



Meeting Agenda
City of Mora Planning Commission
Monday, February 7, 2022
5:30 PM Mora City Hall

Mora City Hall
101 Lake Street S
Mora, MN 55051
Kanabec County,
Minnesota

City of Mora Code of Ordinances, Chapter 32: The role of the Planning Commission is to serve the City Council in an advisory capacity on matters relating to citizen requests for action, zoning changes and review, Comprehensive Plan reviews, capital improvement reviews, and other actions as deemed necessary to carry out the functions of a pro-active Planning Commission.

1. Call to Order

2. Oath of Office:

Lance Strande will pledge the oath of office for a three-year term expiring December 31, 2024.

3. Roll Call:

Jake Mathison
Sheldon Shepard
Sara Treiber
Lance Strande

- 4. Adopt Agenda** *(No item of business shall be considered unless it appears on the agenda for the meeting. Board members may add items to the agenda prior to adoption of the agenda.)*

5. Approval of Minutes

- a. Approval of Minutes from December 13, 2021

- 6. Election of Officers:** The board will elect a Chair and Vice Chair for 2022.

Public Hearing:

Conditional Use Permit: 950 Hwy 65 South – Robert Pich

- a. Mr. Pich is requesting to add a 40 x 60 pole shed outbuilding to provide shelter and security for his personal equipment and belongings while also providing a sight and sound block from Highway 65. The property is zoned R-3.

7. Open Forum

8. Old Business: none

9. New Business

- a. Resolution PC2022-0201 Minor Subdivision: PID 22.00360.00 – Les Caswell
b. Resolution PC2022-0202 Conditional Use Permit: 950 Hwy 65 South – Robert Pich

- 10. Verbal Reports** *(In addition to the items listed below, each board and staff member will be given the opportunity to share information.)*

11. Adjournment

The next regular meeting is scheduled for **Monday, March 7** at 5:30 PM.

**City of Mora, MN
PLANNING COMMISSION
Meeting Minutes**

December 13, 2021

Present: Todd Sjoberg, Sheldon Shepard, and Sara Treiber
Absent: Jake Mathison and one vacancy
Staff Present: Caleb Christenson Building Official, and Mark Nolan SEH Planner
Also Present: None

1. Oath of Office. Sheldon Shepard took the oath of office for the term ending December 31, 2022.
2. Call to Order. Chair Sjoberg called the meeting to order at 5:30pm.
3. Roll Call.
 - Jake Mathison - Absent
 - Todd Sjoberg - Present
 - Sheldon Shepard - Present
 - Sara Treiber - Present
4. Adopt Agenda. Motion made by Treiber, seconded by Shepard, all present voted aye; motion carried by the Planning Commission to adopt the December 13, 2021 meeting agenda as presented.
5. Approval of Minutes. Motion made by Treiber, seconded by Shepard, all present voted aye; motion carried by the Planning Commission to approve the October 6, 2021 meeting minutes as presented.
6. Public Hearings.
 - a. Public hearing to consider a Text Amendment to the City of Mora Code of Ordinances, Title XV Land Usage, Chapter 150 Zoning Code, regarding daycare facilities in residential districts. The planning commission conducted a public hearing to consider a text amendment to the City of Mora Code of Ordinances, regarding daycare facilities in residential districts that was initiated by the City of Mora.

The public hearing was opened at 5:34pm, no persons were present for comment and no public comments were received via correspondence; the public hearing was closed at 5:34pm. MOTION made by Treiber, seconded by Shepard, all present voted aye, motion carried by the Planning Commission to approve the following resolution:

RESOLUTION NO. PC2021-1201

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF MORA, MINNESOTA,
RECOMMENDING APPROVAL OF A TEXT AMENDMENT TO THE CITY OF MORA CODE OF
ORDINANCES, TITLE XV LAND USAGE, CHAPTER 150 ZONING, REGARDING RESIDENTIAL AND
NON-RESIDENTIAL DAY CARE FACILITIES.

(see attached)
 - b. Public hearing to approve the Comprehensive Plan Update and forward a recommendation of approval to the City Council. The planning commission conducted a public hearing to

consider approval of the Comprehensive Plan Update and to forward a recommendation of approval to City Council.

The public hearing was open at 5:36pm, no persons were present for comment and no public comments were received via correspondence; the public hearing was closed at 5:36pm. MOTION made by Shepard, seconded by Treiber, all present voted aye, motion carried by the Planning Commission to approve the Comprehensive Plan Update and to forward recommendation of approval to the City Council.

7. Open Forum. No one spoke at open forum.
8. New Business. There were no new business items for discussion.
9. Old Business. There were no old business items for discussion.
10. Verbal Reports.
 - a. Planning Commission Vacancy. Sjoberg announced this was his last planning commission meeting that he would not be re-applying at term-end on December 31, 2021.
11. Adjournment.

Motion made by Treiber, seconded by Shepard, all present voted aye; motion carried by the Planning Commission to adjourn the meeting at 5:41pm.

Chair

Attest: _____
Mandi Yoder
Deputy City Clerk



MEMORANDUM

Date February 7, 2022
To Planning Commission
From Angela Grafstrom
RE Caswell Property Zoning and Minor Subdivision

SUMMARY

Caswell is wanting to build a house on his property zoned R-1. In researching his request, we found that in 1999 council passed a resolution zoning a portion of his R-1 property as B-2, but it was never recorded with the county and the division of the parcel was never completed. Caswell's business already sits on the property the City shows as a separate parcel zoned B-2. To get this completed in a timely fashion and meet the needs of the county, we need Commission approval of Resolution PC2022-0201 so Caswell's can complete the separation of the parcels as started in 1999 and build his house on the R-1 parcel.

BACKGROUND INFORMATION

The process of rezoning and separating the parcels was originally started in 1999, but was not fully completed by either the city or Caswell. Caswell has been working with the City on this again since October of 2020. The delays on the city side have been in part due to the changes in staffing.

OPTIONS & IMPACTS

Separating parcel 22.00360.00 as indicated on the survey and previous maps makes sense for the City as well as the property owner. A business already sits on the portion of the parcel zoned B-2 in 1999 and combining it with parcel 22.00340.00 only makes sense as the front of the same business and the street access is with parcel 22.00340.00. Additionally, the balance of 22.00360.00 is zoned R-1 and there is no issue with Caswell's building a house on their own property zoned residential. In accordance with City Ordinance 153.098 and verified with the City attorney, this minor subdivision and zoning issue can be completed with the passage of Resolution PC2022-0201. It will be the property owners responsibility to record the parcel separation with the County Recorder's office upon approval of the City Council.

RECOMMENDATIONS

I recommend that the Planning Commission pass Resolution PC2022-0201 recommending approval of the split of PID 22.00360.00, and the combination of the split portion with PID 22.00340.00 which will remain zoned B2; and, further approves that the remaining parcel of PID 22.00360.00 remain zoned R-1 all as described and depicted on attached Exhibit D attached to the resolution.

Subdivision Regulations

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towards approval of a final plat for a period not to exceed sixty (60) days to allow the proper governmental agency the opportunity to consider and take action towards acquisition of such public ground or park by purchase or other methods.

