



PLANNING COMMISSION SPECIAL MEETING AGENDA Wednesday, June 12, 2024 4:00 PM

CALL TO ORDER: Pursuant to due notice and call thereof a Special Meeting of the Grand Rapids Planning Commission will be held on Wednesday, June 12, 2024 at 4:00 PM in City Hall Council Chambers, 420 North Pokegama Avenue, Grand Rapids, Minnesota.

CALL OF ROLL:

APPROVAL OF MINUTES:

<u>1.</u> Consider approval of minutes from the January 4th, 2024 regular meeting and April 18th, 2024 special meeting.

PUBLIC HEARINGS:

2. Conduct a public hearing to consider a variance petition submitted by Reed and Wendy Larson.

PUBLIC INPUT:

Individuals may address the Planning Commission about any non-public hearing item or any item not included on the Regular Meeting Agenda. Speakers are requested to come to the podium, state their name and address for the record and limit their remarks to three (3) minutes.

REPORTS/ANNOUNCEMENTS/UPDATES:

ADJOURNMENT:

NEXT REGULAR MEETING IS SCHEDULED FOR AUGUST 1, 2024 AT 4:00 PM.

Hearing Assistance Available: This facility is equipped with a ready assistance system.

ATTEST:

Aurimy Groom







PLANNING COMMISSION MEETING MINUTES Thursday, January 04, 2024 4:00 PM

CALL TO ORDER: Pursuant to due notice and call thereof a Regular Meeting of the Grand Rapids Planning Commission will be held on Thursday, January 4, 2024 at 4:00 PM in City Hall Council Chambers, 420 North Pokegama Avenue, Grand Rapids, Minnesota.

CALL OF ROLL:

PRESENT Commissioner Betsy Johnson Commissioner Patrick Goggin Commissioner Paul Bignall Commissioner Rick Blake Commissioner Amanda Lamppa

ABSENT Commissioner Bill Schnell

APPROVAL OF MINUTES:

1. Consider approval of minutes from the October 5, 2023 regular meeting minutes.

Motion by Commissioner Johnson, second by Commissioner Bignall to approve the minutes from the October 5, 2023 regular meeting. The following voted in favor thereof: Lamppa, Goggin, Johnson, Blake, Bignall. Opposed: None, motion passed unanimously.

GENERAL BUSINESS:

2. Consider initiating a public vacation of right-of-way

Motion by Commissioner Lamppa, second by Commissioner Johnson to approve initiating the vacation request for Part of the N/S ROW located between the N 21 FT of LTS 6-7 BLK 6, Plat of Grand Rapids. The following voted in favor thereof: Bignall, Blake, Johnson, Goggin, Lamppa. Opposed: None, passed unanimously.

3. Consider a recommendation to the City Council regarding a public vacation of right-of-way

Assistant Community Development Director Swenson provided background information.

The Commissioners reviewed the considerations for the record.

- 1. Is the right-of-way needed for traffic purposes? Why/Why not? No, it is located in a parking lot so it is not needed for traffic purposes.
- 2. Is the right-of-way needed for pedestrian purposes? Why/Why not? No, it is not part of a sidewalk or pedestrian route.
- 3. Is the right-of-way needed for utility purposes? Why/Why not? No, there are no utilities located within the right-of-way.
- 4. Would vacating the right-of-way place additional land on the tax rolls? Why/Why not? Yes, if sold it could facilitate future development.
- Would vacating the right-of-way facilitate economic development in the City?
 Why/Why not? Yes, it could be used for future development.

Motion by Commissioner Blake, second by Commissioner Lamppa that, based on the findings of fact presented here today, and in the public's best interest, the Planning Commission does hereby forward to the City Council a recommendation to approve the vacation of public rights-of-way and easements described as: Part of the N/S ROW located between the N 21 FT of LTS 6-7 BLK 6, Plat of Grand Rapids. The following voted in favor thereof: Lamppa, Blake, Bignall, Goggin, Johnson. Opposed: None, passed unanimously.

4. Consider initiating the process to review and amend Sec. 30-628 of the Zoning Ordinance (Off Street Parking for Multiple Dwellings).

Motion by Commissioner Bignall, second by Commissioner Johnson to approve the initiation of the review of an amendment to Section 30-628, changing the minimum off-street parking requirements for multiple dwellings from 2 to 1.75 units to the Zoning Ordinance. The following voted in favor thereof: Lamppa, Goggin, Johnson, Blake, Bignall. Opposed: None, passed unanimously.

