



AGENDA

City of Fergus Falls Planning Commission Meeting
Fergus Falls, MN
February 23, 2024 at 5:15 PM

1. Call to order
2. Approval of Agenda
3. Approval of Minutes from January 22, 2024
4. Election of HPC Ex-officio
5. Action Items
 - a. Licensed tobacco sales in § 154.037 B-2, SERVICE BUSINESS DISTRICT & § 154.038 B-3, GENERAL BUSINESS DISTRICT
6. Public Hearings (5:30 PM)
 - a. V-2024-1: Fergus Falls Habitat for Humanity. **Variance to Split Lot in R-1 District into two Nonconforming lots.** Parcel ID: 71001990569000
 - b. Z-2024-1: Alex & Megan Blondeau. **Rezoning from R-1 to R-A District at 2008 County Highway 111.** Parcel ID: 71002991378024
 - c. Z-2024-2: City of Fergus Falls (applicant) on behalf of Mark & Brenda Christopherson (property owners). **Rezoning from I-2 to R-4 District at 801 West Stanton Avenue.** Parcel ID: 71003500006000
 - d. Z-2024-3: City of Fergus Falls. **Rezoning from I-2 and R-2 to B-3 District at 205 Hampden Avenue.** Parcel IDs: 71001990154005, 71001990282001, 71001990154004, & 71001990283000
7. Discussion Items
 - a. Sign ordinance updates (time permitting)
8. Staff Updates
9. Adjourn

IF YOU HAVE SPECIAL NEEDS FOR ACCOMMODATIONS, PLEASE CALL 218-332-5427 OR TDD 1-800-627-3529 TTY, ASCII (MINNESOTA RELAY SERVICE).

PLANNING COMMISSION MINUTES

January 22, 2024

The Fergus Falls Planning Commission held a regular meeting on January 22, 2024 in the Council Chambers of City Hall. Chair Kilde called the meeting to order at 5:20 PM. Present were Laurel Kilde, Nate Kunde, Wayne Schuett, Ryan Fullerton, and Paul Vukonich joining later. Mike Walls and Sarah Duffy were absent, while staff Klara Beck, Jill Hanson, and applicant Mikel Olson were present.

APPROVAL OF AGENDA

Motion to approve the agenda by Commissioner Kunde and seconded by Commissioner Fullerton. Passed unanimously.

APPROVAL OF MINUTES

Commissioner Kunde made a motion to approve the minutes from December 5, 2023. It was seconded by Commissioner Fullerton. Passed unanimously.

NEW MEMBER WELCOME

Paul Vukonich was welcomed as the newest Planning Commission (PC) member.

ELECTION OF OFFICERS

Motion and second were made by Commissioner Fullerton and Commissioner Kunde to nominate Laurel Kilde to continue serving as Chair of the Planning Commission and for Sarah Duffy to continue serving as Vice Chair of the Planning Commission. Motion Passed.

Nate Kunde's position as the Heritage Preservation Commission (HPC) ex-officio representative remained uncertain for 2024. Wayne Schuett expressed some interest, but a representative will be officially chosen at an upcoming meeting.

ACTION ITEM

6a. REQUEST BY THE FERGUS FALLS HOUSING & REDEVELOPMENT AUTHORITY FOR APPROVAL OF THE FINAL PLAT FOR A TWO-LOT SUBDIVISION OF TIMBER COVE ADDITION AT 1151 FRIBERG AVENUE

Community Development Manager Klara Beck noted that the public hearing for the preliminary plat was on May 28, 2021, with the PC recommending approval to the City Council with the following condition: That the applicant shall work with the Engineering Department to resolve concerns with the proposed driveway for the multi-family structure on parcel 1002992141000 (1161 Friberg Ave) connecting the parking lot and Friberg Avenue.

Since June 2021, Moore Engineering worked with the applicant and the City of Fergus Falls to prepare a final plat for review. The proposed driveway on Lot 2 connecting the parking lot to Friberg Avenue via the area on the plat marked "Existing Curb Cut/Access" was removed. The final plat also includes the location of a stormwater easement area and a bump-out for a shelter/ bike rack that was added to the site design but not considered in the preliminary plat. The City Engineer has reviewed the final plat and has approved it.

There was discussion about sidewalks and crosswalks along the Friberg Avenue area. Mr. Olson stated that the HRA supported more sidewalks and crosswalks for the area.

Commissioner Kunde made a motion to recommend approval of the Final Plat for "Timber Cove Addition" with the proposed findings as presented. It was seconded by Commissioner Schuett. Passed unanimously.

Mikel Olson gave a brief background on the supported housing project, Garitz Grove, that was the impetus for the plat.

DISCUSSION ITEMS

7a. SIGN ORDINANCE POTENTIAL UPDATES

Klara stated that she has been in discussions with Lynne Olson and April Zumach about language for seasonal and temporary signs, noting Lynne is the staff person who has worked with the applications for temporary signs and April is the code enforcement officer for the City. They had also discussed sandwich board signs.

The PC suggested merging temporary and seasonal signage and limiting temporary signage to no more than 120 days and posted no more than 30 days before an event or for 3 days after. Liability for and placement of sandwich board signs were also discussed. The guidelines for abandoned signs were made clearer. The language for billboards now includes electronic billboards. Language about signs along trunk highways and interstates was removed. The PC decided to continue the sign discussion at their next meeting. Chair Kilde asked to have paper versions of the sign code at the next meeting.

7b. HOTEL LANGUAGE UPDATE

City staff suggest removing the language stating "Hotels must have a reception desk staffed at all hours" to allow hotels to utilize the latest booking and check-in technology as requested by two local developers. Commissioner Kunde made a motion to recommend approval of the change to the City Council. It was seconded by Commissioner Fullerton. Passed unanimously.

STAFF UPDATES

Staff updates highlighted future agenda items, including revisions to the shoreline ordinance, parking minimums, and nuisance ordinances. Commissioner Kunde mentioned that the State of MN is looking at legislation that would eliminate or reduce parking requirements statewide. A sub-committee was formed to review nuisance ordinance and assist in the creation of a vacant building registration. Chair Kilde, Commissioner Kunde and Commissioner Vukonich volunteered to serve on the subcommittee.

COUNCIL UPDATES

Klara Beck provided a council update, mentioning the approval of an encroachment agreement for a medical clinic at the former Sunmart building.

The meeting adjourned at **6:50 PM**.