(2) In all new residential subdivisions, including planned unit development and mobile home parks, a minimum of five percent (5%) of the gross area subdivided shall be dedicated for public recreation space or other public use. The dedicated percent of the gross area subdivided shall be in addition to property dedicated for streets, alleys, easement, or other public ways. No areas may be dedicated for public use until such areas have been approved by the governing body as suitable and necessary for the public health, safety, convenience, and general welfare. When the subdivision is too small for practical dedication of public land or if no land in the subdivision is suitable or required for such use, the subdivider may be required to pay a fee as specified in a published fee schedule established by resolution of the governing body. Such money as may be collected shall be used for park land acquisition and park development.

(3) Lots created in any manner that are larger than five (5) acres may be subject to the above requirements if, in the opinion of the governing body, the lots will not be resubdivided.

(4) Where a subdivision includes any portion of a lake shore or the shoreline of a meandered stream, no less than ten percent (10%) of the portion of the shoreline lying within a subdivision shall be dedicated for use by the public along with sufficient land to allow access to a publicly dedicated street. This land may be a part of, or equal to, the percent of land for dedication as public land under this section.

(Ord. 274, passed 4-15-1997)

§ 153.097 PLANNED UNIT DEVELOPMENTS.

Upon receiving a report from the Planning Commission, the governing body may grant a variance from the provisions for these regulations in the case of a planned unit development, as defined in the Zoning Code, provided that the Council shall find that the proposed development is fully consistent with the purpose and intent of these regulations and the Comprehensive Plan. This provision is intended to provide the necessary flexibility for new land planning and land development trends and techniques such as cluster development.

(Ord. 274, passed 4-15-1997)

§ 153.098 MINOR SUBDIVISIONS.

(A) (1) In the case of a subdivision resulting in three (3) or less lots, situated in a neighborhood where conditions are well defined, the governing body may exempt the subdivider from complying with some of the requirements of these regulations. In the case of a request to subdivide a lot which is a part of a recorded plat, or where the subdivision is to permit the adding of a parcel of land to an abutting lot or to create not more than two (2) new lots plus the existing lot, and the newly created property lines will

not cause any resulting lot to be in violation of these regulations or the Zoning Code, the division may be approved by the governing body, after submission of a survey by a registered land surveyor showing the original lot and the proposed subdivision. Payment of all encumbrances for special assessments shall be a prerequisite for approval by the governing body unless specifically exempted.

(2) There shall be only one (1) minor subdivision with regard to the subject property in any twelve (12) month period.

(B) (1) Fees shall be payable at the time applications are filed with the city and are not refundable unless application is withdrawn prior to review by the City Council. City Council may refer to Planning Commission for recommendation.

(2) There shall be no fee in the case of applications filed in the public interest by members of the Council or by the Planning Commission.

(Ord. 274, passed 4-15-1997; Am. Ord. 313, passed 2-4-2003) Penalty, see § 153.999

§ 153.099 REGISTERED LAND SURVEYS.

All registered land surveys shall be filed subject to the same procedure as required for the filing of a plat for platting purposes. The standards and requirements set forth in these regulations shall apply to all registered land surveys. Unless the governing body shall approve, a registered land survey shall not be used to divide a parcel of land into lots for the purpose of transfer of ownership or building development, if any of the tracts do not have the required frontage on a dedicated public street.

(Ord. 274, passed 4-15-1997)

§ 153.100 METES AND BOUNDS.

(A) No building permit shall be issued for any structure on any parcel of land less than five (5) acres in area and having a width of less than three hundred (300) feet at the building setback line.

(B) No building permit shall be issued for any structure on any parcel of land less than five (5) acres in area and having a width of less than three hundred (300) feet on an improved public street, at the building setback line which is described by metes and bounds, until a plat describing such parcel of land is filed with the Kanabec County Register of Deeds and proof thereof is furnished to the local governing body.

(C) When a conveyance by metes and bounds is made the parcels involved are between five (5) and twenty (20) acres in size, a survey of the parcels involved shall be submitted to the City Clerk before any building permits will be issued for those parcels and a copy of the survey should be attached to the deed when it is submitted to the Kanabec County Register of Deeds for recording.

(Ord. 274, passed 4-15-1997)



CITY OF MORA
 101 Lake Street South
 Mora, MN 55051-1588

6 pages + Survey map

Beth Thorp, Community Development
 Phone: 320-225-4807 | Fax: 320-
 Email: beth.thorp@cityofmora.com

ITEM 9A -CASWELL APPLICATION
 PAGE 1 OF 6

Land Use Application

Type of Request	Fee
<input type="checkbox"/> Variance *	\$250
<input type="checkbox"/> Conditional Use Permit (CUP) *	\$250
<input type="checkbox"/> Interim Use Permit (IUP) *	\$250
<input type="checkbox"/> CUP or IUP Amendment	\$250
<input checked="" type="checkbox"/> Minor Subdivision	\$150
<input type="checkbox"/> Text Amendment	\$250
<input type="checkbox"/> Map Amendment / Rezoning *	\$300
<input type="checkbox"/> Site Plan Review / PUD Concept Plan Review	\$50
<input type="checkbox"/> Public R-O-W or Easement Vacation	\$250
<input checked="" type="checkbox"/> Well and/or Septic Exemption Permit	\$150
<input type="checkbox"/> Preliminary Plat / PUD General Development Plan *	\$400 plus \$10/lot and \$3,000 deposit
<input type="checkbox"/> Final Plat / PUD Final Development Plan	\$350
<input type="checkbox"/> Other _____	\$ _____

* For those requests followed by an asterisk (*), the applicant MUST provide a list of property owner names and mailing addresses within 350 feet of the subject property(ies). It is highly recommended that the list be obtained from the Kanabec County Assessor's Office. Allow 10 days for the list to be processed.

In addition to the application fees and deposits listed above, the applicant is responsible for actual costs of outside consulting services incurred by the City of Mora during the review of this land use request, including but not limited to legal and engineering services.

Subject Property Information

Street Address R-1 Outlot C 22.07025.00

Legal Description Lot X Block _____ Subdivision _____

If the property has a metes and bounds description, attach a copy of the full legal description.

Current Zoning R-1 Current Use Open Field

Parcel Identification Number (PID) See arrows on attached map

Property Owner Name(s) Les and Kaye Caswell

Property Owner Phone Number (daytime) 612-328-3704

Property Owner Mailing Address 768 Hwy. 65 N. - Mora, Mn. 55051

Property Owner Email Address lescaswell@gmail.com



ITEM 9A -CASWELL APPLICATION
APPLICATION FOR CONSIDERATION OF PL PAGE 2 OF 6

Please Return To:

City of Mora | Community Development Department
101 Lake Street South | Mora, MN 55051 | 320-679-1511 Phone | 320-679-3862 Fax

Type of Request:

- Variance * - \$250
- Conditional Use Permit * - \$250
- Interim Use Permit * - \$150
- Minor Subdivision - \$150
- Text Amendment - \$250
- Other: _____
- Map Amendment/Rezoning * - \$300
- Site Plan Review/PUD Concept Plan Review - \$50
- Preliminary Plat/PUD General Development Plan * - \$400 plus \$10/lot and \$3,000 deposit
- Final Plat/PUD Final Development Plan - \$350

* Applicant MUST provide a list of property owner names and mailing addresses within 350 feet of the subject property(ies). It is highly recommended that the list be obtained from the Kanabec County Assessor's Office. Allow 10 days for processing.

