



City of Lake St. Croix Beach
City Hall
16455 20th Street South
Lake St Croix Beach, MN 55043

Planning Commission

June 4, 2025 - 6:00 PM

Will be held *in person* at City Hall - and electronically/telephonically by Zoom

Topic: Planning Commission

Time: June 4, 2025 6:00 PM Central Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/9924417375?pwd=dmJGMXgzMmFMSzZGNWptaUNUclg4Zz09>

+1 312 626 6799 US

Meeting ID: 992 441 7375

Passcode: 502054

AGENDA

1. **CALL TO ORDER**
 - a. Roll Call
2. **APPROVE AGENDA**
3. **APPROVE MINUTES – April 2nd, 2025**
4. **PUBLIC COMMENTS – Items not on the Agenda**
5. **REVIEW of Variances**
 - 16855, 21st St. S – tear down and rebuild
6. **CODIFICATION – RIVERWAY SECTION FOR REVIEW**
 - Updates
7. **COMMISSIONER REPORTS AND REQUESTS**
 - Samantha Fink
 - Greg Ewig
 - Linda O'Donnell
 - John Sievert
 - Chair Mary Ashby
8. **ADJOURN**



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Planning Commission April 2, 2025 - 6:00 PM

MINUTES

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NOTE – Pursuant to Minnesota Statute 13D.02:

- **Mary Ashby, Planning Commission Chair, will be attending via interactive technology from Bella Bay Inn, Bayview 1, St. Augustine, FL, 10 Marine Street, St. Augustine FL 32084.**

AGENDA

1. CALL TO ORDER

- a. **Roll Call:** Commissioner Fink – present
Commissioner Ewig – attending via zoom. He can add input during the meeting but cannot vote as the city did not have adequate time to post the required 3 day notice.
Commissioner O'Donnell - present
Commissioner Sievert - present
Chair Ashby- present, attending via zoom

2. APPROVE AGENDA

Motion to approve agenda as presented made by Commissioner Sievert, seconded by Commissioner O'Donnell.

- Commissioner Fink – Aye
- Commissioner Ewig – Cannot vote – recorded as absent.
- Commissioner O'Donnell - Aye
- Commissioner Sievert - Aye
- Chair Ashby- Aye

Motion passed 4-0 with 1 absent

3. **APPROVE MINUTES – March 5th, 2025**

Motion to approve Minutes for March 5th as presented made by Commissioner O'Donnell, seconded by Commissioner Fink

Commissioner Fink – Aye

Commissioner Ewig – Cannot vote – recorded as absent.

Commissioner O'Donnell - Aye

Commissioner Sievert - Aye

Chair Ashby- Aye.

Motion passed 4-0 with 1 absent

4. **PUBLIC COMMENTS – Items not on the Agenda**

None

5. **INITIAL REVIEW**

– Variances for 16855, 21st St. S – tear down and rebuild

- City Engineer, John Parotti.

Mr. Parotti provided a presentation detailing the zoning application process and the various permits and agencies involved when there is any rebuilding project in the riverway.

- Mike Koch, PMI Homes

Mr. Koch provided information on the proposed rebuild project. He answered questions from commissioners on survey lines, bluff lines, impervious surface, etc.

6. **CODIFICATION – RIVERWAY SECTION FOR REVIEW**

- Substandard Structures - City's code 153.06 is currently more restrictive than Minnesota Rule 6105.0370 Subpart 11, Section C. Discussion regarding horizontal/vertical expansion facing riverward – Use Minnesota Rule in place of our current code.

- Substandard Lots 153.04 (B) (3) Change – will change our code to read “to greatest extent possible” and remove “60%” language.

- Site Preservation – Regarding Vegetative Management Policy. Discussion regarding whether or not to include The draft Vegetative Management Policy from Parks Commission in the Ordinance Codes. Comments suggested “non” as it is a “how to” manual and may need to be updated when circumstances require it. Planning Commissioners will review this policy and suggest specific items that may be needed to be included within the Ordinance. This item is tabled until the next meeting.

- Proposed Definition of Impervious Surface – Discussion regarding the definition of Impervious Surface was held including exclusion of specific items, i.e. decks with specific space between boards, permeable surface below decks no roofs, etc. Swimming pools were discussed. Credits for porous pavement and pervious pavers were discussed. Landscape rock, river rock, flagstones etc were discussed re pervious or impervious surface.. City Attorney Benson will forward our comments on this section to the DNR for their review and comments.

7. **COMMISSIONER REPORTS AND REQUESTS**

Fink – nothing to report

Ewig – nothing to report

O'Donnell – nothing to report

Sievert - nothing to report

Chair Ashby – nothing to report.

