



CITY OF GRAND RAPIDS

NOTICE OF MEETING
PLANNING COMMISSION

Meeting Agenda Full Detail Planning Commission

COUNCIL CHAMBERS
CITY HALL - 420 N. Pokegama Ave.
Grand Rapids, MN 55744

Thursday, October 6, 2011

4:00 PM

Council Chambers

Call To Order

Call of Roll

Setting of Agenda - This is an opportunity to approve the regular agenda as presented or add/delete an agenda item by a majority vote of the Commissioners present.

Approval of Minutes

- 1 11-1819 Approve minutes of the August 9, 2011 - 4:00 pm regular meeting (rescheduled)
Attachments: August 9th 2011 Planning Commission-Draft Minutes

General Business

- 2 11-1824 Consider a recommendation to the City Council regarding the vacation of a portion of the platted Kindred Avenue, adjacent to Block 51, Town of Grand Rapids.
Attachments: Stejskal Right-of-Way Vacation Staff Report: 10-6-11
 Stejskal R-O-W Vacation Background Information
 Planning Commission R-O-W Vacation Considerations

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\Updates

- 3 11-1827 Legistar Training (I.T. Department)

Adjourn

NEXT REGULAR PLANNING COMMISSION MEETING IS SCHEDULED FOR:

November 3, 2011

PLANNING COMMISSION:

*Lee Anderson
Mark Gothard
Ron Niemala
Michael Twite - Chairperson
Dale Yelle
Shane McKellep - Vice Chair
Julie Fedje-Johnston*

STAFF:

*Rob Mattei (Community Development Director)
Eric Trast (Community Development Specialist)
Aurimy Groom (Recorder)
Chad Sterle (City Attorney)*



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 11-1819 **Version:** 1 **Name:**

Type: Minutes **Status:** Approval of Minutes

File created: 10/4/2011 **In control:** Planning Commission

On agenda: 10/6/2011 **Final action:** 10/6/2011

Title: Approve minutes of the August 9, 2011 - 4:00 pm regular meeting (rescheduled)

Sponsors:

Indexes:

Code sections:

Attachments: [August 9th 2011 Planning Commission-Draft Minutes](#)

| Date | Ver. | Action By | Action | Result |
|-----------|------|---------------------|-----------------------|--------|
| 10/6/2011 | 1 | Planning Commission | Approved As Presented | |

Approve minutes of the August 9, 2011 - 4:00 pm regular meeting (rescheduled)

Background Information:

See Attached

Grand Rapids Planning Commission
Regular Meeting
August 9, 2011 – 4:00 p.m.
Grand Rapids City Council Chambers
420 North Pokegama Avenue, Grand Rapids, Minnesota

Pursuant to due notice and call thereof, a regular meeting of the Grand Rapids Planning Commission was held Thursday, August 9, 2011 at 4:00 p.m. Upon a call of roll, the following members were present: Chairman Michael Twite, Commissioners: Julie Fedje-Johnston, Mark Gothard, Shane McKellep. Absent: Commissioners: Ron Niemala, Dale Yelle, Lee Anderson.

Staff present: Rob Mattei, Eric Trast.

SETTING OF AGENDA:

MOTION BY COMMISSIONER FEDJE-JOHNSTON, SECOND BY COMMISSIONER MCKELLEP TO SET THE REGULAR AGENDA AS PRESENTED. The following voted in favor thereof: McKellep, Fedje-Johnston, Gothard, Twite. Opposed: None, motion passed unanimously.

APPROVAL OF MINUTES:

MOTION BY COMMISSIONER FEDJE-JOHNSTON, SECOND BY COMMISSIONER MCKELLEP TO APPROVE THE MINUTES OF JULY 7, 2011, 4:00 P.M. MEETING AS PRESENTED. The following voted in favor thereof: McKellep, Fedje-Johnston, Gothard, Twite. Opposed: None, motion passed unanimously.

GENERAL BUSINESS:

Consider a recommendation to the City Council regarding the vacation of portions of the 9th Avenue NE and 11th Street NE platted right-of-way within Ridgewood Addition to Grand Rapids.

Community Development Specialist Trast provided background information. Mr. and Mrs. Robert Baker and School District 318 submitted a petition requesting the vacation of public right-of-way. The vacation request, if approved, would create a new parcel of land that could eventually be sold from the Bakers to School District 318. The staff review committee requested that the City retain a utility easement across the entire area to be vacated. There were no additional concerns or objections from the committee.