Property Owner Information (property owner MUST sign or authorize application)

Name: LEST KAYE CASWELL Phone Number: 320-679-1383
Address: _____

Applicant Information (only if different from owner)

Name: LEST KAYE CASWELL Phone Number: 320-679-1383
Address: _____

Street Address of Subject Property: _____

Legal Description (Please attach separate page if necessary): _____

Description of Request (please attach separate page if necessary):

LOT COMBINATION INVOLVING PDS 22.07025.00 AND 22.00360.00 IN ORDER TO PROVIDE FRONTAGE / ACCESS TO 22.07025.00.

Present Zoning of Subject Property: B2 + R1 (SPLIT ZONING) Present Use of Subject Property: VACANT

A site plan shall be submitted with this application. The following information is required and the city may require additional information as necessary to process the application: north arrow, adjacent street names, all dimensions, property or subject site acreage, existing and proposed buildings, and setbacks.

The Community Development Director shall determine if the application and required application materials are complete within 15 days of submittal. Applications will not be processed until they are considered complete.

I HEREBY STATE THAT ALL OF THE ABOVE INFORMATION IS CORRECT.

[Signature]
Applicant's Signature

10-16-20
Date

[Signature]
Property Owner's Signature

10-16-20
Date

FOR CITY USE ONLY

Date Application Received: BT OCT 16 2020

Date Fee Paid: FEE WAIVED PER CITY ADMINISTRATOR

Date Application Considered Complete: BT OCT 16 2020

BASED ON HISTORY 2020 LAND SALE (CITY TO CASWELL)



Beth Thorp, Community Development Director
Phone: 320-225-4807 | Fax: 320-679-3862
Email: beth.thorp@cityofmora.com

Land Use Application

Type of Request	Fee
<input type="checkbox"/> Variance *	\$250
<input type="checkbox"/> Conditional Use Permit (CUP) *	\$250
<input type="checkbox"/> Interim Use Permit (IUP) *	\$250
<input type="checkbox"/> CUP or IUP Amendment	\$250
<input checked="" type="checkbox"/> Minor Subdivision	\$150 <i>waved</i>
<input type="checkbox"/> Text Amendment	\$250
<input type="checkbox"/> Map Amendment / Rezoning *	\$300
<input type="checkbox"/> Site Plan Review / PUD Concept Plan Review	\$50
<input type="checkbox"/> Public R-O-W or Easement Vacation	\$250
<input checked="" type="checkbox"/> Well and/or Septic Exemption Permit	\$150
<input type="checkbox"/> Preliminary Plat / PUD General Development Plan *	\$400 plus \$10/lot and \$3,000 deposit
<input type="checkbox"/> Final Plat / PUD Final Development Plan	\$350
<input type="checkbox"/> Other _____	\$ _____

* For those requests followed by an asterisk (*), the applicant MUST provide a list of property owner names and mailing addresses within 350 feet of the subject property(ies). It is highly recommended that the list be obtained from the Kanabec County Assessor's Office. Allow 10 days for the list to be processed.

In addition to the application fees and deposits listed above, the applicant is responsible for actual costs of outside consulting services incurred by the City of Mora during the review of this land use request, including but not limited to legal and engineering services.

Subject Property Information

Street Address R-1 Outlot C 22.07025.00

Legal Description Lot X Block _____ Subdivision _____

If the property has a metes and bounds description, attach a copy of the full legal description.

Current Zoning R-1 Current Use Open field

Parcel Identification Number (PID) See arrows on attached map

Property Owner Name(s) Les and Kaye Caswell

Property Owner Phone Number (daytime) 612-328-3704

Property Owner Mailing Address 768 Hwy. 65 N. - Mora, Mn. 55051

Property Owner Email Address lescaswell@gmail.com

Applicant Information (only if different from Property Owner)

Applicant Name(s) _____

Applicant Phone Number (daytime) _____

Applicant Mailing Address _____

Applicant Email Address _____

Important: The Property Owner MUST sign the application or provide written authorization.

Description of Land Use Request (attach additional pages if necessary)

Combine parcel 22.00340.00 with Resigned B2 Part
of 22.07025.00 - Survey attached

Notes to Applicant

- A site plan may be required with this application. The following information is required on the site plan and the city may require additional information as necessary to process the application: north arrow, adjacent street names, all property and structure dimensions, property or subject site acreage, location of existing and proposed structures, and setbacks of all structures from property boundaries.
- A survey may be required with this application. The survey must be prepared by a Registered Land Surveyor. In the case of a Minor Subdivision request, the survey must show the original parcel boundaries, the proposed parcel boundaries, and the proposed legal descriptions of all parcels involved in the request.
- The Community Development Director shall determine if the application and required application materials are complete within 15 days of application submittal. Applications will not be processed until they are considered complete.

*I hereby certify that the above information and accompanying documents
are true and correct to the best of my knowledge.*

Applicant's Signature Lee Caswell

Date 1-18-22

Property Owner's Signature Lee Caswell

Date 1-18-22

FOR CITY USE ONLY

Date Application Received	_____
Date Fee Paid	_____
Date Application Considered Complete	_____
60-Day Review Deadline	_____
120-Day Review Deadline	_____

Resolution PC2022-0201

PLANNING COMMISSION RESOLUTION TO CLARIFY ZONING AND CREATE A MINOR SUBDIVISION TO SEPARATE A BUSINESS B-2 FROM A RESIDENTIAL R-1 PROPERTY

WHEREAS, the City Council of the City of Mora passed Resolution 99-804 in August of 1999 to rezone PIDs 22.00340.00 and 22.00345.00, now combined as PID 22.00340.00, and a portion of PID 22.07025.00, now known as 22.00360.00, as B-2 instead of R-1 as it contained a business as outlined in the original Resolution 99-804 attached as Exhibit A; and

WHEREAS, Resolution 99-804 rezoning was never properly filed with the county, and PID 22.00360.00 is zoned R-1; and

WHEREAS, the property owner intends to split a portion of property off of PID 22.00360.00, as legally described on Exhibit B attached hereto, and combined that portion with PID 22.00340.00; and

WHEREAS, the property owner intends to build a house on the remaining portion of PID 22.00360.00 which will remain zoned as R-1 as legally described on Exhibit C attached hereto; and

WHEREAS, July 28, 1999, after published and mailed notice in accordance with Minnesota Statutes and the City Code, the Planning Commission held a public hearing, at which time all persons desiring to be heard concerning this application were given the opportunity to speak thereon; and

WHEREAS, by City Ordinance 153.098, this request can be accomplished with the submission of a survey by a registered land surveyor and council approval;

NOW THEREFORE BE IT RESOLVED, that the City of Mora Planning Commission recommends approval of the split of PID 22.00360.00, and the combination of the split portion with PID 22.00340.00 which will remain zoned B2; and, further approves that the remaining parcel of PID 22.00360.00 remain zoned R-1 all as described and depicted on attached Exhibit D.

