

AGENDA
CITY OF CROSBY PLANNING AND ZONING COMMISSION

City Hall Council Chambers
October 17, 2022 at 6:00 PM

1. **Call to Order**
2. **Roll Call**
3. **Additions or Deletions to Agenda**
4. **Open Forum**
5. **Approval of Minutes**
 - A. October 17, 2022, Regular Meeting
6. **New Business**
7. **Public Hearing(s)**
 - A. Ordinance Amendment 22-7 to consider amending the **Lot Size and Dimensions Standards Chart**
8. **Old Business**
9. **Staff Report/Upcoming Applications**
10. **Commissioner's Questions/Comments**
11. **Adjourn**

This agenda is not exclusive and other business may be discussed as deemed necessary

For those requiring special assistance, please contact Crosby City Hall at (218) 546-5021

CITY OF CROSBY
NOTICE OF PUBLIC HEARINGS

TO WHOM IT MAY CONCERN: Notice is hereby given the City of Crosby Planning Commission will convene for their regularly scheduled meeting on Monday, November 21, 2022, at 6:00 p.m. at City Hall, 2 Second St SW, Crosby, MN to conduct the following public hearing(s):

Ordinance amendment application 22-7 to consider modification to section 154.034 Lot Standards Chart. Owner/Applicant: City of Crosby

The proposed modifications can be sent by request and are available at city hall. All interested persons are invited to attend this hearing and be heard or send written comments to city hall or via email at planning@cityofcrosby.com. A staff report will be available at city hall typically one week before the scheduled meeting.

Brittney Cotner, Zoning Administrator
City of Crosby

Pursuant to due call and notice thereof, the Regular Meeting of the Planning and Zoning Commission was held on Monday, October 17, 2022, at 6:00 P.M.

Members Present: Commissioners Peterson, Wynn, Lewis, and Patrick; Brittany Cotner, Sourcewell; Matthew Hill, Administrator Clerk Treasurer; Samantha Wodarz, Utility Billing Clerk; Adria LeForte, Administrator Assistant.

Members Absent: Vice Chairperson Carry

1. Call Regular Meeting to Order

Commissioner Wynn called the meeting to order at 6:00 P.M.

2. Pledge of Allegiance

Commissioner Wynn led with the Pledge of Allegiance.

3. Additions or Deletions to the Agenda

MOTION BY COMMISSIONER LEWIS AND SECONDED BY COMMISSIONER PATRICK TO APPROVE OF THE AGENDA. VOICE VOTE: THOSE VOTING AYE: COMMISSIONERS, PETERSON, WYNN, LEWIS, AND PATRICK. THOSE VOTING NAY: NONE. MOTION CARRIED.

4. Open Forum

5. Approval of Minutes

A. September 19, 2022, Regular Meeting

MOTION BY COMMISSIONER LEWIS AND SECONDED BY COMMISSIONER PETERSON TO APPROVE THE MINUTES. VOICE VOTE: THOSE VOTING AYE: COMMISSIONERS, LEWIS, WYNN. THOSE VOTING NAY: NONE. MOTION CARRIED.

6. New Business

A. Appoint Chair and Vice Chair

Troy Patrick volunteered to be Vice-Chair and the Commissioners nominated Adam Carry as chairperson.

MOTION BY COMMISSIONER PETERSON AND SECONDED BY COMMISSIONER PATRICK TO APPOINT ADAM CARRY AS CHAIRPERSON. VOICE VOTE: THOSE VOTING AYE: COMMISSIONERS, PETERSON, WYNN, LEWIS, AND PATRICK. THOSE VOTING NAY: NONE. MOTION

CARRIED.

MOTION BY COMMISSIONER PETERSON AND SECONDED BY COMMISSIONER LEWIS TO APPOINT TROY PATRICK AS VICE-CHAIRPERSON. VOICE VOTE: THOSE VOTING AYE: COMMISSIONERS, PETERSON, WYNN, LEWIS, AND PATRICK. THOSE VOTING NAY: NONE. MOTION CARRIED.

B. Setback chart change consideration

Brittany Cotner found they have a setback in the parking and loading section of the ordinance. Would like it to be put on the chart that lists the setbacks and minimum lot sizes. 20 feet from public right away is the set back and Brittany would like their input before she sets a public hearing.

7. Public Hearing

MOTION BY COMMISSIONER LEWIS AND SECONDED BY COMMISSIONER PETERSON TO OPEN THE PUBLIC HEARING. VOICE VOTE: THOSE VOTING AYE: COMMISSIONERS, PETERSON, WYNN, LEWIS, AND PATRICK. THOSE VOTING NAY: NONE. MOTION CARRIED.

