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# CITY OF MOTLEY

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## BOARD OF ADJUSTMENT/ PLANNING COMMISSION

MEETING PACKET FOR  
**October 30, 2017**





CITY OF MOTLEY  
PLANNING AND ZONING COMMISSION  
AGENDA  
October 30, 2017  
6:30 pm – Motley City Hall

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1. Call to Order
2. Roll Call
3. Public Hearings

*(NOTE: members of the public wishing to comment on a particular public hearing will be given an opportunity during the appropriate public hearing)*

- a. Conditional use permit to add used auto, motorcycle, and RV sales to an existing trailer sales business along with associated signage in the C-2 Commercial zoning district. Applicant: Mark Lunde. Property Owner: Allen and Elizabeth Chase. Legal Description: Lots 1-5, Block 16, Original Plat of Motley. Property Address: 164 Morrison St W. Parcel ID(s): 41.0095.000, 41.0096.000, 41.0097.000, and 41.0098.000.

4. Additions or Deletions to Agenda
5. Open Forum

*(NOTE: the open forum is an opportunity for members of the public to comment on any item not related to a specific agenda item, but relating to land use regulations or planning within the City)*

6. Approval of Minutes
7. Planning and Zoning Administrator's Report
8. Other Business
  - a. Discussion – Zoning and Subdivision Ordinance Update
  - b. Discussion – Community Center
  - c. Discussion – Parks Committee/Trails Planning
  - d. Discussion - Industrial Park

9. Adjournment

This agenda is not exclusive. Other business may be discussed as deemed necessary.

**Members of the public:**

*Please see the next page for the City of Motley's policy regarding "Standards of Conduct at Public Meetings".*

**CITY OF MOTLEY**  
**STANDARDS OF CONDUCT AT PUBLIC MEETINGS**

The City Council encourages good-faith testimony from its citizens and desires to provide an environment based on respect and civility. In order to do so, the City Council of the City of Motley has established the following Standards of Conduct at Public Meetings, based on the norms of acceptable and courteous business behavior:

1. Members of the audience wishing to address the Council shall first secure the permission of the Chairperson.
2. Members of the audience will refrain from disruptive actions such as hand clapping, stamping of feet, whistling, cheering, yelling or similar demonstrations, which conduct disturbs the peace and good order of the meeting and which conduct might have an intimidating effect upon members of opposing viewpoints.
3. Persons addressing the City shall also refrain from slurs against race, creed, color, religion, national origin, gender, sexual or affectional orientation, marital status, familial status, age, disability, or status with regard to public assistance.
4. Profanity, slander, false statements, violence, or the threat of violence in any form shall not be tolerated.
5. City Officials shall also comply with these **STANDARDS OF CONDUCT**, the City of Motley's **CODE OF ETHICS FOR PUBLIC OFFICIALS** and the **CITY OF MOTLEY CONFLICTS OF INTEREST POLICY**.

Violations of these **STANDARDS** shall be determined by the opinion of the Chairperson of the meeting or, absent such opinion, by the opinion of the majority of the members of the deliberating body.

1. Any person violating these standards shall be called to order by the Chairperson of the meeting. If such conduct continues, said person may, at the discretion of the Chairperson, lose the floor. With the exception of Elected Public Officials (e.g. City Council) at City Council meetings, said person may be denied further audience before the City for that meeting.
2. If said person refuses to come to order and obey the directives of the Chairperson of the meeting, the Chairperson may request that said person leave the building. An exception to this is made for Elected Public Officials at City Council meetings as protected by law.

## STAFF REPORT

**Application:** Conditional use permit to add used auto, motorcycle, and RV sales along with associated signage to an existing trailer sales business in the C-2 Commercial zoning district

**Applicant:** Mark Lunde

**Property Owner:** Allen and Elizabeth Chase

**Agenda Item:** 3(a)

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### Background Information:

- Proposal:** The applicant is proposing to make use of an existing site that was approved for trailer sales in 2008 and add used auto, motorcycle and RV sales along with associated signage.

The site is located along Hwy 10 on the north side of the City in a C2 Commercial zoning district across from the Highway 10/210 intersection. Automobile sales are listed as a conditional use in the C2 zoning district. The site is accessed from Highway 10 via 4<sup>th</sup> Avenue N. and Morrison Street, which is only directly accessible from the eastbound lane of Highway 10.