8. **ADJOURN at 8.31pm**

City of Lake St. Croix Beach

Variance Application

Applicant Information

Name	PMI Homes, Inc. c/o Bill Marzlof and Maureen Bausch
Street Address	1645 - 20th Street South
City ST ZIP Code	Lake St. Croix Beach, MN 55043
Home Phone	(651) 436-7031
Work Phone	PMI 612-867-3221
E-Mail Address	pmi@pmihomesinc.com

Property Location

(Legal Description)

PID: 14.028.20.11.0026
Lot 2096 LAKE ST CROIX BEACH SEC NO 1 LOTS 2096
THRU 2101 INC LAKE ST CROIX BEACH SEC NO 1

Description and/or reason for request

Summarize your request and cite the portion(s) of city code from which you are requesting a variance (attach additional pages if needed)

This variance application represents our attempts to replace an existing home with a new home. This variance application is for two variance's: **(1) for Hardcover** and **(2) for Bluff Setbacks**.

The existing home site conditions do not meet any of the required bluff set backs and also does not meet the hardcover required calculations. In designing the new home along with our new site plan that has been previously submitted, although it remain extremely difficult to meet the bluff set backs and the current hard cover requirements, the new owners have made every attempt to greatly improve upon these existing conditions with their new home design and most recent site plan (survey) that is represented by the attached survey.

With the new homes design and its revised size, along with its location on this property we have greatly improved the hardcover calculations and also our set back requirements from the bluff line as it compares to the existing homes conditions. In doing so, it remains extremely difficult for us to meet the bluff set backs and also the hardcover calculations in designing this new home along with a newly designed updated septic system.

Thus we are requesting a variance be granted by the City of Lake St. Croix Beach on the site plan's bluff set backs and the hard-cover calculation requirements per the most recent site plan and the positive comments by the watershed.

Note that we also recently submitted this updated site plan to the watershed that represents comments per the watershed that have been applied to the site plan. These include a revised location of the home in reference to the bluff setbacks, reduce hard-cover for the site and the addition of (3) rain gardens along with a pervious paver driveway that all pertain to the conditioning of storm water on this site, all with drainage away from the river. The site plan survey attached to this variance application for both hardcover and bluff setbacks has be modified per these comments by the watershed. Again, we have made every attempt to greatly improve the new site plan conditions from the original homes existing conditions.

Thank you for your consideration with our request for these two variances.

Please include the following items with this signed application:

- Proof of ownership of the property (either abstract of title or registered property certificate. Property certificates must be certified by a licensed abstractor, together with any unrecorded documents that show legal or equitable ownership).
- Accurate list showing names and mailing addresses of record owners of all properties within a minimum of 500 feet of your property. Preferably submitted to zoning administrator in electronic format.
- Certificate of survey showing the property location, boundaries, dimensions, elevations, utility and road corridors. Water line and septic system locations must be visible along with their setbacks from all structures and property lines.
- Detailed site plan drawn to scale showing:
 - Existing and Proposed two foot elevation contours and drainage patterns
 - Location and depth of any wells on the property and also proximity of neighbor's wells to septic system
 - Septic system- type and tank size must be noted on plan in addition to location and setbacks for tanks, drainfield, reserve drainfield, and service lines. Verify septic setbacks from all structures as well.
 - Proposed home dimensions and setbacks
 - Proposed accessory structure dimensions and setbacks
 - Amount of fill that will be disturbed and/or brought in for the project (measured in cubic yards)
 - Water line location and setback from septic system
 - Location of bluffline and ordinary high water mark, and their setbacks from all proposed structures
 - Driveway location, dimension, and setbacks
 - Impervious surface calculations – list showing sq. footage of each impervious surface, and total as a percentage of lot area.
- Location of existing and proposed alterations of vegetation and topography
- Artist's renderings of proposed house and any other proposed structures from all four sides
- Septic System – If applicant does not plan to replace existing system, it will need to be inspected in order to verify compliance with most recent city septic regulations.

Agreement and Signature

By signing and submitting this application, I hereby acknowledge that I have read and understand the applicable provisions of the ordinances of the City of Lake St. Croix Beach. In addition to submitting this application form, I understand that I must pay a \$75.00 application fee and a \$525 deposit when submitting this form to the city. I understand that I am responsible for paying all statements received from the city pertaining to expenses incurred during this project review even if total costs are over and above my deposit amount. Upon completion of the city action on this request, the City shall forward a statement of fees incurred and remit any excess from the deposit held if any excess amount exists.



Applicant PMI Homes, Inc. Michael Koch

05/27/2025

Date

The application form and required documents submitted are sufficient in order to begin an official review, and the \$75.00 application fee and \$525.00 deposit have been paid.

City Administrator/Clerk

Date

05/27/2025 1:43:35 PM

[illegible]

REVIEW PLAN

This plan is at a review stage and is NOT a permit set. Please review the plan in its entirety and let DFP know if you have any changes prior to us proceeding. The plan will be placed on hold until we receive confirmation from you to proceed, meaning no additional work will be done on the plan until we receive your approval to move forward.

05/27/2025 1:43:37 PM