A. Final Plat Application 22-5 allowing for a 5-lot subdivision on PID 11121705. Owner/applicant: Jacob Zoesch

Brittany gave a background the preliminary plot came in January of 2022; they are proposing to do a subdivision of a 2.54-acre parcel into 5 residential lots except for the alley that is designated to the city. The City Attorney gave the okay for the title work. All proposed lots do meet the lot minimum size. Water and sewer have already been done at the property.

MOTION BY COMMISSIONER LEWIS AND SECONDED BY COMMISSIONER PATRICK TO APPROVE THE FINAL PLOT APPLICATION 22-5 ALLOWING FOR A 5-LOT SUBDIVISION ON PID 11121705 WITH THE CONDITION OF THE CITY ATTORNY TO LOOK AT. VOICE VOTE: THOSE VOTING AYE: COMMISSIONERS, PETERSON, WYNN, LEWIS, AND PATRICK. THOSE VOTING NAY: NONE. MOTION CARRIED.

B. Variance Application 22-6 allowing for an addition to a legal non-conforming structure. Owner/applicant: Shawn Jarvela

Jarvela' s property is zoned in the industrial district. He is requesting a variance to complete a 12X20 lean too over an existing cement pad. It would be 5 feet from property line which is in compliance with a residential area, being in an industrial district the set back is 10 feet.

MOTION BY COMMISSIONER PETERSON AND SECONDED BY COMMISSIONER PATRICK TO APPROVE VARIANCE APPLICATION 22-6 ALLOWING FOR AN ADDITION TO A LEGAL CONFORMING STRUCTURE. VOICE VOTE: THOSE VOTING AYE: COMMISSIONERS, PETERSON, WYNN, LEWIS, AND PATRICK. THOSE VOTING NAY: NONE. MOTION CARRIED.

8. Old Business

No old Business

9. Staff Report/Upcoming Applications

No application coming forward for next month, discussion of language of ordinances for November meeting.

10. Commissioners' Questions/Comments

November they will start communication for the terms that are up and in January the Council will decided to re-elect current membership or open them up for applications.

11. Adjournment

MOTION BY COMMISSIONER PATRICK AND SECONDED BY COMMISSIONER PETERSON TO ADJOURN AT 6:28 P.M. A VOICE VOTE: THOSE VOTING AYE: COMMISSIONERS, PETERSON, WYNN, LEWIS, AND PATRICK. MOTION CARRIED

Shelley Wynn, Vice-Chairperson

Samantha Wodarz, Utility Billing Clerk

ORDINANCE NO. __,
AN ORDINANCE AMENDING CHAPTER 154 OF THE CITY CODE
REGARDING LOT STANDARDS CHART
CITY OF CROSBY
COUNTY OF CROW WING
STATE OF MINNESOTA

The City Council of the City of Crosby does ordain as follows:

Purpose and Intent: The purpose of this ordinance amendment is to amend Chapter 154 of the Crosby City Code to clarify the accessory structure setback requirements

Amendment: Chapter 154, Section 034 “LOT STANDARDS CHART” shall be amended as follows:

<i>Lot Size and Dimension Standards</i>								
<i>District</i>								
	<i>R</i>	<i>R-1</i>	<i>R-2</i>	<i>R-3</i>	<i>B-1 CBD</i>	<i>B-2 High</i>	<i>I</i>	<i>P</i>
Right-of-way	See § 154.165 All buildings shall sit back a minimum of 20 feet from all street right-of-way lines.							

§ 154.165 RESIDENTIAL DISTRICTS.

In all Residential Districts, detached accessory buildings shall be located in the rear or side yard. When located within ten feet of the rear wall of the principal building, they shall comply with all yard requirements applicable to the principal building in the district. Where accessory buildings are to be located more than ten feet from a rear wall of the principal building, they shall not be located closer than five feet from an adjoining side or rear lot line. All accessory buildings shall sit back a minimum of 20 feet from all street right-of-way lines.

Effective Date: This ordinance amendment is hereby adopted on _____ and shall be in full force and effect after publication according to state law.

Repeal: This ordinance shall repeal all ordinances inconsistent herewith.

Diane Cash, Mayor

ATTEST:

Matthew Hill, City Administrator

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Accessory building setbacks	See § 154.165 All accessory buildings shall sit back a minimum of 20 feet from all street right-of-way lines.							

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Accessory building setbacks	See § 154.165				Standard setbacks as outlined above			

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