The applicant indicates there will be no auto repair activities taking place, including oil changes. Only car washing would be conducted on site.

The applicant will be leasing a portion of the property (essentially west of the building) for his used car, motorcycle, and RV sales. The current owner will continue to operate his trailer sales business on the east side of the building (Note: The area east of the building is fairly limited and much of the open area between there and the highway appears to be state highway right-of-way).

- Location:**
  - Legal Description: Lots 1-5, Block 16, Original Plat of Motley.
  - Property Address: 164 Morrison St W.
  - Parcel ID(s): 41.0095.000, 41.0096.000, 41.0097.000, and 41.0098.000.
- Zoning:** Commercial (C2)
- Lot size** (from Beacon GIS estimate): About 1.03 acres.
  - Existing Impervious Coverage (based on aerial photo):
    - About 0.48-0.5 acres (0.5 acre) depending on how much area is actually been compacted enough that grass doesn't grow.
  - Proposed Impervious Coverage (estimated):
    - Needs to be discussed. Maximum allowed by ordinance is 50% of the total lot size, unless a stormwater management plan is submitted, approved and implemented, in which case the allowable coverage increases to 75%.

□ **Natural Features:**

Floodplain: The property is not within an identified floodplain.

Bluff/Steep Slopes: The property does not contain any bluffs or steep slopes. It is flat.

Wetlands: There property does not contain any wetlands.

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**Applicable Statutes/Ordinances:**

SECTION V - ZONING DISTRICTS AND DISTRICT PROVISIONS

**5.6 Commercial (C-2)**

1. Purpose: To provide a zoning classification for commercial uses oriented around the automobile. Parcels are larger than in the Urban Commercial zone in order to provide on-site parking, on-site stormwater facilities as well as on-site water supply and sewage treatment where municipal utilities are not immediately available.

6. Lot and Use Requirements. (C-2)

Impervious surface coverage - maximum.....	50%
Setback, right-of-way - feet.....	50
Setback, parking from lot line - feet.....	30
Setback, side - feet.....	10
Setback, rear - feet.....	10
Building height - feet, maximum.....	25
Building above highest known groundwater.....	3
Minimum lot size - square feet.....	20,000
Onsite sign setback - feet.....	10

7. Performance Standards. (C-2)

- A. Compatibility of Use. Use shall be compatible with the surrounding neighborhood. Uses shall not present noise, odor, light nuisances or any other nuisances.
- B. Parking. Adequate off-street parking shall be provided. On-street parking is not allowed under any circumstances.
- B. Screening. All sites shall be heavily landscaped to provide 100% screening to adjacent residential parcels and over 25% screening from the road or any non-residential parcel. Percentages shall be determined by amount of structure that can be seen during leaf-on conditions. A landscaping and screening plan must be submitted and approved by the Planning Commission with each conditional use permit.
- C. Lighting. Lighting shall be minimal. Lighting shall be downward

directional and shall be compatible with the surrounding development. Lights approved with signs must be turned off at the close of business each day.

- F. Side Yard Setback. The side-yard setback may be reduced by 50% provided one of the following is completed:
  - a. The property owner has the lot line in question surveyed by a licensed surveyor. The survey monuments establishing the lot line must be clearly visible so a determination of the encroachment can easily be made.
  - b. The property owner shall install flags, stakes or other devices establishing the location of the property line. The property owner and the adjacent property owner on the line to be encroached upon must both sign and have notarized an agreement stating that they both agree upon the property line, as marked by the property owner.
  
- G. Impervious Coverage. The impervious coverage may be increased by 50% provided the following:
  - a. A stormwater management plan that retains the 10-year, 24-hour rain event is provided. Upon approval, the plan must be fully implemented.
  - b. Direct runoff to adjacent properties in a 10-year, 24-hour rain event is eliminated through the use of swales, berms, ditches, grading or other necessary means.