Community Development Manager



Planning Commission Memo

Page 1 of 1

Meeting Date:

February 26, 2024- Planning Commission

Subject:

Licensed tobacco sales in § 154.037 B-2, SERVICE BUSINESS DISTRICT & § 154.038 B-3, GENERAL BUSINESS DISTRICT

Recommendation:

Recommend to City Council an update to City Code § 154.037 to explicitly include “licensed tobacco sales” among the permitted uses within the B-2 Service Business District and update § 154.038 B-3, GENERAL BUSINESS DISTRICT to read the same.

Background/Key Points:

Businesses engaging in tobacco sales in the City of Fergus Falls are required to obtain a license from the city. The licenses are administered by the city to ensure compliance with local and state regulations regarding the sale of tobacco products. While the city code specifically mentions “Pipe and tobacco shops” as a permitted use in the B-3 zone (the first and only mention of tobacco in the chapter), there is an absence of explicit language addressing tobacco sales in the B-2 zone. Regardless, numerous businesses are currently engaging in tobacco sales within the B-2 zone. This inconsistency in language was uncovered during our work adding THC language to City Code, uncovering the potential for ambiguity for businesses and regulatory authorities alike.

I propose we update City Code Section § 154.037 to include “licensed tobacco sales” among the permitted uses within the B-2 Service Business District. Likewise, I propose we update § 154.038 General Business District to instead read “licensed tobacco sales” rather than “Pipe and tobacco shops”. By doing so, we can bring our regulations in line with existing practices and ensure clarity for both businesses and regulatory authorities.

Originating Department:

Community Development

Respectfully Submitted:

Klara Beck

Business Name	Tobacco	Address	Zoning
Casey's Union	X	1232 N Union Ave	B-2
Casey's Vernon	X	625 E Vernon Ave	B-2
CHS/Cenex Store	X	2605 W Lincoln	B-2
Fleet Farm Store	X	1936 W Lincoln Ave	B-6
Holiday Store	X	305 S Union Ave	B-3
King Tobacco	X	3304 W Hwy 210	B-6
Lakeway	X	1810 E Fir	B-2
Little Chief	X	1603 Pebble Lake Road	B-2
Lincoln Vapors	X	212 1/2 W Lincoln Ave	B-3
M & H Store	X	222 S Cascade Ave	B-3
Olson Oil	X	1425 W Lincoln Ave	I-2
Walgreens Store	X	326 W Lincoln Ave	B-3
Walmart Store	X	3308 State Hwy 210	B-6
AJ Specialty Store	X	217 W Washington Ave	B-3



Planning Commission Staff Report

To: City of Fergus Falls Planning Commission
Respectfully Submitted: Klara Beck, Community Development Manager
Date: February 16, 2024
Subject: V-2024-1

REQUESTED ACTION

Recommend approval of Habitat for Humanity's variance application to split Lot 71001990569000 into two nonconforming 50-foot lots.

GENERAL INFORMATION

Applicant	Fergus Falls Area Habitat for Humanity	Planning Commission Hearing	February 26, 2024
Property Owner	Fergus Falls Area Habitat for Humanity	City Council Meeting	March 4, 2024
Address	Not assigned	Application Date	February 5, 2024
Parcel Number(s)	71001990569000	60-Day Expiration Date	April 5, 2024
Zoning	R-1, One-Family Residence District		

BACKGROUND

Site Information & Current Conditions

The parcel is situated at the corner of St. Charles Ave and Arlington Ave. St. Charles Ave is a paved road with water & sewer access. Arlington Ave is unimproved; the site sits at the meeting of residential/ agricultural areas.

Adjacent Zoning

R-1 and R-A zoning.

Adjacent Uses

Residential & agricultural

Proposed Project

Following a split of parcel 71001990569000, Fergus Falls Area Habitat for Humanity proposes to build two single-family homes valued at approximately \$183,500 on two 50 ft wide lots.

Public Notification & Comments

A letter was mailed to property owners within 350 ft of the subject property and a notice was published in the Daily Journal on Feb 14, 2024.

PROPOSED FINDINGS

§154.017(B)(4)(b) of the City Code states the Planning Commission and City Council consider the following criteria when evaluating a variance request:

1. Special conditions apply to the structures or land in question that are particular to the property and do not apply generally to other land or structures in the district or vicinity in which the land is located.

Habitat for Humanity proposes to develop the unimproved single-family parcel by creating two single-family lots, each intended for the construction of a home. A distinctive aspect of this plan is the orientation of the homes, which will allow the two created lots to access utilities directly from St. Charles Ave rather than the unimproved Arlington Ave, where utilities are not readily available. Criteria Met.

2. The granting of the proposed variance will not be contrary to the intent of this chapter [meaning Chapter 154, Zoning and Subdivisions].

Despite deviating by feet from specific zoning regulations regarding required lot width in the R-1 zone, the variance aligns with the broader goals and principles established within the chapter. Criteria Met.

3. The special conditions or circumstances do not result from the actions of the owner/applicant.

The limitations related to infrastructure placement are not caused by the current owner. Criteria Met.

4. The granting of the variance will not merely serve as a convenience to the applicant, but is necessary to alleviate practical difficulties in complying with the zoning provisions of this code. *M.S. §462.357, Sub. 6 defines practical difficulties as: "the property owner proposes to use the property in a reasonable manner not permitted by the zoning ordinance; the plight of the landowner is due to circumstances unique to the property not created by the landowner; and the variance, if granted, will not alter the essential character of the locality. Economic considerations alone do not constitute practical difficulties."*

The specific dimensions and existing infrastructure of the parcel on St. Charles Ave contribute to the practical difficulties faced in conforming strictly to the zoning provisions. These challenges are inherent to the property itself, are beyond the control of the landowner, and are not adequately addressed in another way by the existing zoning provisions. Criteria Met.

5. The variance requested is the minimum variance necessary to alleviate the practical difficulty.

Habitat for Humanity's request for a variance to split the lot into two nonconforming 50-foot lots, rather than the required 60-foot lots, reflects a carefully considered approach. This variance is essential to accommodate the construction of two single-family homes, which aligns with the organization's mission to provide affordable housing options to families.

