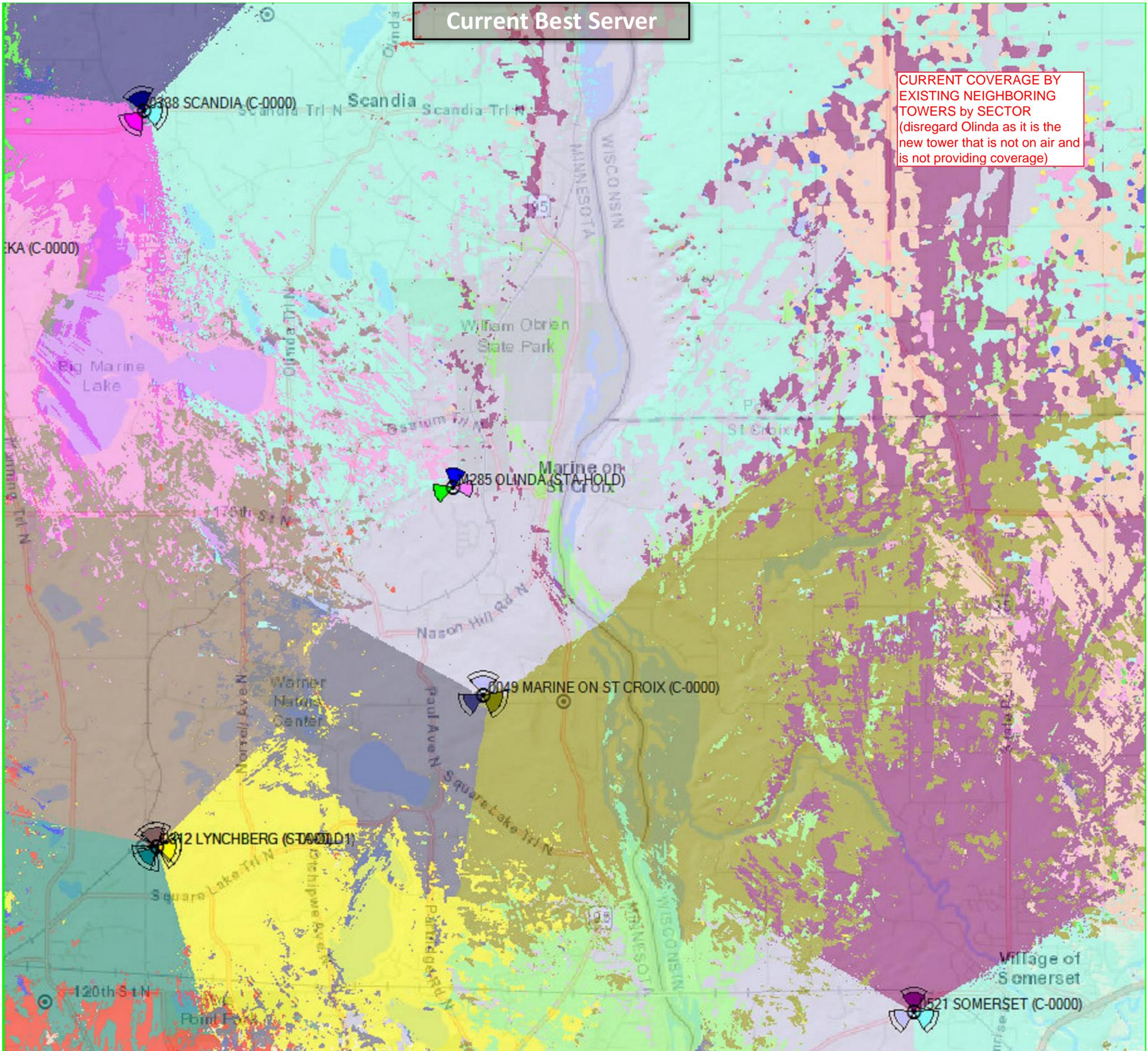
- RSRP Level (DL) (dBm) < -95
- 95 <= RSRP Level (DL) (dBm) < -85
- RSRP Level (DL) (dBm) >= -85