Passed and Adopted by the Planning Commission of Mora, Minnesota, this 7 day of February, 2022.

By _____
Planning Commission Chair

ATTEST:

Angela Grafstrom, Community Development Coordinator

Resolution PC2022-0201 Exhibit A

RESOLUTION # 99-804

RESOLUTION APPROVING A REZONING OF PROPERTY FROM R-1 TO B-2.

WHEREAS, the property proposed for rezoning is described as; Starting at the NE corner of Parcel #R22.340.00, thence easterly 400 feet, thence southerly 630 feet, parallel with the east line of Parcels R22.340.00 & R22.00345.00, thence 400 feet to the SE corner of Parcel #R22.0345.00, thence northerly 630 feet to the POB., and

WHEREAS, the Mora Planning Commission held a public hearing on July 28th, 1999, in which all persons desiring to be heard were given the opportunity; and

WHEREAS, the Mora Planning Commission recommends approval of said rezoning.

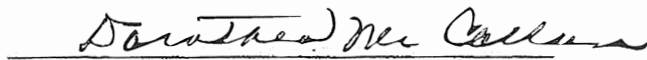
NOW THEREFORE BE IT RESOLVED; that the Mora City Council approves the rezoning of the subject property from R-1 to B-2.

Adopted this 3rd day of August, 1999.

Mary Schwartz	<u>aye</u>	Jeff Bangma	<u>aye</u>
Kathy Stromback	<u>absent</u>	Roger Crawford	<u>aye</u>
Robert Jensen	<u>aye</u>		