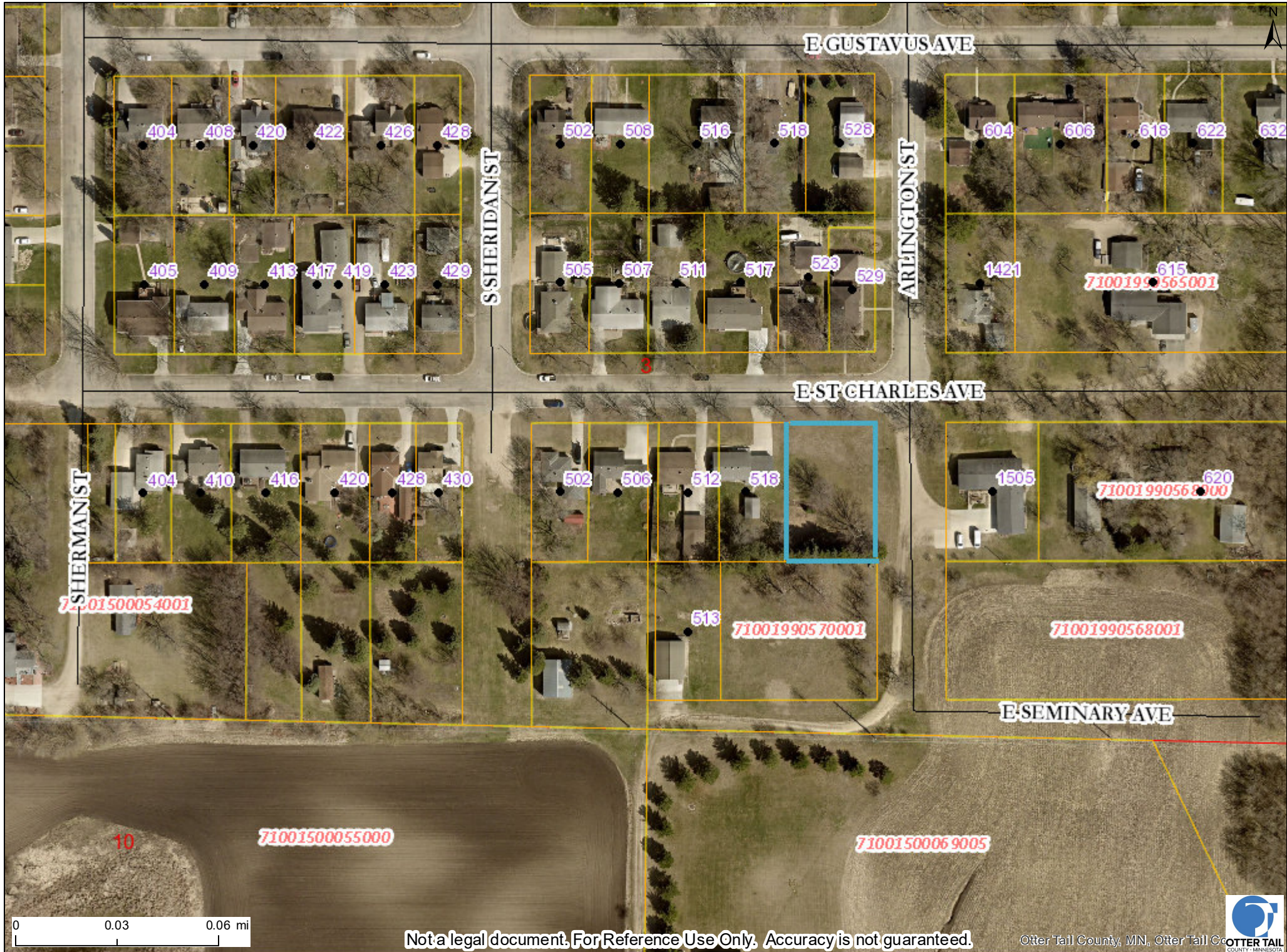
By requesting the minimum variance necessary, Habitat for Humanity may address the practical difficulties arising from the dimensions and existing infrastructure constraints of the property. The variance allows for the efficient utilization of available space while remaining compatible with the surrounding neighborhood context. Criteria Met.

RECOMMENDED ACTION

Approve Habitat for Humanity's variance application to split Lot 71001990569000 into two nonconforming 50-foot lots and recommend approval to the City Council.

ATTACHMENTS

1. Context Map
2. Zoning Map
3. Application & Supporting Materials





1:1,800

71001990569000 Zoning

This map has been compiled from information on file at the City of Fergus Falls Engineering Department. The City of Fergus Falls makes no representation and assumes no liability for errors, omissions, or inaccuracies contained on this map. This map should not be used for boundary survey information.



112 West Washington Avenue

Fergus Falls, MN 56537

Phone: 218-332-5434

e-mail: planning@ci.fergus-falls.mn.us

www.ci.fergus-falls.mn.us

Variance

Application fee should be made payable to The City of Fergus Falls upon submittal of completed application. Please complete the application by typing or printing in ink. Use additional paper if necessary.

1. Property Owner Information:

Company name: FERGUS FALLS AREA HABITAT FOR HUMANITY INC.

Last name: CARIGNAN First name: STANLEY

Address: 225 W. CAVOUR ST. H City/State/Zip: FERGUS FALLS, MN 56537

Phone number: 218-736-2905 Email address: FERGUSHABITAT@GMAIL.COM

2. Applicant Information: (if different from above)

SAME

Company name: _____

Last name: _____ First name: _____

Address: _____ City/State/Zip: _____

Phone number: _____ Email address: _____

3. Address(es) of Property Involved: (if different from above)

XXX EAST ST. CHARLES AVE,

4. Zoning Designation: R-1

5. Statement of Intent: State exactly what is intended to be done on or with the property which does not conform to City Code requirements.

SPLIT THE PARCEL INTO THE ORIGINAL LOT 1 & LOT 2.
THIS WILL RESULT IN 2 LOTS WITH A 50' FRONTAGE
ON E. ST. CHARLES.

7. Additional Required Information: a. Legal Description and PIN: Provide the Parcel Identification Number(s) 71 001 990 569 000

The complete legal description(s) of the property involved or write "see attached"

LOTS 1 AND 2, BLOCK 9, HALLBERG'S SECOND ADDITION TO
FERGUS FALLS, OTTER TAIL COUNTY, MINNESOTA.

b. Practical Difficulty: The applicant should fully explain the "practical difficulty" that justifies the departure from the strict application of the Code.

1. Is the variance in harmony with the general purposes and intent of the ordinance?

YES. SEE ATTACHED.

2. Is the variance consistent with the comprehensive plan.- Not Applicable, no city plan.

3. The property owner proposes to use the property in a reasonable manner not permitted by the zoning ordinance?

YES. SEE ATTACHED.

