



PLANNING COMMISSION MEETING AGENDA

Thursday, November 06, 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, November 6, 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 minutes from the October 2nd, 2025 regular meeting.

PUBLIC HEARINGS:

2. Conduct a Public Hearing to consider the Preliminary Plat for Crystal Lake Estates Second Addition.

GENERAL BUSINESS:

3. Consider a recommendation to the City Council for approval of the Preliminary Plat for Crystal Lake Estates Second Addition.
4. Consider a recommendation to the City Council for the rezoning of 1.45 acres of land from PU (Public Use) to R-2 (One and Two-Family Residential).

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 DECEMBER 4, 2025 AT 4:00 PM.

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

ATTEST: Aurimy Groom, Administrative Assistant



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

PLANNING COMMISSION MEETING MINUTES

Thursday, October 02, 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, October 2, 2025 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 Amanda Lamppa
 Commissioner David Marquardt
 Commissioner David Kreitzer

ABSENT

Commissioner Paul Bignall

APPROVAL OF MINUTES:

1. Consider approval of the August 7th, 2025 regular meeting minutes.

Motion by Commissioner Goggin, second by Commissioner Kreitzer to approve the minutes from the August 7, 2025 regular meeting. The following voted in favor thereof: Johnson, Marquardt, Goggin, Lamppa, Kreitzer. Opposed: None, motion passed unanimously.

GENERAL BUSINESS:

2. Consider a recommendation to the City Council regarding amendments to Chapters 14 and 30 of the Municipal Code with reference to production licensed cannabis business zoning.

Zoning Administrator Richter provided the background information.

Council adopted Article 14 of the City Code to regulate cannabis businesses on 10-28-2024. At that time, Article 14-187 established licensed retail cannabis businesses as a permitted use in CBD, GB, and SGB zoning. The State of Minnesota is beginning to grant licenses for cannabis businesses involved in cultivation, processing/extraction, manufacturing, and wholesale activities - subject to city zoning approval therefore the city must consider zoning requirements for those businesses. State law does not restrict how a local government conducts its zoning designations for cannabis businesses, except that they may not prohibit the establishment or operation of a cannabis business. The Council must choose where to permit cannabis production and related activities within the city.

Staff recommends licensed cannabis businesses engaging in the cultivation, processing / extraction, manufacturing, and wholesale activities be allowed as permitted uses in Agricultural, Industrial Business Park / Shoreland Industrial Business Park, or General Industrial Park / Shoreland Industrial Park districts subject to cannabis business security requirements of Minnesota Administrative Rules 9810.1500. The Minnesota Administrative Rules for cannabis businesses are included in your packet and detail the physical security measures required.

The Commissioners reviewed the considerations for the record:

1. Will the change affect the character of neighborhoods?
Why/Why not? No, the use will fit with the zoning designation and the processes will mostly take place indoors.
2. Would the change foster economic growth in the community?
Why/Why not? Yes, it will allow for business expansion.
3. Would the proposed change be in keeping with the spirit and intent of the ordinance?
Why/Why not? Yes, it aligns with the definition of uses in industrial parks.
4. Would the change be in the best interest of the general public?
Why/Why not? Yes, it will create jobs and tax base.
5. Would the change be consistent with the Comprehensive Plan?
Why/Why not? Yes, it will allow for economic development.

Motion by Commissioner Goggin, second by Commissioner Johnson that, based on the finding of fact presented here today, and in the public's best interest, the Planning Commission does hereby forward a favorable recommendation to the City Council regarding draft amendments to 30-421 Definitions, 30-512 Table 1 Permitted Uses, and 14-187(a) Zoning and Land Use. The following voted in favor thereof: Kreitzer, Lamppa, 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.

There was no input from the public.

MISCELLANEOUS:

REPORTS/ANNOUNCEMENTS/UPDATES:

ADJOURNMENT:

There being no further business the meeting adjourned at 4:30 p.m.

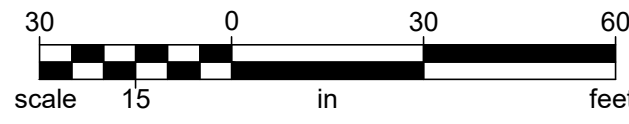
NEXT REGULAR MEETING IS SCHEDULED FOR NOVEMBER 6, 2025 AT 4:00 PM.

