



CITY OF
GRAND RAPIDS
IT'S IN MINNESOTA'S NATURE

PLANNING COMMISSION SPECIAL MEETING
AGENDA
Tuesday, June 24, 2025
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 Tuesday, June 24, 2025 at 4:00 PM in City Hall Council Chambers, 420 North Pokegama Avenue, Grand Rapids, Minnesota.

CALL OF ROLL:

APPROVAL OF MINUTES:

1. Consider approval of minutes from the May 1st, 2025 regular meeting.

PUBLIC HEARINGS:

2. Conduct a Public Hearing to consider a variance petition submitted by Peter and Cynthia Lyman.

GENERAL BUSINESS:

3. Consider a recommendation to the City Council regarding vacation of a portion of the platted 12th Ave. NW right-of-way within Syndicate Division to Grand Rapids

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:

ADJOURNMENT:

NEXT REGULAR MEETING IS SCHEDULED FOR AUGUST 7, 2025 AT 4:00 PM.

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

ATTEST: Aurimy Groom, Administrative Assistant



CITY OF
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PLANNING COMMISSION MEETING MINUTES

Thursday, May 01, 2025

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, May 1st, 2025 at 4:00 PM in City Hall Council Chambers, 420 North Pokegama Avenue, Grand Rapids, Minnesota.

CALL OF ROLL:

APPROVAL OF MINUTES:

1. Consider approval of minutes from the April 3rd, 2025 meeting.

Motion by Commissioner Goggin, second by Commissioner Kreitzer to approve the minutes with the following correction: change I to in under item 3 number 2 in the considerations. The following voted in favor thereof: Johnson, Marquardt, Goggin, Bignall, Lamppa, Kreitzer. Opposed: None, motion passed unanimously.

GENERAL BUSINESS:

2. Consider a recommendation to the City Council regarding an amendment Sec. 30-564 (W) Farm Animals of the Zoning Ordinance

Community Development Director Mattei provided a power point presentation. The Commissioners discussed the proposed amendment to the Ordinance and decided more changes needed to be made with regards to types of farm animals and units and also total lots sizes and setbacks.

Motion by Commissioner Kreitzer, second by Commissioner Lamppa to table a recommendation to the City Council regarding an amendment to Section 30-564 (W) Farm Animals of the Zoning Ordinance. The following voted in favor thereof: Kreitzer, Lamppa, Bignall, Goggin, Marquardt, Johnson. Opposed: None, motion passed unanimously.

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:

ADJOURNMENT:

There being no further business the meeting adjourned at 4:22 p.m.

NEXT REGULAR MEETING IS SCHEDULED FOR JUNE 5, 2025 AT 4:00 PM.

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

ATTEST: Aurimy Groom, Administrative Assistant



Planning Commission Staff Report

Agenda Item	Community Development Department	Date: 6/24/2025
Statement of Issue:	Conduct a Public Hearing to consider a variance petition submitted by Peter and Cynthia Lyman (PID 91-648-0170).	
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:	<p>Staff recommends that the Planning Commissioners visit the site and look at the situation.</p> <p>Prior to making a motion to approve or deny the request, the Planning Commission should make specific findings to support its recommendation and reference those specific findings in their motion to either approve or deny the variance(s).</p>	
Required Action:	<p>Approve a motion to either: approve, approve with additional conditions, or deny the petitioned variance.</p> <p><u>Example Motion:</u></p> <p style="padding-left: 40px;">Motion by _____, second by _____ that, based on the findings of fact presented here today, and in the public's best interest, the Planning Commission does hereby (grant)(deny) the following variance to Peter and Cynthia Lyman for the property legally described within the presentation.</p> <ul style="list-style-type: none"> • a variance from the requirements of 30-563(a)2(b) which limits the combined area of accessory buildings to a maximum of 1,500 sq. ft. on R-1 zoned lots that have an area equal to or more than 15,000 sq. ft. If granted the variance requested, would permit the addition of a 11'x16' (176 sq. ft.) detached accessory structure, bringing the total accessory space permitted on the subject property to a maximum of 1,704 sq. ft. <p style="padding-left: 40px;"><i>(If the Planning Commission wishes to place conditions upon their approval, the following should be added to the motion:)</i></p> <p>and that the following condition(s) shall apply: None</p>	

Attachments:	<ul style="list-style-type: none">• Site Map• Copy of the variance petition and associated documentation• List of the Planning Commissions Variance Considerations
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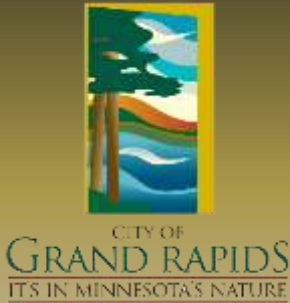
Item 2.