4. The plight of the landowner is due to circumstances unique to the property not created by the landowner?

YES. SEE ATTACHED.

5. The variance, if granted, will not alter the essential character of the locality?

TRUE. SEE ATTACHED.

6. Economic considerations alone do not constitute practical difficulties, are there other reasons for the need for the variance?

YES. SEE ATTACHED.

c. Proposed Plans: A site plan is required, a landscape plan, grading and drainage plan and other plans may be required by the city/planning commission. Such plans shall be on 8½"x 11" or 11"x 17" paper or in PDF digital format. In cases of multiple variances, the applicant may be required to submit a property boundary and building survey.

8. Signature(s): By signing below, you attest that the information above and attached is true and correct to the best of your knowledge.

Property Owner:  Date: FEB 5, 2024

Applicant: _____ Date: _____

EXECUTIVE DIRECTOR



VALMORCE SITE PLAN

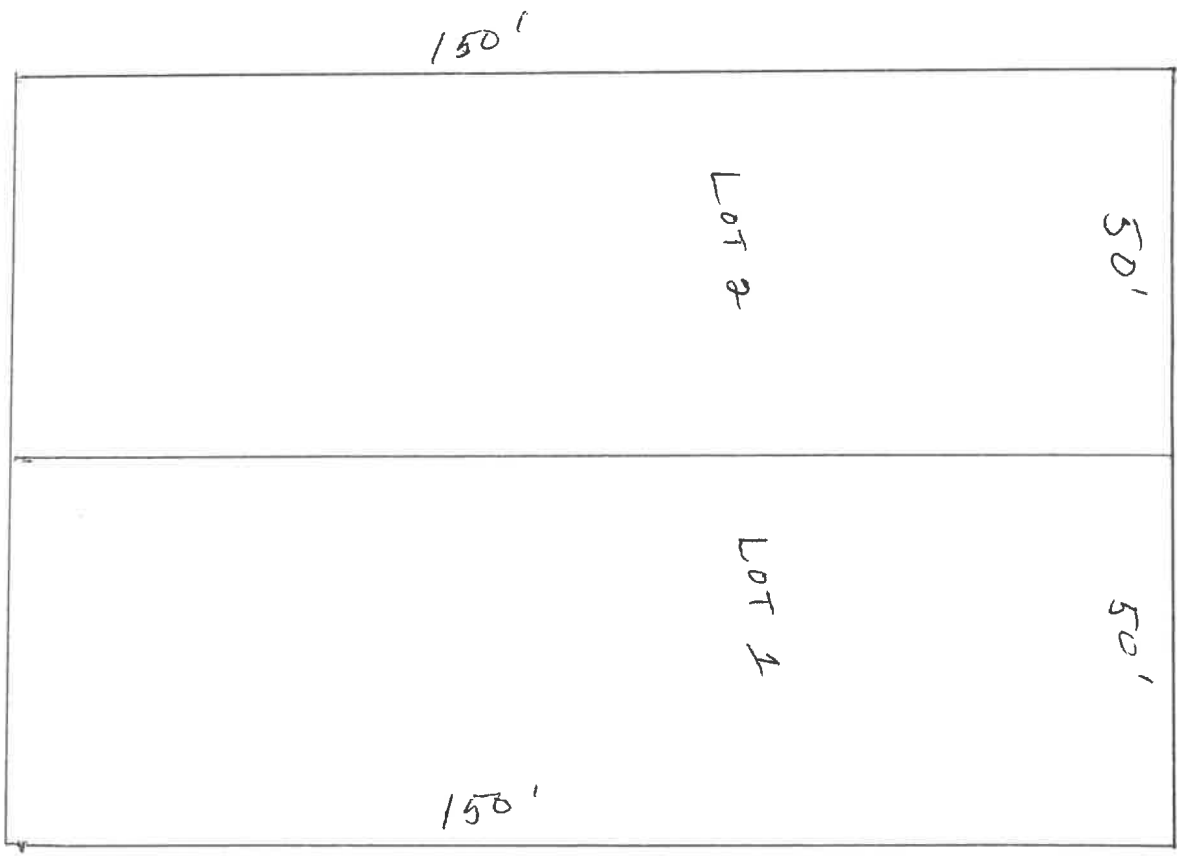
FIELDS FALLS AREA (HARITAT FOR HUMANITY)

FEB. 5, 2024

EAST ST. CHARLES AVE.

WEST

NEIGHBOR:
TIMOTHY PACHICO
518 E. ST. CHARLES



TRAIL

ARLINGTON ST.

NEIGHBOR TO THE SOUTH - LOTS 8, 9, 10 - TIMOTHY PACHICO

East St. Charles Avenue Variance Narrative

Submitted by Fergus Falls Area Habitat for Humanity

Date: February 5, 2024

1. Is the variance in harmony with the general purposes and intent of the ordinance?

Yes.

(A) Protecting the public health, safety, morals, convenience and general welfare.

There is no threat to public health, safety, morals, convenience or the general welfare.

(B) Lessening congestion in the public rights-of-way.

The addition of one single family dwelling will not appreciably increase the congestion on E. St. Charles or Arlington Street.

(C) Securing safety from fire, panic and other dangers.

The addition of one single family dwelling will not lessen safety from fire, panic and other dangers.

(D) Providing adequate light and air.

The addition of one single family dwelling will not decrease adequate light and air.

(E) Preventing the overcrowding of land.

The addition of one single family dwelling will not create overcrowding in this neighborhood.

(F) Avoiding undue concentration of population.

The addition of one single family dwelling will not appreciably create a concentration of population in the neighborhood.

(G) Facilitating the adequate provision of transportation, water, sewerage, schools, parks and other public requirements.

The addition of one single family dwelling will make good use of the existing public infrastructure.

(H) Conserving the value of properties and encouraging the most appropriate use of land.

The addition of two new single-family dwellings will actually increase the property value in the neighborhood as the projected value of each home will be more than 20 of the approximately 22 homes on this two-block stretch of E. St. Charles based on a comparable single family home we built at 907 Aurdal Avenue in 2018 which now has a taxable value of \$183,500.00

2. NA

3. The Property owner proposes to use the property in a reasonable manner not permitted by the zoning ordinance?

Yes. We intend to build a single-family home which follows the zoning designation for the neighborhood.