MOTION BY COMMISSIONER FEDJE-JOHNSTON, SECOND BY COMMISSIONER MCKELLEP 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 RIGHT-OF-WAY DESCRIBED AS:

That part of 9th Avenue NE, as platted, Ridgewood Addition, according to the recorded plat thereof, NE of the NE of the SE, Section 16, Township 55n, Range 25W, Itasca County, Minnesota, lying southerly of the westerly extension of the north line of Lot 1, said plat.

AND TOGETHER WITH

That part of 11th Street NE, as platted, said Ridgewood Addition, lying southerly and adjacent to Lot 4, Block 1, said plat.

Contingent on the following stipulation(s):

- That a utility easement be retained across the full width of the vacated right-of-way.

Commissioner Fedje-Johnston read her considerations for the record.

1. Is the right-of-way needed for traffic purposes?
No, traffic needs are met by the middle school private drive and an access to the Baker property off of 11th Avenue NE.
2. Is the right-of-way needed for pedestrian purposes?
No, sidewalks are located by the road entering the middle school.
3. Is the right-of-way needed for utility purposes?
A ROW easement for utility purposes will be retained by the City.
4. Would vacating the right-of-way place additional land on the tax rolls?
A small portion of the vacated property will be put in private property owner's hands.
5. Would vacating the right-of-way facilitate economic development in the City?
Yes, it would potentially allow for a larger area for the apartment complex to expand, additionally if the property were to be sold the value would be slightly higher.

**The following voted in favor thereof: McKellep, Twite, Gothard, Fedje-Johnston.
Opposed: None, motion passed unanimously.**

MISCELLANEOUS/REPORTS/ANNOUNCEMENTS/UPDATES:

Comprehensive Plan Update Project.

The Comprehensive Plan Update has been approved by the City Council. CR Planning will be providing copies for each of the Commissioners.

MOTION BY COMMISSIONER MCKELLEP, SECOND BY COMMISSONER GOTHARD TO ADJOURN THE MEETING AT 4:10 P.M. The following voted in favor thereof: McKellep, Fedje-Johnston, Gothard, Twite. Opposed: None, motion passed unanimously.

Respectfully submitted:

DRAFT



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 11-1824 **Version:** 1 **Name:**

Type: Agenda Item **Status:** Approved

File created: 10/5/2011 **In control:** Planning Commission

On agenda: 10/6/2011 **Final action:**

Title: Consider a recommendation to the City Council regarding the vacation of a portion of the platted Kindred Avenue, adjacent to Block 51, Town of Grand Rapids.

Sponsors:

Indexes:

Code sections:

Attachments: [Steiskal R-O-W Vacation Background Infromation](#)
[Planning Commission R-O-W Vacation Considerations](#)

| Date | Ver. | Action By | Action | Result |
|-----------|------|---------------------|--------------------------|--------|
| 10/6/2011 | 1 | Planning Commission | Recomendation to Approve | |

Consider a recommendation to the City Council regarding the vacation of a portion of the platted Kindred Avenue, adjacent to Block 51, Town of Grand Rapids.

Background Information:

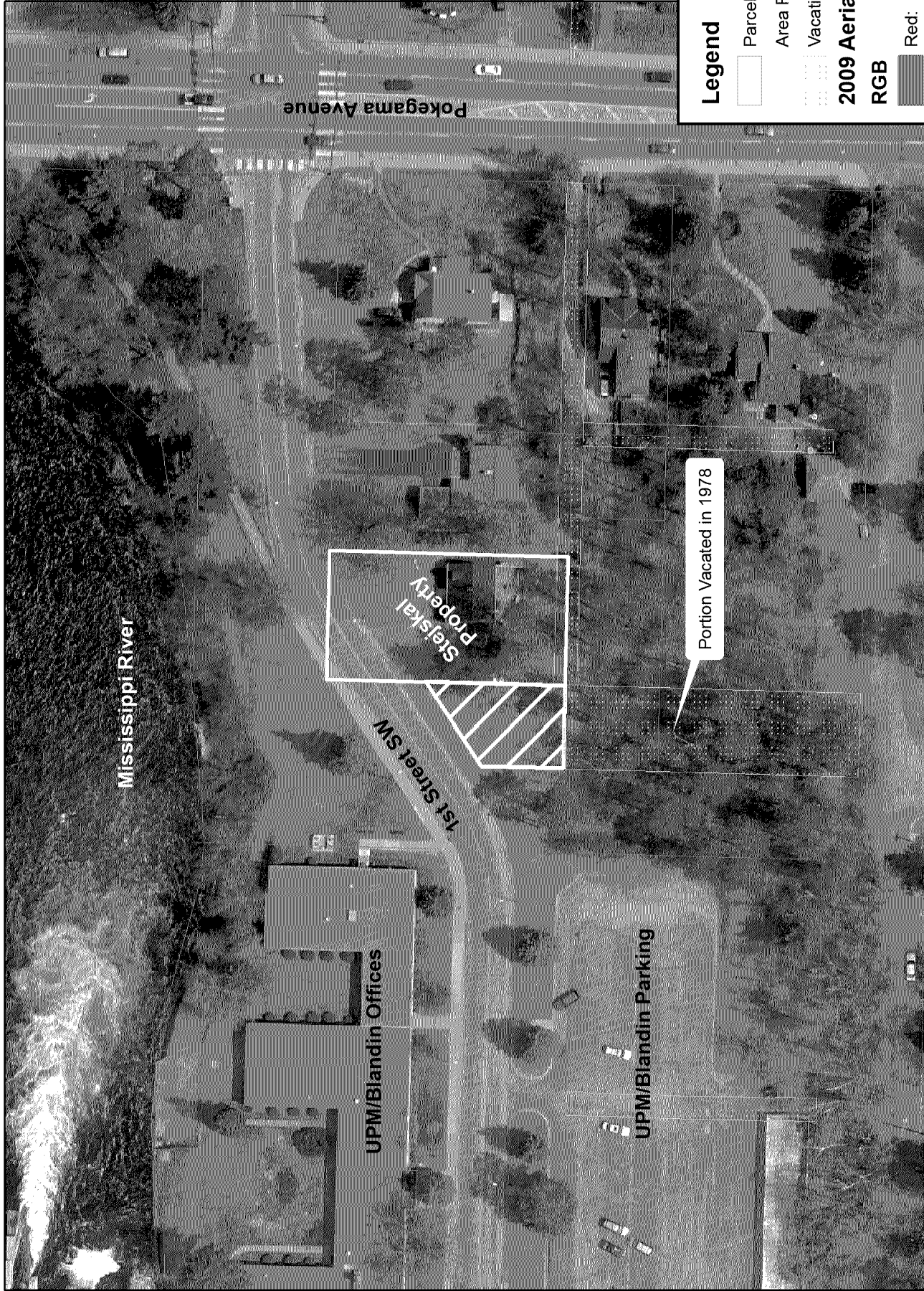
See attached Staff Report and Background Information.

Town of Grand Rapids Right-of-Way Vacation Request

(portion of Kindred Ave. Adj. to Lot 13, Block 51)



CITY OF
GRAND RAPIDS
ITS IN MINNESOTA'S NATURE



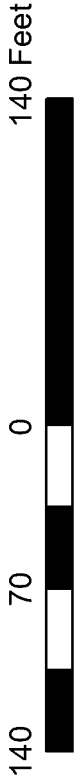
Legend

- Parcel
- Area Requested for Vacation
- Vacations

2009 Aerial Photo

RGB

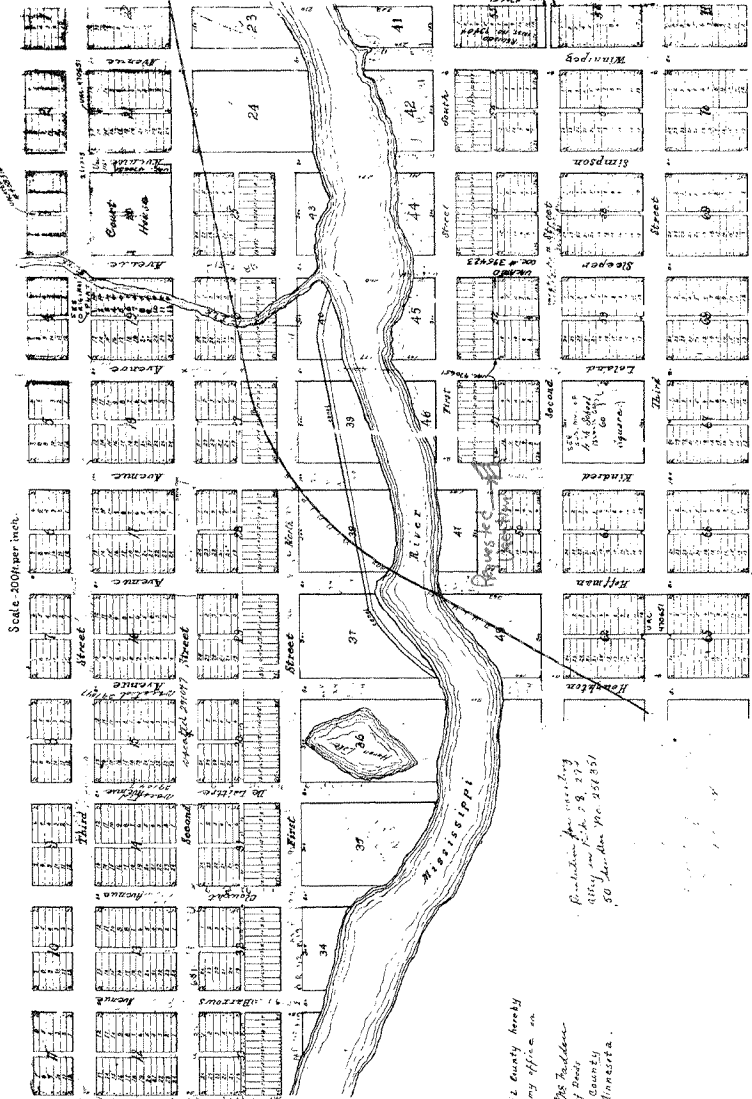
- Red: Band_1
- Green: Band_2
- Blue: Band_3



