

DATE: May 2, 2017  
TO: Glenwood City Commission  
FROM: Mark Sprague and Ben Oleson, Hometown Planning  
RE: Planning Commission Recommendations for April Public Hearing Applications

The Planning Commission held their regular meeting on May 1, 2017. They reviewed three separate applications and are providing you with their recommendations as noted in the report below.

Attachments, drawings and photos related to the application are attached for your reference.

#### **PUBLIC HEARING #1**

**Application:** Variance request to allow a decrease in setback from the front lot line and an increase in the amount of lot coverage.

**Applicant:** Mary Melo

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#### **Background Information:**

- Location:**
  - o 29 6<sup>th</sup> Avenue NE
  - o E1/2 LOTS 4 & 5 BLOCK 10 KINNEY & DAYS ADDITION
  - o Parcel number(s): 21-0471-000
- Zoning:** R1 - Suburban Residential

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**Planning Commission Recommendation:** The Planning Commission has unanimously recommended approval of the requested variance.

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**City Commission Action:** The City Commission may approve the request, deny the request(s), or table the request(s) if it should need additional information from the applicant. If the Commission should approve or deny the request, the Commission should state the findings which support either of these actions.

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**Findings of Fact:** Staff would recommend the following findings of fact consistent with the discussion at the Planning Commission meeting and their recommendation for approval:

**1. Will the granting of the variance be in harmony with the general purposes and intent of the Zoning and/or Subdivision Ordinance?**

The City's subdivision ordinance does not apply to this application.

The general purposes and intent of the front yard setback is to allow for adequate space between buildings and the traveled road surface and right-of-way to protect property during installation or maintenance of utilities in the right of way and to prevent damage to property or persons from vehicles running off the road. The proposed house/garage addition would be located closer than is allowed by ordinance, but consistent with the existing setbacks of those buildings. The roadway receives medium traffic and vehicle speeds are not such that damage would be likely to occur if a vehicle went off the road.

The general purposes and intent of the limit on impervious coverage is to allow for infiltration of rainwater, prevent pollution of public waters, and prevent flooding or other problems related to surface water runoff. The applicant would be increasing the impervious surface from 36% to 37%, but the proposed addition will allow for better management of snow and rain between the two buildings.

**2. Is the proposed use of the property reasonable?**

The requested variance is reasonable in that it is not unusual for a residential property to have direct access from residence to garage, in most cases achieved by having an attached garage.

**3. Is the plight of the landowner due to circumstances unique to the property not created by the landowner?**

The need for the variance is primarily related to the relatively small size of the lot (approx. 7,500 sq ft – the minimum lot size required by current regulations would be 10,000 sq ft), which inhibits how many improvements can be made to the lot without running into the 30% limit on impervious coverage. Other lots in the area are generally larger and can have additional improvements without needing a variance from the 30% impervious limit.

**4. Will the variance, if granted, alter the essential character of the locality?**

The use of the property would remain residential and very similar in character to adjacent properties. However, it should be noted that the property is situated in a vicinity that has a relatively large proportion of commercial, industrial, and multi-family residential (apartments) development. Most of the single family residential that is similar to the property is to the north and east. The primary change to the subject property would be the addition, which will be located between the house and the garage.

**5. Are economic considerations the only reason the applicant cannot meet the strict requirements of the ordinance?**

Economic considerations do not appear to play a significant factor in the requested variance. The request is due primarily to the small lot size.

Date Received 4-5-17

Application for Planning Request  
City of Glenwood

Street address of property: 29 6th Ave. N.E Zoning Dist. R-1

Legal Description: The E. 1/2 of Lot 4 & the E. 1/2 of Lot 5 Block 10  
PID# 21-0471-000

Property Owner Name: Mary Melo Phone: 507-829-8030

Address: 29 6th Ave. NE City: Glenwood State: MN Zip: 56339

Type of Request:  
 Variance ( ) Rezoning ( ) Conditional Use Permit ( ) Plan Review ( ) Preliminary Plat ( ) Final Plat ( ) Other

Description of request To connect an existing Garage to the ~~porch~~ porch already existing and non conforming. Addition will line up with existing @ 9 feet from

If this request is for the construction of a structure, a building permit and drawing must also be submitted. *property line*

Existing use \_\_\_\_\_

Is this a permitted use under the current zoning ordinance  Yes \_\_\_ No  
If No, attach a copy of the conditional use permit, variance, or other document permitting use, or attach an explanation of why the use is permitted.