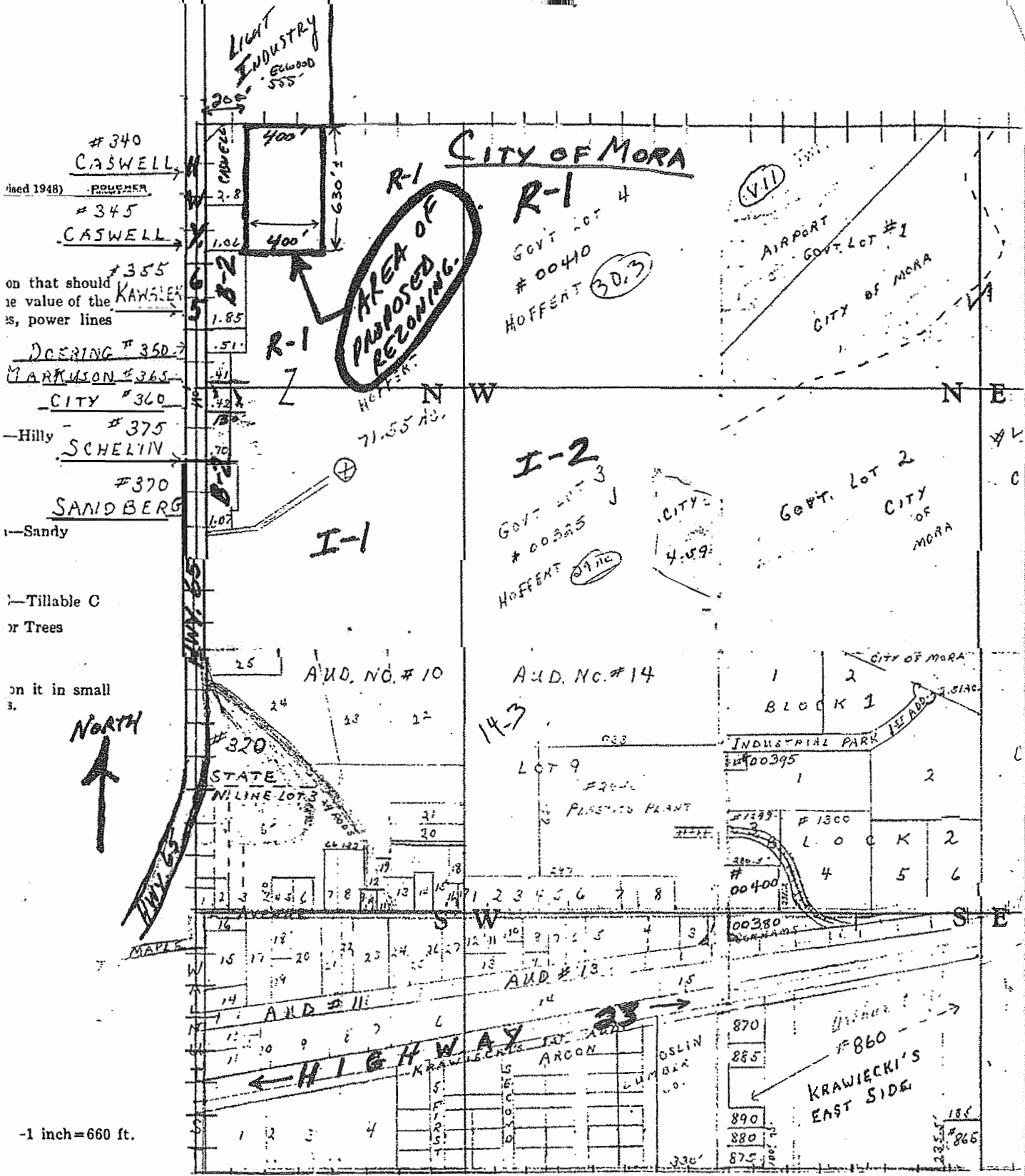


Mayor-Mary Schwartz



Clerk-Dorothea McCallum

ARTHUR TOWNSHIP



RESOLUTION PC2022-0201
EXHIBIT A PAGE 3

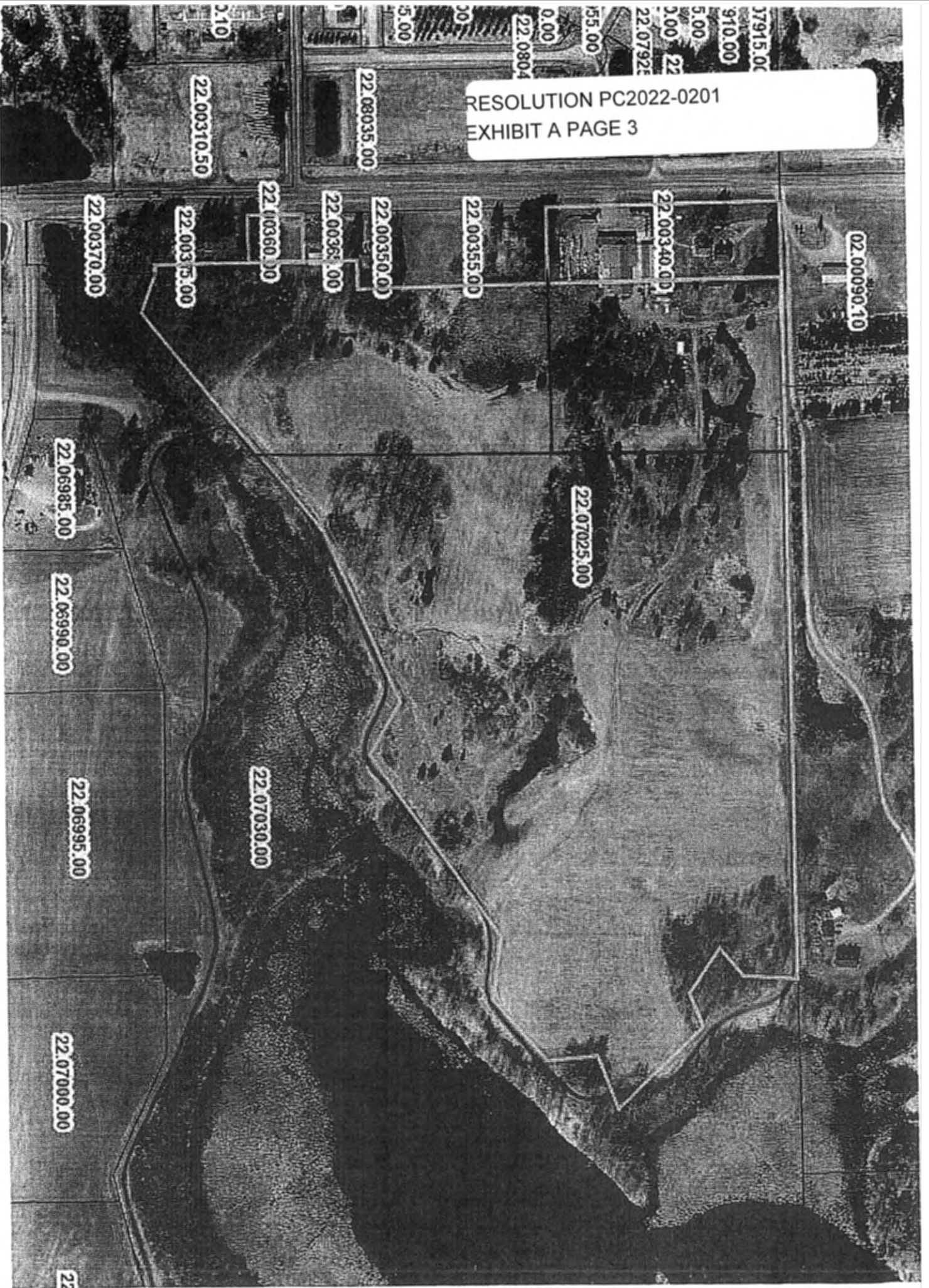


EXHIBIT B

Legal description of the portion of property to split off of PID 22.00360.00

The north 630 feet of the west 346 feet of Outlot C, MORA INDUSTRIAL PARK 2ND ADDITION, Kanabec County, Minnesota.

EXHIBIT C

Legal description of the remaining PID 22.00360.00:

Outlot C, MORA INDUSTRIAL PARK 2ND ADDITION, Kanabec County, Minnesota,
EXCEPT the north 630 feet of the west 346 feet of said Outlot C.

AND

Beginning at a point on the West line of the Southwest Quarter of the Northwest Quarter of Section 12, Township 39, Range 24, of Kanabec County, Minnesota, said point being 119 feet 8 inches South of the Northwest corner of said forty; thence running East and parallel to the North line of said forty to the East right of way line of Trunk Highway No. 65 for the point of beginning of the tract to be hereby conveyed; thence continuing East on the same course a distance of 125 feet; thence running North parallel to the West line of said forty, if extended, a distance of 147 feet; thence running West, parallel to the North line of said forty to the East right-of-way line of Trunk Highway No. 65; thence running South along the East right-of-way line of Trunk Highway No. 65 a distance of 147 feet to the point of beginning, said tract being a part of the West Half of the Northwest Quarter, Section 12, Township 39, Range 24, Kanabec County, Minnesota.

CERTIFICATE OF SURVEY FOR

LES CASWELL

PART OF SECTION 12, TOWNSHIP 39, RANGE 24, KANABEC COUNTY, MINNESOTA

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

Dated this 5TH day of November 2021

By: Tyler J. Kroschel, Land Surveyor Minnesota License No. 44490

LEGEND

- DENOTES RECORDED KANABEC COUNTY MONUMENT
○ DENOTES 1/2" IRON PIPE FOUND, MARKED RLS 23944
○ DENOTES 1/2" REBAR SET, MARKED KROSCHER 44490



NOTE: BEARINGS SHOWN ARE ASSUMED

Description for Caswell Cycle:

The north 630 feet of the west 346 feet of Outlot C, MORA INDUSTRIAL PARK 2ND ADDITION, Kanabec County, Minnesota.

AND

That part of the Northwest Quarter of the Northwest Quarter of Section 12, Township 39, Range 24, Kanabec County, Minnesota, described as follows:

Beginning at a point on the west line of the Northwest Quarter of the Northwest Quarter of Section 12, Township 39, Range 24, of Kanabec County, Minnesota, said point being 684 feet 4 inches North of the Southwest corner of said forty; thence running East parallel to the North line of said forty to the East right of way line of Trunk Highway #65 as now established for the point of beginning of the property to be hereby conveyed; thence continuing East on the same course a distance of 200 feet; thence running North parallel to the West line of said forty to the North line of said forty; thence running West along the North line of said forty to a point 100 feet East of the East right of way line of through Highway #65; thence running Southwesterly to a point on the East right-of-way line of through Highway #65 as now established, said point being 100 feet South of the North line of said forty; thence running South along the East right of way line of through Highway #65 as now established to the point of beginning. Said tract being a part of the Northwest Quarter of the Northwest Quarter of Section 12, Township 39, Range 24, Kanabec County, Minnesota.

OUTLOT C

MORA INDUSTRIAL PARK 2ND ADDITION

REMAINDER 47.87 Acres

Remainder Description:

Outlot C, MORA INDUSTRIAL PARK 2ND ADDITION, Kanabec County, Minnesota, EXCEPT the north 630 feet of the west 346 feet of said Outlot C.

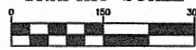
AND

Beginning at a point on the West line of the Southwest Quarter of the Northwest Quarter of Section 12, Township 39, Range 24, of Kanabec County, Minnesota, said point being 119 feet 8 inches South of the Northwest corner of said forty; thence running East and parallel to the North line of said forty to the East right of way line of Trunk Highway No. 65 for the point of beginning of the tract to be hereby conveyed; thence continuing East on the same course a distance of 125 feet; thence running North parallel to the West line of said forty, if extended, a distance of 147 feet; thence running West, parallel to the North line of said forty to the East right-of-way line of Trunk Highway No. 65; thence running South along the East right-of-way line of Trunk Highway No. 65 a distance of 147 feet to the point of beginning, said tract being a part of the West Half of the Northwest Quarter, Section 12, Township 39, Range 24, Kanabec County, Minnesota.

Notes to Survey:

- 1. For the purposes of this survey, existing easements of record were not researched.

GRAPHIC SCALE



Scale: 1 Inch = 150 Feet

BLOCK 3



Kroschel Land Surveyors, Inc.