**5.11 Land Use Matrix<sup>1</sup>**

**Table 1. City of Motley Land Use Matrix**

A - Denotes Allowed without a Permit		AC - Denotes <i>Accessory use</i>							
P - Denotes <i>Permitted use</i>		E - Denotes Excluded Use							
C - Denotes <i>Conditional use</i>									
Use	NR	R1	R2	R3	DMU	PU	C2	C1	I
<i>Automobile Sales</i>					E		C	E	

**SECTION VII - SPECIAL PROVISIONS**

**7.7 Signs<sup>2</sup>**

3. General Provisions.

- D. *Temporary signs* pertaining only to the construction, sale, or rental of the premises are allowable provided they do not exceed nine (9)

<sup>1</sup> Ordinance 2009-3, 4/28/2009

<sup>2</sup> Amended 9/23/08

square feet in any District and are removed within thirty (30) days of the completion of construction, sale, or rental.

- E. *Temporary signs*, including *banners*, streamers and *portable signs*, are allowed for special events such as grand openings and promotions provided they are not in place longer than fourteen (14) days.
  - 1. *Portable signs* must be placed twenty (20) feet back from the Highway 210 / Highway 10 Intersection; and
  - 2. four (4) feet of clear space must be maintained in the center of the sidewalk for the passage of pedestrians.
- F. *Prohibited Signs*. The following *signs* are prohibited *signs*:
  - 1. Any *sign*, signal, marking or device which purports to be or is an imitation of or resembles any official traffic control device or railroad sign or signal, or emergency vehicle signal, or which attempts to direct the movement of traffic or which hides from view or interferes with effectiveness of any official traffic-control device or any railroad sign or signal.
  - 2. All off-premise advertising, including billboards.
  - 3. *Signs* painted, attached, or in any other manner affixed to *trees*, rocks, or similar natural surfaces, or attached to public utility poles, bridges, *towers*, or similar public *structures*.
- G. *Setbacks*. Permanent *signs* can be allowed up to the *right-of-way* as long as there are no safety or maintenance concerns as determined by the *Zoning Administrator*.
- H. *Area*. The area within the frame shall be used to calculate the square footage. If such letters or graphics are mounted directly on a wall of fascia or in such way as to be without a frame, the dimensions for calculating the square footage shall be the area within the periphery around such letters or graphics in a plane figure bounded by straight lines connecting the outermost points thereof. Each surface utilized to display a message or to attract attention shall be measured as a separate *sign* and shall be calculated in the overall square footage. Symbols, flags, pictures, wording, figures, or other forms of graphics painted on or attached to windows, walls, *awnings*, free-standing *structures*, suspended by balloons or kites or on persons, animals, or vehicles are considered a *sign* and are included in calculating the overall square footage.
- J. *Illumination*. External illumination for *signs* shall be so constructed and maintained so that the source of light is not *visible* from the public *right-of-way* or neighboring residential properties.
- K. *Height*. The top of a *sign*, including its superstructure, if any, shall be no higher than fifty percent (50%) of the roof elevation of the *building* to which such *sign* may be attached or thirty (30) feet above ground level, whichever height is less. *Freestanding signs* shall not exceed an overall height of thirty (30) feet from ground level.

#### 4. Specific Regulations by *Zoning District*.



B. Business Districts.

1. Within the Commercial District (C), *signs* are permitted as follows:
  - a. Each property is allowed one *freestanding sign* so long as the *sign's* placement does not create a safety hazard by obstructing lines of sight or pedestrian corridors.
  - b. For *corner lots*, one *freestanding sign* conforming to these standards is allowed on each roadway.
  - c. Maximum *sign* area of a single *sign* is one hundred twenty-eight (128) square feet.
  - d. Up to ten percent (10%) of any *principal structure* facade area which directly abuts and lies generally parallel with the road *right-of-way* or publicly traveled roadway may be dedicated to signage.
  - e. The maximum *sign* area for the side of the *principal structure* not *abutting* the road *right-of-way* or publicly traveled road is twenty-four (24) square feet.
5. Required Permits. No *sign* shall be *erected*, altered, reconstructed, or moved in the City without first securing a permit from the City. The content of the *sign* shall not be reviewed or considered in determining whether to approve or deny a sign permit.

