

AGENDA
CITY OF CROSBY PLANNING AND ZONING COMMISSION

City Hall Council Chambers
December 19, 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. November 21, 2022, Regular Meeting
6. New Business
 - A. Discuss section 154.166 interpretation and potential modifications
 - B. Discuss Sign Setback Requirements
7. Public Hearing(s)
 - A. Ordinance Amendment 22-8 to consider amending the **Lot Size and Dimensions Standards Chart**
Owner/Applicant: City of Crosby
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, December 19, 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 22-8 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, November 21, 2022, at 6:00 P.M.

Members Present: Commissioners Peterson, Wynn, Carry, Lewis, and Patrick; Brittany Cotner, Sourcewell; Samantha Wodarz, Utility Billing Clerk

Members Absent:

1. Call Regular Meeting to Order

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

4. Open Forum

No one present

5. Approval of Minutes

A. October 17, 2022, Regular Meeting

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

6. New Business

No new business

7. Public Hearing

MOTION BY COMMISSIONER PATRICK AND SECONDED BY COMMISSIONER PETERSON TO OPEN THE PUBLIC HEARING. A ROLL CALL VOTE: ALL VOTED AYE. MOTION CARRIED.

- A. Ordinance Amendment 22-7 to consider amending the Lot Size and Dimensions Standards Chart

Brittany Cotner would like to clear up the language of our lot and dimension setbacks. She included 2 additional options since there is no right away setbacks.

Option 1- All buildings shall sit back a minimum of 20 feet from all streets right away lines. The alley does not have any right ways on it, so it would be just from the street; corner properties will get doubled dinged on this, as it would include their side. There is a setback on alleys of 20 feet for accessory buildings and 10 feet for garages.

Option 2- All accessory buildings shall sit back a minimum of 20 feet from all streets right away lines.

Option 3- Keep as is and clear up the language. Under the accessory building setbacks, on our lot and dimension standards chart, they are only residential specific setbacks; it should be regulated in all districts and Brittany feels when it comes up there is regulation missing.

There was discussion on how each option looks with accessory buildings, and how it affects corner properties along with small lots. On sides of a lot, the setbacks are 5ft and 8ft; homeowner gets to choose. The front and back are 10ft. The commissioners would like to change the side setbacks to 5ft and 5ft, and pictures of how the different setbacks affect a property. Brittany will republish to get entire ordinance cleaned up with the side setbacks changed to 5ft and 5ft, for the next meeting.

MOTION BY COMMISSIONER PATRICK AND SECONDED BY COMMISSIONER CARRY TO RECOMMEND OPTION #3 TO BE APPROVED BY THE CITY COUNCIL. A ROLL CALL VOTE: ALL VOTED AYE. MOTION CARRIED.

Brittany confirmed with the commission that they want to change side setbacks in zones R-1 and R-2 to 5ft and 5ft. Brittany reminded the members that they can lower the restrictions, but they cannot increase them, therefore she recommended leaving R-3 with the 10 ft. set back on each side.

8. Old Business

No old business

9. Staff Report/Upcoming Applications

Brittany stated that permitting has really slowed down, and only thing she has heard was an off-sale liquor store in a small gas station.

10. Commissioners' Questions/Comments

Chairperson Carry would like to use the slow time, to look at ordinances and start cleaning up the languages. Brittany stated it is hundreds of pages long, they need to go through and pick out ones that they would like to clean up, to help the homeowners. They brought up the ordinance that states you must build a garage in place of one that the homeowner demos. Brittany went over why that ordinance is in place. Brittany also has been taking notes on the weird things she has ran into during her time and will bring them to the meetings during the wintertime.

11. Adjournment

MOTION BY COMMISSIONER CARRY AND SECONDED BY COMMISSIONER WYNN TO ADJOURN AT 8:44 P.M. A VOICE VOTE: THOSE VOTING AYE: COMMISSIONER PATRICK, LEWIS, CARRY, WYNN, AND PETERSON. MOTION CARRIED

Adam Carry, Chairperson

Samantha Wodarz, Utility Billing Clerk

Agenda item 6A

As you can see below these two ordinances are in contradiction of each other. I am looking to the Planning Commission to help me with the interpretation of this ordinance and discuss possible changes to make it clearer for our residents. Up to this point I have been interpreting it in the black and white manor of garages can be 10 feet from the alley with all other structures needing to meet the 20-foot setback requirement. This may have been the intended interpretation to help keep the impervious surface coverage lower for lots with garages needing to back up into the alley or it was an oversight on a previous ordinance change. We will discuss the intent of the ordinance and any proposed modifications will be pursued in a public hearing on a later date.

§ 154.034 LOT STANDARDS CHART.

<i>Lot Size and Dimension Standards</i>									
	R	R-1	R-2	R-3	Shoreland Overlay	B-1 CBD	B-2 Highway	I	Public
<i>Structure Setbacks</i>									
Rear	25 feet	20 feet	20 feet	20 feet		0 feet	20 feet	20 feet	20 feet

§ 154.166 GARAGES.

All garages shall, if the vehicle entrance backs upon a public alley, be set back at least ten feet from the public alley right-of-way.

(Prior Code, § 13.53)

Agenda Item 6B

§ 154.278 ON-SITE GENERAL PROVISIONS.

- (A) No sign shall be placed closer than ten feet from side lot lines in all districts.
- (B) All signs shall meet structure setbacks from the ordinary high water mark of public waters on all lake classifications (i.e., general development - 75 feet).
- (C) No sign shall be placed within a delineated Type 3, 4, or 5 wetland.
- (D) An illuminated sign shall not be located closer than 100 feet from any private single-family residence.
- (E) Temporary signs shall be allowed for a period not to exceed 30 calendar days during a one-year period from the time the sign was originally installed.

(Prior Code, § 13.71) Penalty, see § [154.999](#)

§ 154.279 SIZE/DIMENSION STANDARDS.

- (A) On commercially zoned property, the total area of all exterior advertising on the property shall not exceed three square feet per lineal foot of frontage along the public roadway.
- (B) No single freestanding commercial sign shall exceed 128 square feet in area per face.
- (C) On residentially zoned property, the total area of all signage shall not exceed four square feet per lot.
- (D) The size for area identification signs shall not exceed 32 square feet.
- (E) A wall sign shall not exceed 25% of the total wall area of the building facing the public roadway on commercially zoned property.
- (F) Height requirements (dimensions to top of sign) are as follows:
 - (1) No sign within Residential or Public Zoning Districts shall exceed ten feet in height above the existing grade;
 - (2) No freestanding on-site advertising sign in Commercial or Industrial Zoning Districts shall exceed 25 feet above the existing grade; and
 - (3) No sign attached to structures in Commercial or Industrial Zoning Districts shall project more than 25 feet above the finished grade or ten feet above the height of the structure to which it is attached, whichever is less.
- (G) No sign attached to a structure shall project more than four feet out from the structure.

(Prior Code, § 13.72) Penalty, see § [154.999](#)

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>		
	R-1	R-2
<i>Structure Setbacks</i>		
Side	5 feet and 8 feet	5 feet and 8 feet

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