1639 Main Street North, Suite 6, Pine City, MN 55063 Phone: 320-629-3267 tyler@kroschelsurvey.com

RESOLUTION PC2022-0201

EXHIBIT D



MEMORANDUM

Date February 7, 2022
To Planning Commission
From Angela Grafstrom
RE Robert Pich CUP

SUMMARY

Mr. Pich is requesting to add a 40 x 60 pole shed outbuilding to provide shelter and security for his personal equipment and belongings while also providing a sight and sound block from Highway 65. The property is zoned R-3.

BACKGROUND INFORMATION

Property owner Robert Pich made application on December 20, 2021 for a conditional use permit to allow the addition of an accessory structure to his property located at 950 Highway 65 S. The property is zoned R-3. Notice was provided and published for the public hearing held on 2/7/22.

OPTIONS & IMPACTS

The proposed CUP for the addition of a pole shed accessory building is allowed in an R-3 district under City Ordinance 150.92, Subd L and in keeping with the City's Comprehensive Plan and policies for residential property in an R-3 District. A request for comments was sent to the Building Official, Community Development Director, and the Public Works Director. There were no concerns but it was emphasized the structure must be similar in color to the home and meet ordinance setbacks and impervious ground requirements.

RECOMMENDATIONS

I recommend the Planning Commission pass Resolution PC2022-0202 recommending approval of the conditional use permit to allow the addition of an accessory structure to be located at 950 Highway 65 S, in an R-3 District.



CITY OF MORA
 101 Lake Street South
 Mora, MN 55051-1588

Beth Thorp, Community Development Director
 Phone: 320-225-4807 | Fax: 320-679-3862
 Email: beth.thorp@cityofmora.com

Land Use Application

Type of Request	Fee
<input type="checkbox"/> Variance *	\$250
<input checked="" type="checkbox"/> Conditional Use Permit (CUP) *	\$250
<input type="checkbox"/> Interim Use Permit (IUP) *	\$250
<input type="checkbox"/> CUP or IUP Amendment	\$250
<input type="checkbox"/> Minor Subdivision	\$150
<input type="checkbox"/> Text Amendment	\$250
<input type="checkbox"/> Map Amendment / Rezoning *	\$300
<input type="checkbox"/> Site Plan Review / PUD Concept Plan Review	\$50
<input type="checkbox"/> Public R-O-W or Easement Vacation	\$250
<input type="checkbox"/> Well and/or Septic Exemption Permit	\$150
<input type="checkbox"/> Preliminary Plat / PUD General Development Plan *	\$400 plus \$10/lot and \$3,000 deposit
<input type="checkbox"/> Final Plat / PUD Final Development Plan	\$350
<input type="checkbox"/> Other _____	\$ _____

* For those requests followed by an asterisk (*), the applicant MUST provide a list of property owner names and mailing addresses within 350 feet of the subject property(ies). It is highly recommended that the list be obtained from the Kanabec County Assessor's Office. Allow 10 days for the list to be processed.

In addition to the application fees and deposits listed above, the applicant is responsible for actual costs of outside consulting services incurred by the City of Mora during the review of this land use request, including but not limited to legal and engineering services.

Subject Property Information

Street Address 950 HWY 65 SOUTH

Legal Description Lot _____ Block _____ Subdivision _____

If the property has a metes and bounds description, attach a copy of the full legal description.

Current Zoning R/3 Current Use RESIDENTIAL

Parcel Identification Number (PID) 22.02600.00

Property Owner Name(s) ROBERT T. PICH

Property Owner Phone Number (daytime) 952-456-2262

Property Owner Mailing Address 950 HWY 65 S. MORA, MN 55051

Property Owner Email Address RPICH.CONST@EMAIL.COM

Applicant Information (only if different from Property Owner)

Applicant Name(s) SAME
Applicant Phone Number (daytime) _____
Applicant Mailing Address _____
Applicant Email Address _____

Important: The Property Owner MUST sign the application or provide written authorization.

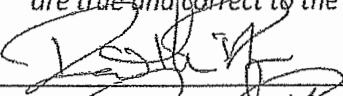
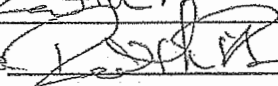
Description of Land Use Request (attach additional pages if necessary)

ADDITION OF 40x60 POLE SHED OUTBUILDING
TO PROVIDE SHELTER AND SECURITY OF
PERSONAL EQUIPMENT AND BELONGINGS. AS WELL
AS A SIGHT AND SOUND BLOCK FROM HWY. 65

Notes to Applicant

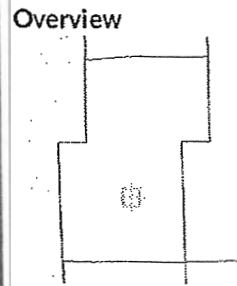
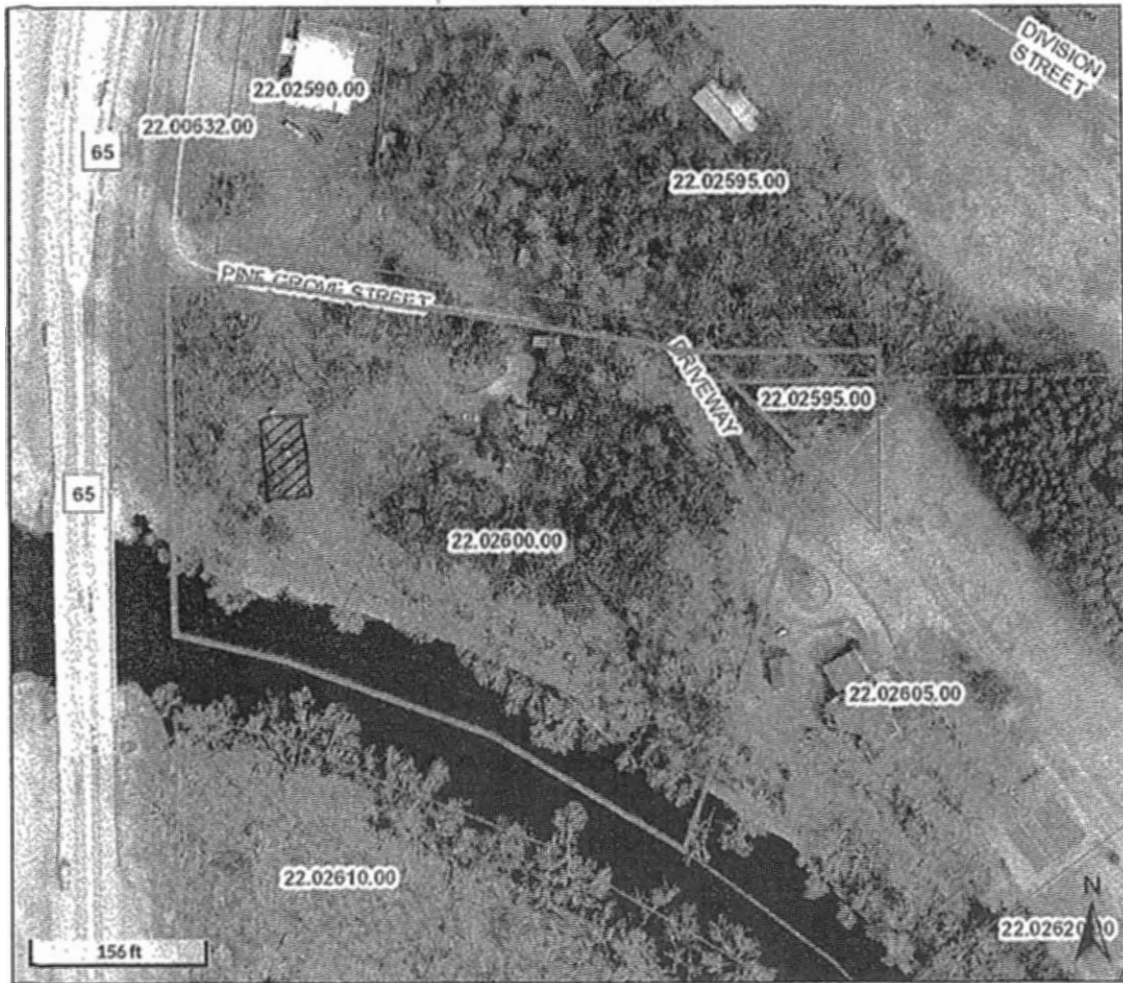
- A site plan may be required with this application. The following information is required on the site plan and the city may require additional information as necessary to process the application: north arrow, adjacent street names, all property and structure dimensions, property or subject site acreage, location of existing and proposed structures, and setbacks of all structures from property boundaries.
- A survey may be required with this application. The survey must be prepared by a Registered Land Surveyor. In the case of a Minor Subdivision request, the survey must show the original parcel boundaries, the proposed parcel boundaries, and the proposed legal descriptions of all parcels involved in the request.
- The Community Development Director shall determine if the application and required application materials are complete within 15 days of application submittal. Applications will not be processed until they are considered complete.