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

ATTEST: Aurimy Groom, Administrative Assistant

PRELIMINARY PLAT OF

CRYSTAL LAKE ESTATES SECOND ADDITION



ORIENTATION OF THIS BEARING SYSTEM IS
BASED ON THE ITASCA COUNTY SOUTH
COORDINATE SYSTEM, NAD83 (2011 ADJ)

LEGAL DESCRIPTION OF RECORD: (Document No. xxxx)

Block 29 in Kearney's First Addition, Grand Rapids, according to the plat thereof on
file in the office of the Register of Deeds for Itasca County, Minnesota, EXCEPT the
South One Hundred Forty Feet (S. 140.0') of Block Twenty-nine (29), KEARNEY'S
FIRST ADDITION TO GRAND RAPIDS

SURVEY NOTES:

- The property described hereon is the same as the property described in the title commitment prepared by Stewart Title Guaranty Company, Policy No. O-9010-000230727, Policy Dated: October 25, 2025.
- SEH has made no investigation or independent search for easements of record, encumbrances, restrictive covenants, ownership title evidence, or any other facts that an accurate and current title search may disclose.
- The field work for this survey was conducted on or before September 30, 2025.
- The exact location of underground utilities such as gas, telephone, fiber optic, electric, cable tv, and pipe lines are unknown. The contractor shall contact Gopher State One Call before commencing excavation. Gopher State One Call System.....1-800-252-1166
- The location of subsurface utilities were requested using the Gopher State One Call system and are shown to the accuracy of the markings. Short Elliott Hendrickson, Inc. is not responsible for unmarked or miss-marked utilities. Gopher State One Call ticket number 252650601.

DEVELOPER: CITY OF GRAND RAPIDS
420 N. POKEGAMA AVE
GRAND RAPIDS, MN 55744

SURVEYOR: SHORT ELLIOTT HENDRICKSON, INC.
DANIEL J. BEMBOOM
MN REG. NO. 46562
1200 SE 4TH AVE STE.200
GRAND RAPIDS, MN 55744

PROJECT AREA: 63,337 SQ FT (1.45 ACRES)

DATE OF SURVEY: SEPTEMBER 20 2025

WARNING
LOCATION OF UNDERGROUND UTILITIES
TO BE VERIFIED BY
GOPHER STATE ONE CALL
CALL BEFORE DIGGING,
1-800-252-1166
REQUIRED BY LAW

THE LOCATIONS OF EXISTING UNDERGROUND UTILITIES ARE
SHOWN IN AN APPROXIMATE WAY ONLY AND MAY NOT HAVE
BEEN INDEPENDENTLY VERIFIED BY THE OWNER OR ITS
REPRESENTATIVE.

LEGEND

●	FOUND IRON MONUMENT
×	BENCHMARK
⊙	SANITARY MANHOLE
—>—>	SANITARY GRAVITY MAINLINE
⊙ ST	STORM MANHOLE AND CATCH BASIN
—>—>	STORM SEWER GRAVITY MAINLINE
-----	CULVERT
⊙ W	WATER MANHOLE, GATE VALVE, HYDRANT, CURB STOP AND METER
— —	WATER MAIN LINE
⊙ P-BUR	POWER POLE, ANCHOR, LIGHT POLE AND ELECTRIC METER BURIED ELECTRIC CABLE
⊙ P-OH	ELECTRIC PEDESTAL, MANHOLE, SIGN AND VAULT OVERHEAD POWER
⊙ T-BUR	TELEPHONE PEDESTAL, SIGN, MANHOLE AND VAULT BURIED TELEPHONE CABLE
⊙ TV-BUR	CABLE TV PEDESTAL, MANHOLE, SIGN AND VAULT BURIED CABLE TV CABLE
⊙ FO	FIBER OPTIC PEDESTAL AND SIGN BURIED FIBER OPTIC CABLE
⊙ G	GAS SIGN, METER, VALVE, RISER AND VAULT
— —	BURIED GAS LINE
⊙ +	ROAD SIGN, STREET NAME SIGN, SIGNAL BOX
⊙ XX	DECIDUOUS TREE, CONIFEROUS TREE, STUMP AND BUSH
---	BOUNDARY LINE
---	ADJACENT DEED OR PLAT LINE
---	ROAD RIGHT OF WAY LINE
---	RAILROAD RIGHT OF WAY LINE
---	SECTION LINE
---	QUARTER SECTION LINE
---	QUARTER-QUARTER SECTION LINE
---	PERMANENT EASEMENT LINE
---	UTILITY EASEMENT LINE
---	MAJOR CONTOUR LINE AND LABEL
---	MINOR CONTOUR LINE AND LABEL