Variance Request:

Peter and Cynthia Lyman

Area of Variance Request: Lot 14, Block 1, Oak Park Heights

June 24, 2025



Variance Request

- **Petitioners:** Peter and Cythia Lyman, 1108 McGuire Lane, Grand Rapids .
- **Filing Date:** May 14, 2025
- **Requested Variance and Relevant portions of Zoning Ordinance:** Peter and Cynthia Lyman have requested the Planning Commission's consideration of one variance from Section 30-563(a)2(b) which limits the combined area of accessory buildings to a maximum of 1,500 sq. ft. on R-1 zoned lots that have an area equal to or more than 15,000 sq. ft.
- The current area of accessory space on the lot is 1,528 sq. ft., permitted through a variance previously granted by the Planning Commission in 2014. The requested variance if approved would allow for the addition of an 11'x16' (176 sq. ft.) detached accessory building to the property.
- **Legally Described Property:**
 - *Lot 14, Block 1, Oak Park Heights*



CITY OF
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Variance Request

Item 2.

Subject property:

- 33,708 sq. ft.
- **Current Zoning Designation:**
R-1 (Single-Family Residential)

Lyman Variance





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Item 2.

Variance Request

- Existing 576 sq. ft. attached garage.
- Existing 952 sq. ft. detached garage, permitted through a variance granted in 2014. Total current area = 1,528 sq. ft.
- Variance would allow for a 176 sq. ft. accessory building, which would bring the total 1,704 sq. ft.





CITY OF
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Variance Request

Comprehensive Plan: Goals & Objectives related to Housing

GROW
Grand Rapids

2040 Comprehensive Plan
Cultivating a Vibrant Future



February 2020



Guiding Principles

Guiding principles are the first elements that put action to the community vision and values, setting standards that can guide the implementation of the Comprehensive Plan. The principles demonstrate how the community values overlap and warrant a broader review of systems through the decision making process. These ten guiding principles were used to inform the goals, objectives and implementation strategies described throughout the plan. Additionally, the principles should be considered comprehensively as the City pursues long-range actions.



1. **Direct growth and development to locations that serve and support the community's vision and values.**
Recognize that development and redevelopment activities should be guided to appropriate locations in order to realize the community's vision. Choices about where and how growth occurs will define community character for decades, affect the cost and quality of public services, and shape future development markets.
2. **Align change with the existing community, neighborhoods, and natural resources fabric.**
Change is inevitable; however, the community's resiliency to adapt and react can help to manage, protect and sustain the community, neighborhood and natural resources infrastructure.
3. **Promote local economic vitality.**
Support activities and investments that create and sustain careers and wages; provide a diversity of services and goods; and promote long-term business investment and market expansion.



Grand Rapids Comprehensive Plan

3-2

Chapter 3 - Values and Guiding Principles

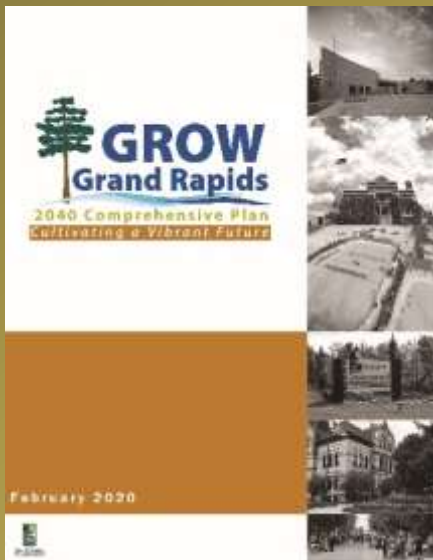
4. **Sustain Grand Rapids' neighborhoods.**
The City's neighborhoods and the social networks that connect the community require conscious attention and support. Effort to assist with the maintenance of neighborhoods include the integration of housing with other land uses, design of context sensitive transportation infrastructure, protection of community character in public and private development, enhancement of natural systems, and creation of connected open spaces.



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Variance Request

Comprehensive Plan: Goals & Objectives related to Housing



Chapter 4 – Land Use

The types of housing available will continue to be a major focus as shifts in the demographics occur. The region's population is aging, resulting in the need for different housing options for seniors. There are multiple tools outlined within [Chapter 5 – Housing](#) that can be used to assist the City in maintaining a quality housing stock with options for all.

Neighborhood Design

The importance of character and sense of place was highlighted through the public engagement process. Neighborhood design and character should be considered as part of the development process. This not only includes the maintenance and preservation of the character of an existing neighborhood, but also the establishment of a sense of place for new residential development areas. When the character of a place is maintained, it allows for a definition of a specific area within the community and opportunities for increased investment by property owners and stakeholders.



Variance Request

Summary of Variance Request:

The placement or construction of the proposed 11'x16' accessory building on the subject property, would require the Planning Commission's approval of one variance;

1. From Section 30-563(a)2(b) which limits the combined area of accessory space to a maximum of 1,500 sq. ft. on R-1 zoned lots that have an area equal to or more than 15,000 sq. ft.
 - a) The variance request would allow, in combination with a previously granted 2014 variance of 28 sq. ft., an additional 178 sq. ft. of accessory space, bringing the total permitted to 1,704 sq. ft.



Variance Request

Item 2.

Planning Commission Variance Considerations:

PLANNING COMMISSION

Considerations

VARIANCE

1. Is this an "Area" variance rather than a "Use" variance?
2. Does the proposal put property to use in a *reasonable manner*?
Why/Why not-
3. 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-
4. Is the variance in *harmony with* the purposes and intent of the ordinance?
Why/Why not-
5. Will the variance, if granted, alter the *essential character* of the locality?
Why/Why not-
6. Is the variance *consistent with* the *comprehensive plan*?
Why/Why not-



CITY OF
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Item 2.