*I hereby certify that the above information and accompanying documents
are true and correct to the best of my knowledge.*

Applicant's Signature  Date 12.2.21
Property Owner's Signature  Date 12.2.21

FOR CITY USE ONLY

Date Application Received	<u>12-7-21</u>
Date Fee Paid	_____
Date Application Considered Complete	_____
60-Day Review Deadline	_____
120-Day Review Deadline	_____



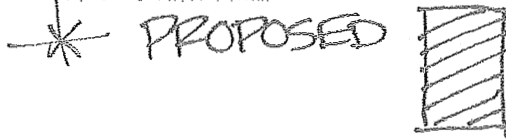
- Legend**
- Parcels
 - Townships
 - Roads**
 - MN Highway
 - County Highway/Road
 - Township Road
 - Municipal Road
 - State Forest Road
 - Roads
 - Other

Parcel ID	22.02600.00	Alternate ID	n/a	Owner Address	PICH, ROBERT T
Sec/Twp/Rng	14-039-024	Class	201 - RESIDENTIAL		950 HWY 65 S
Property Address	950 HWY 65 S	Acreage	n/a		MORA, MN 55051
	MORA				

District: MORA SCH 0332

Brief Tax Description: Sect-14 Twp-039 Range-024 AUD. SUBD. #19 PT W1/2 OF SE1/4 COM AT S1/4 COR, THEN N ALONG N-S1/4 LINE OF SEC 14 1390.8', E AT RT ANG 166.43' M/L TO ELY R/W LINE OF HWY 65 & POB; CONT E 37.57' TO PT 204' E OF SAID N-S 1/4 LINE THEN SELY TO PT 1326.4' N & 583.5' E AT RT ANG OF S1/4 COR THEN SELY 25.33' TO PT IN N LINE OF SW1/4 OF SE1/4 591.5' E OF NWCOR OF SW1/4 OF SE1/4, SELY DEFL TO RT 48D16' FROM N LINE OF SAID SW1/4 OF SE1/4 99.53', SLY DEFL TO RT 54D33' 15" 347' M/L TO CTR OF SNAKE RIVER THEN NWLY ALONG C/L TO ELY R/W LINE HWY 65, NLY ALONG ELY R/W TO POB, EX NLY 25' DEEDED TO CITY FOR STREET IN BOOK 44 OF DEEDS, PG 121; SAID PROP BEING PT OF LOTS 7 & 8, AUD SUBD 19

(This is a proposed parcel boundary document.)



Date created: 12/2/2021
Last Data Uploaded: 12/2/2021 4:28:16 AM

Developed by Schneider GEOSPATIAL

**CITY OF MORA
PUBLIC NOTICE**

**NOTICE OF A PUBLIC HEARING TO CONSIDER AN APPLICATION FOR A
CONDITIONAL USE PERMIT TO ALLOW ADDITION OF AN ACCESSORY
STRUCTURE TO BE LOCATED IN R-3 (MULTIPLE DWELLING RESIDENTIAL
DISTRICT)
AS REQUESTED BY ROBERT PICH**

NOTICE IS HEREBY GIVEN that the Planning Commission of the City of Mora, Minnesota, will conduct a Public Hearing at 5:30 pm on Monday, February 7, 2022, at Mora City Hall located at 101 Lake Street South.

This public hearing is for the purpose of reviewing a request for a Conditional Use Permit to allow an additional accessory building in the R-3 (MULTIPLE DWELLING RESIDENTIAL DISTRICT). The applicant and property owner is Robert Pich. The subject site is approximately 4.13 acres in size and is located east of Highway 65 and north of the Snake River. The subject property is legally described as:

PID 22.02600.00

AUD. SUBD#19 PT W ½ of SE ¼ COM AT S ¼ COR, THEN N ALONG N-S ¼ LINE OF SEC 14 1390.8', E AT RT ANG 166.43' M/L TO ELY R/W LINE OF HWY 65 & POB; CONT E 37.57' TO PT 204' E OF SAID N-S ¼ LINE THEN SELY TO PT 1326.4' N & 583.5' E AT RT ANG OF S ¼ COR THEN SELY 25.33' TO PT IN N LINE OF SW ¼ OF SE ¼ 59.5' E OF NW COR OF SW ¼ OF SE ¼, SELY DEFL TO RT 48D16' FROM N LINE OF SAID SW ¼ OF SE ¼ 99.53', SLYDEFL T RT 54D33' 15" 347' M/L TO CTR OF SNAKE RIVER THEN NWLY ALONG C/L TO ELY R/W LINE HWY 65, NLY ALONG ELY R/W TO POB, EX NLY 25' DEEDED TO CITY FOR STREET IN BOOK 44 OF DEEDS, PG 121; SAID PROP BEING PT OF LOTS 7 & 8, AUD SUBD 19

Section 14, Township 039 Range 024
Kanabec County, Minnesota

(Full legal description contained in Kanabec County Recorder's Office Document #14MN01719 and on file at Mora City Hall)

Any person may offer testimony, either orally at the meeting or by letter to the Mora Planning Commission, in support of or in opposition to the request. Questions about the request and/or review process should be directed to Angela Grafstrom at 320-225-4807.