PLAT OF GRAND RAPIDS MINNESOTA.

FREESTUVENT CIVIL ENGINEERS.
Minneapolis, Minn.

MAY,
1883.



Geo. W. Hartman and George C. W. Smith, Jr. of the State of Minnesota, do hereby certify that the above described plat of Grand Rapids, Minnesota, was laid out and approved by the Legislature of this State at its session in 1883, and that the same has been duly recorded in the office of the County Clerk of this County.

Witness my hand and seal this 22nd day of May, 1883.

Geo. W. Hartman (Seal)
George C. W. Smith, Jr. (Seal)
County Clerk
Minneapolis, Minnesota

I, G. W. Hartman, of the firm of Hartman and Smith, Civil Engineers, do hereby certify that I have surveyed and laid out the above described plat of Grand Rapids, Minnesota, and that the same has been duly approved by the Legislature of this State at its session in 1883, and that the same has been duly recorded in the office of the County Clerk of this County.

Witness my hand and seal this 22nd day of May, 1883.

G. W. Hartman
Civil Engineer
Minneapolis, Minnesota

I, G. W. Hartman, of the firm of Hartman and Smith, Civil Engineers, do hereby certify that I have surveyed and laid out the above described plat of Grand Rapids, Minnesota, and that the same has been duly approved by the Legislature of this State at its session in 1883, and that the same has been duly recorded in the office of the County Clerk of this County.

Witness my hand and seal this 22nd day of May, 1883.

G. W. Hartman
Civil Engineer
Minneapolis, Minnesota

State of Minnesota }
County of Ramsey } ss
City of Minneapolis }
Be it known that on the 22nd day of September, A.D. 1883, I, William M. Fadden, Register of Deeds for said County, do hereby certify that the above described plat of Grand Rapids, Minnesota, was duly approved by the Legislature of this State at its session in 1883, and that the same has been duly recorded in the office of the County Clerk of this County.

Witness my hand and seal this 22nd day of September, A.D. 1883.

William M. Fadden
Register of Deeds
County of Ramsey
Minneapolis, Minnesota

State of Minnesota }
County of Ramsey } ss
City of Superior }
I, William M. Fadden, Register of Deeds for said County, do hereby certify that the above described plat of Grand Rapids, Minnesota, was duly approved by the Legislature of this State at its session in 1883, and that the same has been duly recorded in the office of the County Clerk of this County.

Witness my hand and seal this 22nd day of September, A.D. 1883.

William M. Fadden
Register of Deeds
County of Ramsey
Minneapolis, Minnesota

Eric Trast

From: Tom Pagel
Sent: Wednesday, September 14, 2011 1:39 PM
To: Eric Trast; Rob Mattei
Subject: Kindred Avenue Vacation Request

Dear Rob and Eric;

The Engineering Department has reviewed the petitioned vacation of Kindred Avenue, adjacent to Block 51, Town of Grand Rapids. The Engineering Department supports the petitioned vacation with the following conditions:

1. The City retains utility easement over the entire petitioned vacation area, and;
2. The vacation be approved contingent upon the petitioners granting and recording, at the Itasca County Records office, a driveway easement to Lots 5-6, Block 51, Town of Grand Rapids that would allow the existing driveway to continue to be utilized.