Questions/Comments?

**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 hereby respectfully request the following be granted by support of the following facts herein shown:

Peter E & Cynthia L Lyman

Name of Applicant*1

1108 McGuire Lane

Address

Grand Rapids MN 55744

City State Zip

218-256-1276 (Pete's Cell) / clyman@grandrapidsmn.gov

Business Telephone/e-mail address

Name of Owner (If other than applicant)

Address

City State Zip

Business Telephone/e-mail address

*1 If applicant is not the owner, please describe the applicant's interest in the subject property. _____

Parcel Information:

Tax Parcel #: 91-648-0170

Property Size: .80Acres

Existing Zoning: R-1

Existing Use: Residential

Property Address/Location: 1108 McGuire Lane

Legal Description: T55N R25W Sec 15 Lot 14 Block 1 Oak Park Heights

(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 public 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.

Clyman

Signature(s) of Applicant(s)

5.14.2025

Date

Signature of Owner (If other than the Applicant)

Date

Date Received 5/4/25

Certified Complete

Office Use Only

Fee Paid ☒

Planning Commission Recommendation:

Approved

Denied

Meeting Date

Summary of Special Conditions of Approval:

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.

**2 The 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:

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

We are requesting a variance for a 11'X16' shed to be located on the SE portion of our property at 1108 McGuire Lane. The shed will not be a permanent structure and it will be located 100' south of the street and 46' west of the eastern property line and approximately 10' north of the existing garden.

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

It was our understanding that this shed would qualify and fit under the parameters needed for a Zoning Permit. Last Fall, of 2024, the property owner, Pete Lyman, went to City Hall and checked with the Assistant Community Development Director, Dan Swenson, if we could put a shed in the backyard of 1108 McGuire Lane and asked what he needed to do. Dan Swenson looked at the property on the GIS and told Pete that the location, setbacks and everything looked fine and that when he was ready, he should come back and get a Zoning Permit for the shed. We moved forward and purchased the shed, knowing that we had been given that verbal approval to get a Zoning Permit by Dan Swenson. On May 12th, 2025, Pete Lyman went to City Hall to get the Zoning Permit that was pre-approved. He was told by the Community Development Director, Rob Mattei, that we now need to go to the Planning Commission to get a Variance for the shed. Rob Mattei also told Pete that he could not get on the agenda for the Planning Commission until July of 2025. We are submitting this variance request for the June 5th, 2025, Planning Commission Meeting, of which we will meet the deadline of May 15th, 2025, for submittal.

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):

In keeping with the Table of Uses in the City Code, Section 30-512, the requested shed variance would be allowable as an accessory building within the R-1 Zoning District under the Miscellaneous Residential Uses.

B. Does the proposal put property to use in a reasonable manner?

Applicant justification - Describe how your situation applies to the above statement:

Yes, and in keeping with the Finding of Variances, Section 30-453(e), the granting of this shed variance will not alter the essential character of the locality and will allow much needed access to our lawnmower, 4wheeler (used for plowing) and garden essentials/supplies.

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 circumstances of the property in question are unique to the property. The proposed shed would give us more room in our west building as it is too tight for both the lawnmower and 4wheeler to get in and out without moving other vehicles or causing any damage to them. In order to manage the property grounds, easier access to the lawnmower and 4wheeler are essential and they will be easily housed in the shed. The shed would also lessen trips to the west building for garden essentials/supplies and allow us to easily put away any equipment when finished or if need be, even quicker when inclement weather happens.

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 neighborhood, and will not alter the essential character of the locality.

Applicant justification - Describe how your situation applies to the above statement:

Granting the variance would improve our property and leave only a tiny footprint on our yard. It will not be detrimental to any site issues for our neighbors and will not alter the essential character of the neighborhood or locality.

E. That the variance, if granted, shall be consistent with the comprehensive plan.

Applicant justification - Describe how your situation applies to the above statement:

The area of this residence is concurrent with the Rural Residential District which allows for all R-1 and SR-1 uses, with additional uses that are consistent with rural living. Allowing this variance would allow for the promotion of the highest and best use of the land in a transitional area. This would ensure the interest of pursuing a rural lifestyle while protecting the interests of the city.

City Process:

1. 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.



Shed Location – SE Area of Property



PLANNING COMMISSION

Considerations

VARIANCE

1. Is this an "Area" variance rather than a "Use" variance?
2. Does the proposal put property to use in a *reasonable manner*?
Why/Why not-
3. 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-
4. Is the variance in *harmony with* the purposes and intent of the *ordinance*?
Why/Why not-
5. Will the variance, if granted, alter the *essential character* of the locality?
Why/Why not-
6. Is the variance *consistent with* the *comprehensive plan*?
Why/Why not-