For the City of Mora Planning Commission,

Angela M. Grafstrom
Community Development Director

Published in the Kanabec County times on January 20, 2022

AFFIDAVIT OF MAILING PUBLIC HEARING NOTICE

ITEM 9B –NOTICE OF MAILING
(ADDRESSES ARE IN FILE BUT NOT
ATTACHED FOR PRIVACY)

State of Minnesota)
County of Kanabec)
City of Mora)

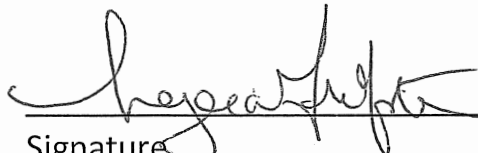
I, Angela Grafstrom, being first duly sworn, deposes and says:

I am a United State citizen, over 21 years of age, and the Community Development Director of the City of Mora Minnesota.

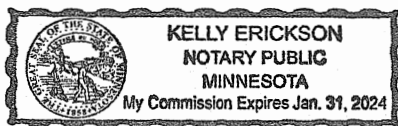
On January 13, 2022, acting on behalf of said city, I deposited in the United States mail at Mora, Minnesota, copies of the attached notice of public hearing on conditional use permit, enclosed in envelopes, with postage thereon fully prepaid, addressed to the following persons on the attached list.

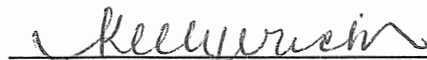
(See attached)

There is delivery service by United States mail between the place of mailing and the places so addressed.


Signature

Subscribed and sworn to before me this 13th day of January 2022.




Notary Public

REQUEST FOR COMMENTS

Please return comments to Angela Grafstrom no later than **Thursday, February 3, 2022.**

TODAY'S DATE: January 12, 2022

PC MEETING DATE: February 7, 2022

PROPERTY OWNER(S): Robert Pich

APPLICANT(S): Robert Pich

SITE ADDRESS/LOCATION: 950 Highway 65 S (PIC 22.02600.00)

DESCRIPTION OF REQUEST: Mr. Pich would like to construct an additional accessory building on his property which is zoned R-3.

The Planning Commission will conduct a public hearing to consider the request at its February 7 meeting. Project details - including a location map are attached for reference. Please provide any comments or concerns you may have about the proposed *additional accessory building*.

Contact Angela Grafstrom at 320-225-4807 or agrafstrom@cityofmora.com if you have any questions about the project or require additional information.

COMMENTS:

No concerns other than colors must be similar to home.

Calvin Christ 1-13-22

Please attach additional comments if necessary.

- City Administrator
- Building Official
- Public Works Director
- Chief Law Enforcement Officer
- City Engineer
- Fire Chief
- Electrical Engineer

- City Attorney
- Mora School District
- MnDOT
- DNR
- SWCD
- Arthur Township
- Knife Lake Township
- Comfort Township

- Kanabec County Coordinator
- Kanabec County Engineer
- ECE
- CenturyLink
- NorthStar Access
- Midco
- U.S. Cable
- MERC

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Contact Angela Grafstrom at 320-225-4807 or agrafstrom@cityofmora.com if you have any questions about the project or require additional information.

COMMENTS:

Must meet ordinance / City set backs and impervious gravel requirements

Please attach additional comments if necessary.

- City Administrator
- Building Official
- Public Works Director
- Chief Law Enforcement Officer
- City Engineer
- Fire Chief
- Electrical Engineer

- City Attorney
- Mora School District
- MnDOT
- DNR
- SWCD
- Arthur Township
- Knife Lake Township
- Comfort Township

- Kanabec County Coordinator
- Kanabec County Engineer
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- NorthStar Access
- Midco
- U.S. Cable
- MERC

✓ COD

Community Development Department | 101 Lake Street South | Mora, MN 55051

Angela Grafstrom | Community Development Director | a.grafstrom@cityofmora.com | 320-225-4807

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COMMENTS:

No issues

Please attach additional comments if necessary.

- City Administrator
- Building Official
- Public Works Director
- Chief Law Enforcement Officer
- City Engineer
- Fire Chief
- Electrical Engineer

- City Attorney
- Mora School District
- MnDOT
- DNR
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- Kanabec County Coordinator
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- MERC

Resolution PC2022-0202

**PLANNING COMMISSION RESOLUTION RECOMMENDING APPROVAL OF A
CONDITIONAL USE PERMIT TO ALLOW ADDITION OF AN ACCESSORY STRUCTURE TO
BE LOCATED IN R-3 DISTRICT AS REQUESTED BY ROBERT PICH**

WHEREAS, the property owner and applicant, submitted an application dated received December 7, 2021 and considered complete December 20, 2021, for a Conditional Use Permit to allow the addition of an accessory structure in the R-3 Multiple Dwelling District; and

WHEREAS, the subject site is located at 950 Highway 65 South, and is legally described as:

PID 22.02600.00

AUD. SUBD#19 PT W ½ of SE ¼ COM AT S ¼ COR, THEN N ALONG N-S ¼ LINE OF SEC 14 1390.8', E AT RT ANG 166.43' M/L TO ELY R/W LINE OF HWY 65 & POB; CONT E 37.57' TO PT 204' E OF SAID N-S ¼ LINE THEN SELY TO PT 1326.4' N & 583.5' E AT RT ANG OF S ¼ COR THEN SELY 25.33' TO PT IN N LINE OF SW ¼ OF SE ¼ 59.5' E OF NW COR OF SW ¼ OF SE ¼, SELY DEFL TO RT 48D16' FROM N LINE OF SAID SW ¼ OF SE ¼ 99.53', SLYDEFL T RT 54D33' 15" 347' M/L TO CTR OF SNAKE RIVER THEN NWLY ALONG C/L TO ELY R/W LINE HWY 65, NLY ALONG ELY R/W TO POB, EX NLY 25' DEEDED TO CITY FOR STREET IN BOOK 44 OF DEEDS, PG 121; SAID PROP BEING PT OF LOTS 7 & 8, AUD SUBD 19

Section 14, Township 039 Range 024

Kanabec County, Minnesota

(Full legal description contained in Kanabec County Recorder's Office Document #14MN01719 and on file at Mora City Hall)

WHEREAS, notice was provided, and on February 7, 2021 the Planning Commission conducted a public hearing regarding this request, at which it heard from the Community Development Director and all interested parties wishing to be heard, and

WHEREAS, the Planning Commission has made the following findings as required by Zoning Code Section 150.092, Subd. L: the use is consistent with the purpose and intent of the Zoning Code and the purposes and intent of the zoning district in which the applicant intends to locate the proposed use allows for multiple garages and/or accessory buildings in excess of those that are allowed by the code.

WHEREAS, the use is in keeping with the Comprehensive Plan and policies thereof as this residential property located along Highway 65 in an R-3 District.

NOW THEREFORE BE IT RESOLVED, that the City of Mora Planning Commission recommends approval of the allowance of the addition of an accessory structure to be located in R-3 District in keeping with the building and zoning codes of the City of Mora and the State of Minnesota.

Passed and Adopted by the Planning Commission of Mora, Minnesota, this 7 day of February, 2022.

By _____
Planning Commission Chair

ATTEST:

Angela Grafstrom, Community Development Coordinator