

TO: MAYOR AND CITY COUNCIL

FROM: JON RADERMACHER, City Administrator

SUBJECT: Text Amendment Application – Gravel Driveways

MEETING DATE: AUGUST 19, 2025

BACKGROUND

Timber Ridge Development submitted an application for a text to the following ordinance:
§ 152.258 (L) *Surfacing*.

(1) All areas intended to be utilized for parking space and driveways shall be surfaced with pavement or concrete.

(2) Except for single-family, two-family, townhouse and quadraminium dwellings or as required or exempted by the city staff, drive aisles and parking stalls shall be constructed in accordance with the following minimum tonnage standards:

- (a) One and one-half inch wear course;
- (b) Two inch base course;
- (c) Eight inch aggregate base (Class 5); and
- (d) Subgrade subject to City Engineer's approval.

(3) Plans for surfacing and drainage of driveways and stalls for five or more vehicles shall be submitted to the City Engineer for review and the final plans shall be subject to the Engineer's written approval.

The original request is for text amendment was: “to allow for, under certain conditions, portions of a residential driveway not be required to have pavement or concrete surface. Example: For rural large lots, a paved surface is required from the street providing access to the front lot line and a minimum of 20’ in front of any garage.”

The Planning Commission held a discussion only session related to the amendment application. In that meeting it was discussed to modify the amendment adding clause (4): For single-family, two-family lots with a minimum of 2 acres, the areas utilized for driveways that are at least 100 feet in length, the surface must have pavement or concrete for at least 25 feet from the street accessing the driveway and for at least 25 feet leading to the garage entry or parking space.

On August 5th, 2025 City Council completed the first reading of text amendment. City Council approved the ordinance with no amendments.

Whatever the City Council chooses, approval or denial of the amendment, should create a record to support the decision, detailing reasoning or facts used in the decision-making process.

STAFF RECOMMENDATION

Approve language for the choice of a text amendment only gravel driveways under certain conditions or deny the application.

REQUESTED CITY COUNCIL ACTION

Approve the motion for the amendment of City Code Section 152.258 in relation to gravel driveways.



DEVELOPMENT APPLICATION

918 River Road, Cannon Falls, MN 55009 | 507-263-9308

SUBJECT TO STAFF REVIEW

Street Location of Property: Timber Ridge Development

Legal Description of Property: Outlots of Timber Ridge First Addition

Owner of Record: Name: Endres Canon Falls LLC (Leon Endres)

Daytime Phone: (612) 598-9993

Address: 1505 River Shore Dr

Hastings, MN 55033

E-Mail Address: leon@endresllc.com

Applicant (if other
than owner)

Name: same

Notary Stamp

Daytime Phone: _____

Address: _____

E-Mail Address: _____

Nature of Legal or Equitable Interest of Applicant (Documentation must be attached :)

Request:	☐	Conditional Use Permit	☒	Rezoning/Ordinance Text Amendment
	☐	Subdivision	☐	Variance
	☐	Concept	☐	Interim Use Permit
	☐	Preliminary Plat	☐	Amendment
	☐	Final Plat	☐	CUP/PUD
	☐	Administrative	☐	Site Plan Review
	☐	Administrative Permit	☐	Special Home Occupation
	☐	Vacation	☐	Annexation Petition
	☐	Comp Plan Amendment	☐	Appeal
	☐	Other		

Note: Each requested approval may require a separate fee and/or escrow amount, even where they apply to the same project.

Date Application Received: 5/6/25

Date Submission Deemed to be Complete: _____

Give detailed description of project and reason for conditional use or variance, if applicable:

Amend City Code 152.258 (L) to allow for, under certain

conditions, portions of a residential driveway not be

required to have a pavement or concrete surface.

Example: For rural large lots, a paved surface is required

from the street providing access to the front lot line and a

minimum of 20' in front of any garage.

SUPPORTING DOCUMENTATION: Applicant must submit with the application all documentation required by the Zoning or Subdivision Ordinance relating to the requested approval. Applicant will be advised of the completeness. Only when it has been determined that an application is complete will it be placed on a Planning Commission agenda for consideration. Applications that do not include the proper plans and/or documentation may be delayed from formal review. **FAILURE ON THE PART OF THE APPLICANT TO SUPPLY ALL NECESSARY SUPPORTIVE INFORMATION MAY BE GROUNDS FOR DENIAL OF THE REQUEST.**

APPLICANT RESPONSIBILITY FOR PAYMENT OF ALL CITY FEES AND COSTS IN PROCESSING APPLICATION: Applicant acknowledges that she/he understands that before this request can be considered and/or approved, all fees, including the basic application fee and any escrow processing deposits must be paid to the city and that, if additional fees are required to cover costs incurred by the City, the City Clerk has a right to require additional escrow amounts and payment. These fees include all actual costs including, but not limited to, planning, engineering, public notification and legal costs. All processing of an application will be halted if payments are not made within 30 days of receipt of a monthly statement from the City, in the event any escrow account established is insufficient to cover the costs.