Planning Commission Staff Report

Agenda Item	Community Development Department	Date: 6/24/25
Statement of Issue:	Consider a recommendation to the City Council regarding the vacation of a portion of the platted 12 th Ave. NW right-of-way within Syndicate Division to Grand Rapids.	
Background:	<p>The attached PowerPoint presentation is provided as background for the vacation request.</p> <p>Minnesota Statutes 412.851 governs the procedures for vacating right-of-way (or a portion of) in a statutory city. Under this statute the City Council has the authority to vacate public right-of-way on its own motion or through a petition of the majority of the landowners. The petition presented by the Itasca County represents 100% participation of adjacent landowners and therefore is valid.</p>	
Considerations:	When considering the vacation of public right-of-way, the Planning Commission must make findings of fact based on the attached list of considerations.	
Recommendation:	<p>Staff recommends that the Planning Commissioners visit the site, review the comments submitted by the Review Committee, and review the relevant sections of the Comprehensive Plan.</p> <p>Prior to making a recommendation to the City Council to approve/not approve the vacations, the Planning Commission should make specific findings to support its recommendation and reference those specific findings in their motion to either approve or not approve the right-of-way vacation.</p>	
Required Action:	<p>Pass a motion forwarding a recommendation to the City Council for approval or non-approval of the proposed public right-of-way.</p> <p><u>Example Motion:</u></p> <p>Motion by _____, second by _____ 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) (not approve) the vacation of public rights-of-way described as:</p> <p><i>The East 7' of the 12th Avenue NW lying adjacent to Lots 13-18 and the East 7' of 12th Avenue NW lying adjacent to the south half of the vacated E/W alley, all located in Block 10 of Syndicate Division, Grand Rapids, Itasca County, Minnesota.</i></p> <p><u>Contingent on the following stipulation(s):</u></p> <ul style="list-style-type: none"> • That a public infrastructure easement be retained. 	

Attachments:	<ul style="list-style-type: none">• Site/Area Maps and Plat• Public Vacation Application/Petition• List of the Planning Commissions Vacation Considerations
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Public Vacation Request

A portion of 12th Ave. NW Right of Way
(Originally Platted as Knowlton Avenue)

Block 10, Syndicate Division

June 24, 2025



Public Vacation Request

- **Petitioner:** Diane Larson, Executive Director on behalf of the Itasca County Housing and Redevelopment Authority.
- **Filing Date:** May 15, 2025
- **Requested Vacation:** A portion of the 12th Avenue NW Right of Way legally described below.
- **Petitioner's Stated Reason for Request:** If approved, the vacation would permit the applicant to reconstruct a portion of their existing parking, also subject to an upcoming variance request, in its present location, which, as it exists, protrudes into the 12th Avenue NW Right of Way approximately 7' or less.
- **Legally Described Vacation Request:**

The East 7' of the 12th Avenue NW lying adjacent to Lots 13-18 and the East 7' of 12th Avenue NW lying adjacent to the south half of the vacated E/W alley, all located in Block 10 of Syndicate Division, Grand Rapids, Itasca County, Minnesota.



CITY OF
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Public Vacation Request

Item 3.

Subject area:

- R-O-W petitioned for vacation shaded yellow.
- Electric utilities show in red.
- Water utilities show in blue.
- Sanitary Sewer utilities shown in green.