Has a variance, conditional use permit, or rezoning been applied for previously \_\_\_ Yes  No When \_\_\_\_\_

If and/or when the City is subject to get outside review such as legal, engineering, etc., or there are direct costs for processing the application such as publishing required notices, the costs are billed to the applicant and the applicant, by signing this request agrees to pay such fees.

Mary Melo  
Applicant Signature

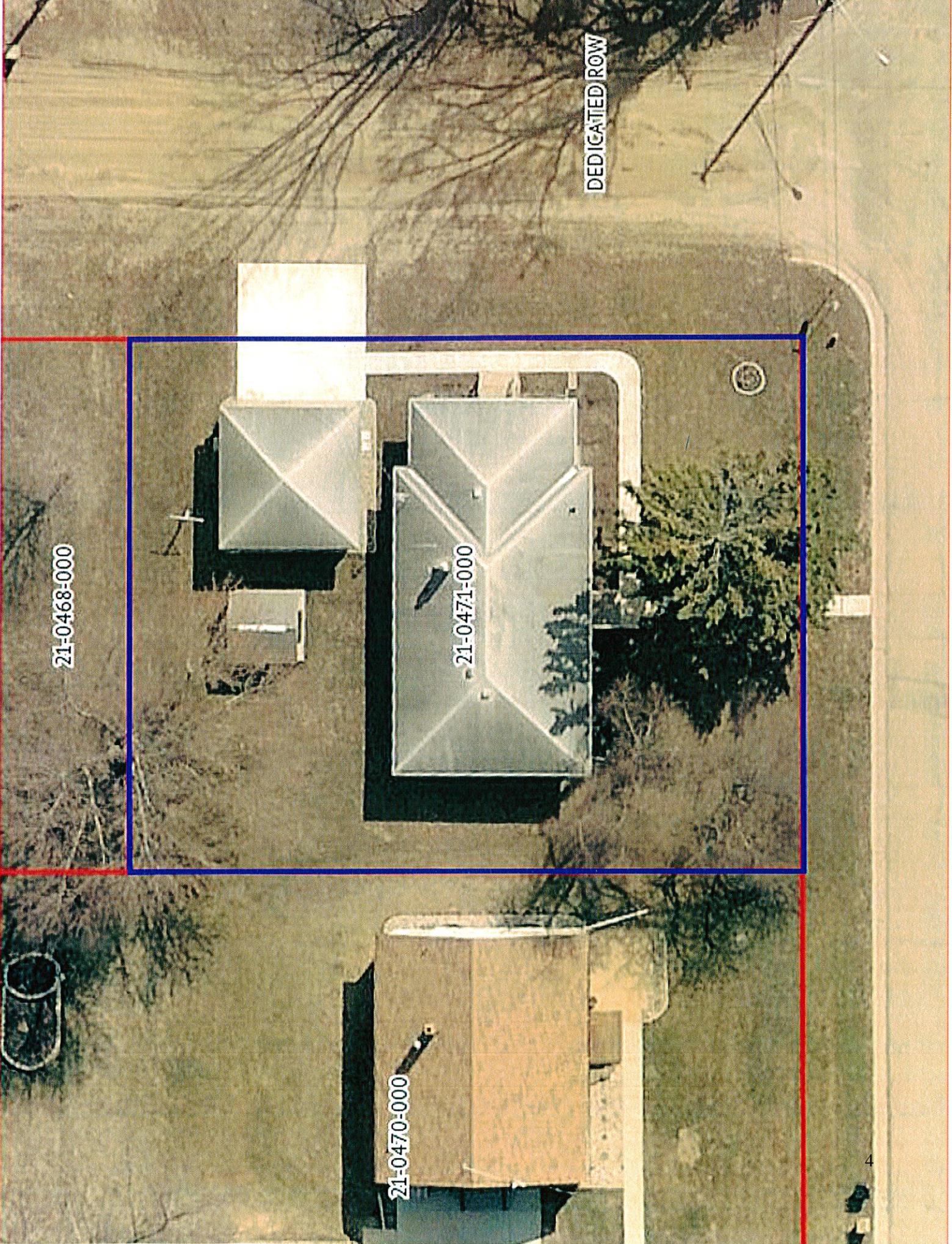
4/5/17  
Date

FOR OFFICE USE ONLY.

Permit Fee Schedule:		
Permit Fee:	\$ _____	Date Paid: _____
Variance Fee:	\$ _____	
Penalty	\$ _____	Request:
Other	\$ _____	___ Approved Date: _____
		___ Denied
Total Permit Fee:	\$ _____	Authorized By: _____