Regards,

Tom

Eric Trast

From: atward@grpuc.org
Sent: Thursday, September 29, 2011 9:50 AM
To: Eric Trast
Subject: Vacation Request Kindred Ave. adjacent to Block 51
Attachments: pic12887.jpg

Good Morning Eric,

After having reviewed the vacation request, the GRPUC does not object to the request provided a full width electric, water and wastewater easement is retained as a condition of granting the request.

Anthony T. Ward
General Manager
Public Utilities Commission
P. O. Box 658
Grand Rapids, MN 55744
218-326-7188

Eric Trast
<ETrast@ci.grand-
rapids.mn.us>

09/29/2011 09:13
AM

Tony Ward <atward@grpuc.org> To
cc
Subject
Planning Commission

Tony-

Did your departments have any comments pertaining to the requested right-of-way vacation: adjacent to Block 51, Town of GR?

Tom has requested a blanket easement over the area for utilities...

Let me know.

Eric

Eric Trast
Community Development Specialist

Eric Trast

From: Rob Mattei
Sent: Tuesday, September 20, 2011 2:55 PM
To: Eric Trast
Subject: FW:

From: Jeff Davies
Sent: Tuesday, September 20, 2011 2:55 PM
To: Rob Mattei
Subject:

Rob,

I see no reason why not to support the vacation request of Mr. and Mrs. Scott Stejskal.

Jeff Davies
Public Works Director
City of Grand Rapids
218-326-7480 office
218-259-8688 cell
218-326-7688 fax
jdavies@ci.grand-rapids.mn.us



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Eric Trast

From: Rob Mattei
Sent: Thursday, September 15, 2011 1:04 PM
To: Eric Trast
Subject: FW: Kindred Avenue Petitioned Vacation

From: Steve Flaherty
Sent: Thursday, September 15, 2011 12:06 PM
To: Rob Mattei
Subject: Kindred Avenue Petitioned Vacation

Rob,

I have reviewed the proposed vacation of this property and find no negative long-term impacts to fire department operations.



CITY OF GRAND RAPIDS
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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.grandrapidsmn.org

General Information:

Scott & Donna Stejskal

Name of Applicant
20 S.W. 1st Street

Address
Grand Rapids MN 55744

City wk. State Hm. Zip
218) 313-4707 218) 327-8264

Business Telephone/Other Telephone/e-mail

Name of Owner (If other than applicant)

Address

City State Zip

Business Telephone/Other Telephone/e-mail

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 1

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.

Scott Stejskal Donna Stejskal
Signature(s) of Applicant(s)

9/10/11
Date

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

Date

Date Received SEP 12 2011 Certified Complete 9/12/11 Office Use Only 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 10/6/11

City Council Action Approved _____ Denied _____

Meeting Date 10/24/11

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.

See attachment. 2

Additional Instructions:

Prior to submitting your Petition for Vacation, you will need to arrange for one or more preliminary meetings with the Community Development Director. 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.

Petition for Vacation

PETITION FOR VACATION OF (PART OF) Fundred 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 Fundred (Street/Alley/Easement), respectfully petition the City Council to vacate the aforesaid (part of) Fundred (Street/Alley/Easement).

| Names (If not owner, describe nature of the interest in this property) | Description of Property |
|--|-------------------------|
| <u>Scott Stepto</u> | <u>20 SW 1ST ST.</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).*

①

1. The vacation of this right of way will take unimproved and unused land that will not be used or developed in the future, and turn it into a tax base.
2. This vacation will not affect either traffic or pedestrian purposes.
3. Other sections of this right of way have been previously vacated and deeded to the adjoining property owners.
4. The adjoining property owners (Scott & Donna Stejskal) have maintained and paid for upkeep and improvements on this piece of land for eleven years.
5. No other parties have taken any interest in maintaining this area.