PROJECT AREA
1.45 ACRES

BLOCK 1 63,337 SF
LOT 1 10,582 SF
LOT 2 10,556 SF
LOT 3 10,556 SF
LOT 4 10,556 SF
LOT 5 10,556 SF
LOT 6 10,556 SF
LOT 7 10,556 SF
LOT 8 10,531 SF

Save: 10/1/2025 9:28 PM d:\bemboom\Plot: 10/1/2025 9:30 PM X:\JG\GRED\187148\G-survey\02-CAD\15-dwg\GRED\187148PP.dwg

ROBERT ROTHER
PID: 91-585-3005

RYAN & SARAH OLSON
PID: 91-585-3010

LINDA PEARSON
PID: 91-585-3015

LEATRICE & JOEL MOEDE
PID: 91-585-3020

RYAN & TARA SUNNE
PID: 91-585-3025

RUSSELL & CHARLOTTE
BOUCHIE
PID: 91-585-3030

ZERFAS PROPERTIES LLC
PID: 91-585-3035

MIRANDA LOUGEE
PID: 91-501-0315

ROGER & HEATHER POGORELC
PID: 91-501-0320

CITY OF GRAND RAPIDS
PID: 91-501-2000

RIM 1288.00
INV 8" PVC N.S.W 1277

WILLIAM & SUSAN ZEIGE
PID: 91-501-0505

WILLIAM & SUSAN ZEIGE
PID: 91-501-0510

RAYMOND & SHARON KNIGHT
PID: 91-501-0515

ARLYCE HARMS
PID: 91-501-0520

JESSE & PARTICIA LAKE
PID: 91-501-0425

COREY & AMBER SMITH
PID: 91-501-0415



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Item 2.

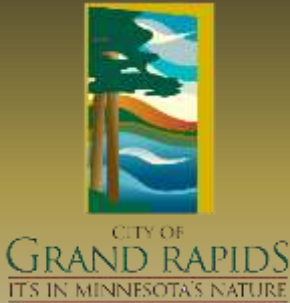
Public Hearing

Preliminary Plat

Crystal Lake Estates Second Addition

November 6, 2025

Subdivision



Summary

Preliminary Plat: *Crystal Lake Estates Second Addition*

Petitioner: Grand Rapids Economic Development Authority (property owner)

Past Use: ISD 318 Administration Building (currently vacant – anticipating grant for demo)

Proposed Subdivision: (Re)Plat of 1.45 acres into (8) 70'x150' residential lots



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Subdivision

Item 2.

Crystal Lake Estates Second Addition

1.45 acre site currently zoned PU

Vacant former ISD 318 Administration Building (820 N. Pokegama Ave.)

***Surrounding zoning is R-2**





Subdivision

Item 2.



Comprehensive Plan

The ISD 318 Administration Building site is a similar redevelopment opportunity to the Forest Lake School site

**Consistent with Chapter 5 (Goal 1D):
Support opportunities for owner-occupied single family home development not being met in the market.**