4. The plight of the landowner is due to circumstances unique to the property not created by the landowner.

Yes. The size of the two lots combined is not consistent with the two-block stretch of E. St. Charles that comprises the neighborhood. No lot has 100' of frontage. All the back-lots are for practical purposes unbuildable for single family homes since the roads and the water & sewer lines are not extended to those lots.

Our organization considered splitting the lot north/south, which would have not required a variance, but the leaves an orphan lot to the south since the road, road services like plowing, and the water main does not extend down Arlington Avenue. The cost of improvements does not make it economically possible to build an affordable home on such an infill lot.

The original plot of the land was designed for 50' lots. For many years, cities around the country have experienced both a growth of lot sizes and house sizes. A 50' lot is adequate for constructing a modest home such as the house we built at 907 Aurdal Avenue. The side setbacks will remain 10' ensuring that each homeowner will have 20' between their dwellings. Even with the "small" size of our houses, they are 3-bedroom designs with 2 bathrooms and an attached, heated garage. The lot's depths of 150' allow for a nice backyard of about 50' for families to enjoy.

5. The variance, if granted, will not alter the essential character of the locality?

No. Our homes, while small by today's standard, are all comparable in size to others in the neighborhood. The smaller lot size of 50' is not an outlier. On the two-block stretch of E. St. Charles there are 3 houses with 50' frontages and several with 55' or 59'.

6. Economic considerations alone do not constitute practice difficulties, are there other reasons for the need for the variance?

Yes. Granting this variance will allow us to build an additional single-family home. Fergus Falls has an old and aging single family housing stock. Building new homes in older neighborhoods such as on E. St. Charles helps to stabilize the neighborhood. It will put an additional owner-occupied home in a relatively older, modest area increasing the city's tax base without additional infrastructure cost.

While not the primary reason, economic considerations are a part of every home builder's calculation. Building new homes is not possible without being economically viable – this is true even for a non-profit such as Habitat for Humanity. Finding and purchasing existing lots is challenging in Fergus Falls as there have been few single-family developments in the past 20 years. We were able to purchase this parcel at

a discount due to the generosity of the previous owner. If we can split this parcel, it would save us the \$10,000 - \$20,000 required to buy another lot to build the 2nd house we wish to build this coming year. In addition, our experience of building six homes on Lenore Way has demonstrated the effectiveness and efficiency of building on lots that are adjacent to each other. With only one tool trailer, it makes it difficult to work in two separate geographic areas. It is also easier to have an extra lot to park the trailer off the street, as well as stack building materials and supplies.

Building single family homes is our goal and we hope that the City of Fergus Falls will assist us in that mission.



Planning Commission Staff Report

To: City of Fergus Falls Planning Commission
Respectfully Submitted: Klara Beck, Community Development Manager
Date: February 16, 2024
Subject: Z-2024-1

REQUESTED ACTION

Recommend approval of the rezoning request for Parcel 71002991378024 (outlot A at 2008 COUNTY HIGHWAY 111) from R-1 to R-A.

GENERAL INFORMATION

Applicant	Alex and Megan Blondeau	Planning Commission Hearing	February 26, 2024
Property Owner	Alex and Megan Blondeau	City Council Meeting	March 4, 2024
Address	2008 COUNTY HIGHWAY 111	Application Date	February 6, 2024
Parcel Number(s)	71002991378024	60-Day Expiration Date	April 6, 2024
Zoning	R-1, One-Family Residence District		

BACKGROUND

Site Information & Current Conditions

The City of Fergus Falls has received a rezoning request for Parcel 71002991378024 from its current zoning classification of R-1 (Single Family Residential) to R-A (Residential Agricultural). The parcel in question is approximately 1.5 acres and is referenced as "Outlot A". Alex Blondeau and his wife Megan own Outlot A as well as parcel number 71002500004063 to the south, which is zoned R-A. Alex and Megan use both parcels as one property.

Parcel 71002991378024 was at one time intended to be a stormwater outlot for a proposed subdivision, but plans for that subdivision fell through. Alex and Megan have converted the outlot to native prairie plant species. They grow nursery stock on the land and would like to build a greenhouse.

Property in an R-1 zone cannot contain a stand-alone accessory structure like a greenhouse. Rezoning the parcel to R-A matches it to the zoning of their larger parcel containing their home and allows for the use of "Nurseries, landscape gardening and tree farms and greenhouses all for the growing of plants, but not to include retail sales" as specified in § 154.030(B)(3) of Fergus Falls City Code.

Adjacent Zoning

The area is a mixture of different densities, including R-A, R-1, R-2, and R-4.

Adjacent Uses

Adjacent uses are housing and/ or farming or recreation related.

Proposed Project

Alex and Megan grow nursery stock on the land for their small plant nursery business, Windflower Natives, and would like to build a greenhouse on Outlot A. This growing structure would not be a retail location open to the public.

Public Notification & Comments

A letter was mailed to property owners within 350 ft of the subject property and a notice was published in the Daily Journal on Feb 14, 2024.

PROPOSED FINDINGS

1. Will not be detrimental to or endanger the public health, safety, or general welfare of the neighborhood or the city.
Surrounding land uses include both residential and agricultural properties.
Rezoning the former outlot from R-1 to R-A perpetuates a balanced integration of different land uses within the vicinity. Criteria Met.
2. Will be harmonious with the general and applicable specific objectives of the comprehensive plan and code provisions.
The city does not have a comprehensive plan.
3. Circumstances have changed since the original zoning that now justifies a change.
Parcel 71002500004063 was at one time intended to be subdivided into single-family parcels, which would have necessitated Parcel 71002991378024's use as a stormwater outlot. This plan was abandoned prior to sale to Alex and Megan. Alex and Megan have converted this land to native prairie species and would like to build a greenhouse on it. Rezoning outlot A to RA would allow for this use and make sense of the new circumstances under which outlot A now exists. Criteria Met.

RECOMMENDED ACTION

Approve the rezoning request for Parcel 71002991378024 (Outlot A at 2008 COUNTY HIGHWAY 111) from R-1 to R-A and recommend approval to City Council.

ATTACHMENTS

1. Context Map
2. Zoning Map
3. Application & Supporting Materials



112 West Washington Avenue

Fergus Falls, MN 56537

Phone: 218-332-5434

e-mail: building.zoning@ci.fergus-falls.mn.us

www.ci.fergus-falls.mn.us

Zoning Amendment Application

Application fee should be made payable to The City of Fergus Falls upon submittal of completed application. Please complete the application by typing or printing in ink. Use additional paper if necessary.