5. Consider a recommendation to the City Council regarding an amendment to Section 30-628 of the Zoning Ordinance

Assistant Community Development Director Swenson provided the staff report.

The Commissioners read the considerations for the record.

- 1. Will the change affect the character of neighborhoods? Why/Why not? It will allow for more green space in commercial development.
- 2. Would the change foster economic growth in the community? Why/Why not? Yes, it is more development friendly.
- 3. Would the proposed change be in keeping with the spirit and intent of the ordinance? Why/Why not? Yes, because it will maintain additional greenspace.
- 4. Would the change be in the best interest of the general public? Why/Why not? Yes, it will allow for future development.

5. Would the change be consistent with the Comprehensive Plan?

Why/Why not? Yes, it is already addressed in the Comprehensive Plan and we currently have under

utilized parking lots.

PUBLIC INPUT:

Individuals may address the Planning Commission about any non-public hearing item or any item not included on the Regular Meeting Agenda. Speakers are requested to come to the podium, state their name and address for the record and limit their remarks to three (3) minutes.

MISCELLANEOUS:

REPORTS/ANNOUNCEMENTS/UPDATES:

6. Reminder we will be holding land use training workshop on January 29th from 4:00 to 8:00 pm at Grand Rapids City Hall - Jay T. Squires will be the presenter.

Assistant Community Development Director Swenson provided information on the topics that will be covered at the training.

ADJOURNMENT:

There being no further business the meeting adjourned at 4:21 P.M.

NEXT REGULAR MEETING IS SCHEDULED FOR THURSDAY, FEBRUARY 1, 2024 AT 4:00 PM.

Hearing Assistance Available: This facility is equipped with a ready assistance system.

ATTEST: Aurimy Groom, Administrative Assistant



CALL TO ORDER: Pursuant to due notice and call thereof a Regular Meeting of the Grand Rapids Planning Commission will be held on Thursday, April 18, 2024 at 6:30 PM in City Hall Council Chambers, 420 North Pokegama Avenue, Grand Rapids, Minnesota.

Commissioner Patrick Goggin called the meeting to order at 6:30 PM.

CALL OF ROLL:

PRESENT: Commissioner Patrick Goggin, Commissioner Bill Schnell, Commissioner Paul Bignall, Commissioner Amanda Lamppa

ABSENT: Betsy Johnson

STAFF: Dan Swenson

PUBLIC HEARINGS:

1. Conduct a Public Hearing to consider the preliminary plat of Hawkinson Commercial Development Second Addition.

Assistant Community Development Director Dan Swenson gave an overview of the information. Commissioner Goggin stated that notices were made and there was no correspondence.

Motion made by Commissioner Bignall, Seconded by Commissioner Schnell to open the public hearing. Voting Yea: Commissioner Goggin, Commissioner Schnell, Commissioner Bignall, Commissioner Lamppa. Opposed: None, motion passed unanimously.

Gary Lillesve, 2904 SW 1st Ave., Grand Rapids, MN

Concerns of traffic flow and enforcement of speeding and traffic laws, as there is already a traffic problem in this area.

Discussion on decreasing speed on HWY 169. This area is controlled by MN DOT.

Motion made by Commissioner Lamppa, Seconded by Commissioner Schnell to close the public hearing. Voting Yea: Commissioner Goggin, Commissioner Schnell, Commissioner Bignall, Commissioner Lamppa. Opposed: None, motion passed unanimously.

Item 1.

Assistant Community Development Director Dan Swenson provided a PowerPoint with more information.

The Commissioners reviewed the considerations for the record. They gave feedback and answered considerations.

Motion made by Commissioner Bignall, Seconded by Commissioner Schnell that, based on the findings of fact presented here today, and in the public's best interest, the Planning Commission does hereby forward to the City Council a recommendation to approve the preliminary plat of Hawkinson Commercial Development Second Addition. Voting Yea: Commissioner Goggin, Commissioner Schnell, Commissioner Bignall, Commissioner Lamppa. Opposed: None, motion passed unanimously.

GENERAL BUSINESS:

2. Consider Initiating the Rezone of Property Located at 91-033-1406

Assistant Community Developer Director Dan Swenson provided a PowerPoint with the background information. Discussion was had of the process of rezoning.