Itasca County HRA Vacation Petition



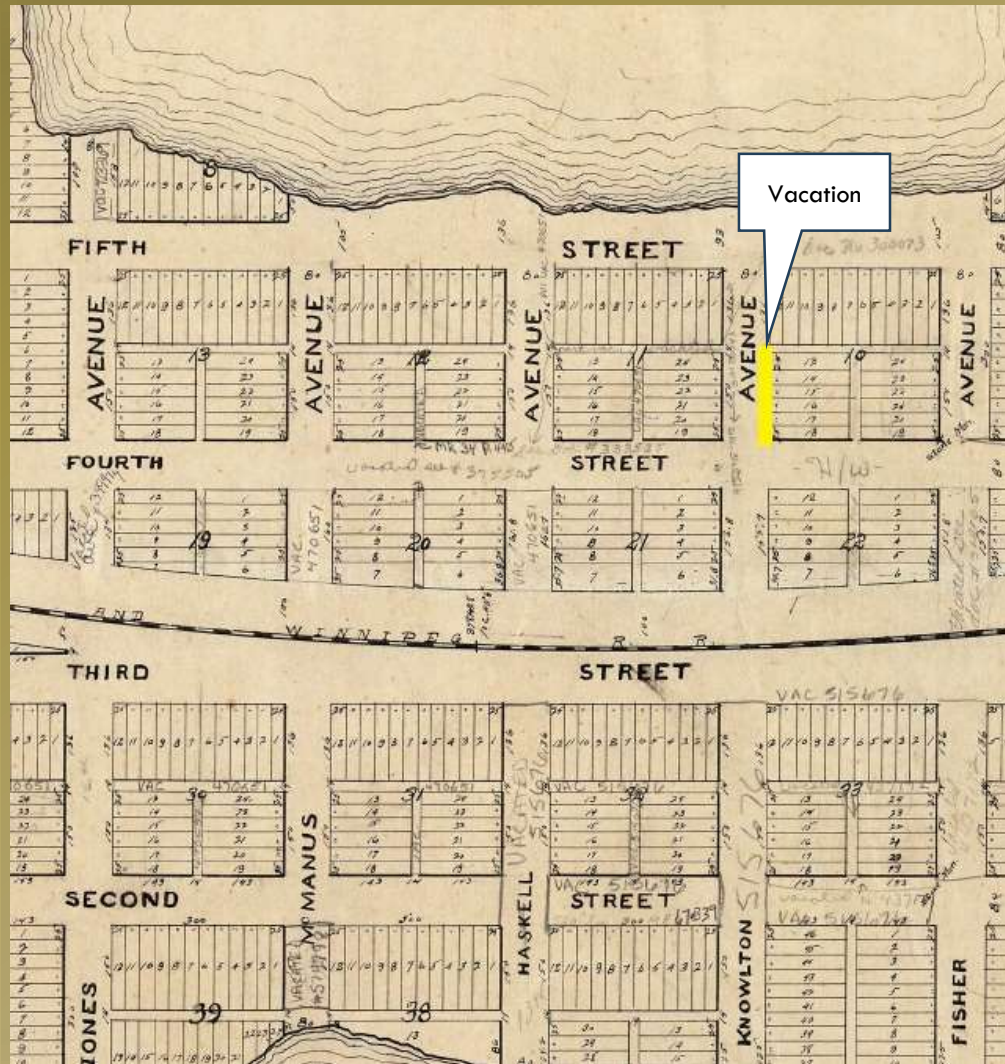


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Public Vacation Request

Syndicate Division

- Platted 1890
- Portion of 12th Avenue NW
(Knowlton Avenue)





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Public Vacation Request

Item 3.

Subject area:

- Looking NE





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Public Vacation Request

Staff Review Committee:

- **The Engineering Department/Public Works Department have no objections to the petitioned vacation but recommends that a public infrastructure easement be retained with the vacation.**
- **Staff review committee consists of: Engineering/Public Works Department, Community Development Department, Fire Department, Police Department, and the Grand Rapids Public Utilities Commission.**



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Public Vacation Request

Planning Commission Considerations:

PLANNING COMMISSION

Considerations

RIGHT-OF-WAY VACATIONS

1. Is the right-of-way needed for traffic purposes?

Why/Why not?

2. Is the right-of-way needed for pedestrian purposes?

Why/Why not?

3. Is the right-of-way needed for utility purposes?

Why/Why not?

4. Would vacating the right-of-way place additional land on the tax rolls?

Why/Why not?

5. Would vacating the right-of-way facilitate economic development in the City?

Why/Why not?



CITY OF
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IT'S IN MINNESOTA'S NATURE

Item 3.

Questions?



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

General Information:

Housing & Redevelopment Authority of Itasca County

Name of Applicant
 1115 NW 4th Street

Address
 Grand Rapids MN 55744

City State Zip
 218-326-7978 / diane@itascacountyhra.org

Business Telephone/e-mail address

Name of Owner (If other than applicant)

Address

City State Zip

Business Telephone/e-mail address

Please check which of the following you are applying for:

☒ Street Vacation

☐ Alley Vacation

☐ Easement Vacation

Provide a legal description of the property to be vacated (for example, the North-South alley adjacent to lots 8-12, block 5, Grand Rapids 5th Division). Attach an exhibit and/or electronic file if the legal description is lengthy. _____

See attached exhibit

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 public 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 Applicant(s)

5/15/2025

Date

Signature(s) of Owner(s)-(If other than applicant)

Date

Date Received 5/15/25 Certified Complete _____ Office Use Only 5/15/25
 Fee Paid _____

Does the boundary of the requested vacation terminate at or abut a public water body: ☐ Yes ☐ No

Planning Commission Recommendation Approved _____ Denied _____ Meeting Date _____

City Council Action Approved _____ Denied _____ Meeting Date _____

Summary of Special Conditions of Approval: _____

Required Submittals:

- ☒ Application Fee - \$505.00 *¹
☒ Location Map
 ☒ Petition for Vacation
☒ Proof of Ownership – (a copy of a property tax statement or deed will suffice)

**¹The 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.*

Justification of Proposed Vacation: Please answer the following question (attach additional pages if needed). The Planning Commission and City Council will consider these questions and responses, and other issues (see attached list) in making their findings of fact and recommendation on the proposed rezoning.

1. Explain why the proposed vacation would be in the public's best interest. Please refer to the factors being considered by the Planning Commission and City Council that are listed on the final page of this application. The Itasca County HRA plans to improve its office parking lot to improve the aesthetics along Hwy 2 and also to improve safety by reducing the number of entrances/exits to the lot. A recent ALTA survey shows boundary lines that would require a smaller parking area if improvements are made. We are requesting an add'l 7' of ROW vacation to provide necessary space for driving lanes and parking spaces to allow vehicles to move safely around the existing site. Current parking and retaining wall encroaches on the ROW. The HRA is investing in the improvements including replacing the retaining wall to maintain existing parking. Current property line & existing structure leave no good solutions for reconfiguration. See attached page for continued justification.

Additional Instructions:

Prior to submitting your Petition for Vacation, you will need to arrange for one or more preliminary meetings with the Director of Community Development. This meeting is intended to ensure that the proposed application is complete, to answer any questions the applicant may have, discuss meeting schedules and, if applicable, the scope of the required submittals.

Findings for Approval:

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

- Is the street right-of-way needed for traffic purposes?
- Is the street right-of-way needed for pedestrian purposes?
- Is the street right-of-way needed for utility purposes?
- Would vacating the street right-of-way place additional land on the tax rolls?
- Would vacating the street right-of-way facilitate economic development in the City?