1. Property Owner Information:

Company name: _____

Last name: _____ First name: _____

Address: _____ City/State/Zip: _____

Phone number: _____ Email address: _____

2. Applicant Information: (if different from above)

Company name: _____

Last name: _____ First name: _____

Address: _____ City/State/Zip: _____

Phone number: _____ Email address: _____

3. Address(es) of Property Involved: (if different from above)

4. Comprehensive Plan Designation: _____

5. Zoning Change Requested: Complete item 5a and/or 5b as appropriate for your application.

a. Zoning Map Change:

Existing Designation(s): _____

Proposed Designation(s): _____

b. Zoning Text Amendment: Identify which section of the City Code is to be amended and briefly describe how the text is to be changed in light of the intended project.

6. Reason for Zoning Change: In approving a request for rezoning a property or amending the zoning text, one or both of the following circumstances must be evident; indicate which of the

following best characterizes the reason that the intended use is not allowed by the existing zoning designation.

A mistake was made when the existing zoning text or map was approved.

Circumstances have changed since the original zoning that now justifies a change.

7. Additional Required Information:

a. Legal Description and PIN: Provide the Parcel Identification Number(s) and the complete legal description(s) of the property involved.

b. Written Narrative: The narrative should describe in detail the nature of the intended use, why you believe the use is not permitted by the existing zoning, and how the use would be permitted under the proposed rezoning or zoning text amendment. Narratives should also state whether any additional land use applications (e.g., conditional use Permit or variance) would be necessary to accommodate the intended use in compliance with the requirements of the proposed zoning change.

c. Consultant Fees: Whenever third party consultants are utilized in the preparation of application materials (e.g., a traffic study) or the City's review of an application (e.g., traffic study analysis), the applicant shall be responsible for paying the entirety of those costs.

d. Other Information: In addition to the written narrative, including but not limited to, a full size site plan, topographic survey landscape plan, grading and drainage plan, exterior building elevation drawings, and other information may also be required if deemed necessary by the Community Development Department.

8. Signature(s): By signing below, you attest that the information above and attached is true and correct to the best of your knowledge.

Property Owner: _____ *Date:* _____

Applicant: _____ *Date:* _____

Alex and Megan Blondeau
February 6th, 2024

PIN: 71002991378024
TOWNSHIP: 133
SECTION: 25
RANGE: 043
Outlot A

The designation of outlot A as R1 is a holdover from its prior association with the Deer Valley subdivision. It has been subject to a range of uses under this designation. It has been used as a hay meadow as well as the site of a black dirt mining operation. Alex Blondeau and his wife Megan now own this parcel as well as parcel number 71002500004063 to the south which is zoned RA. Parcel 71002500004063 was at one time intended to be further subdivided into additional single family parcels, but this plan was abandoned prior to its sale to Alex and Megan. Alex and Megan have converted this land to native prairie species and use both parcels as a single unit. They grow nursery stock on the land and would like to build a greenhouse on outlot A. This growing structure would not be a retail location. A structure of this type is currently forbidden under R1 zoning ordinance. Rezoning outlot A to RA would allow for this use and make sense of the new circumstances under which outlot A now exists. No further land use applications would be needed to accommodate this intended use.



Planning Commission Staff Report

To: City of Fergus Falls Planning Commission
Respectfully Submitted: Klara Beck, Community Development Manager
Date: February 16, 2024
Subject: Z-2024-2

REQUESTED ACTION

Recommend approval of the rezoning request for 801 W STANTON AVE from I-2 GENERAL INDUSTRIAL DISTRICT to R-4 MULTIPLE-FAMILY RESIDENCE DISTRICT.

GENERAL INFORMATION

Applicant	City of Fergus Falls	Planning Commission Hearing	February 26, 2024
Property Owner	MARK A & BRENDA CHRISTOPHERSON	City Council Meeting	March 4, 2024
Address	801 W STANTON AVE	Application Date	February 13, 2024
Parcel Number(s)	71003500006000	60-Day Expiration Date	April 13, 2024
Zoning	I-2		

BACKGROUND

Site Information & Current Conditions

This city-initiated rezone aims to harmonize an opportunity site with the [City of Fergus Falls' Downtown Riverfront Master Plan](#). 801 W Stanton Ave, currently a blighted I-2 General Industrial District, resides within a residential neighborhood adjacent to well-maintained businesses. Situated across the railroad tracks from the Port Authority-owned Dairy Property (rezoned R-4 in 2022), both properties await residential redevelopment in prime locations along the river.

Adjacent Zoning

R-4, R-2, I-2, B-2

Adjacent Uses

Housing, business expansion area.

Proposed Project

801 W Stanton Ave is currently in an I-2 General Industrial District. This designation is not conducive to the present needs and development goals of the city. The City of Fergus Falls has therefore secured a \$640,250 grant from DEED's Community Energy Transition Grant program to acquire the property at 801 W Stanton Ave. The grant includes provisions for the demolition of existing structures and the cleanup of environmental hazards on the site and presents a valuable opportunity to repurpose the land for a more beneficial and community-oriented use as workforce housing. The rezoning is contingent upon the sale of the property to the City of Fergus Falls.

Major employers in Fergus Falls have reported a growing demand for workforce housing. Many individuals who work or want to work in the city struggle to find affordable housing options. By rezoning 801 W Stanton Ave to R-4, the city can create an opportunity to address this pressing need.

Public Notification & Comments

A letter was mailed to property owners within 350 ft of the subject property and a notice was published in the Daily Journal on Feb 16, 2024.