## SECTION IX - ADMINISTRATION

### **9.5 Conditional Use Permits.**

3. In permitting a new Conditional Use or alteration of an existing Conditional Use, the Planning Commission may impose, in addition to the standards and requirements expressly specified by this Ordinance, additional conditions that the Planning Commission considers necessary to protect the best interest of the surrounding area or the City as a whole. These conditions may include, but are not limited to the following<sup>3</sup>:
  - a. Increasing the required lot size or yard dimension.
  - b. Limiting the height, size or location of buildings.
  - c. Controlling the location and number of vehicle access points.
  - d. Increasing the street width.
  - e. Increasing or decreasing the number of required off-street parking spaces.
  - f. Limiting the number, size, location or lighting of signs.
  - g. Requiring berming, fencing screening, landscaping or other facilities to protect adjacent or nearby property.
  - h. Designating sites for open space.

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<sup>3</sup> Amended by Ordinance 153.05, 3/9/2010  
City of Motley  
October 30, 2017

- i. Stormwater runoff management.
  - j. Reducing impervious surfaces.
  - k. Increasing setbacks.
  - l. Restoration of wetlands, vegetative buffers, sewage treatment and water supply capabilities, and other conservation-designed actions.
4. The Planning and Zoning Commission shall decide the issue with consideration to the following:
- a. The following must be met:
    - i. The use or development is an appropriate conditional use in the land use zone.
    - ii. The use or development, with conditions, conforms to the comprehensive land use plan.
    - iii. The use with condition is compatible with the existing neighborhood.
    - iv. The use with conditions would not be injurious to the public health, safety, welfare, decency, order, comfort, convenience, appearance or prosperity of the City.
  - b. The following must be considered:
    - i. The conditional use should not be injurious to the use and enjoyment of other property in the immediate vicinity for the purpose permitted on that property, nor substantially diminishes or impairs values in the immediate vicinity.
    - ii. The conditional use will not impede the normal and orderly development and improvement of surrounding vacant property for uses predominant in the area.
    - iii. The conditional requirements at public cost for public facilities and services and will not be detrimental to the economic welfare of the community.
    - iv. The conditional use will have vehicular approaches to the property which are so designed as not to create traffic congestion or indifference with traffic on surrounding public thoroughfares.
    - v. Adequate measures have been taken to provide sufficient off-street parking and loading space to serve the proposed use.
    - vi. Adequate measures have been taken or will be taken to prevent or control offensive odor, fumes, dust, noise, and vibration, so none of these will constitute a nuisance and to control lights and signs in such a manner, that no disturbance to neighboring properties will result.

- vii. The conditional use will not result in the destruction, loss or damage of a natural, scenic or historical feature of major significance.
- viii. The conditional use will promote the prevention and control of pollution of the ground and surface waters including sedimentation and control of nutrients.

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**Staff Findings:** The following findings of fact are presented by Staff for consideration by the Planning Commission:

**1. The use or development is an appropriate conditional use in the land use zone.**

“Automobile sales” are listed as a conditional use in the DMU zoning district, which is generally what best described the proposed use. The applicant intends that used automobile, motorcycle and RV sales be added to the existing allowed trailer sales.

**2. The use, with conditions, is compatible with the existing neighborhood.**

The primary issue here is likely to be whether the sale of additional items beyond the existing trailer sales will affect its compatibility with the neighborhood. Given that both trailer and auto sales involve the outdoor display of items for sale, the compatibility will not be significantly changed. Another factor is whether the use will significantly increase traffic levels in a way that is incompatible with the neighborhood. Given that the property is zoned for Commercial use and there is not a significant presence of residential uses or residential-zoned land in the area, the addition of auto sales to the site should not be incompatible with the neighborhood.

**3. The use with conditions would not be injurious to the public health, safety, welfare, decency, order, comfort, convenience, appearance or prosperity of the City.**

See #2 above. Also, a comment has been received from the Minnesota Department of Transportation indicating the items may not be displayed or parked within the highway right of way. It appears that some trailers may be partly located within the highway right of way at times – particularly to the east.

**4. The conditional use should not be injurious to the use and enjoyment of other property in the immediate vicinity for the purpose permitted on that property, nor substantially diminishes or impairs values in the immediate vicinity.**

See #2 above.

**5. The conditional use will not impede the normal and orderly development and improvement of surrounding vacant property for uses predominant in the area.**

The proposed use would not appear to present any hindrance to the normal and orderly development of surrounding land, as the surrounding land is already developed. If it creates significant nuisances, it could inhibit the redevelopment or use of surrounding land.