Subdivision

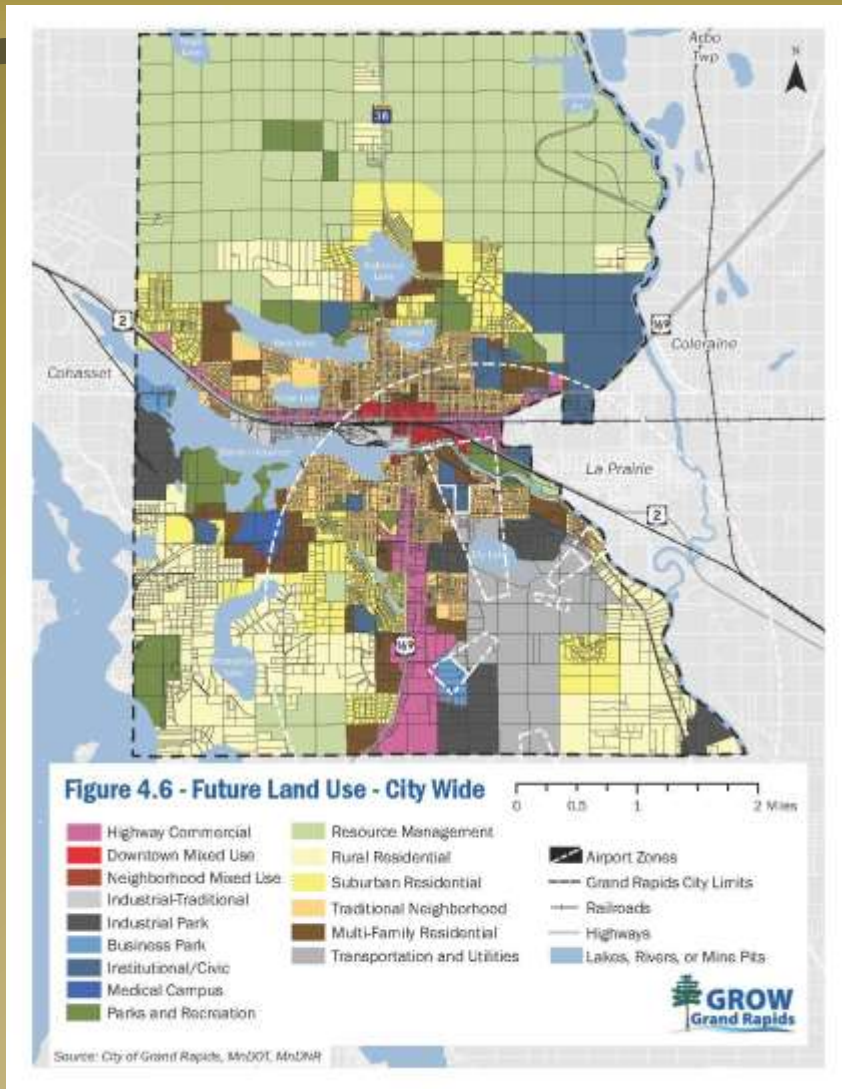
Item 2.



Comprehensive Plan:

General vision from the Comp Plan for this neighborhood is residential

Planning Commission will consider making a recommendation to the City Council



Subdivision

Item 2.



Planning Commission Considerations

PLANNING COMMISSION

CONSIDERATIONS

SUBDIVISIONS

1. Has there been a change in the development policies of the community?
2. Was there a mistake in the original zoning ordinance?
3. Is the Zoning Ordinance up to date?
4. Is the proposed subdivision compatible with adjacent land uses?
5. Will the proposed subdivision cause undue traffic congestion?
6. Will the proposed subdivision affect public utilities?
7. Will the proposed subdivision be detrimental to public health, morals, or general welfare?
8. Will the proposed subdivision impede orderly development of other property in the area?
9. Will the proposed subdivision cause a decrease in value of adjacent property?
10. Will the proposed subdivision increase tax revenues?
11. Will the proposed subdivision impose an excessive burden on parks and other public facilities?
12. Is the proposed subdivision consistent with the Comprehensive Plan?



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Item 2.

Questions?

No comments/concerns.

Matt Wegwerth | Public Works Director / City Engineer

No issues from elect
Chad T

Will,

I don't see any unique issues with water or sanitary. We have ductile pipe and PVC surrounding the site so that is good. We just need to be part of the design process to know how and where the new homes will be fed with water and sewer. We also would request demo if the existing lines or come up with a way to tie into them.

Steve Mattson | Water/Wastewater Department Manager
Grand Rapids Public Utilities
500 SE 4th St. | Grand Rapids, MN 55744
W: 218-326-7195 | M: 218-244-5092 | F: 218-326-7499
grpuc.org | "GRPUC – Service is Our Nature"

Fire Department has no issues or concerns with the proposed preliminary plat.

Travis Cole | Fire Chief

City of Grand Rapids
tcole@grandrapidsmn.gov
cityofgrandrapidsmn.com
Office: 218-326-7639 • Fax:

104 SE 11th St. • Grand Rapids • MN • 55744-2662

Hey Will – does this fit the criteria for Park Land Dedication money?

Dale Anderson | Director of Parks & Recreation

City of Grand Rapids
danderson@grandrapidsmn.gov

cityofgrandrapidsmn.com
Office: 218-326-2500 • Fax:

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



That's what I assumed...thanks.