NEW TOWER AT COMPOST SITE
COVERAGE SHOWING SPECIFIC
OLINDA SITE AND WHAT IT WOULD
COVER (neighboring sites turned off)



Current Best Server

CURRENT COVERAGE BY EXISTING NEIGHBORING TOWERS by SECTOR (disregard Olinda as it is the new tower that is not on air and is not providing coverage)



0388 SCANDIA (C-0000)

Scandia

0285 OLINDA (STA-HOLD)

Marine on St. Croix

0049 MARINE ON ST CROIX (C-0000)

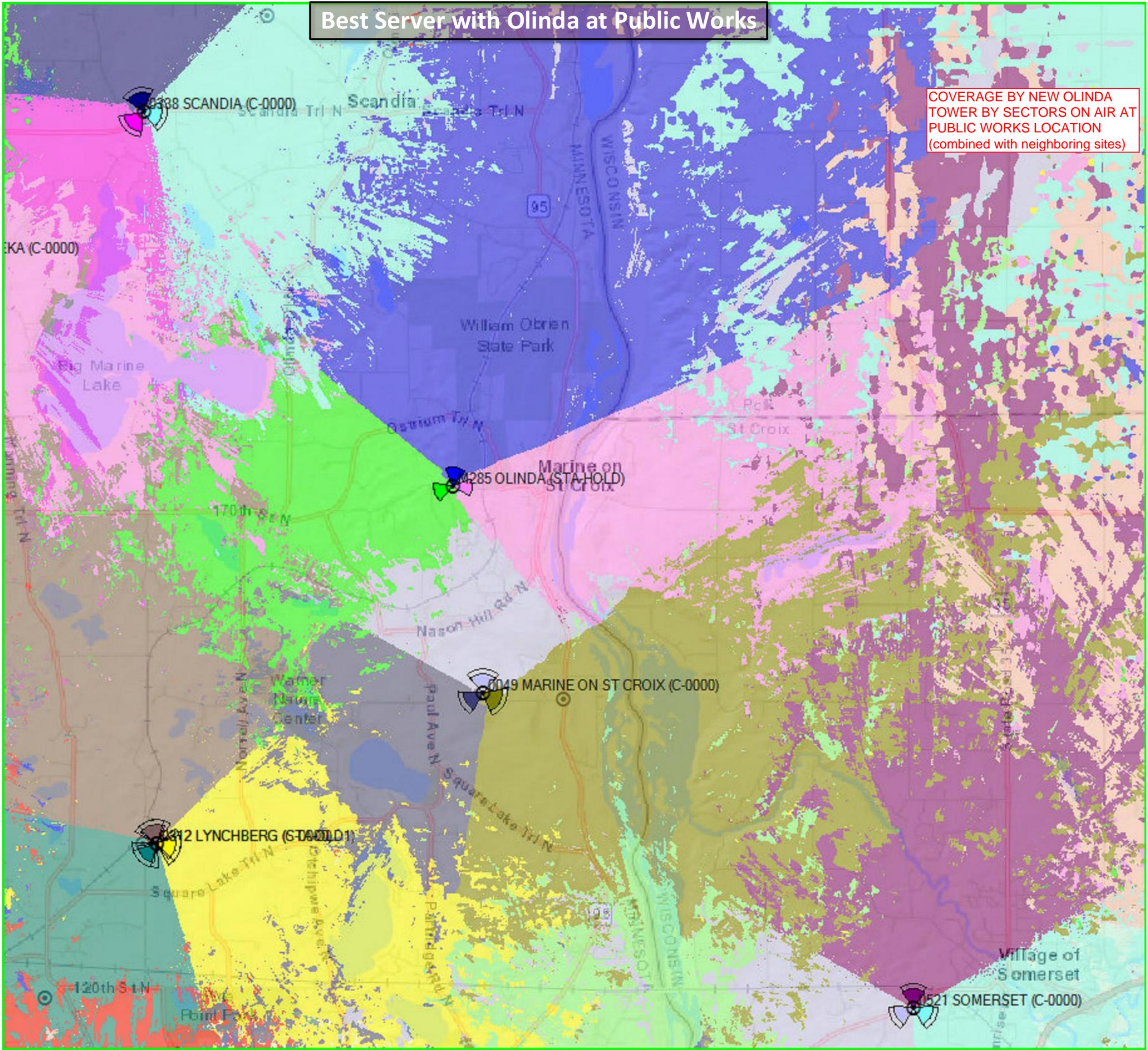
0412 LYNCHBERG (STA-HOLD1)

