



## Petition for Variance

Community Development Department  
420 North Pokegama Ave.  
Grand Rapids, MN 55744  
Tel. (218) 326-7601 Fax (218) 326-7621  
Web Site: [www.cityofgrandrapidsmn.com](http://www.cityofgrandrapidsmn.com)

The undersigned do hereby respectfully request the following be granted by support of the following facts herein shown:

### Housing & Redevelopment Authority of Itasca County

Name of Applicant\*<sup>1</sup>

1115 NW 4<sup>th</sup> Street

Address

Grand Rapids MN 55744

City State Zip

218.326.7978/diane@itascacountyhra.org

Business Telephone/e-mail address

Name of Owner (If other than applicant)

Address

City State Zip

Business Telephone/e-mail address

\*<sup>1</sup> If applicant is not the owner, please describe the applicant's interest in the subject property. \_\_\_\_\_

### **Parcel Information:**

Tax Parcel # 91-705-1050

Property Size: 0.54 acres

Existing Zoning: Shoreland General Business (SGB)

Existing Use: HRA Office Building

Property Address/Location: 1115 NW 4<sup>th</sup> Street, Grand Rapids, MN 55744

Legal Description: See tax statement attached  
(attach additional sheet if necessary)

I(we) certify that, to the best of my(our) knowledge, information, and belief, all of the information presented in this application is accurate and complete and includes all required information and submittals, and that I consent to entry upon the subject property by public officers, employees, and agents of the City of Grand Rapids wishing to view the site for purposes of processing, evaluating, and deciding upon this application.

Signature(s) of Applicant(s)

6/04/2025

Date

Signature of Owner (If other than the Applicant)

Date

### **Office Use Only**

Date Received \_\_\_\_\_ Certified Complete \_\_\_\_\_ Fee Paid \_\_\_\_\_

Planning Commission Recommendation: \_\_\_\_\_ Approved \_\_\_\_\_ Denied \_\_\_\_\_ Meeting Date \_\_\_\_\_

Summary of Special Conditions of Approval: \_\_\_\_\_

**Required Submittals:**

☒ Application Fee - \$252.50 \*<sup>2</sup>

☒ Site Map- Drawn to scale, showing the property dimensions, existing and proposed, building(s)/addition(s) and their size(s) including: square footage, curb cuts, driveways, access roads, parking spaces, sidewalks and wells & septic systems.

*\*<sup>2</sup> The application fees charged are used for postage to mail the required notices to adjacent properties, publication of the public hearing notice in the Grand Rapids Herald Review, and for a small portion of staff time for case review and preparation of documents. It is the policy of the City of Grand Rapids to require applicants for land use approvals to reimburse the City for costs incurred by the City in reviewing and acting upon applications, so that these costs are not borne by the taxpayers of the City.*

**Proposed Variance:**

**A.** Please describe in detail the proposed or requested variance:

**Due to existing circumstances of the HRA office parcel, the Itasca County HRA requests a variance to reduce the parking/drive lane lot setbacks of six feet (6') to zero feet (0') around the entire parcel. Existing parking and drive aisles encroach on the property line on all sides. Parking lot will not be expanded; request is for use as it is currently being used. A partial street vacation request was presented on the west property line to allow the footprint of the existing, and proposed, parking lot and retaining wall to remain the same.**

**B.** Provide an itemization of the required regulations pertaining to this variance (i.e., setback lines, lot coverage ratios, parking requirements).

- **6' parking lot setback**

**Justification of Requested Variance:** Provide adequate evidence indicating compliance with the following provisions of the ordinance concerning variances (Section 30-453(e) "Findings for Variances"). Detailed answers are needed because the Planning Commission shall grant a variation only when they have determined, and recorded in writing, that all of the following provisions have been met.

**A.** That the requested variance does not allow a use that is otherwise excluded from the particular zoning district in which it is requested.

Applicant justification (refer to Table of Uses in City Code Section 30-512):

**This variance request does not request a use that is excluded from the current zoning district. Vehicles have been utilizing the parking for employee and customer parking in its current form for more than 10 years. The property did not have proper variance approvals previously. This request is to formalize a practice that has been in place for many years. This variance will allow for appropriate parking space to serve the existing building and allow for overall improvement of site function and safety.**

**Reconstruction will commence to match existing scenarios.**

- B.** Does the proposal put property to use in a reasonable manner?

Applicant justification - Describe how your situation applies to the above statement:

**Yes, proposed use will match existing long time use. Proposed work to include closure of one entrance/exit to existing parking lot to increase safety at the corner of Hwy 2 and 12<sup>th</sup> Avenue. Parking lot will be reconstructed to improve usability and visibility along Hwy 2 corridor.**

- C.** The plight of the landowner is due to circumstances unique to the property in question, and not created by the landowner subsequent to the adoption of this ordinance.

Applicant justification - Describe how your situation applies to the above statement:

**The HRA purchased the property as-is in 2021 and relied upon the seller property survey and county GIS at the time; an ALTA survey was not required. When the HRA purchased the property, the existing parking lots in the north, west, and south were being used by the previous owners as a parking lot. Previous owners (over the years) were encroaching the setbacks but used the space for necessary parking for business purposes.**

**The property is landlocked between two private owners, a state highway, and a city street; there are no options to purchase additional adjacent land. The proposed plan is to use the existing surface area to create additional parking spaces, maximizing the use of space. It is the same surface space currently used for parking but reconfiguration of how parking is permitted will allow efficient use of the space.**

- D.** That the variance, if granted, shall be in harmony with purposes and intent of the ordinance, and will not be detrimental to the public welfare or the property or improvements in the neighborhood, and will not alter the essential character of the locality.

Applicant justification - Describe how your situation applies to the above statement:

**The requested variance will allow the parking lot and overall site to function in the exact manner as it does today. Reconstruction will add both safety and visibility improvement to the site.**

- E.** That the variance, if granted, shall be consistent with the comprehensive plan.

Applicant justification - Describe how your situation applies to the above statement:

**Reconstruction as proposed is consistent with the City's GROW Grand Rapids 2040 Comprehensive Plan. Parking lot and overall site will function in the exact manner as it does today.**

**City Process:**

1. Applicant submits a completed application to the Grand Rapids Community Development Department by the 15<sup>th</sup> of the month.
2. Review by staff for completeness of application.
3. Notification of adjoining property owners.
4. Publish Notice of Public Hearing.
5. Prepare Staff Report and background information.
6. Public Hearing and action at Planning Commission Meeting (First Thursday of each month).

**Findings for Approval:**

The Planning Commission, in support of its action, will make findings of fact based on their responses to the following list of considerations:

- Is this an "Area" variance rather than a "Use" variance?
- Does the proposal put property to use in a reasonable manner?
- Are there unique circumstances to the property not created by the landowner?
- Is the variance in harmony with the purposes and intent of the ordinance?
- Will the variance, if granted, alter the essential character of the locality?
- Is the variance consistent with the comprehensive plan?

**INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED**

More information may be requested by the City of Grand Rapids Planning Commission, if deemed necessary to properly evaluate your request. The lack of information requested may be in itself sufficient cause to deny an application.