

**Town of Duluth
Planning Commission
Approved Meeting Minutes
October 23, 2014**

The meeting was called to order at 7:04 by Chair Paul Voge.

Present: Paul Voge, John Schifsky, Brigid Pajunen, Jo Thompson, Wayne Dahlberg, and Jerry Hauge

Absent: Larry Zanko

Also present: Don McTavish

The agenda was approved as presented.

In the September 25 minutes, John suggested clarifying the sentence at line 124 from “In the definition for short-term rental from the Ordinance is that it is for a single family dwelling.” to “The definition for short-term rental from the Ordinance stipulates that it is a single family dwelling.” In line 198 Sue suggested deleting the phrase “this is not necessarily bad.” The minutes were approved as amended.

Director’s Report

Sue said she will contact Dave Pierson, but last she knew, even if he decided to apply for a variance, it wouldn’t be this year.

She and Don Sitter met with James Gittemeier and his supervisor from the Duluth-Superior Metropolitan Interstate Council. Mr Gittemeier hopes to have some ideas for working with the Township for Don Sitter by the next Town Board meeting. They are also doing some planning for the Duluth metro area and Greenwood Road is included in that area.

The Town Board had an open house Monday night for the Town hall addition and remodeling. It was not very well attended. Nor were there many substantive comments on the design itself.

Wayne said that the bid documents will be coming within a month or so.

Sue said that permits keep coming in. It has been a busier year than normal. We have had several new houses this year, as opposed to last year when we had just one or two.

New Business

In November and December, the usual P&Z meeting dates are Thanksgiving and Christmas this year. Sue said that as far as she knows, there are no upcoming CUP or variance requests. There is a potential short-term rental coming up, but they do not want to rent until summer, so the hearing won’t be this year. Sue said that if we were to get a CUP or variance request, we would try to convene a meeting. It was agreed to meet on Thursday November 20th for the regular November Commission meeting and not have a meeting in December unless something were to come up.

Old Business

Stormwater Ordinance

Sue said that she and Jo and Val will be working on the new stormwater zoning language for the Ordinance. There is so much involved, that they think it will be best if they block out time to do it all at once.

Jo said that part of the new stormwater requirements is to have a digitized map of ditches and culverts in the Town. She and Val are working on it along with Andrea Crouse (?) from NRRI and Jim Ward and Dave Edblom from the Town Board. It will be an online tool. She will present it at the next Planning Commission meeting in November. All of the culverts and the beginning of roads and end of roads will be on the map. The map will be interactive – you will be able to click on a data point and the program will show a photo and give pertinent information such as condition, whether the flow is toward a river or away, etc.

Sue said that it will also keep track of when a road was graded, how much gravel was put on it, etc.

Jo said that they will have to keep up on all of that information for the map. This is not a part of this grant. There have also been 4 or 5 culverts put in since she and Val went out last spring to catalog and GPS the culverts.

John asked if the culverts on North Shore Drive are included and if the work done on them this summer is a part of the data. It seemed to him that whatever discharge comes from the roads in our Township will have implications for ditches and culverts on North Shore Drive.

Jo said that the culverts on North Shore Drive are on St Louis County roads, and the Township map is only for Town roads and culverts. She said that ditches are considered stormwater conveyances – the assumption is that if everything is built right and in good condition, it is not about the quantity of water, it is about the quality of the water. She thinks the bigger problem is County water hitting our ditches.

Don McTavish said that the Town's website hosting will be changing to a commercial company. Janet Johanssen will help with entry of the data. They will have a meeting in November to show how to enter data. The website will remain the same.

Town Brochure

Brigid said that John did a great job updating the text in the Town brochure.

John said he and Don McTavish collaborated in bringing the text up-to-date. He asked if there was a preference for single or double columns. Commission members will take a look at it and decide at the next meeting.

Brigid said the next step is figuring out printing costs and how we want it to be printed. When she gets an estimate she will see if there is grant money available. It was agreed that it was important to have plenty of printed copies in addition to having it available online.

Don McTavish said that the brochure represents the Township in many respects and he would like to suggest that it be as nice as we can make it with quality printing and cardstock for the cover.