Dale Anderson | Director of Parks & Recreation

City of Grand Rapids
danderson@grandrapidsmn.gov
cityofgrandrapidsmn.com
Office: 218-326-2500 • Fax:

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



From: Will Richter <wrichter@grandrapidsmn.gov>
Sent: Tuesday, October 14, 2025 10:01 AM
To: Dale Anderson <danderson@grandrapidsmn.gov>
Subject: RE: Subdivision Review Committee - Crystal Lake Estates Second Addition

Park Land Dedication is not required because this is a replating.

Will Richter | Zoning Administrator

City of Grand Rapids
wrichter@grandrapidsmn.gov
cityofgrandrapidsmn.com
Office: 218-326-7650 • Fax: 218-326-7621

420 N Pokegama Ave. • Grand Rapids • MN • 55744-2662



Planning Commission Staff Report

Agenda Item	Community Development Department	Date:
Statement of Issue:	Conduct a Public Hearing to consider the preliminary plat of Crystal Lake Estates Second Addition	
Background:	A proposed preliminary plat entitled Crystal Lake Estates Second Addition was submitted by the Grand Rapids Economic Development Authority on October 6, 2025. The legal description is: Block 29 in Kearney's First Addition, Grand Rapids, according to the plat thereof on file in the office of the Register of Deeds for Itasca County, Minnesota, EXCEPT the South One Hundred Forty Feet (S. 140.0') of Block Twenty-nine (29), KEARNEY'S FIRST ADDITION TO GRAND RAPIDS The property within the preliminary plat includes: 1.45 acres divided into 8 similar lots with approximate dimensions of 70' x 150'. The land is currently Zoned PU (Public Use) and rezoning to R-2 will be considered separately.	
Considerations:	When reviewing subdivision, the Planning Commission needs to make findings as to whether the preliminary plat conforms to the subdivision ordinance and if it is consistent with the Comprehensive Plan.	
Recommendation:	Staff recommends that the Planning Commissioners review the preliminary plat and associated documents, review the comments submitted by the Review Committee, and review the relevant sections of the Comprehensive Plan and Subdivision Ordinance. Prior to making a motion to recommend to the City Council approval or denial of the minor subdivision, the Planning Commission should make specific findings to support their recommendation in the topical areas outlined within their list of considerations. If those findings are favorable, the Planning Commission should pass a motion to recommend approval to the City Council. (See example motion) If findings are unfavorable, and the Planning Commission feels that significant	

	changes are necessary, the matter could be tabled at a future meeting date allowing sufficient time for revisions to be made and reviewed. Any preliminary comments or changes will be incorporated into the final plat.
Required Action:	Pass a motion forwarding a recommendation to the City Council for approval of the minor subdivision. Example Motion: 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 the subdivision of Crystal Lake Estates Second Addition. • <i>Any additional revisions the Planning Commission sees as necessary</i>
Attachments:	• Proposed subdivision and associated documents



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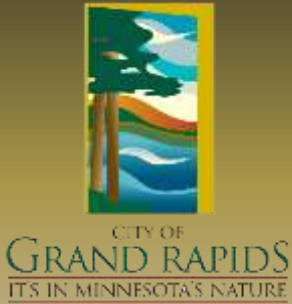
Item 4.

Zoning Map Amendment Request

Crystal Lake Estates Second Addition Subdivision

PU (Public Use)
to
R-2 (One and Two-Family)

November 6, 2025



Zoning Map Amendment

Summary

Petitioner: Grand Rapids Economic Development Authority (property owner)

Requested Zoning Map Amendment: rezoning from current PU (Public Use) to R-2 (One and Two-Family Residential)

Subject Property: 1.45 acres – site of the former ISD 318 Administration Building, being replatted (subdivided) as Crystal Lake Estates Second Addition.

Present Use: Vacant Building

Intended Use: The property is being subdivided to create 8 single family home sites.



