

PLAN COMMISSION MEETING
SEPTEMBER 9, 2015 - 5:00 P.M.

Members Present: Fred Horne, Jane Hansen, Ron Volkert, MaryKay Rice
Kyle Hinrichs, David Wilford and Sarah Skinner (ex-officio)

Members Absent: Rachel Greenwold

Others Present: Beth Thompson, Tanya Reigel, Karl Skoglund, Jay Moore, Ray Rivard, Steve
Pott, Steven T'Kach, Terry Anderson and Dan Licht

Fred Horne called the meeting to order and roll call was taken.

Jane Hansen moved to adopt the agenda as presented, seconded by David Wilford and carried.

Jane Hansen moved to approve the minutes of the previous meeting on August 6, 2015, seconded by Kyle Hinrichs and carried.

Public Hearing

Fred Horne declared the Public Hearing open to discuss the following:

- a. Shoreland Wetland Zoning Ordinance

Dan Licht explained that this is an ordinance the DNR has requested each municipality adopt. Sarah Skinner, Building Inspector, City Staff and Nick Vivian, City Attorney have reviewed the ordinance and recommend approval. Most of the changes were very minor. One major change was that the DNR now allows a 50 foot setback versus 75 foot setback previously. Considerable discussion followed. Jane Hansen was concerned with allowing the 50 foot setback. The City could require a conditional use permit to allow a property owner to be closer than 75 feet from a body of water.

- b. Application for a Conditional Use Permit from St. Croix County to allow installation of a monopole at the Health Center Site. A Conditional Use Permit is required per Article 121-61 Airport Overlay District and per Article 121-47 Telecommunication Towers and Antennas. Property is located at 1445 North Fourth Street and described as SEC 35 T31N R18W SE NW EXC PT TO CSM 7/2100 FORMERLY 577D T STAR PRAIRIE ANNEXED CITY NR #480541 EXP PT TO HWY AS IN 2521/543 (HWY PROJ 1559-08-24) PARCEL 22 FARM, EXC PT AS DESC IN 976142

Dan Licht explained that the Conditional Use Permit is needed to allow an antenna to be higher than 130 feet and because the monopole is located in the airport overlay district. Accessory equipment will be at the base of the pole and will be enclosed in a fence. Considerable discussion followed regarding requiring the pole to have lighting. The Public Hearing was declared closed.

Jane Hansen moved to recommend City Council approval of the Shoreland-Wetland Ordinance update as presented with the following change:

Section 109-255

- (e) Shoreland Setback Area. A Shoreland Setback Area of at least 75 feet from the ordinary high-water mark applicable to all land parcels within the Shoreland Wetland Zoning District is hereby established. The Shoreland Setback Area may be reduced to at least 50 feet from the ordinary high-water mark as a conditional use pursuant to the procedure outlined in Section 109-257(d). Further deviations from this setback shall only be allowed for parcels pursuant to the variance procedure outlined in Section 109-257 or by the method described in Subsection (f) of this section.

Motion was seconded by Fred Horne and carried. MaryKay Rice voted no.

MaryKay Rice moved to approve a Conditional Use Permit for construction of a telecommunications tower upon the St. Croix County Health Services property in accordance with Article 121-47 and Article 131-61 subject to the following conditions:

1. The existing decommissioned water tower shall be deconstructed within one year from the date that the monopole tower construction is complete, subject to review and approval of the Building Inspector.
2. The height of the monopole tower shall be limited to 70 feet unless a variance to allow the proposed height of the monopole tower is approved by the Board of Appeals.
3. Construction of the proposed tower is subject to review and approval of the Airport Commission and Federal Aviation Administration (FAA).
4. The applicant shall submit details regarding the type and height of the proposed fence that comply with Section 121-54 of the Zoning Ordinance.
5. The proposed tower will require issuance of a building permit subject to review and approval of the Building Inspector.
6. Air safety lights shall be installed upon the tower as required by the Airport Commission and FAA.
7. No signs shall be installed upon the tower except as may be required by the Federal Communications Commission (FCC).

Motion was seconded by Kyle Hinrichs and carried.

Certified Survey Map from Skoglund Properties

There was discussion regarding the Certified Survey Map from Skoglund Properties. This CSM creates a lot that is not buildable, but there will be a deed restriction placed on the lot so any new owner is aware of the condition. Jane Hansen moved to recommend City Council approval of the Certified Survey Map from Skoglund Properties subject to the following conditions:

1. A deed restriction shall be recorded over Outlot 1 designating it as an unbuildable parcel for driveway and utility purposes unless combined with abutting Lot 4 or Lot 5, subject to review and approval of City staff.
2. The location of the proposed accesses and the ingress/egress easements are to be subject to review and approval of the Public Works Director.
3. All grading, drainage and erosion control issues are subject to review and approval of the Public Works Director.
4. All utility issues are subject to review and approval of the Public Works Director.
5. Installation of street trees required by Section 117-40.B of the Subdivision Ordinance shall be deferred and is to be made a condition of the site plan review approval.

Motion was seconded by MaryKay Rice and carried.

Certified Survey Map from City of New Richmond

Dan Licht explained the Certified Survey Map from the City of New Richmond for the 18 acres on the south end of town. This CSM creates Lot 12 and an outlot for the City to put a stormwater retention

pond. Jane Hansen moved to recommend City Council approval of a CSM for the City of New Richmond, subject to the following conditions:

1. All right-of-way and street issues are subject to review and approval of the Public Works Director.
2. Development of Lots 12 and 13 shall comply with the “City of New Richmond – 2013 Street and Utility Improvements – Richmond Crossing Construction Site Erosion Control and Stormwater Management Plan” and the “Regional Pond” Tributary Area Based on the 2004 Regional Pond, as Revised 12/05/13; all grading drainage and erosion control issues are subject to review and approval of the Public Works Director.
3. All easements are subject to review and approval of the Public Works Director.

Motion was seconded by Kyle Hinrichs and carried.

Site Plan and Stormwater Review for Oppidan

Dan Licht explained the Site Plan for Oppidan. Jay Moore, from Oppidan, stated the building will be built and owned by them and then leased to Goodwill. Discussion followed. Jane Hansen moved approve of a site plan and stormwater plan for Oppidan Investment Company, subject to the following conditions:

1. The section details for the proposed asphalt and concrete parking surface shall be specified and are subject to review and approval of the Public Works Director.
2. Any exterior trash storage shall comply with Section 121-48.C of the Zoning Ordinance requiring all trash containers be fully screened from view.
3. All signs shall comply with Section 121-44 of the Zoning Ordinance and Section 2.15 of the Development Covenants and requires issuance of a building permit prior to construction.
4. The developer shall submit a photometric lighting plan identifying the type, location, height and illumination pattern and intensity of all proposed exterior lighting; all exterior lighting shall comply with Section 121-55 of the Zoning Ordinance and Section 2.13 of the Development Covenants, subject to review and approval of the Building Inspector.
5. All utility plans are subject to review and approval of the Public Works Director.
6. All grading, drainage and erosion control issues are subject to review and approval of the Public Works Director.
7. Landscaping improvements require a financial guarantee per Section 121-31 and shall not be deemed complete until the City has verified survivability of all required plantings through two winter seasons which is defined for the purpose of this Section as the period of October 31 through April 30.
8. The site and building plans are subject to review and approval of the Architectural Review Board for compliance with the Development Covenants.

Motion was seconded by David Wilford and carried.

Meeting adjourned at 6:04 p.m.

Tanya Reigel
City Clerk