Planning Commission	City Commission
Action _____	Action _____

_____	_____	_____	_____
Signature	Date	Signature	Date

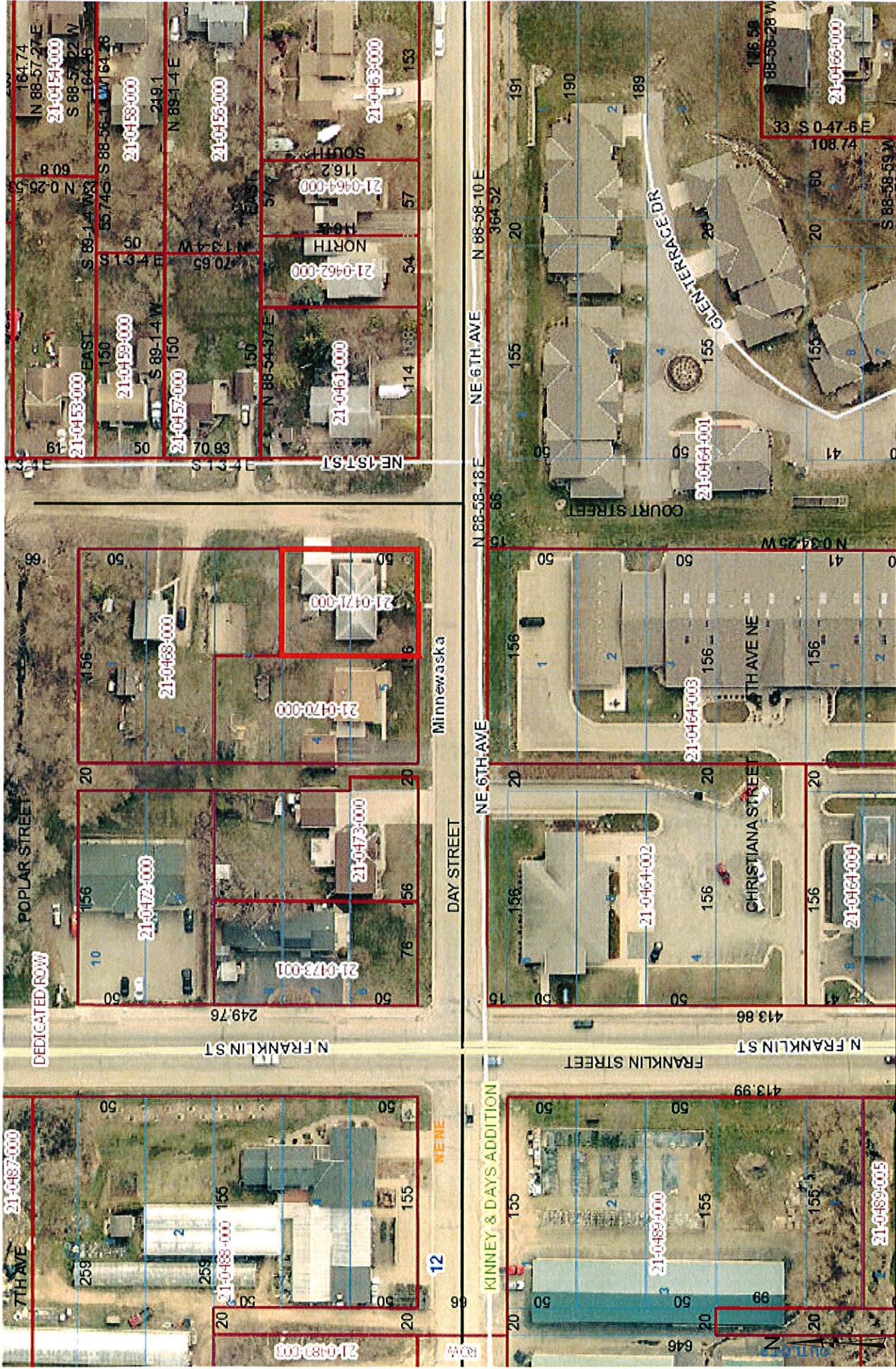


21-0468-000

21-0471-000

21-0470-000

DEDICATED ROW



These data are provided on an "AS-IS" basis, without warranty of any type, expressed or implied, including but not limited to any warranty as to their performance, merchantability, or fitness for any particular purpose.

1-1,123

Date: 3/28/2017

MELO

**21-0471-000**

Pope County

Minnesota

This map is not a substitute for accurate field surveys or for locating actual property lines and any adjacent features.

**PUBLIC HEARING #2**

**Application:** Variance request to allow an increase in the amount of lot coverage.

**Applicant:** Bruce and Joann Skogrand

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**Background Information:**

**Location:**

- o 315 3rd Ave SE
- o E1/2 LOT 8, ALL OF LOT 9 BLOCK 6 T T OF STHUNS PROSPECT PARK, GLENWOOD
- o Parcel number(s): 21-0626-000

**Zoning:** R-2 (Urban Residential)

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**Planning Commission Recommendation:** The Planning Commission has unanimously recommended approval of the requested variance.

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**City Commission Action:** The City Commission may approve the request, deny the request(s), or table the request(s) if it should need additional information from the applicant. If the Commission should approve or deny the request, the Commission should state the findings which support either of these actions.

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**Findings of Fact:** Staff would recommend the following findings of fact consistent with the discussion at the Planning Commission meeting and their recommendation for approval:

**1. Will the granting of the variance be in harmony with the general purposes and intent of the Zoning and/or Subdivision Ordinance?**

The City’s subdivision ordinance does not apply to this application.

The general purposes and intent of the limit on impervious coverage is to allow for infiltration of rainwater, prevent pollution of public waters, and prevent flooding or other problems related to surface water runoff. The applicant would be increasing the impervious surface from 37 to 38%, but the proposed addition would still allow for adequate space to manage stormwater in the yard.

**2. Is the proposed use of the property reasonable?**

The requested variance is reasonable in that it is not unusual for a residential property to have additions made to the residence. In this instance, the addition will be replacing an existing open deck.

**3. Is the plight of the landowner due to circumstances unique to the property not created by the landowner?**

The need for the variance would appear to primarily be related to the small size of the lot (approx. 9,658 sq ft – the minimum lot size required by current regulations would be

8,000 sq ft), which inhibits how many improvements can be made to the lot without running into the 30% limit on impervious coverage.

**4. Will the variance, if granted, alter the essential character of the locality?**

The use of the property would remain residential and very similar in character to adjacent properties.

**5. Are economic considerations the only reason the applicant cannot meet the strict requirements of the ordinance?**

Economic considerations do not appear to play a significant factor in the requested variance. The request is due primarily to the small lot size.

