Planning/Zoning Commission Meeting  
Tuesday, September 4, 2018  
6:00 p.m. at City Hall

AGENDA

1. Roll Call
2. Additions/Approval of Agenda
3. Approval of August 7, 2018 Meeting Minutes
4. Variance Application
   Applicants: Ed and Nancy Metzger 10888 Grand Lake Road for a variance from Impervious Service
5. August Building Permits
6. Other Business
   a) Short Term Rental
   b) Next meeting Tuesday, October 2, 2018, 6:00 p.m.
7. Adjournment

*This agenda has been prepared to provide information regarding an upcoming meeting of the Rockville City Planning Commission. This document does not claim to be complete and is subject to change.
MINUTES OF THE CITY OF ROCKVILLE PLANNING AND ZONING COMMISSION MEETING
Tuesday, August 7, 2018, 6:00 p.m. – Rockville City Hall

Item 1) Roll Call - The meeting was called to order by Chair Bill Becker at 6:02 p.m. Roll call was taken and the following members were present: Bill Becker, Brian Herberg, Dave Meyer, Corey Schreifels, and Jerry Tippelt. Staff present: City Administrator, Martin Bode. Others present: Various members of the public.

Item 2) Approval of Agenda/Amendments

Motion by Herberg, second by Tippelt, to approve the agenda with the addition of: 6b. appointment of co-chair. Motion carried unanimously.

Item 3) Approval of July 10, 2018 Meeting Minutes

Motion by Meyer, second by Herberg, to approve the July 10, 2018 meeting minutes as presented. Motion carried unanimously.

Item 4) Public Hearing: Variance Application

Chairman Becker introduced the following variance application for applicants: Sarah J. Walz / Michael E. Gisler for a variance from Accessory Building Location Requirements. The address of the property is: 25707 Burg Street with a legal description of: Parcel No. 76.42142.0049 Lot Twelve (12), Block One (1) of PLEASANT LAKE HEIGHTS PLAT 3, according to the plat and survey thereof, now on file and of record in the office of the Stearns County Recorder.

Chairman Becker opened the public hearing at 6:04 p.m. for public comment.

No members of the public came forward, therefore motion by Herberg, second by Meyer, to close the Public Hearing at 6:05 p.m. Motion carried unanimously.

Planning Commission reviewed the following staff report:

Re: Variance Request

Owner: Sarah J. Walz and Michael E. Gisler
PIN: 76.42142.0049
Property Address: 25707 Burg Street, Rockville MN

Variance Requested:
1. Construct a 36’ x 48’ unattached garage and variance to locate it in the front yard of property - (Section 9, Subd 2.D.1 – rear yard only)

Relevant Information:
1. Property is zoned R-1.
2. Property contains approximately 90,000 sf.
3. This property has wetlands on the north side yard and grinder station in the back yard.
4. 12 Public Hearing notices were mailed out.

Action:
1. Findings of Fact

Recommendation:
1. Consider Approval of Variance Request – accessory structure shall conform to all other zoning code requirements.
Following discussion, motion by Herberg, second by Meyer, to approve the variance application. Motion carried unanimously.

The Planning Commission determined that the applicant for the variance has established that there are practical difficulties in complying with the zoning ordinance and that the Planning Commission has considered the following criteria as defined in Minnesota Statutes Section 462 and Minnesota Statues Section 394.27 and makes the following Findings of Fact:

1. The variance is in harmony with the purposes and intent of the ordinance
2. The variance is consistent with the comprehensive plan
3. The proposal does put property to use in a reasonable manner
4. There are unique circumstances to the property not created by the landowner
5. The variance will continue to maintain the essential character of the locality

Motion by Meyer, second by Herberg, to approve the above noted Findings of Fact for the Sarah J. Walz / Michael E. Gisler variance application. Motion carried unanimously.

Item 5) July Building Permits

The July 2018 Building Permits reports were reviewed by the Planning Commission members.

Item 6) Other Business

a. Next meeting Tuesday, September 4, 2018 at 6:00 p.m.

b. Appoint Co-chair

Motion by Meyer, second by Tippelt, to approve appointing Member Herberg as Planning Commission Co-Chair. Motion carried unanimously.

Member Meyer noted that he would be out of town for the September 4, 2018 Planning Commission meeting.

Item 7) Adjournment

Motion by Meyer, second by Herberg, to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 6:21 p.m.

Respectfully submitted,

Martin M. Bode
Zoning Administrator
STAFF REPORT

September 4 and September 12, 2018

Rockville Planning Commission; City Council

Re: Impervious Surface Variance Request From:

Owners: Ed and Nancy Metzger
Property Address: 10888 Grand Lake Road
Parcel No. 76.42070.0005

Variance(s) Requested:

1. To exceed the 20 percent impervious surface requirement in a R-1-Shoreland Overlay District on Grand Lake, a General Development Lake

(Section 33; subv 12(b) A 3 On a General or Recreational Development lake, 15%, except that a lot of record may contain up to 20% impervious surface, without a variance.