Motion made by Commissioner Schnell, Seconded by Commissioner Bignall that, based on the findings of fact presented here today, and in the public's best interest, the Planning Commission does hereby forward to the City Council a recommendation to approve to initiate the Rezone of Property Located at 91-033-1406. Voting Yea: Commissioner Goggin, Commissioner Schnell, Commissioner Bignall, Commissioner Lamppa. Opposed: None, motion passed unanimously.

3. Consider a recommendation to the City Council regarding the rezoning of 5 acres of land (Parcel 91-033-1406) from AP (Airport District) to I-1 (Industrial Park)

Dan Swenson, Assistant Community Development Director, explained the rezoning area. Discussion was had about the haul road in the NE corner. Attorney Chad Sterle was able to give insight into the haul road.

The Commissioners reviewed the considerations for the record. Question one was addressed and it was stated that is already accounted for due to the Distribution Center. Otherwise, there was no further discussion on the considerations, other than acknowledging compliance with considerations.

Motion made by Commissioner Bignall, Seconded by Commissioner Lamppa that, based on the findings of fact presented here today, and in the public's best interest, the Planning Commission does hereby forward to the City Council a recommendation to approve the rezoning of 5 acres of land (Parcel 91-033-1406) from AP (Airport District) to I-1 (Industrial Park). Voting Yea: Commissioner Goggin, Commissioner Schnell, Commissioner Bignall, Commissioner Lamppa. Opposed: None, motion passed unanimously.

ADJOURNMENT:

Plans for the next meeting to be in June, will discuss bylaws and the Commission having five or seven members. Attorney Chad Sterle explained the reasons for five members. Tonight is Bill's last meeting.

There being no further business the meeting adjourned at 7 PM.

ATTEST: Amanda Mitchell, Administrative Assistant



Planning Commission Staff Report

Agenda Item	Community Development Department	Date: 6-12-24			
Statement of Issue:	Conduct a Public Hearing to consider a variance petition and Wendy Larson.	on submitted by Reed			
Background:	The background for this item will be presented in the attached PowerPoint document.				
Considerations:	When reviewing a request for a variance, the Planning Commission must make findings based on the attached list of considerations.				
Recommendation:	Staff recommends that the Planning Commissioners visit the site and look at the situation.				
	Prior to making a motion to approve or deny the require Commission should make specific findings to support is and reference those specific findings in their motion to deny the variance(s).	its recommendation			
Required Action:	 Approve a motion to either: approve, approve with addeny the petitioned variance. <u>Example Motion:</u> Motion by, second by that of fact presented here today, and in the public Planning Commission does hereby (grant)(der variance to Reed and Wendy Larson for the predescribed within the presentation. to allow a one-time waiver of the requirement Table 17C-2 of the Municipal Code, which lists and Maximum Lot Coverage Standards in Sho specifically where the Code establishes the or setback of 75 feet for parcels in (Shoreland Of Districts) located on Recreational Developmet waters to permit the construction of an addit home that encroaches into the ordinary high 20 feet, as depicted in the application. (If the Planning Commission wishes to place construction of an addit that the following should be added to the and that the following condition(s) shall apply 	a, based on the findings c's best interest, the ny) the following roperty legally ats of Section 30-512 s Minimum Setbacks reland Districts, relinary high water ne-Family Zoning nt classified public ion to the existing water level setback by conditions upon their e motion:)			

Attachments:	
	DNR response to notification
	 Copy of the variance petition and associated documentation
	 List of the Planning Commissions Variance Considerations



Public Hearing

Reed and Wendy Larson Variance Request

Area of Variance Request: PID: 91-705-0820, Lots 1-12, Block 8 and the E 1/2 of vacated Jones Avenue (15th Ave. NW) lying adjacent thereto

1421 NW 5th St.

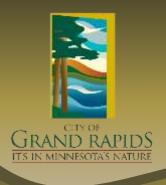
June 12, 2024

Grand Rapids Planning Commission Meeting

Item 2.