Date Received 4/17/17

Application for Planning Request  
City of Glenwood

Street address of property: 315 3rd Ave SE Zoning Dist. \_\_\_\_\_

Legal Description: sect 07 TWP 12S Rang 37 Lot 008 B1K-006 TT  
of thurs Prospect Park Glwa E 1/2 Lot 8 PID# 21-0626-000  
All of Lot 9

Property Owner

Name: Bruce & JoAnn Skogran Phone: 320-634-4435 or 320-815-4901

Address: 315 3rd Ave SE City: Glenwood State: Mn Zip: 56334

Type of Request:

Variance ( ) Rezoning ( ) Conditional Use Permit ( ) Plan Review ( ) Preliminary Plat ( ) Final Plat ( ) Other

Description of request 12' x 28' Addition to North side of  
House

If this request is for the construction of a structure, a building permit and drawing must also be submitted.

Existing use Submitted with initial permit request

Is this a permitted use under the current zoning ordinance \_\_\_ Yes \_\_\_ No \_\_\_\_\_

If No, attach a copy of the conditional use permit, variance, or other document permitting use, or attach an explanation of why the use is permitted.

Has a variance, conditional use permit, or rezoning been applied for previously \_\_\_ Yes  No When \_\_\_\_\_

If and/or when the City is subject to get outside review such as legal, engineering, etc., or there are direct costs for processing the application such as publishing required notices, the costs are billed to the applicant by signing this request agrees to pay such fees.

JoAnn Skogran  
Applicant Signature

4-17-17  
Date

FOR OFFICE USE ONLY.

Permit Fee Schedule:

Permit Fee: \$ \_\_\_\_\_

Variance Fee: \$ 150.00

Penalty: \$ \_\_\_\_\_

Other: \$ \_\_\_\_\_

Total Permit Fee: \$ \_\_\_\_\_

Date Paid: 4/17/17

Permit:

\_\_\_ Approved Date: \_\_\_\_\_

\_\_\_ Denied

Authorized By: \_\_\_\_\_

Planning Commission  
Action \_\_\_\_\_

City Commission  
Action \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

## ADDENDUM TO VARIANCE APPLICATION

1. What facts and conditions demonstrate that the property cannot be put to a reasonable use without the variance? \_\_\_\_\_

This addition will assist us in letting us stay in our home as we grow older.

2. State your reasons for believing your situation is due to circumstances unique to the property and not caused by the landowner:

The easement for driveway between 319 and 315 3rd Ave SE was in place before either of us bought our properties.

3. State your reasons for believing that the variance, if granted, will not alter the essential character of the locality:

1. We are in the middle of the block
2. Addition to face Alley
3. Will have same roof line as existing
4. Replacing a deck that is in need of repair

N  
W + E  
S

82.50'

Alley between 2nd Ave E SE  
3rd Ave SE

Scale =

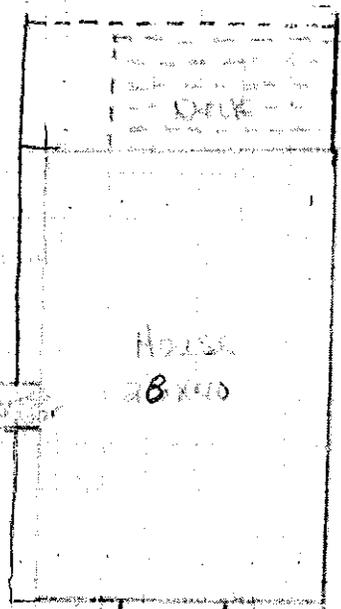
1 Sq = 4'

Kusogly Garage

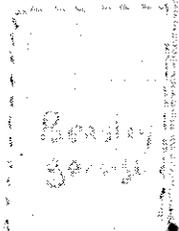
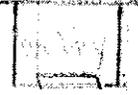
Proposed addition  
12x23'



Deck to be removed  
(12x30)



(177')