0521 SOMERSET (C-0000)

Village of Somerset

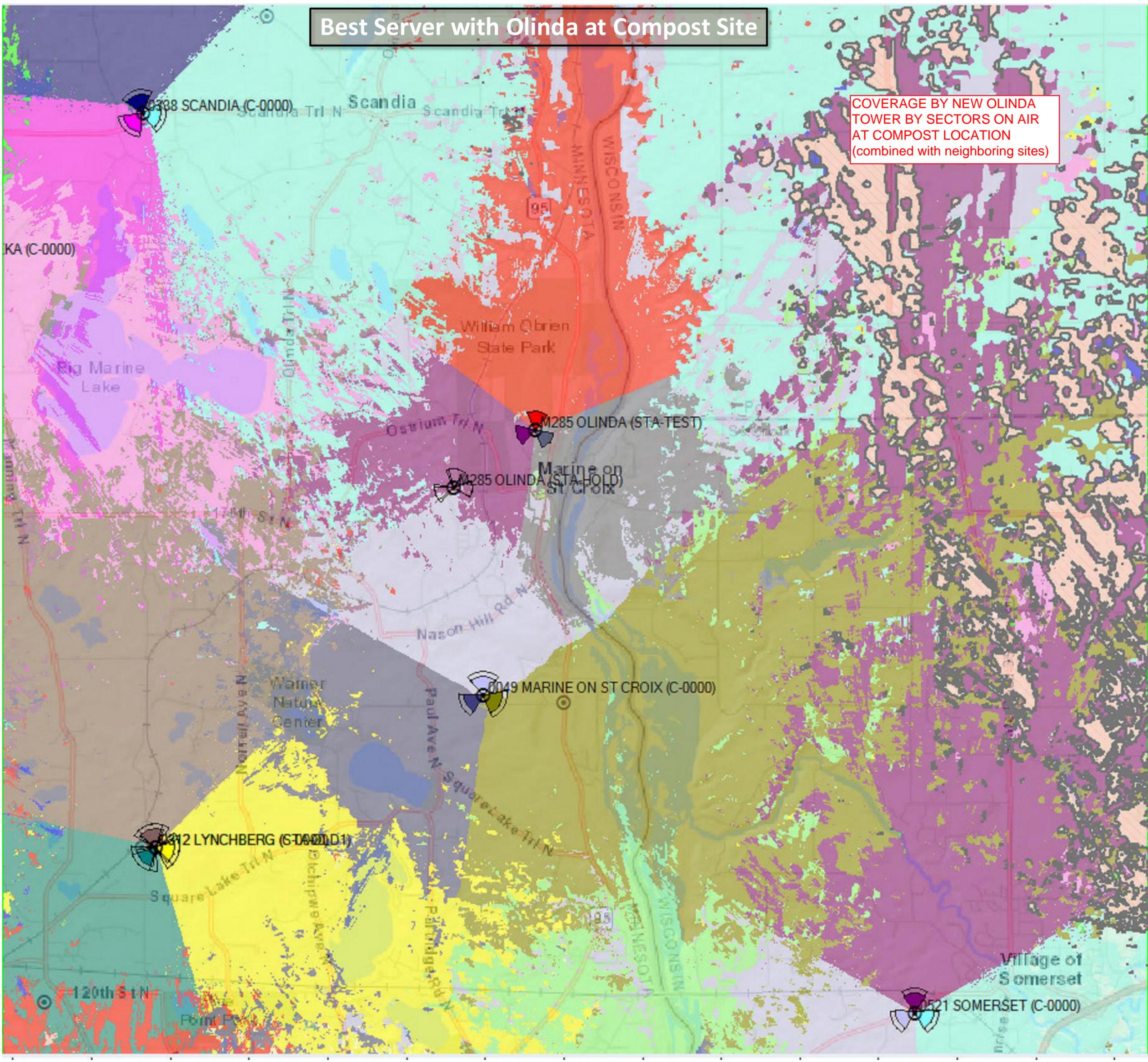
Best Server with Olinda at Public Works

COVERAGE BY NEW OLINDA TOWER BY SECTORS ON AIR AT PUBLIC WORKS LOCATION (combined with neighboring sites)