- <u>Petitioners:</u> Reed and Wendy Larson
- Filing Date: May 8, 2024
- <u>Requested Variances</u>: The requested variance would permit the construction of a 20'x36' addition to the east side of the single-family home at 1421 NW 5th Street that extends 20' into the required 75' setback from the ordinary high-water level (OHWL) of Forest Lake, Recreational Development classified public water.
- <u>Relevant portions of Zoning Ordinance</u>:
 - Section 30-512 Table 17C-2 of the Municipal Code, which lists Minimum Setbacks and Maximum Lot Coverage Standards in Shoreland Districts, specifically where the Code establishes the minimum setback of 75 feet from the OHWL for parcels in SR-1 (Shoreland One-Family Residential) zoning districts, located on Recreational Development lakes.
- Legally Described Property:
 - PID: 91-705-3705 Lots 1-12, Block 8 and the E 1/2 of vacated Jones Avenue (15th Ave. NW) lying adjacent the 11



Variance Details:

The applicant describes:

- The unique size of the parcel and location of the property between 5th St. N. and Forest Lake as a circumstance that was not created by the owner.
- The addition to the single-family home as consistent with the current zoning and in harmony with the surrounding neighborhood.

Larson Variance Location Map





Variance Details:

- Subject property is a 15,665 sq. ft. parcel with a single-family home and a detached garage. With the proposed addition the property will not exceed the maximum lot coverage of 35%.
- The closest point of 55' from the OHWL is located on neighboring property owned by the City and zoned as a Conservation District.
- The DNR has reviewed this request and has decided not to provide a comment (see attachment)



Larson Site Plan



This is then give it is many lighter of defaultion. Other strategies in the starting degrees of boxed as and monitors as or all had feed money. It seems



Summary of requested variance:

The proposed project would require the Planning Commission's approval of one variance:

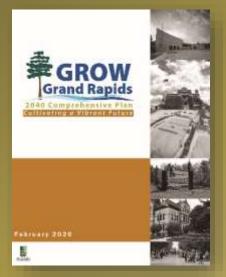
 Section 30-512 Table 17C-2 of the Municipal Code, which lists Minimum Setbacks and Maximum Lot Coverage Standards in Shoreland Districts, specifically where the Code establishes the minimum setback of 75 feet from the OHWL for parcels in SR-1 (Shoreland One-Family Residential) zoning districts, located on Recreational Development lakes.

This variance would permit the proposed addition to the single-family home at a reduced OHWL setback of 55', which is 20' less than required.

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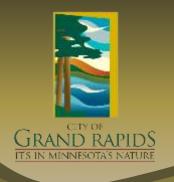


Comprehensive Plan: Goals & Objectives related to *Land Use*



Goal 4: Protect and enhance the character, amenities, variation, and livability of residential areas.

b. Promote the development, rehabilitation, and retention of neighborhoods and their existing character within urbanized areas. Traditional neighborhoods are the largest residential land use category on the Future Land Use Map. Core neighborhoods contain a variety of traditional architectural styles and naturally-occurring affordable housing. A focus on retention and enhancement of core neighborhoods helps preserve the City's cultural identity and strengthens community.



Planning Commission Variance Considerations:

Variance Request

PLANNING COMMISSION

Considerations

VARIANCE

1. Is this an "Area" variance rather than a "Use" variance?

Does the proposal put property to use in a reasonable manner? Why/Why not-

 Is the owner's plight due to circumstances which are unique to the property and which are not self-created by the owner?
 Why/Why not-

Is the variance in harmony with the purposes and intent of the ordinance? Why/Why not-

Will the variance, if granted, alter the essential character of the locality? Why/Why not-

Is the variance consistent with the comprehensive plan? Why/Why not-



Questions/Comments?

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Item 2.



Petition for Variance Community Development Department 420 North Pokegama Ave. Grand Rapids, MN 55744 Tel. (218) 326-7601 Fax (218) 326-7621 Web Site: www.cityofgrandrapidsmn.com