In cases where a street/alley or public right-of-way is adjacent to a public water (lake or river), the City will also give consideration to comments submitted by the Minnesota Department of Natural Resources.

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

Complete applications shall be submitted to the Community Development Department one month prior to the Planning Commission's review of the vacation. More information may be requested by the City of Grand Rapids Planning Commission or City Council, if deemed necessary to properly evaluate your request. The lack of information requested may be in itself sufficient cause to deny an application.

Justification – Con't:

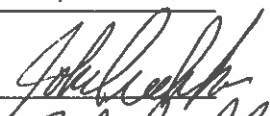
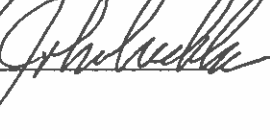
If current parking space is not maintained and employee parking is moved to 12th Street, we will negatively impact the neighboring business (Forest Lake Restaurant) because many patrons use 12th Avenue to park for that establishment.

Petition for Vacation

PETITION FOR VACATION OF (PART OF) NW 12th Ave. (STREET/ALLEY/EASEMENT) IN THE CITY OF GRAND RAPIDS.

To the City Council of Grand Rapids, Minnesota:

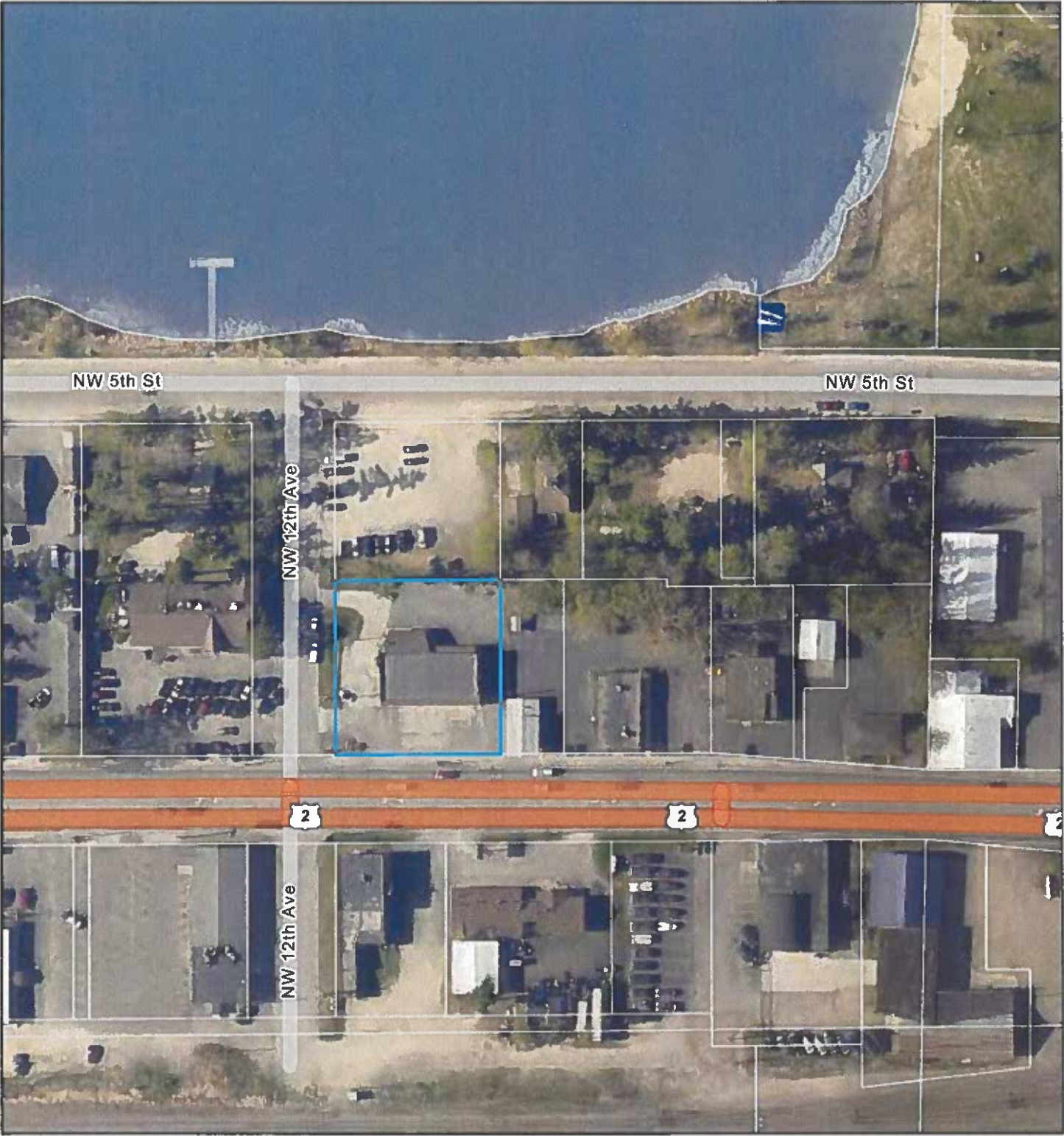
The undersigned, a majority of the owners of property as set forth opposite their respective names, abutting on NW 12th Ave. (Street/Alley/Easement), respectfully petition the City Council to vacate the aforesaid (part of) NW 12th Ave. (Street/Alley/Easement).