Best Server with Olinda at Compost Site

COVERAGE BY NEW OLINDA TOWER BY SECTORS ON AIR AT COMPOST LOCATION (combined with neighboring sites)



CITY OF MARINE ON ST. CROIX
PLANNING COMMISSION
REGULAR MEETING

Tuesday, April 28, 2020
7:30pm via Zoom

The City of Marine on St. Croix Planning Commission regular meeting of April 28, 2020, was called to order at 7:31 pm. Present: Gerry Mroska, Jennifer Henry, Ron Brenner, Kristina Smitten, Scott Spisak, Ed Sanderson. Absent: Anna Hagstrom.

Citizens present: Dennis Reynolds, Wendy Ward, Bill Miller, Lon Pardun, Emily Schollett, Laurie Schmidt, Juli Hagstrom, Larry Martin, Kay Hempel, Mary Skamser, Lizabeth Towers.

“Old Shed Project” Grants – Wendy Ward

Ms. Ward apprised commissioners of her "Old Shed Project," a historic preservation grant award program for outbuildings in Marine. She will make two grants available for \$900 each to incentivize upkeep of such structures. The grants will be awarded through an application process. There is no obligation by the commission or city, but there is potential to work with other funding partners in the future.

Mill Stream Cottages – Dennis Reynolds

Mr. Reynolds reported that the new agent for the property off Rosabell St. is taking a different approach, and developing the property with homes priced between \$200,000 and \$300,000 is no longer feasible for the group. However, they think there is potential for a similar project in the future. Their intent is to make sure different types of people and families can live in Marine. Skilled individuals volunteered time on the project, so the group will keep the body of research to see if they can make the concept work somewhere else in Marine. Laurie Schmidt asked if the city has any record of properties that are potentially sub dividable. Mroska suggested looking in the comprehensive plan. Chairman Mroska and Commissioner Brenner encouraged looking for another spot for this concept.

Short-Term Rental Ordinance Update

Commissioner Smitten reviewed the latest action on the STR Ordinance draft, saying the STR Committee had a call with the city’s attorney, Dave Snyder, primarily to discuss homestead status and the number of days allowed at each property. They also discussed the number of rental properties per district, how to define transient guest, background checks, who to call, and potential for immediate license revocation by city council under certain circumstances. After consulting with Snyder, the committee updated the draft ordinance.

Resident / Dwelling:

The first change was under "Primary Resident," changing the definition to dwelling, since Marine uses dwelling in the zoning code already. The ordinance specifies “no dedicated vacation rentals allowed.” And under 4-F the ordinance states that the dwelling must be materially used for the owner’s enjoyment. Section E-vi outlines that the dwelling must be materially occupied by the owner.

Affidavits of Personal Use & Homestead Status:

Snyder recommended that the city have people sign affidavits of personal use stating that they have occupied the property for not less than x number of days per year. Attorney Snyder suggested not less than 30 days per calendar year. Smitten noted there was previous conversation on how many days, that 30 days per calendar year might be a little light. Under 4C the committee struck "homestead status required."

Background Checks:

In conversation with Snyder and reviewing the state statute, law allowing for background checks really applies to property managers, not STR owners. The statute doesn't really define what kinds of offenses would warrant not allowing STR rentals.

Properties Per District:

Section I: The committee proposed that four rental properties be allowed per district. Commissioner Henry noted that this number was based on feedback from the surveys, the idea that there is a need for short-term-rental properties and that it would be well received.

Maximum Number of Rentable Nights:

The small group proposed that a short-term rental maximum of two weekends per calendar month, with weeknight rental leading up to and/or afterward, up to 14 days per calendar month. This was a compromise to resolving the concern about STRs becoming a predominant use at properties.

Process for Complaints:

Contact information for those wishing to issue a complaint will be provided on the city website, and each property will provide it to immediate neighbors. The group also added language to allow immediate revocation of a license at the city council's discretion.