The undersigned do he	ereby respectfully	request the follow	ving be grante	ed by support o	f the following facts herein	shown:
Reed and Wendy La	arson					
Name of Applicant*1 802 SE 5th Street				Name of Own	er (If other than applicant)	
Address				Address		
Grand Rapids	MN	55744				
City	State	Zip		City	State	Zip
	reedalarson@y	yahoo.com		Durain and Tale		
Business Telephone/e-	mail address			Business Tele	phone/e-mail address	
* ¹ If applicant is not the owner, please describe the applicant's interest in the subject property						
Parcel Information:						
Tax Parcel # 91-705-	.0820			Prop	erty Size: 15,665 Sq. Ft.	
Existing Zoning: SR-1						
Existing Use: Single I	Family Resider	ntial House				
Property Address/Loca	tion: 802 SE 5t	h Street				
LegalDescription: LOTS 10-12 BLK 8; and the E 1/2 of VAC JONES AVE (15th AVE NW) LYG ADJ TO LOT 12 BLK 8 (attach additional sheet if necessary)						
I(we) certify that, to the best of my(our) knowledge, information, and belief, all of the information presented in this application is accurate and complete and includes all required information and submittals, and that I consent to entry upon the subject property by pubic officers, employees, and agents of the City of Grand Rapids wishing to view the site for purposes of processing, evaluating, and deciding upon this application.						
Signature(s) of Applica	int(s)		-	Date		
Signature of Owner (If	other than the A	pplicant)	-	Date		
Office Use Only Date Received Certified Complete Fee Paid						
Planning Commission Rec	- '		proved		Meeting Date	
			lloveu	Denieu		
Summary of Special Conditions of Approval:						

City of Grand Rapids Variance Application Page 1 of 4

Required Submittals:

□ Application Fee - \$252.50 *²

□ Site Map- Drawn to scale, showing the property dimensions, existing and proposed, building(s)/addition(s) and their size(s) including: square footage, curb cuts, driveways, access roads, parking spaces, sidewalks and wells & septic systems.

*²The application fees charged are used for postage to mail the required notices to adjacent properties, publication of the public hearing notice in the Grand Rapids Herald Review, and for a small portion of staff time for case review and preparation of documents. It is the policy of the City of Grand Rapids to require applicants for land use approvals to reimburse the City for costs incurred by the City in reviewing and acting upon applications, so that these costs are not borne by the taxpayers of the City.

Proposed Variance:

В.

A. Please describe in detail the proposed or requested variance:

We are applying for a variance for a proposed 20' x 36' addition located directly east of our house. Our proposed

addition will be located 55' from the Ordinary High Water Line of Forest Lake (and located outside the shore impact

zone). Forest Lake is considered a recreational development lake with a setback of 75'. When measuring the OHWL

the closest measurement is located on property owned by the City of Grand Rapids because the shoreline meanders south.

Provide an itemization of the required regulations pertaining to this variance (i.e., setback lines, lot coverage ratios, parking requirements).

The property the proposed variance is being requested is approximately 15,665 square feet. It is currently zoned

SR-1 and on Forest Lake. The maximum lot coverage is 35 percent or 5,482 square feet. It is currently developed

with a 672 square foot house and 864 square foot garage. The new addition would be 780 sq. ft. - the lot coverage

would equal 14.7%. The lakeshore currently has a buffer of 10' outside the shoreland recreation area. As stated

above the primary issue is the lakeshore setback of 55' (closest point) located on the City of Grand Rapids property.

Justification of Requested Variance: Provide adequate evidence indicating compliance with the following provisions of the ordinance concerning variances (Section 30-453(e) "Findings for Variances"). Detailed answers are needed because the Planning Commission shall grant a variation only when they have determined, and recorded in writing, that all of the following provisions have been met.

A. That the requested variance does not allow a use that is otherwise excluded from the particular zoning district in which it is requested.

Applicant justification (refer to Table of Uses in City Code Section 30-512):

The variance is asking for an addition to the existing dwelling - which is consistant with the SR-1

zoning district.

В.	Does the proposal put property to use in a reasonable manner?
	Applicant justification - Describe how your situation applies to the above statement:
	The variance is asking for an addition that would be located east off the existing dwelling, it
	meets the requirements of the ordinance besides OHWL setback from the property to the east. The addition along
	with the exisiting buildings will be under the 35 percent building lot coverage (14.7 percent).
C.	The plight of the landowner is due to circumstances unique to the property in question, and not created by the landowner subsequent to the adoption of this ordinance.
	Applicant justification - Describe how your situation applies to the above statement:
	The unique size of the parcel and how it was developed between SE 5th Street and Forrest Lake
	creates issues not created by the landowner. Also, the closest point to the OHWL is located on City property and
	not the owners property making this situation unique to the property.
D.	That the variance, if granted, shall be in harmony with purposes and intent of the ordinance, and will not be detrimental to the public welfare or the property or improvements in the peighborhood, and will not alter the essen
D.	detrimental to the public welfare or the property or improvements in the neighborhood, and will not alter the essen character of the locality. Applicant justification - Describe how your situation applies to the above statement: The variance request will be in harmony with the existing neighborhood - currently, the neighborhood is a mix of residential and
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ltem 2.