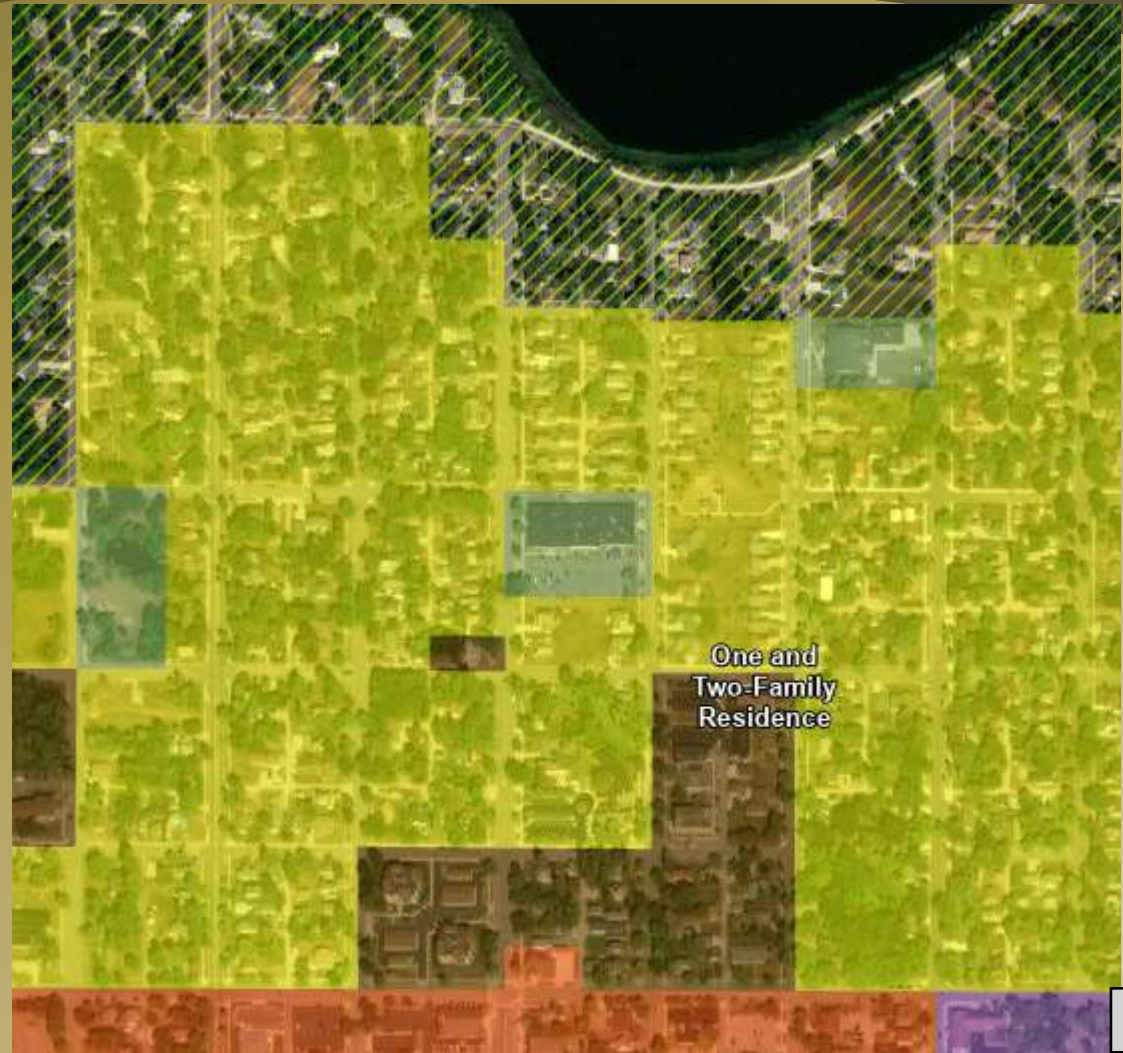
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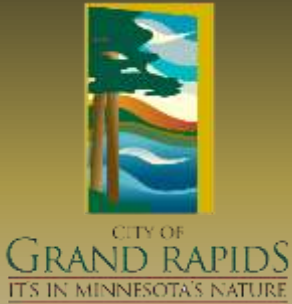
Zoning Map Amendment

Item 4.

Surrounding Zoning

**R-2 (One and Two Family
Residential)**





Zoning Map Amendment

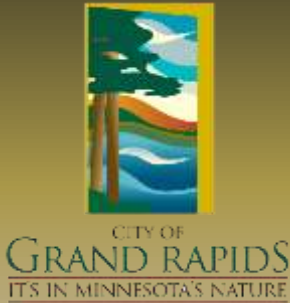
Section 30-512 Table-1 Permitted Uses

A sample listing of the uses permitted by right in the requested R-2 zoning district are as follows:

- **Single family detached**, twin homes, two family attached, rooming houses for 6 or fewer roomers, daycare/nurseries- 14 or fewer persons, accessory buildings, neighborhood parks, and public athletic facilities.