SIGNED:



Property Owner

Date: 5/6/25

Applicant (if not the Property Owner)

Date: _____

=====

FOR CITY USE ONLY

Date Application Filed: 5/6/25

Basic Fees: _____

Received By: Jon Radermacher

Escrow Deposit: _____

Evidence of Ownership Submitted: ☐ Yes

☐ No

☐ Required

Certified Lot Survey: ☐ Yes

☐ No

☐ Required

Legal Description Adequate: ☐ Yes

☐ No

☐ Required

Date of Planning Commission Meeting: _____

Recommendation of Planning Commission on: _____ ☐ Approve ☐ Deny

Recommendation of City Council on: _____ ☐ Approve ☐ Deny

Subject to following conditions: _____

Attachment A1

CITY OF CANNON FALLS ZONING AND SUBDIVISION FEE SCHEDULE 2023

	Base Fee/Recording	Escrow Deposit*	Total
Zoning:			
Comprehensive Plan Amendment	\$450	\$0	\$450
Variance	\$450	\$0	\$450
Appeal	\$450	\$0	\$450
Rezoning and Ordinance Text Amendment	\$450	\$0	\$450
Amendment	\$450	\$0	\$450
Conditional Use Permit	\$450	\$0	\$450
Planned Unit Development / Conditional Use Permit	\$450	\$0	\$450
Site Plan Review	\$0	\$0	\$0
Interim Use Permit	\$450	\$0	\$450
Administrative Permit	\$150	\$0	\$150
Home Occupation	\$150	\$0	\$150
Annexation Petition	\$450	\$0	\$450
Vacation	\$450	\$0	\$450
Renewal Permit	\$150	\$0	\$150
Other	\$250	\$0	\$250
Subdivision:			
Administrative Subdivision	\$250	\$0	\$250
Concept Plan	\$250	\$0	\$250
Preliminary Plat	\$500	\$2,500	\$3,000
Final Plat	\$500	\$500	\$1,000
Park Dedication:			
All Residential Units	Fees set by City Council Resolution	NA	10% land \$1,390.00/unit
Commercial	Fees set by City Council Resolution	NA	10% land \$2,000.00/acre
Industrial	Fees set by City Council Resolution	NA	10% land \$2,000.00/acre

**Whether or not an Escrow Deposit is required, if a consultant is engaged by the City to review the application and a cost is incurred for services rendered the applicant is responsible for payment of any and all professional service expenses. The final determination by the City Council will not be recorded unless and until any and all fees due have been paid by the applicant.*

(J) *Grade elevation.*

(1) *Parking spaces and areas.* The grade elevation of any parking area shall not exceed 5%, except as approved by the City Engineer.

(2) *Driveways.* Unless approved by the City Engineer, the grade elevation of any driveway shall not exceed:

- (a) Ten percent for single-family and two-family dwellings; and
- (b) Five percent for all other uses.

(K) *Number allowed.* Each property shall be allowed one curb cut access for each 125 feet of street frontage, except by administrative permit, subject to the following criteria.

- (1) The additional access is necessary to provide adequate on-site circulation.
- (2) The additional access shall create a minimum of conflict with through traffic movement and shall comply with the requirements of this chapter.

(L) *Surfacing.*

(1) All areas intended to be utilized for parking space and driveways shall be surfaced with pavement or concrete.

(2) Except for single-family, two-family, townhouse and quadraminium dwellings or as required or exempted by the city staff, drive aisles and parking stalls shall be constructed in accordance with the following minimum tonnage standards:

- (a) One and one-half inch wear course;
- (b) Two inch base course;
- (c) Eight inch aggregate base (Class 5); and
- (d) Subgrade subject to City Engineer's approval.

(3) Plans for surfacing and drainage of driveways and stalls for five or more vehicles shall be submitted to the City Engineer for review and the final plans shall be subject to the Engineer's written approval.

(M) *Striping.* All parking areas of five spaces or more shall be marked with white or yellow painted lines not less than four inches wide.