Discussion:

Commissioner Spisak noted that the number of rental properties per district had jumped from two to four, saying going to 16 feels like a big jump. A cap of 14 nights per month approaches the 180-night limit the group had discussed originally, and decided was too high. He also suggested a significant increase to the "personal use" standard, saying that would encourage what's in the comp plan and what we've talked about in the past.

Smitten noted that some of these are second homes or cabins. The family may not spend a significant amount of time in Marine, but own the property primarily for their own use and enjoyment. It's not their primary residence, but they are the primary resident of the property.

Regarding the number of rental properties per district, Smitten noted that the desire is in the urban districts. The original number was eight in each urban district, and the committee thought four seemed like a compromise.

Brenner and Mroska said they would be OK with that. Mroska asked if they could keep the 14-day monthly limit, but add a cap in Section E-6 using the language "not to exceed x number of days per year."

The group reviewed survey results and continued to discuss potential caps and the number of nights for determining personal use. Regarding the former, Sanderson proposed that, assuming weekends are three days, they might set a cap in the range of 75 days per year. Following that logic, Spisak said he would agree to an upper limit of 72.

Brenner signed off at 9:01

The group discussed next steps and Commissioner Smitten offered to reconvene the committee and return to the full commission with options.

Spisak noted that he could accept a higher number of units if the number of days per year was limited.

Mroska suggested compromising with three per district and an annual cap of 72 days.

The group reached a consensus that the committee would come up with options to consider at the meeting. Smitten asked the commissioners to review the full ordinance and offer comments within a week.

Zoning Codes

The Commission agreed to hold a workshop before the May meeting to review the draft Zoning Ordinance with recommended changes.

Cell Tower

Commissioner Spisak presented findings of the commission's Cell Tower Committee. The full brief is included in the agenda packet. The committee concluded that if the city wants a cell tower the code will need to be revised as the current code limits tower height to 45 feet, a quarter of the height that would realistically accommodate service in Marine. The committee is at a point where it needs input from the council.

Smitten noted that the group needs more information to understand how Marine may move forward: What is important to the community? What do we need to consider? How do we regulate? Where does the commission want this to go and where does the city council want us to go?

Mroska asked that city staff include the Cell Tower Committee's synopsis in the May council packet. Spisak added that if the Council feels this warrants an ordinance revision, the Commission can work on that.

The commission's Cell Tower Committee is requesting further direction from the City Council on matter of the proposed cell tower.

Approval of April 9 Emergency Meeting minutes

*Spisak moved and Smitten seconded to add Commissioner Smitten's name as the "second" in the motion to adjourn, which was blank. Roll call vote: Mroska – Aye; Smitten – Aye; Spisak – Aye; Henry – Aye; Sanderson – Aye.
Motion approved unanimously.*

Spisak moved and Smitten seconded approval of the minutes of the April 9 virtual meeting. Roll call vote: Mrosla – Aye; Smitten – Aye; Spisak – Aye; Henry – Aye; Sanderson – Aye. Minutes approved unanimously as amended.

Approval of February 2020 minutes

Smitten moved and Sanderson seconded to approve the minutes of the February 24, 2020, minutes. Roll call vote: Mrosla – Aye; Smitten – Aye; Spisak – Aye; Henry – Aye; Sanderson – Aye.

Motion approved unanimously.

Adjournment

Sanderson moved and Henry seconded to adjourn at 9:48 pm. Roll call vote: Mrosla – Aye; Smitten – Aye; Spisak – Aye; Henry – Aye; Sanderson – Aye.

Motion approved unanimously.

Minutes taken by Suzanne Dammann, Assistant City Clerk.

CITY OF MARINE ON ST. CROIX
PLANNING COMMISSION MINUTES
ZONING CODE WORKSHOP

Tuesday, May 12, 2020
7:00pm via Zoom

The City of Marine on St. Croix Planning Commission zoning code workshop of May 12, 2020, was called to order at 7:02 pm. Present: Gerry Mroska, Jennifer Henry, Scott Spisak, Kristina Smitten, Ed Sanderson. Absent: Ron Brenner, Anna Hagstrom.