PROPOSED FINDINGS

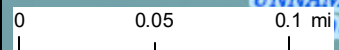
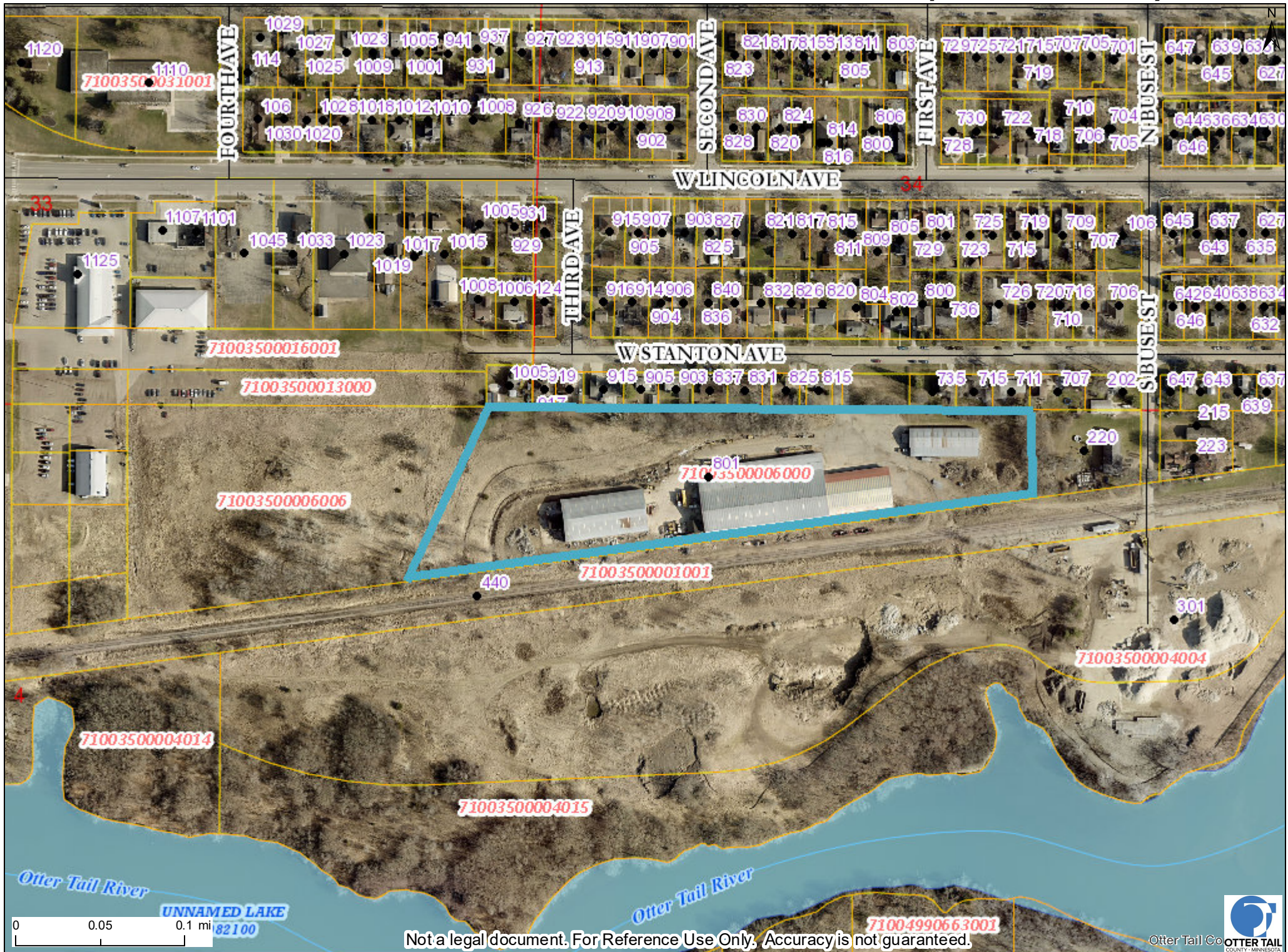
1. Will not be detrimental to or endanger the public health, safety, or general welfare of the neighborhood or the city.
Converting the blighted industrial site into a residential use will contribute to the revitalization of the surrounding neighborhood. It will attract residents, stimulate local businesses by growing workforce and client base, and improve the overall aesthetic appeal of the area. Criteria Met.
2. Will be harmonious with the general and applicable specific objectives of the comprehensive plan and code provisions.
The city does not have a comprehensive plan.
3. Circumstances have changed since the original zoning that now justifies a change.
The rezone of 801 W Stanton Ave to an R-4 site for workforce housing represents a significant opportunity for the City of Fergus Falls to address blight, provide much-needed housing, and contribute to community revitalization. Following the cleanup and rezoning of the dairy site, a compatible rezoning of 801 W Stanton Ave from I-2 to R-4 aligns with the city's goals of revitalizing blighted areas and addressing the need for affordable housing for the workforce. Criteria Met.

RECOMMENDED ACTION

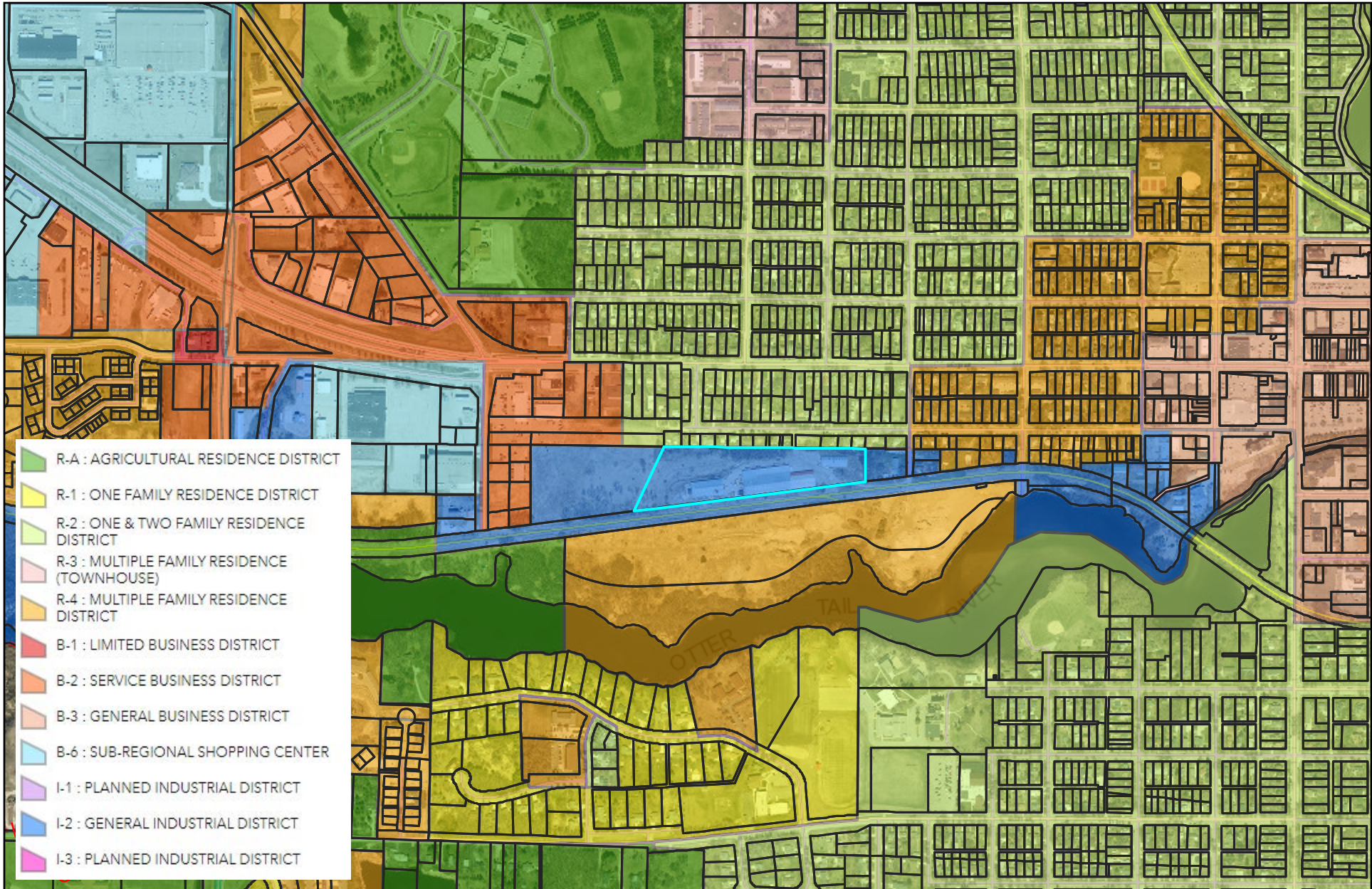
Approve the rezoning request for 801 W STANTON AVE from I-2 GENERAL INDUSTRIAL DISTRICT to R-4 MULTIPLE-FAMILY RESIDENCE DISTRICT and recommend approval to City Council.