315 3rd Ave SE

DATE

PROJECT

Bruce & JoAnn Skogrand  
315 3rd Avenue SE  
Glenwood, MN 56334

AT SE 4

**PUBLIC HEARING #3**

**Application:** Variance request to allow an increase in sidewall height and a decrease in setback.

**Applicant:** James McMahan

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**Background Information:**

**Location:**

- o Property address: 330 14th Ave NE
- o Partial Legal Description: Lots 1-9 and 16-23, Block Three and Vacated Alley Between Lots 4 and 5 and 20 and 21, Lathrops Addition
- o Parcel number(s): 21-0411-000

**Zoning:** R-1 (Suburban Residential)

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**Planning Commission Recommendation:** The Planning Commission has unanimously recommended approval of the requested variance.

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**City Commission Action:** The City Commission may approve the request, deny the request(s), or table the request(s) if it should need additional information from the applicant. If the Commission should approve or deny the request, the Commission should state the findings which support either of these actions.

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**Findings of Fact:** Staff would recommend the following findings of fact consistent with the discussion at the Planning Commission meeting and their recommendation for approval:

**1. Will the granting of the variance be in harmony with the general purposes and intent of the Zoning and/or Subdivision Ordinance?**

The City's subdivision ordinance does not apply to this application.

The general purposes and intent of the front yard setback is to allow for adequate space between buildings and the traveled road surface and right-of-way to protect property during installation or maintenance of utilities in the right of way and to prevent damage to property or persons from vehicles running off the road. The proposed garage addition would be located closer than is allowed by ordinance, but consistent with other buildings that have been allowed in the neighborhood. The roadway receives moderate levels of traffic and vehicle speeds are not such that damage would be likely to occur if a vehicle went off the road.

**2. Is the proposed use of the property reasonable?**

The requested variance is reasonable in that it is not unusual for a residential property to have a detached garage, and many of the other properties in the area have one.

**3. Is the plight of the landowner due to circumstances unique to the property not created by the landowner?**

The need for the variance is primarily be related to the topography of the property. The lot slopes to the south, and increases in steepness the further back into the lot it goes. Also, the applicant has expressed a desire to retain the large mature oak trees on the property, some of which would need to be cut down to meet the required setback. Finally, the roadway is not located in the center of the right of way and comes closer into the lot as it goes east towards the location of the proposed garage.

**4. Will the variance, if granted, alter the essential character of the locality?**

The use of the property would remain residential and very similar in character to adjacent properties.

**5. Are economic considerations the only reason the applicant cannot meet the strict requirements of the ordinance?**

Economic considerations do not appear to play a significant factor in the requested variance. The request is due primarily to topography and the desire to preserve mature vegetation.

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If you have questions or concerns on the items in this report or any other issues, please do not hesitate to contact us. You can reach us by email at [marksprague@hometownplanning.com](mailto:marksprague@hometownplanning.com) or [oleson@hometownplanning.com](mailto:oleson@hometownplanning.com) or by phone at 320-759-1560.