**6. The conditional [use will not increase] public cost for public facilities and services and will not be detrimental to the economic welfare of the community.**

All necessary public facilities and services are already available to the property.

7. **The conditional use will have vehicular approaches to the property which are so designed as not to create traffic congestion or indifference with traffic on surrounding public thoroughfares.**

The property currently has one vehicular access point – from Morrison Street on the north side of the property, which is accessed from 4<sup>th</sup> Ave N. on the west. 4<sup>th</sup> Avenue is directly accessible only from the eastbound lane of Highway 10 on the north and via Front Street on the south. Traffic levels are likely to increase with the addition of auto sales to the existing trailer sales. Congestion should be minimal however given that, while not a full turn lane, there is a paved shoulder on Highway 10 from which people can turn safely on to 4<sup>th</sup> Avenue and traffic is likely to be intermittent rather than a steady stream.

8. **Adequate measures have been taken to provide sufficient off-street parking and loading space to serve the proposed use.**

The proposal includes space for some limited off-street parking. The ordinance does not specify a certain number of parking spaces that need to be available – just that it be adequate. A relatively small used auto sales business would not be expected to create a significant need for off-street parking, as there are only likely to be 1-3 customers at any given time. There is also likely to be some on-street parking on Morrison Street, which is a gravel dead-end road and the only traffic on it is likely for the proposed business site.

9. **Adequate measures have been taken or will be taken to prevent or control offensive odor, fumes, dust, noise, and vibration, so none of these will constitute a nuisance and to control lights and signs in such a manner, that no disturbance to neighboring properties will result.**

See #2 above.

10. **The conditional use will not result in the destruction, loss or damage of a natural, scenic or historical feature of major significance.**

The proposed use would not appear to have any impact on any natural, scenic or historical features as the property is flat and already developed with a commercial building and used for trailer sales. There do not appear to be any such features on the property.

11. **The conditional use will promote the prevention and control of pollution of the ground and surface waters including sedimentation and control of nutrients.**

The proposed use should not create much potential for sedimentation or pollution as limited area will be disturbed. Any spills of handling of wastes will need to be properly managed given that various pollutants would be present on the property (antifreeze, oils, etc.) – although these should only be a problem if cars are leaking fluids.

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**Planning Commission / Board of Adjustment Direction:** The Planning Commission / Board of Adjustment may approve the conditional use request(s), deny the request(s), or

table the request(s) if the PC/BOA should need additional information from the applicant. If the PC/BOA should approve or deny the request, they should state the findings which support either of these actions.

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**Staff Comments:** Staff comments related to the request are noted below:

- 1) The primary questions in this application include:
  - a) Will the parking/display areas on the site result in greater than 50% impervious coverage on the lot? If so, a stormwater management plan would need to be submitted, approved and implemented.
  - b) All signs need to be permitted. Staff does not show any record of permits being issued for the existing signs on the property, although they were mentioned as being allowable in the 2008 conditional use permit approval.
  - c) Have the conditions of the 2008 conditional use permit been met and are any additional conditions necessary?
- 2) The conditions required for the 2008 trailer sales CUP approval were:
  - a) The existing parking area shall be used by the potential customers, and all trailers shall be placed in this parking area.
  - b) Noise levels on the property shall not disturb any neighboring properties.
  - c) Any exterior lighting to be installed shall be approved by the Commission; this lighting shall not project onto any neighboring properties.
  - d) The existing signs on the property will be replaced; any additional signage would require commission approval.
  - e) A site plan shall be submitted if any changes to the parcel are made.
  - f) Drainage from property shall not be directed to any neighboring properties.
  - g) Retail sales shall be limited to vehicle trailers such as but not limited to, equipment trailers, enclosed trailers, and stock trailers, etc., and accessories. Any material change in the use of the property shall be subject to approval by the Planning Commission.

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**Staff Recommendation:** Based on the findings of fact and discussion listed above, Staff recommends approval of the proposed conditional use provided certain conditions are met.

If the Commission instead finds that the use is incompatible with the ordinance and/or that certain issues cannot be addressed adequately, it should deny the application.