(N) *Lighting.* Any lighting used to illuminate an off-street parking area shall be in compliance with § 152.187 of this chapter.

(O) *Curbing.* Except for single-family, two-family, townhouse and quadraminiums, all open off-street parking shall have a perimeter continuous concrete curb around the entire parking lot.

(P) *Pedestrian provision.* Off-street parking areas shall be designed so that vehicle and pedestrian circulation is accommodated in a safe, complementary and orderly fashion. When curb separated sidewalks are provided at the head of parking stalls, the minimum width shall be five feet.

(Q) *Parking lot landscaping.*

(1) *Required screening.* All open, nonresidential off-street parking areas of five or more spaces shall be screened and buffered from abutting or surrounding residential districts in compliance with §§ 152.275 through 152.281 of this chapter.



CANNON FALLS Since 1876

BEACON

Printer's AFFIDAVIT OF PUBLICATION

STATE OF MINNESOTA

7/21 Public Hearing- Gravel Driveways

City of Cannon Falls

Jean Hoeft, being duly sworn, on oath says that he/she is the publisher or authorized agent and employee of the publisher of the newspaper known as the Cannon Falls Beacon, and has full knowledge of the facts which are stated below:

(A) The newspaper has complied with all of the requirements constituting qualification as a qualified newspaper, as provided by Minnesota Statute 331A.02, or 331A.07, and other applicable laws, as amended.

(B) The printed Notice, which is attached, was cut from the columns of said newspaper, and was printed and published once each week, for 1 successive issue(s); it was published on:

Thursday, July 10, 2025

Printed below is a copy of the lowercase alphabet from A to Z, both inclusive, which is hereby acknowledged as being the size and kind of type used in the composition and publication of the notice:

abcdefghijklmnopqrstuvwxyz

By: _____

Title: Customer Service Representative

Subscribed and sworn to before me on this 10th day of July, 2025.

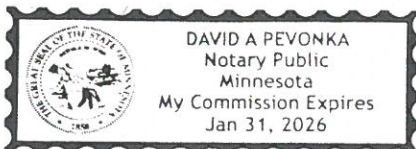
Notary Public: _____

Printed Name: _____

David A Pevonka

My Commission Expires: _____

Jan 31, 2026



NOTICE OF PUBLIC HEARING

Notice is hereby given that the Planning Commission of the City of Cannon Falls, Minnesota, will meet at 6:30 p.m. in the City Council Chambers of City Hall, on July 21, 2025, to hold a Public Hearing to consider amending City Code §152.258 (L) relating to allowing gravel driveways under certain circumstances.

More detailed information relating to the application and proposed change is available for public inspection at City Hall, 918 River Road, Cannon Falls, MN 55009.

Izzy Carlson

License Permit Technician

507-263-9308

(July 10, 2025) 268366

**CITY OF CANNON FALLS
GOODHUE COUNTY, MINNESOTA**

ORDINANCE NUMBER 409

**AN ORDINANCE OF THE CITY OF CANNON FALLS, MINNESOTA AMENDING
CITY CODE CHAPTER 152.258 RELATED TO PARKING STALL, AISLE AND
DRIVEWAY DESIGN; DESIGN STANDARDS.**

THE CITY OF CANNON FALLS ORDAINS AS FOLLOWS:

Section 1. City Code Section 152.258 is amended by adding the underlined language, as follows:

* * *

(1) All areas intended to be utilized for parking space and driveways shall be surfaced with pavement or concrete.

(2) Except for single-family, two-family, townhouse and quadraminium dwellings or as required or exempted by the city staff, drive aisles and parking stalls shall be constructed in accordance with the following minimum tonnage standards:

- (a) One and one-half inch wear course;
- (b) Two inch base course;
- (c) Eight inch aggregate base (Class 5); and
- (d) Subgrade subject to City Engineer's approval.

(3) Plans for surfacing and drainage of driveways and stalls for five or more vehicles shall be submitted to the City Engineer for review and the final plans shall be subject to the Engineer's written approval.

(4): For single-family, two-family lots with a minimum of 2 acres, the areas utilized for driveways that are at least 100 feet in length, the surface must have pavement or concrete for at least 25 feet from the street accessing the driveway and for at least 25 feet leading to the garage entry or parking space.

Section 2. This ordinance shall become effective upon its passage and publication.

PASSED AND ADOPTED by the City Council of the City of Cannon Falls, Minnesota, this 19th day of August, 2025.

Matt Montgomery, Mayor

ATTEST:

Jon Radermacher, City Administrator