A sampling of other uses permitted in R-2 with additional restrictions includes:

- **Bed and breakfast accommodations, emergency housing facilities, group and foster homes for 6 or fewer residents, senior housing with services, churches, daycare/nurseries- 15 or more persons and elementary and secondary schools.**



Zoning Map Amendment

Section 30-512 Table 2A *Development Regulations*

Yard and Bulk Requirement comparison between requested zoning and existing:

	R-2 (requested)	PU (existing)
Min. Lot Size	gross area-7,000 s.f. area (unit)-5,000 s.f., width- 50 ft.	gross area- 1 acre width- 50 ft.
Min. Yard Setbacks	front-30 ft., int. side-6- 9 ft., street side-15 ft., rear- 30 ft.	front-30 ft., int. side-10 ft., street side-15 ft., rear- 30 ft.
Max. Lot Coverage	building-30%	building-N/A, total surface-N/A, GUOS- N/A
Building Size	max. height- 30 ft., min. dimension- 24 ft.	max. height- 60 ft., min. dimension- N/A.



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Zoning Map Amendment

Comprehensive Plan

Chapter 4 – Land Use

Goal 4: Protect and enhance the character, amenities, variation, and livability of residential areas. A range of residential land uses allows for lifecycle housing choices and options within a variety of housing markets. Grand Rapids' housing options stretch across the entire residential land use transect, from rural to dense multi-family.

- a. **Integrate a range of housing types while retaining the character of distinct neighborhoods.** Introducing new housing types to the area can provide opportunities to increase housing options and can improve livability; however, potential impacts to existing neighborhood character must be considered. Allowing for some variety of housing within neighborhoods will promote inclusive and economically integrated neighborhoods. A variety of housing options can be achieved while enhancing neighborhood character.

Implementation Strategy	On-Going Action	Short Term Action	Long Term Action	Responsible Parties
Development and Land Use Regulation: Zoning	Continue to evaluate rezoning proposals for compatibility with surrounding existing and planned uses and connections to infrastructure systems.	Pursue zoning amendments for use and development standards as warranted. Examples include updates to building height requirements.	Continue to utilize evaluation criteria through the rezoning process. Update the criteria as needed.	Primary: Community Development, Engineering Secondary: Planning Commission



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Zoning Map Amendment

Planning Commission Considerations

PLANNING COMMISSION

Considerations

ZONING MAP AMENDMENT

1. Will the change affect the character of neighborhoods?

Why/Why not?

2. Would the change foster economic growth in the community?

Why/Why not?

3. Would the proposed change be in keeping with the spirit and intent of the ordinance?

Why/Why not?

4. Would the change be in the best interest of the general public?

Why/Why not?

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

Why/Why not?



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Item 4.

Questions?



Planning Commission Staff Report

Agenda Item	Community Development Department	Date: 11/6/25
Statement of Issue:	Consider a recommendation to the City Council regarding the rezoning of a 1.45-acre parcel of land, the site of the preliminary plat of Crystal Lake Estates Second Addition, from PU (Public Use) to R-2 (One and Two-Family Residential).	
Background:	Together with the application for preliminary plat approval of the proposed Crystal Lake Estates Second Addition, the Grand Rapids Economic Development Authority seeks approval of a Zoning Map Amendment for that same property. The Grand Rapids Economic Development Authority requests the City's consideration of the rezoning of the property from its current PU (Public Use) designation to that of R-2 (One and Two Family Residential): Staff will present the attached PowerPoint presentation as background for this item.	
Considerations:	When reviewing a request for a Zoning Map Amendment, 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, and surrounding uses in the area. Prior to making a motion to recommend to the City Council approval or denial of 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 Zoning Map Amendment.	
Required Action:	Pass a motion forwarding a recommendation to the City Council for approval or denial of the requested Zoning Map Amendment. 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)(deny) the Zoning Map Amendment, as requested by the Grand Rapids Economic Development Authority, described within the Staff Report and as shown in the maps presented here today, from PU (Public Use) to R-2 (One and Two-Family Residential). <u>Contingent on the following stipulation(s):</u>	
Attachments:	• Site Maps • List of the Planning Commissions Rezoning Considerations.	