Citizens present: Eric Schwartz

Zoning Code Review

The commission reviewed the draft of suggested changes making notes on which areas needed further research or revision.

Definitions

Commissioner Spisak has listed two definitions that need to be added to section 202. One is a barn. The other is view shed, which is used in the cell tower/wireless ordinance.

Commissioner Smitten noted that the solar ordinance has not been incorporated in the zoning code.

The commission reviewed changes to the following definitions without issue: Rooming House; Carport; Conservancy.

Regarding Essential Services: Spisak noted with interest that the definition read “shall not include wireless service antennas, cell towers or support structures.”

Smitten said she would flag it and look it up.

Review of the following definitions continued without issue: Mineral Extraction; Feedlots, Livestock; Garage, Private; Home Occupation; Horse Boarding; Horticulture; Lodging Room (which had been struck); Mining; Municipal Government; Nursing home; Official Maps; Open Space.

Spisak noted that view shed was used in the “Open Space” definition. Smitten added that a definition for “Open Space View Shed” was included four definitions down. Spisak replied that some view sheds might not have open space, and that the commission could create a more general definition.

General consensus for Spisak to define “View Shed.”

Outlot: The commission thought these were likely unbuildable, or ancillary to the lot with a primary structure.

*PLANNING COMMISSION TERMS –Ron Brenner, Scott Spisak, Ed Sanderson – 12/31/2020;
Gerry Mroska, Kristina Smitten – 12/31/2021; Anna Hagstrom, Jennifer Henry – 12/31/2022*

Strike principal (“principle”); add “structure/s.”

Review continued: Pedestrian Way;

Public Water: Add parenthesis at the end.

Recreation; Registered Land Survey;

Restaurant: Add “s” to table.

Residential Care Facilities needs to be defined.

There was previous discussion about whether to allow nursing homes or drug rehab centers, and whether a state can override a municipality.

Smitten advised looking back at notes to see why the commission got stuck there. Mroska said he would check with his son.

Review continued: Site Plan; Slope

Smitten suggested adding a definition for “Steep Slope” if it's used in the code.

Tavern; Toxic and Hazardous Waste; Wetland

Smitten will research which agency determines wetlands. The current definition lists the Washington County Conservation District but Smitten believes it's the DNR.

Review continued: Yard. Definitions section complete.

Smitten noted that solar ordinance language is missing and said she would see if she can pull it up.

Commissioners Smitten and Henry will define “Transient Guest” with regard to short-term rentals.

Ordinance

Review continued: Section 308.4; 309.1; 309.2.

311 (Variances) has a lot of changes. Chairman Mroska volunteered to email Commissioner Brenner and ask him to take a look at it to see if it matches current statute.

In Section 311.5 there is need for a new solar ordinance. City staff and Commissioner Smitten will look for the ordinance sent by Brian.

Section 401.2

Suzanne will look up whether May 18th 1978 was the adoption of original zoning code.

Section 402.3(4) was reviewed without issue.

404.7: Some discussion on Glare and Solar Glare. It was discovered that commissioners were working with slightly different drafts. One did not include solar glare.

The group decided not to include the definition, as solar panels are designed to absorb light rather than reflect it.

Commissioner Sanderson left the meeting at 8:07.

404.6 (Refuse): Contains a note to expand the section to discuss trash enclosures. Spisak suggested requiring that trash be enclosed in the Village Center and business districts, perhaps based on another city's requirements.

Mroska volunteered to ask his son.

Section 405.7

The commission will review John Goodfellow's comments and suggestions for this section.

410.10 (Seasonal Produce Signs)

Henry will research where this is used in the code, i.e. "specific zoning requirements."

Next steps

The group will pick up again beginning with Section 504.2, with a meeting the first week of June and another the week of June 15. Mroska would like the ordinance to council for its July 9 meeting.

Commissioners agreed to work on their items and send updates to Suzanne.

Adjournment

Spisak moved and Smitten seconded to adjourn at 8:17 p.m. Roll call vote: Mroska – Aye; Spisak – Aye; Smitten – Aye; Henry – Aye.

Motion approved unanimously.

Minutes taken by Suzanne Dammann, Assistant City Clerk.