If the application is approved, Staff would recommend consideration of the following conditions:

1. That the impervious coverage on the property does not exceed that allowed by ordinance and/or obtains any conditional use permits that may be required for higher amounts of impervious coverage. Barriers, fencing or some other demarcation of the site that is available for parking, driving and display of

vehicles shall be implemented so as to ensure the impervious limits are being met.

2. That separate sign permits be obtained for all new signage and that all requirements of the sign ordinance are met in their issuance.
3. That the property and buildings shall be maintained in a neat and orderly appearance such that excessive weed growth does not occur, that structures are maintained in a safe and attractive manner and that outside display of items for sale does not become a detriment to surrounding properties.
4. That any state or federal licenses or permits that may be required shall be obtained.
5. That any waste materials be handled properly to prevent pollution and in accordance with local, state and federal regulations.
6. The applicant shall provide access to all areas of the property, during reasonable times, to the City for inspections to ensure compliance with the above conditions.
7. In addition to the above conditions, the conditions applied to the 2008 trailer sales approval shall remain in force, except where changes are noted below, for both the existing and the proposed use:
  - a. ~~The existing parking area shall be used by the potential customers, and~~ All trailers, autos, motorcycles and RVs shall be placed in ~~this parking area~~ the areas specifically presented and approved for such purposes.
  - b. Noise levels on the property shall not disturb any neighboring properties.
  - c. Any exterior lighting to be installed shall be approved by the ~~Commission~~ City Council; this lighting shall not project onto any neighboring properties.
  - d. ~~The existing signs on the property will be replaced; any additional signage would require commission approval.~~
  - e. d. A site plan shall be submitted if any changes to the parcel are made.
  - f. e. Drainage from property shall not be directed to any neighboring properties.
  - g. f. Retail sales shall be limited to automobiles, motorcycles, RVs, and vehicle trailers such as but not limited to, equipment trailers, enclosed trailers, and stock trailers, etc., and accessories. Any material change, as determined by the Zoning Administrator, in the use of the property or types of items displayed for sale, shall be subject to ~~approval by the Planning Commission~~ a new conditional use permit process and approval by the City Council.

## CONDITIONAL USE APPLICATION

### *MOTLEY MN*

<b>Site Address (E-911#):</b>	<b>Parcel Number (12 digits):</b>
<b>164 MORRISON STREET WEST</b>	<b>410095000</b>
<b>Lake/River Name:</b>	

**Property Owner:**

<b>Name:</b>	<b>ALLEN CHASE</b>		
	Preferred Phone: <b>(218) 371-1824</b> Secondary Phone: Email:		
<b>Mailing Address:</b>	<b>27521 CTY HWY 5 BATTLE LAKE, MINNESOTA 56515</b>		
Preferred Phone: <b>(218) 631-2277</b>	Secondary Phone: <b>(218) 251-6501</b>	Email: <b>MARK@LUNDEAUTOSALES.COM</b>	

**Primary Applicant Info (if different from property owner):**

<b>Applicant Is: OTHER</b>		
<b>LUNDE AUTO SALES, LLC MARK LUNDE 218 ASH AVE NW WADENA, MINNESOTA 56482</b>		
Preferred Phone: <b>(218) 631-2277</b>	Secondary Phone: <b>(218) 251-6501</b>	Email: <b>MARK@LUNDEAUTOSALES.COM</b>

**Other Applicants (if applicable):**


**Was there already a public hearing (i.e. variance, conditional use permit, etc.) related to your current application?**

**Date of previous public hearing:**

Signature of Applicant\*:

Date:

Signature of Title Holder\*:

Date:

\* By signing, the applicant or agent hereby makes application for a permit to construct as herein specified, agreeing to do all such work in strict accordance with all and other applicable ordinances or federal and state laws. Applicant or agent agrees that site plan, sketches, and other attachments submitted herewith and which are approved by the Zoning Administrator are true and accurate, and shall become part of the permit. Applicant or agent agrees that, in making said application for a permit, applicant grants permission to 's designated zoning or building inspection officials, at reasonable times during the application process and thereafter, to enter applicant's premises covered by said permit, to determine the feasibility of granting said permit or for compliance of that permit with any applicable local, state, or federal ordinances or statutes. Applicant or agent understands that it is applicant's sole responsibility to contact any other federal, state, county or local agencies to make sure applicant has complied with all relevant Municipal, State, Federal or other applicable laws concerning applicant's project described above.