Section 32; subv 10, I - Maximum coverage by all impervious surfaces shall be as provided in Section 33 Storm water Management. If no standard applies, the maximum impervious surface shall be twenty-five percent)

Relevant Information:

1. Owners propose to update existing landscaping and patio
2. Property contains 30,927 square feet +/-

Impervious Service:

- 15% is 4,639 sf
- 20% is 6,185 sf
- 25% is 7,732 sf
- Proposed is 7,113 sf (23.3%)

RECOMMENDATION

1. Consider Approval with stipulation of installation of a rain garden for mitigation of up to 2,474 sf of run off.

Submitted by:
Martin M. Bode
Zoning Administrator
CITY OF ROCKVILLE
VARIANCE REQUEST APPLICATION
APPLICATION Fee $200 and RECORDING Fee $46.00 (per document)
Separate checks: 1 for Variance Request & 1 for Recording Fee(s)

Need a Copy of Deed

PLEASE NOTE: any costs (i.e. legal, engineering, administrative, Stearns County fees, etc.) incurred over the application fee will be the responsibility of the petitioner.

PROPERTY LOCATION/ADDRESS: 10888 Grand Lake Rd, Cold Spring, MN 56320
LEGAL DESCRIPTION: addition PARCEL#: 76,42070,0005 ZONING:

EXPLANATION OF REQUEST: Update existing landscaping & patio with new materials, Add 365 sq ft additional paved patio/pathway, Add additional tree back to existing
If replacing an existing structure, what will be done with the old structure? N/A

Has a variance request been made previously on this property? NO If yes, when?

PROPERTY OWNER:

Name (Print): Illinoy Metzger Phone: 614-284-5074
Address: 8770 Big Wood Lane, Eden Prairie, MN 55347
Signature (required): Nancy J. Metzger Date: 8-20-18

*Signature of property owner shall serve as acknowledgement and authorization of this request.

APPLICANT:

Name (Print): Backyard Reflections Phone: 300-274-6336
Address: 940 Elm St. E, Annandale, MN 55302
Signature (required): Julie Hill Date: 8-20-18

I hereby certify that I have read the above information and I agree with the terms.

STAFF USE ONLY:

Permit# R# ________ Variance Application Fee Check # ______ Date ____________ 101.41000.34103 $200.00
R# ________ Reimb. for Invoice Check# ______ Date ____________ 101.41000-34102 $46.00

City of Rockville Variance Application for process 9-16-09
The undersigned hereby certifies that they are the owner of the property located at:

10868 Grand Lake Rd, Cold Spring, MN 56320

And hereby agrees to locate the proposed landscaping as shown by the diagram above if a variance is granted, and further certifies that the block plan shown by the diagram above is a current and correct plan of structures that exist on said property.

[Signature]
Signature of Applicant

8/32/18
Date

I hereby certify that I have read the above information and I agree with the terms.
VARIANCE JUSTIFICATION FORM

Please use this form to explain how your variance request meets the three requirements for a variance.

- Practical difficulties: Landscaping around house needs updating. There has been settling & concrete patio is cracked, etc.

- Unique circumstances:
  Existing rip rap blick is not installed to DNR specs.
  Additional blick needed for the correct 3:1 slope required.

- Applies to the individual property:
  Elevation difference from back of house to lake shore necessitates level area for fire pit patio

A variance cannot be granted unless evidence is presented that satisfies, at a minimum, the three conditions above. Failure to adequately provide such information may result in a denial or your request for a variance (attach additional sheets if necessary).

USE THE BACK OF THIS FORM TO LIST ALL ADJOINING PROPERTY OWNERS WITHIN 350 FEET OR NEAREST 10 PROPERTY OWNERS, WHICHEVER IS GREATEST.
APPEALS AND ADMINISTRATIVE DECISIONS
Appeals of decisions of the Zoning Administrator will be heard by the City Council provided that the person making the appeal files an application for a hearing within thirty (30) days after the decision to be appealed was delivered to the applicant by the Zoning Administrator. The following procedure will be followed:

1. Application. The person making the appeal must apply for a hearing before the City Council on forms provided by the Zoning Administrator.

2. Notice and Hearing. The City Council will schedule a hearing on the appeal.
   a) At least ten (10) days prior to the hearing a notice will be published in the official county newspaper.
   b) The City Council will make their decision within thirty (30) days of the public hearing or may extend the time for consideration as permitted by state law.

LAPSE OF VARIANCE
If within one (1) year after granting a Variance the work permitted is not started, such variance shall become null and void unless a petition for an extension has been approved by the City Council.

THE STEPS:
1. Provide a complete application by the 1st Tuesday of the month to be on the following month’s Planning Commission Agenda.

2. Planning Commission – (meets the 1st Tuesday of the month) The Planning Commission may schedule a site visit; hold the public hearing at their meeting and make a recommendation to the Council at the next City Council meeting.

3. Council - (meets 2nd Wednesday of the month) Council makes the final decision – if Council grants the Variance Request.