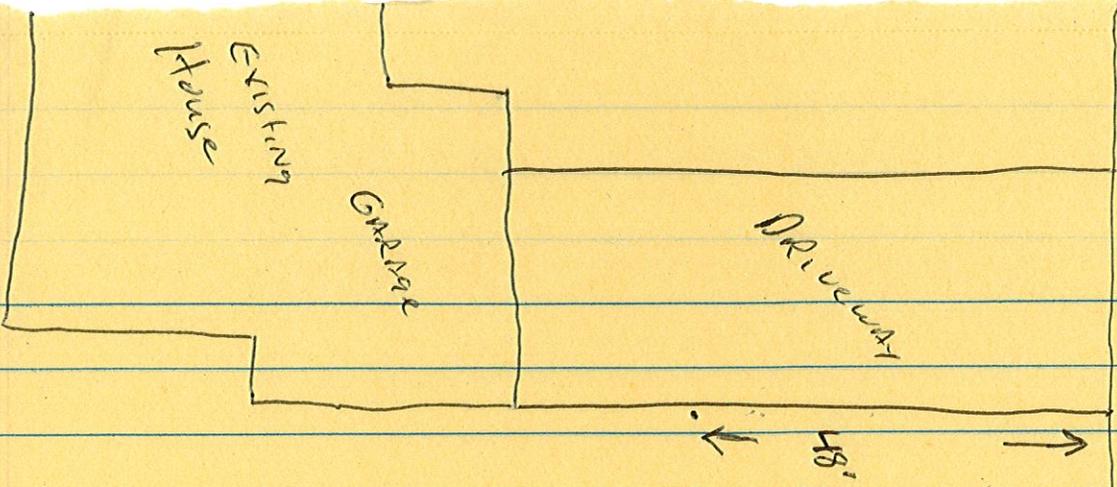
Sincerely,  
HOMETOWN PLANNING



Mark Sprague

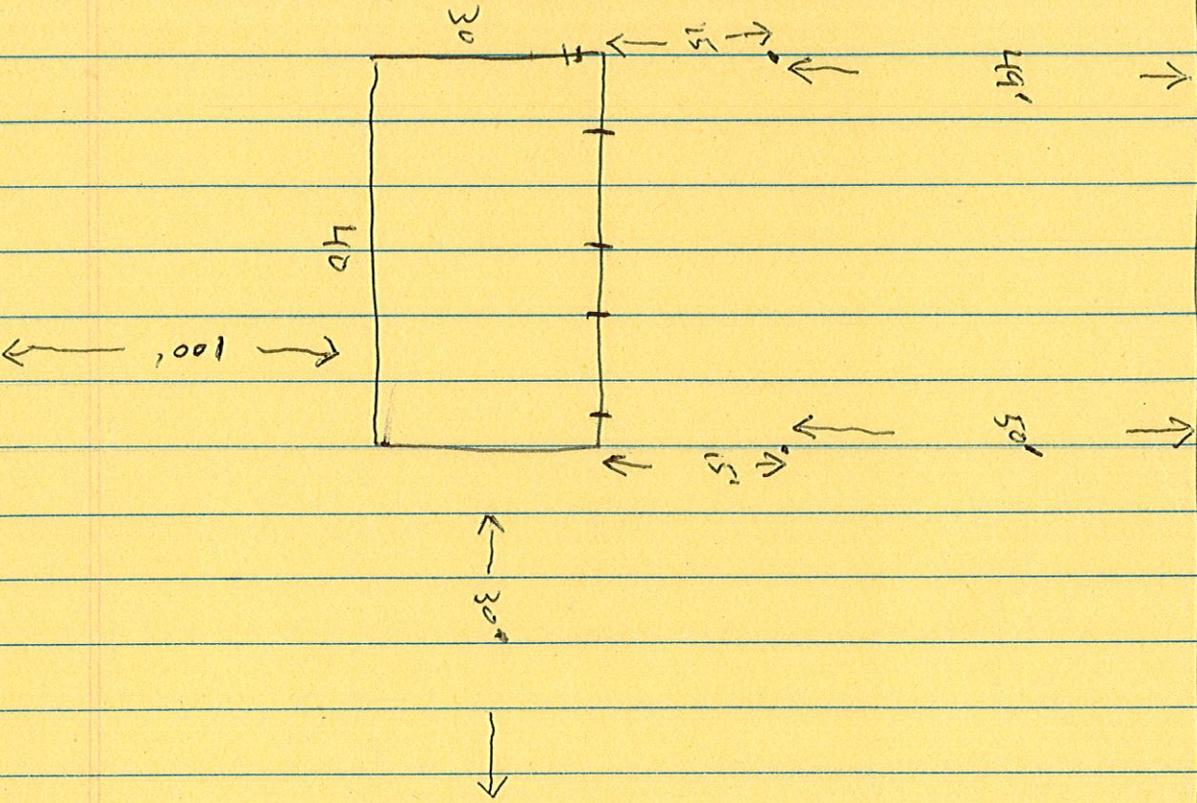


Ben Oleson



14 AVE NE

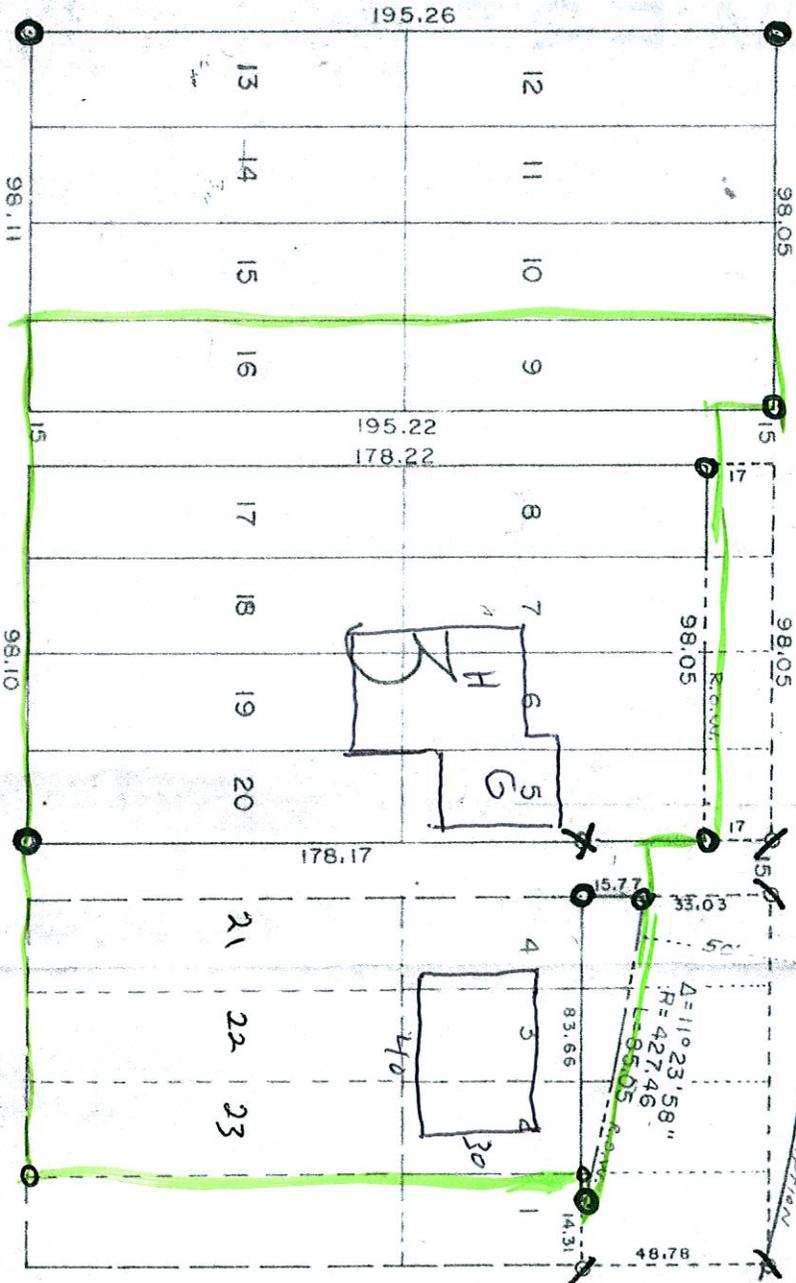
N



Jim McMahon

CERTIFICATE OF DESCRIPTION  
 HIGHWAY CENTERLINE EFFECTING  
 Lots 1 thru 8, both inclusive  
 OF Block 3, LATHROP'S ADDITION  
 CITY OF GLENWOOD, MINNESOTA

MARIE B. STOLTZ ESTATE  
 JIM McMAHON



1" = 50'

SCALE 1" =