**Please complete all of the following questions to the best of your ability (some questions may not apply, depending on the nature of your request):**

1. What are you proposing for the property? State nature of request in detail:

**We would be adding the sale of Used Autos including Cars, SUVs, Trucks, Motorcycles and the occasional RV.**

**We would be adding some signage to the existing structures for signs (the marquee at the front of the building + the "Entrance" sign on Morrison/4th)**

2. When do you anticipate beginning and completing the project?

Start Date: **2017-11-01**

Completion Date: **2017-11-15**

3. If an interim use, list the date or event that you would like the interim use permit to expire. *NOTE: The Zoning Ordinance requires that the initial approval of an interim use permit must expire no later than five (5) years from the date it is approved. After that initial period, you may apply for renewal which may be allowed to continue for a different time period.*
4. Would the proposed use be harmful to the use and enjoyment of other property in the immediate area (for uses that are permitted)? Why or why not? Would the property reduce or otherwise diminish property values in the immediate area? Why or why not?

**No, it would compliment the current business there (trailer sales) and is relatively secluded from other businesses.**

**It would increase property values as we will be fixing up the building, property and grounds as well as marketing to the area.**

5. Will the proposed use prevent other landowners in the area from developing their property in a normal and orderly way? Why or why not?

**No, there is no encroachment to others.**

6. Will the proposed use require any utilities, access roads, drainage or other public or semi-public facilities? If so, are these already provided in the area? If not, how will they be provided?

**Yes, all services are already in place.**

7. Will the proposed use require off-street parking or loading space? If so, what actions will you take to provide sufficient space and where?

**There is sufficient space ON the property for all functions.**

8. Discuss how the proposed use will be in conformance with the Comprehensive Plan.

**The addition of auto sales would not in any way alter or deter from the plan and would allow for the best and maximum use of the property.**

9. Will the proposed use create any odors, fumes, dust, noise, vibration, or involve any lighted signs or other lights? If so, how do you intend to control these so that they do not create a nuisance for neighboring properties? Discuss how the proposed use will be in conformance with the Comprehensive Plan of the Township.

**None.**



10. Will the proposed use involve any exterior storage of materials? If so, how will the storage prevent reducing nearby property values, impair scenic views or threaten habitat or other living amenities?

**No, only inventory will be on the exterior.**

11. Will the proposed use involve any harvesting of timber or other clearing of forest land? If so, how will exposed soil be stabilized or prevented from eroding? Please attach an erosion and sediment control plan developed and approved by the local soil and water conservation district.

**No.**

12. Please include any other comments relating to this request.

**If in Shoreland Areas, please complete all of the following questions:**

1. Describe any aspects of the proposed use that could harm the lake or stream. Discuss how you will reduce or prevent any impacts.

**NA**

2. Describe any aspects of the proposed use that could harm the lake or stream. Discuss how you will reduce Discuss why the proposed use is suited to a shoreland area.

**NA**

3. Will the proposed use involve any grading or filling of the natural or existing topography? If so, how will you minimize earthmoving, erosion, tree clearing and the destruction of natural amenities.

**NA**

- Amount of material to be moved (cubic yards):
  
- Describe Temporary Erosion Control Measures:
  
- Describe how vegetation will be re-established:

4. Will the proposed use involve any connections to public waters, such as boat slips, canals, lagoons, or harbors? If so, has the MN Department of Natural Resources approved the connection?

5. **Flood Insurance Notice:** If your variance request involves a request to construct a structure below the base flood level, you are hereby notified that this will result in an increased premium rate for flood insurance up to amounts as high as \$25 for \$100 of insurance coverage. Such construction below the base or regional flood level increases risks to life and property.