4. Applicant –
   • If applicant waits for Council approval before providing the plans the next step is to fill out the Building Permit Application & provide 2 full sets of plans to City Hall.
   • If Applicant provided the Building Permit Application & 2 full sets of plans with the variance request. The applicant will need to notify City Hall that the plans that are on file are correct. This process will not be forwarded to the Building Official until applicant contacts City Hall.

5. Building Official - Reviews the plans (allow 4-6 days). Once City Hall receives the plans back, Staff will notify the Applicant with the cost of the building permit.

Applicant Signature
Date 8-22-2018

I hereby certify that I have read the above information and I agree with the terms.
SHORELAND ALTERATION PERMIT APPLICATION
City of Rockville
229 Broadway St E, • Po Box 93 • Rockville, MN 56369-0093
(320) 251-5836 • Fax (320) 240-9620

A. Applicant Information

Ed & Nancy Metzger Nancy 614-284-5074
Applicant name (last, first/MI) Telephone
8770 Big Wood Lane Eden Prairie, MN 55347
Applicant address City/State/Zip

B. Project Location

10688 Grand Lake Rd Cold Spring, MN 56320
Address of property affected City/State/Zip
76.42070.0005 Lot 20 of Molitor’s addition 28/103/029
Parcel # Lot, Block, Subdivision 1/4 Section, Section- Twp-Range

C. Project Information

Grand Lake 385 sqft 7cugs
Waterbody name and number (if known) Area of disturbed ground (in sq. feet or acres) Volume of fill or excavation (in cubic yards)

TYPE OF WORK & AREA (check all that apply): Attach drawing & plans (include dimensions)

☐ Construct ☐ Excavate ☐ Remove ✔ Access path ☐ Rip rap ☐ Shoreline
☐ Drain ☐ Fill ☐ Repair ☐ Bridge ☐ Sand blanket ☐ Wetland
☐ Other fire pit, patio

Project Purpose (Why is this project needed? What benefits will it provide?):
Add rip rap here to bring to correct slope 3:1 per DNR specs

Alternative (describe any other site or methods that could be used to achieve the purpose of your project while avoiding or minimizing environmental impacts: Attach additional sheets if necessary).


OTHER PERMITS OBTAINED:
☐ DNR ☐ Township Stearns County
☐ Army Corps of Engineers ☐ MPCA ☐ Watershed district Septic Cert.#:

AGREEMENT: I hereby certify that I am the owner of the above property or their duly authorized agent and that the information contained herein is correct. I agree to do the proposed work in accordance with the ordinances of Stearns County, Minnesota and also in accordance with any additional provisions or conditions which may be attached to the permit being applied for. The Contractor must have a current Minnesota Excavator License and will need to provide a copy of license.

Please Note: Any Costs that incurred with this application are responsibility of the petitioner.

Signature of Property Owner or Agent: J. Metzger Date: 8-15-18

COST: STEARNS COUNTY FEB + $25

SCES REVIEW

DATE
### Landscape Plan: Backyard Reflections, Inc

- **16' diameter paver patio:** Qty of 8, 4' granite steps
- **3' Boulder wall to replace existing block wall:** New Rip Rap rock for shoreline
- **20" courtyard wall with 2, 30" pillar columns:** Remove existing concrete, replace with barn plank style pavers, pattern 1 installed parallel to house
- **Overhead deck:** Boulders existing, Boulders added, 1 1/2" washed river rock, black vinyl edging
- **Flower, Perennial:**
  - 5 Catmint or Ground Ivy, Persian
  - 4 Daylily, Pardon me red
  - 12 Daylily, Stella
  - 20 Grass, feather reed
  - 5 Hosta, August Moon
  - 3 Hosta, Sum and Substance
  - 2 Joe pye weed
  - 14 Iris, siberian Ceasar's brother
  - 3 Ligularia Midnight lady
  - 5 Penstemon, Husker Red
  - 7 Rudbeckia, Black-Eyed Susan
  - 3 Salvia, Perennial
  - 2 Sedum, Autumn Joy Stonecrop
- **Shrub, Deciduous:**
  - 2 Barberry, hellmonds pillar
  - 3 Chokeberry, low scape Mound
  - 3 Hydrangea, Little lime
  - 19 Hydrangea, Strawberry Sundae
  - 4 Sumac, Low gro
  - 2 Weigela, spilled wine
- **Shrub, Evergreen Conifer:**
  - 2 Spruce, Blue Globe
  - 5 Yew, tauton spreading
- **Tree, Deciduous:**
  - 2 Birch, Heritage River clump
  - 2 existing trees
  - 1 dwarf korean lilac tree
- **Legend:**
  - 1 Ledge lights
  - 3 Pathway lights

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**Revision #:** 2

**Date:** 8/15/2018

**Scale:** 1/8" = 1'

**Landscape Plan:** Ed and Nancy Metzger

**Landscape Design by:** Juli Neubarth

**Backyard Reflections, Inc**
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<th>ADDRESS</th>
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