Names (If not owner, describe nature of the interest in this property)	Description of Property
<u>Housing & Redevelopment Authority - Itasca County HRA</u>	<u>1115 NW 4TH ST. or PID: 91-705-1050</u>
<u>FREDRICKSON, JOHN, Forest Lake Restaurant</u> 	<u>201 NW 4TH ST or PID: 91-705-1110</u>
<u>FREDRICKSON, JOHN, Forest Lake Restaurant</u> 	<u>PID: 91-705-10200</u>
<u> </u>	<u> </u>
<u> </u>	<u> </u>
<u> </u>	<u> </u>
<u> </u>	<u> </u>
<u> </u>	<u> </u>

Received on the _____ day of _____, 20__.

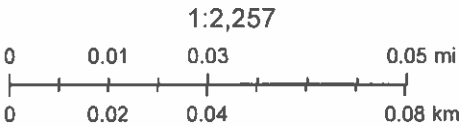
City Clerk

*This petition must be signed by at least **FIFTY PERCENT (50%)** of the property owners, or those with property interests abutting the property (street, alley or easement) to be vacated. Please provide the appropriate number of names and addresses and signatures, as needed to meet this requirement (attach additional sheet if necessary).*



5/12/2025, 11:26:55 AM

 Tax Parcel



ITASCA COUNTY

Itasca County
Auditor/Treasurer
123 NE 4th Street
Grand Rapids MN
55744

218-327-2860
www.co.itasca.mn.us

Property ID: 91-705-1050

Owner: HOUSING & REDEVELOPMENT AUTHORITY

Taxpayer(s):

TAXPAYER # 139190
HOUSING & REDEVELOPMENT AUTHORITY
OF ITASCA COUNTY MINNESOTA
1115 NW 4TH ST
GRAND RAPIDS MN 55744

Property Description:

GRAND RAPIDS CITY
SEC:20 TWP: 55.0 RG:25 LOT: BLK: ACRES: .54
SYNDICATE DIV TO GRAND RAPIDS
LOTS 13-18 BLK 10, AND W1/2 VAC ALLEY
LYG ADJ

2025 Property Tax Statement

ISSUED: 03/11/2025

VALUES & CLASSIFICATION		
Taxes Payable Year: 2024 2025		
STEP 1	Estimated Market Value:	443,600 446,800
	Homestead Exclusion:	
	Taxable Market Value:	
	New Improvements/Expired Exclusions:	
STEP 2	Property Classification:	IN LIEU IN LIEU
	Sent in March 2024	
STEP 3	PROPOSED TAX	
	Proposed Tax:(excluding special assessments)	
	Sent in November 2024	
STEP 3	PROPERTY TAX STATEMENT	
	First-half Taxes:	May 15 81.00
	Second-half Taxes:	
	Total Taxes Due in 2025:	81.00

\$\$\$

You may be eligible for one or even two refunds to reduce your property tax.

REFUNDS? Read the back of this statement to find out how to apply.

Taxes Payable Year:	2024	2025
1. Use this amount on Form M1PR to see if you're eligible for a property tax refund. File by August 15. If box is checked, you owe delinquent taxes and are not eligible.	<input type="checkbox"/>	
2. Use these amounts on Form M1PR to see if you are eligible for a special refund.		
PROPERTY TAX AND CREDITS		
3. Property tax before credits		
4. Credits that reduce property taxes:		
A. Agricultural and rural land credits		
B. Taconite tax relief		
C. Other credits		
5. Property tax after credits		
PROPERTY TAX BY JURISDICTION		
6. County		
7. City or Town		
8. State General Tax		
9. School District: A. Voter approved levies		
0318 B. Other local levies		
10A. Special taxing district		
B. Tax Increment		
C. Fiscal disparity		
11. Non-school voter approved referenda levies		
12. Total property tax before special assessments		
SPECIAL ASSESSMENTS		
13A. SOLID WASTE ASSMT (EXEMPT PROPERTY)		81.00
B. SOLID WASTE ASSMT (EXEMPT PROPERTY)	45.00	
C.		
14. Total property tax and special assessments	45.00	81.00

2 ND HALF PAYMENT STUB

*917051050

TAXPAYER # 139190
HOUSING & REDEVELOPMENT AUTHORITY

IN LIEU ACCT# 77841

Property ID Number: 91-705-1050
Full Tax for Year .00
2nd Half Tax Due .00
Penalty
2nd Half Balance Due .00

\$30.00 service charge for all returned checks.

ISSUED: 03/11/2025

Real Estate ITASCA COUNTY

Note: When you provide a check as payment you authorize the County to use information from your check to make a one-time electronic fund transfer from your account. The funds may be withdrawn from your account the same day. You will not receive your check back from your financial institution.

Make checks payable to:
County Auditor/Treasurer

Mail to: Itasca County
Auditor/Treasurer
123 NE 4th Street
Grand Rapids MN
55744

Payable in 2025

<input checked="" type="checkbox"/>	CASH
<input type="checkbox"/>	CHECK
<input type="checkbox"/>	COUNTER
<input type="checkbox"/>	MAIL

Check if address change on back
If box is checked you owe delinquent taxes
Detach stub and include with second half payment

1 ST HALF OR FULL PAYMENT STUB

*917051050

TAXPAYER # 139190
HOUSING & REDEVELOPMENT AUTHORITY

IN LIEU ACCT# 77841

Property ID Number: 91-705-1050
Full Tax for Year 81.00
1st Half Tax Due 81.00
Penalty
1st Half Balance Due 81.00

\$30.00 service charge for all returned checks.