Brigid said that she got a letter from Rich Sill giving the Town permission to scan Roots of the Past and post it on the Town website. Sue said that she could scan it.

John said that he is meeting with Rich on Monday morning for a conversation about other Township history that was not in the book. He also has the materials that were not included in the book and has made an inventory them. Sue said that it would be a perfect thing to have in the future community room.

Lot Size vs Accessory Structure Size in SMU-6

Jo had developed a formula for SMU-6 that took lot size into account when determining the maximum size accessory structure that would be allowed on a parcel in SMU-6 and presented it at the last P&Z meeting. The Commission liked it, but it did not work for determining setbacks for the structures as they increased in size. Jo said that to develop a workable setback formula, she took the current setback for 2 acre lots and the setback for 35 acre lots in FAM-1 and used those two figures to develop a slope and then a formula based on the slope. From that she put together a table with lot sizes with coverage and setbacks. For lot coverage, she started with a base of 10,890 sq ft which is the 25% impervious surface coverage currently allowed for 1 acre. Then, as a lot increases in size, impervious surface coverage increases with longer driveways, etc., but the allowed percent of impervious surface actually decreases. Setbacks gradually increase with lot sizes. She included a column that shows what the maximum lot coverage would be if the lot were to be subdivided and developed.

John asked why, under the column of maximum lot coverage by parcel size, lot coverage is progressive except at 2 acres. Coverage goes from 10,890 sq ft for 1 acre to 21,780 sq ft for 2 acres to 12,640 sq ft for 2.5 acres.

Jo said that that is a tradeoff as you have more acreage. As suggested by the Commission, she tried to make it comparable to other zones and in order to fit that curve, the coverage dramatically decreases.

Wayne asked if the increased coverage allowed by a larger lot size would be recorded on the deed. If someone put a larger accessory structure on their property, how would it be known in the future that a requirement for having an accessory structure that size was the size of the parcel?

Sue said she will ask Tim if we can record it on their title or abstract.

Brigid said that maybe it would be more straightforward to just require a variance.

Sue said that it is a difficult position because you can build any size primary structure, yet you cannot build a big accessory structure. But a variance would be another option.

Paul said that if we don't want someone to put a large accessory structure on their property and then subdivide the property and create a nonconformance we would have to follow it.

Jo said that one of the things that concerned her is presenting the formula in the Ordinance in a way that is easily understandable.

Sue said that typically, a property owner doesn't realize that there are specific requirements when they plan their building until they want a land use permit.

Sue introduced John Geissler from Boulder Lake Environmental Learning Center who was here to demonstrate a new program called Greenview. John put together a mapping application for the Township 8 or 9 years ago for his master's thesis at UMD. It included parcels overlaid on an aerial map and was designed to assist Township landowners in site planning.

John said that he got funding to take that original program and develop it further to incorporate information that is required for state and federal stormwater management programs. The program is called Greenview and is free and is ready to use. He is willing help anyone using it. The development of the program is a joint project with

NRRI. It currently encompasses three townships. NRRI is thinking about expanding it to other MS4s so NRRI is interested in any feedback. The site includes links to stormwater calculators and links to other resources NRRI has. Using the program, you can identify and zoom in on a parcel, measure distance and area, and view different layers of data including topography, soils, watersheds, zoning, aerial photographs, etc.

John said that the parcels and impervious surface areas are hand digitized. They used an extension in GIS called feature analysis which is trained to pick out forested land vs non-forested land. The data for each parcel is stored, not calculated each time. For the EPA stormwater calculator, you can just download your parcel file to your computer and put it into the EPA calculator which will then auto-populate its stormwater calculator with the parcel info.

The web address is www.nrri.umn.edu/boulder/stormwater/index.html.

Jo asked if the MPCA will accept values from Greenview. John was not sure.

Sue said that it will be a useful tool for the Town.

Wayne noted that a landowner can go into the program and look at different mitigation scenarios.

Jo asked where the soil coefficient came from. John said that it was the average for the parcel. He said that it is an indication of how fast standing water drains from a parcel. If you click on soil data, the program will overlay the map with the soil information.

Concerns from the Audience

None

The meeting adjourned at 9:10.