2

East ½ of Kindred Avenue lying southeasterly of a line which is 25 ft. southeasterly and parallel to the centerline of 1st Street SW, lying westerly of Lot 13, Block 51, Town of Grand Rapids, and including the westerly extension of the North ½ of the vacated East/West alley in Block 51, Town of Grand Rapids

46



51

ITASCA COUNTY Statement of Property Taxes Payable in 2010

Property ID Number: **91-410-5130**

Compare description to your deed to make sure you are paying on the correct parcel. If you do not have a complete description you may get the full taxable description from the Auditor/Treasurer. Phone: 218-327-2860 ISSUED: 03/10/2010

Property Description:

GRAND RAPIDS CITY
 SEC:21 TWP: 55.0 RG:25 LOT: BLK: ACRES:
 TOWN OF GRAND RAPIDS, MINN
 LOTS 13-15 W 2' OF LOT 16 BLK 51 & N 1/2
 OF VAC E-W ALLEY LYG ADJ THERETO

Owner #: 102946
 Owner: **STEJSKAL, SCOTT**

Taxpayer(s):

TAXPAYER # 102946
 STEJSKAL, SCOTT
 20 SW 1ST AVE
 GRAND RAPIDS MN 55744

Paid

YOUR PROPERTY TAX VALUES & CLASSIFICATION

Payable 2009 Payable 2010

Property Classification(s):

RES HMSTD RES HMSTD

New Imprv/Expired Excl*
 Estimated Market Value

150,300 145,900

Taxable Market Value

137,100 145,900

1,375.00

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

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

1. Use this amount on Form M-1PR 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.
2. Use this amount for the special property tax refund on schedule 1 of Form M-1PR.

YOUR PROPERTY TAX AND CREDITS

| | | |
|--|----------|----------|
| 3. Your property tax before credits..... | 1,643.81 | 1,905.89 |
| 4. Credits that reduce your property tax: | | |
| A. Homestead and agricultural credit..... | 249.01 | 241.09 |
| B. Taconite tax relief..... | 289.80 | 289.80 |
| C. Other credits..... | 1,105.00 | 1,375.00 |
| 5. Your property tax after credits..... | | |

PROPERTY TAX BY JURISDICTION

| | | |
|--|----------|----------|
| 6. County..... | 401.93 | 485.60 |
| 7. City or town..... | | |
| 8. State general tax..... | 550.12 | 695.16 |
| 9. School District: A. Voter approved levies..... | | |
| 318 B. Other local levies..... | 66.95 | 50.21 |
| 10A. Special taxing district..... | 84.10 | 141.58 |
| B. Tax increment..... | 1.90 | 2.45 |
| C. Fiscal disparity..... | | |
| 11. Non-school voter approved referenda levies..... | | |
| 12. Total property tax before special assessments..... | 1,105.00 | 1,375.00 |

SPECIAL ASSESSMENTS ON YOUR PROPERTY

| | | |
|--|----------|----------|
| 13A. SOLID WASTE ASSMT (RESIDENTIAL) | 35.00 | 35.00 |
| B. | | |
| C. | | |
| 14. Your property tax and special assessments..... | 1,140.00 | 1,410.00 |

Make checks payable to:
 Jeffrey T. Walker
 County Auditor/Treasurer

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

For tax information:
 218-327-2859
 www.co.itasca.mn.us

PLEASE READ BACK OF FORM FOR PENALTY
 AND PAYMENT INFORMATION

Pay this amount no later than May 15th, 2010: 705.00
 Pay this amount no later than October 15th, 2010: 705.00



*914105130

TAXPAYER # 102946
 STEJSKAL, SCOTT
 20 SW 1ST AVE
 GRAND RAPIDS MN 55744

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.

350.00
 355.00

 705.00

CASH
 CHECK
 COUNTER
 MAIL

Make checks payable to:
 Jeffrey T. Walker
 County Auditor/Treasurer

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

RES HMSTD STMT# 71583

| | |
|---------------------------------|----------|
| Property ID Number: 91-410-5130 | |
| Full Tax for Year | 1,410.00 |
| Balance Due | 705.00 |
| Penalty | |
| Total Paid | 705.00 |

ISSUED: 03/10/2010

Check if address change on back
 If box is checked you owe delinquent taxes

*\$20.00 service charge for all returned checks.
 Detach this stub and include it with your second half payment.

PLANNING COMMISSION

Considerations

STREET VACATIONS

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



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Legislation Details (With Text)

File #: 11-1827 **Version:** 1 **Name:** Legistar Training (I.T. Department)
Type: Agenda Item **Status:** Miscellaneous
File created: 10/5/2011 **In control:** Planning Commission
On agenda: 10/6/2011 **Final action:**
Title: Legistar Training (I.T. Department)

Sponsors:

Indexes:

Code sections:

Attachments:

| Date | Ver. | Action By | Action | Result |
|-----------|------|---------------------|--------|--------|
| 10/6/2011 | 1 | Planning Commission | | |

Legistar Training (I.T. Department)

Background Information:

[Enter Action by Here]