***\*If you are requesting to construct a structure below the base flood level, please initial here that you have read and understand the above notice:***

**APPLICATION REQUIREMENTS**

The following information shall be provided as part of an application, unless determined unnecessary or unapplicable by the Zoning Administrator\*:

- Legal Description of Site (can be located on most property tax statements)
- Location of the subject property (a copy of the tax map can be used)
- Name of record owner/title holder of property
- Size of parcel and dimensions
- North point
- All existing structures, their square footage, height, distance from all property lines and setbacks (including road, bluff and lake Ordinary High Water (OHW) level) and each other
- All proposed structures, their square footage, height, distance from all property lines and setbacks (including road, bluff and lake OHW level) and each other
- Location on the parcel of existing and proposed sewage treatment systems (SSTS), if present, and wells and their distance from property lines, structures and each other. If served by public sewer, note this.
- Existing and/or proposed square footage of any driveway (gravel and paved), access roads, parking, sidewalks, decks, stairways, retaining walls, patios or other impervious (hard) surfaces that sheds rainwater. Any overhangs or cantilevers that extend more than 24 inches from the foundation shall be included in this calculation. Landscaping underlain with a fabric or barrier designed to allow water to pass through is not considered impervious.
- Proposed landscaping and screening plans, if applicable, showing location and type of grasses, shrubs, trees or landscaping material to be used.
- Proposed grading plan, showing any areas to be graded or otherwise disturbed so that bare soil is exposed. Note the dimensions and overall size of the area to be disturbed (if greater than one acre, a separate stormwater permit will be required) and the amount of material to be moved as part of the project (brought in, removed or moved around) in cubic yards. Show how the land will look before and after the proposed project.
- Approximate location of existing and proposed water courses, wooded areas, wetlands, and other significant physical features

A description of the expected timeline for any work related to the proposed use.

\* Under certain circumstances, even when not initially required by the Zoning Administrator, the Planning Commission or Board of Adjustment may require a survey of the property and/or buildings on the site, a stormwater management plan, a landscaping plan, architectural drawings, engineering or architectural certifications/professional opinions, construction plans, photos or other detailed information when determined necessary to make an informed decision. In order to expedite your application and avoid delays, the Zoning Administrator may recommend the submittal of this information as part of the initial application or at least two weeks prior to the meeting.

## Grading/Lot Preparation

Will the project expose soil to potential erosion (circle one)? **NO**

Area to be exposed:

Detailed estimate of area to be exposed:

Within 200 ft of water?:

Stabilized within 24 hours?:

Width:

Length:

Depth:

Will the project expose soil to potential erosion (circle one)? **NO**

Purpose of alteration:

Amount of material moved:

Detailed estimate of material moved:

Above amount that is erodible:

Above amount that is non-erodible:

If yes, describe temporary erosion control measures  
(e.g. silt fence, erosion control blanket, etc.):

If yes, describe how disturbed area will be stabilized  
permanently (e.g. sod, seed disturbed area, hydroseed,  
permanent fixture such as patio, steps, etc.):

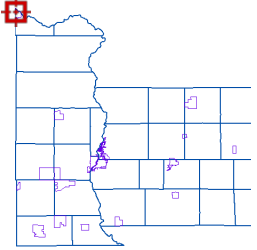
Will the exposed soil/excavation/grading be within a shore or bluff impact zone?:

Will the project be likely to direct more water/runoff to a neighboring property, a public right of way or water body than occurred previously? **NO**








What will you be doing to prevent additional water from affecting the neighboring property, right of way or water body?:



Overview



Legend

-  Political Township
-  Parcels
-  Road Centerlines
-  Elevation Contours
- Streams**
-  <all other values>
-  Protected Stream
-  Protected Stream/County Ditch
-  Original Path
-  County Ditch

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HWY 10

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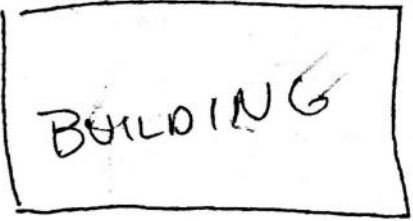
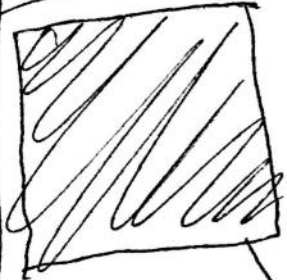
CURRENT SIGN

+

ADD 4x8 SIGN

DRIVEWAY

MORRISON ROAD



BUILDING

EXISTING

TRAILERS

(REMAIN)

PROPOSED  
VEHICLE

INVENTORY

HWY 10