ISSUED: 03/11/2025

Pay on or before May 15 to avoid penalty**Real Estate ITASCA COUNTY**

Note: When you provide a check as payment you authorize the County to use information from your check to make a one-time electronic fund transfer from your account. The funds may be withdrawn from your account the same day. You will not receive your check back from your financial institution.

Make checks payable to:
County Auditor/Treasurer

Mail to: Itasca County
Auditor/Treasurer
123 NE 4th Street
Grand Rapids MN
55744

Payable in 2025

<input checked="" type="checkbox"/>	CASH
<input type="checkbox"/>	CHECK
<input type="checkbox"/>	COUNTER
<input type="checkbox"/>	MAIL

Check if address change on back
If box is checked you owe delinquent taxes
Detach stub and include with first half or full payment

LEGAL DESCRIPTION OF RIGHT OF WAY VACATION


That part of Northwest 12th Avenue, dedicated as Knowlton Avenue, SYNDICATE DIVISION TO GRAND RAPIDS, according to the recorded plat thereof, Itasca County, Minnesota described as follows:

The Easterly 7 feet of said Northwest 12th Avenue lying adjacent to and abutting Lots 13 through 18, Block 10, said SYNDICATE DIVISION TO GRAND RAPIDS and lying South of the Westerly extension of the centerline of the vacated Alley lying adjacent to and abutting said Lot 13 and North of the South line of said Lot 18. Said right of way vacation contains 1,100 square feet.

SURVEYOR'S NOTES

1. THIS SURVEY HAS BEEN PREPARED WITHOUT BENEFIT OF A TITLE COMMITMENT OR TITLE OPINION. A TITLE SEARCH FOR RECORDED OR UNRECORDED EASEMENTS WHICH MAY BENEFIT OR ENCUMBER THIS PROPERTY HAS NOT BEEN COMPLETED BY ALTA LAND SURVEY COMPANY. THE SURVEYOR ASSUMES NO RESPONSIBILITY FOR SHOWING THE LOCATION OF RECORDED OR UNRECORDED EASEMENTS OR OTHER ENCUMBRANCES NOT PROVIDED TO THE SURVEYOR AS OF THE DATE OF THE SURVEY.
2. NO SPECIFIC SOILS INVESTIGATION HAS BEEN COMPLETED ON THIS LOT BY ALTA LAND SURVEY COMPANY. THE SUITABILITY OF SOILS TO SUPPORT THE SPECIFIC STRUCTURE PROPOSED IS NOT THE RESPONSIBILITY OF ALTA LAND SURVEY COMPANY OR THE SURVEYOR.
3. THIS IS NOT A BOUNDARY SURVEY.

I hereby certify that this survey, plan, or report was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota.


 David R. Evanson
 MN License #49505

DATE:05-13-2025

CERTIFICATE OF SURVEY

CLIENT:NCE

REVISIONS:

ADDRESS:1115 NW 4TH STREET
 GRAND RAPIDS, MN 55744

DATE:05-13-2025

JOB NO:25-077

SHEET 1 OF 2

 **ALTA**
 LAND SURVEY COMPANY

PHONE: 218-727-5211
 LICENSED IN MN & WI
 WWW.ALTALANDSURVEYDULUTH.COM

NW 12TH AVENUE
(KNOWLTON AVENUE)

SYNDICATE

VACATED

CENTERLINE OF ALLEY

ALLEY

E 7 FT

13

14

15

16

17

18

DIVISION

ALLEY

VACATED

TO

BLOCK

S LINE OF LOT 18

GRAND RAPIDS

HIGHWAY 2

(FOURTH STREET PER PLAT)

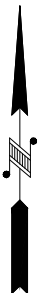
LEGEND



RIGHT OF WAY
VACATION AREA



CENTER LINE
RIGHT OF WAY LINE
RIGHT OF WAY VACATION LINE
EXISTING PLAT LINE



0 30
SCALE IN FEET

CERTIFICATE OF SURVEY

CLIENT:NCE

REVISIONS:

ADDRESS:1115 NW 4TH STREET
GRAND RAPIDS, MN 55744

DATE:05-13-2025

JOB NO:25-077

SHEET 2 OF 2

ALTA
LAND SURVEY COMPANY

PHONE: 218-727-5211
LICENSED IN MN & WI
WWW.ALTLANDSURVEYDULUTH.COM

PLANNING COMMISSION

Considerations

RIGHT-OF-WAY VACATIONS

1. Is the right-of-way needed for traffic purposes?
Why/Why not?

2. Is the right-of-way needed for pedestrian purposes?
Why/Why not?

3. Is the right-of-way needed for utility purposes?
Why/Why not?

4. Would vacating the right-of-way place additional land on the tax rolls?
Why/Why not?

5. Would vacating the right-of-way facilitate economic development in the City?
Why/Why not?