Item 2.

City Process:

- Applicant submits a completed application to the Grand Rapids Community Development Department by the 15th of the month.
- 2. Review by staff for completeness of application.
- 3. Notification of adjoining property owners.
- 4. Publish Notice of Public Hearing.
- 5. Prepare Staff Report and background information.
- 6. Public Hearing and action at Planning Commission Meeting (First Thursday of each month).

Findings for Approval:

The Planning Commission, in support of its action, will make findings of fact based on their responses to the following list of considerations:

- Is this an "Area" variance rather than a "Use" variance?
- Does the proposal put property to use in a reasonable manner?
- Are there unique circumstances to the property not created by the landowner?
- Is the variance in harmony with the purposes and intent of the ordinance?
- Will the variance, if granted, alter the essential character of the locality?
- Is the variance consistent with the comprehensive plan?

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

More information may be requested by the City of Grand Rapids Planning Commission, if deemed necessary to properly evaluate your request. The lack of information requested may be in itself sufficient cause to deny an application.

Larson Site Plan





Itasca Co

Item 2.

From:	Hoverson, Darrin (DNR)		
То:	Rob Mattei		
Cc:	Reed, Rian (DNR); Frie, Jacob (DNR)		
Subject:	RE: Variance Public Hearing Notice		
Date:	Wednesday, June 5, 2024 1:32:04 PM		
Attachments:	image001.png		
	image002.png		
	image003.png		
	image004.png		

Rob,

Looking at the project plans there does not appear to be much room for an addition between garage and house nor road and house and impervious appears to be below 25% still.

DNR has no comment on this variance.

Have a great day.

Darrin

Darrin Hoverson

R2 West District Manager | Ecological & Water Resources

Minnesota Department of Natural Resources

1601 Minnesota Drive Brainerd, MN 56401 Phone: 218-578-0771 Email: <u>darrin.hoverson@state.mn.us</u>





From: Rob Mattei <rmattei@grandrapidsmn.gov>
Sent: Monday, June 3, 2024 3:15 PM
To: Hoverson, Darrin (DNR) <darrin.hoverson@state.mn.us>
Subject: FW: Variance Public Hearing Notice

You don't often get email from mattei@grandrapidsmn.gov. Learn why this is important

This message may be from an external email source.

Do not select links or open attachments unless verified. Report all suspicious emails to Minnesota IT Services Security Operations Center.

Thanks...

Rob Mattei | Director of Community Development

City of Grand Rapids rmattei@grandrapidsmn.gov cityofgrandrapidsmn.com Office: 218-326-7622 • Fax: 218-326-7621

420 North Pokegama Avenue • Grand Rapids • MN • 55744-2662

From: Rob Mattei
Sent: Monday, June 3, 2024 2:58 PM
To: <u>Rian.Reed@state.mn.us</u>
Cc: Dan Swenson <<u>dswenson@grandrapidsmn.gov</u>>
Subject: Variance Public Hearing Notice

Good afternoon Rian,

I've attached a notice of the Grand Rapids Planning Commission's upcoming consideration of a setback variance for a property located on Forest Lake. Let me know if you have any questions or any response you'd like to pass on to the Planning Commission.

Thanks,

Rob Mattei | Director of Community Development

City of Grand Rapids rmattei@grandrapidsmn.gov cityofgrandrapidsmn.com Office: 218-326-7622 • Fax: 218-326-7621

420 North Pokegama Avenue • Grand Rapids • MN • 55744-2662

NOTICE

My email address has changed to <u>rmattei@grandrapidsmn.gov</u>. Please update your contact info.

NOTICE: The information contained in this email and any document attached hereto is intended only for the named recipient(s). If you are not the intended recipient, nor the employee or agent responsible for delivering this message in confidence to the intended recipient(s), you are hereby notified that you have received this transmittal in error, and any review, dissemination, distribution or copying of this transmittal or its attachments is strictly prohibited. If you have received this transmittal and/or attachments in error, please notify me immediately by reply e-mail and then delete this message, including any attachments.