ATTACHMENTS

1. Context Map
2. Zoning Map
3. Application & Supporting Materials



Not a legal document. For Reference Use Only. Accuracy is not guaranteed.



1:9,600

801 W STANTON AVE Zoning



This map has been compiled from information on file at the City of Fergus Falls Engineering Department. The City of Fergus Falls makes no representation and assumes no liability for errors, omissions, or inaccuracies contained on this map. This map should not be used for boundary survey information.



112 West Washington Avenue

Fergus Falls, MN 56537

Phone: 218-332-5434

e-mail: building.zoning@ci.fergus-falls.mn.us

www.ci.fergus-falls.mn.us

Zoning Amendment Application

Application fee should be made payable to The City of Fergus Falls upon submittal of completed application. Please complete the application by typing or printing in ink. Use additional paper if necessary.

1. Property Owner Information:

Company name: _____

Last name: CHRISTOPHERSON First name: MARK A & BRENDA

Address: 2119 COUNTY HIGHWAY 111 City/State/Zip: Fergus Falls, MN 56537

Phone number: _____ Email address: _____

2. Applicant Information: (if different from above)

Company name: City of Fergus Falls

Last name: Beck First name: Klara

Address: 112 W Washington Ave City/State/Zip: Fergus Falls MN 56537

Phone number: _____ Email address: klara.beck@fergusfallsmn.gov

3. Address(es) of Property Involved: (if different from above)

801 W STANTON AVE

4. Comprehensive Plan Designation: N/A

5. Zoning Change Requested: Complete item 5a and/or 5b as appropriate for your application.

a. Zoning Map Change:

Existing Designation(s): I-2

Proposed Designation(s): R-4

b. Zoning Text Amendment: Identify which section of the City Code is to be amended and briefly describe how the text is to be changed in light of the intended project.

6. Reason for Zoning Change: In approving a request for rezoning a property or amending the zoning text, one or both of the following circumstances must be evident; indicate which of the

following best characterizes the reason that the intended use is not allowed by the existing zoning designation.

A mistake was made when the existing zoning text or map was approved.

Circumstances have changed since the original zoning that now justifies a change.

7. Additional Required Information:

a. Legal Description and PIN: Provide the Parcel Identification Number(s) and the complete legal description(s) of the property involved.

b. Written Narrative: The narrative should describe in detail the nature of the intended use, why you believe the use is not permitted by the existing zoning, and how the use would be permitted under the proposed rezoning or zoning text amendment. Narratives should also state whether any additional land use applications (e.g., conditional use Permit or variance) would be necessary to accommodate the intended use in compliance with the requirements of the proposed zoning change.

c. Consultant Fees: Whenever third party consultants are utilized in the preparation of application materials (e.g., a traffic study) or the City's review of an application (e.g., traffic study analysis), the applicant shall be responsible for paying the entirety of those costs.

d. Other Information: In addition to the written narrative, including but not limited to, a full size site plan, topographic survey landscape plan, grading and drainage plan, exterior building elevation drawings, and other information may also be required if deemed necessary by the Community Development Department.

8. Signature(s): By signing below, you attest that the information above and attached is true and correct to the best of your knowledge.

Property Owner:  Date: 2-21-24
Applicant: Klara Beck Date: 2/16/24

Parcel Number & Legal Description:

71003500006000

G L 2 & 3 N OF RR R/W & E OF LOT 11 BLK 8 EX TR HILL & TODD'S ADDN & EX TR

As Community Development Manager, I recommend approval of the rezone request for 801 W Stanton Ave from an I-2 industrial site to an R-4 site suitable for workforce housing. The rezoning is contingent upon the sale of the clean property to the City of Fergus Falls. This proposal aligns with the city's goals of revitalizing blighted areas and addressing the need for affordable housing for the workforce.

801 W Stanton Ave currently stands as a blighted I-2 industrial site. This designation is not conducive to the present needs and development goals of the city. The site has remained underutilized and does not contribute positively to the surrounding community. The rezone of 801 W Stanton Ave to an R-4 site for workforce housing represents a significant opportunity for the City of Fergus Falls to address blight, provide space for much-needed housing, and contribute to community revitalization.

Sincerely,

A handwritten signature in black ink that reads "Klara Beck". The signature is written in a cursive, flowing style with a long horizontal stroke at the end.

Klara Beck
Community Development Manager
City of Fergus Falls



Planning Commission Staff Report

To: City of Fergus Falls Planning Commission
Respectfully Submitted: Klara Beck, Community Development Manager
Date: February 16, 2024
Subject: Z-2024-3

REQUESTED ACTION

Recommend approval of the rezoning request for parcels 71001990154005, 71001990154004, 71001990283000, and 71001990282001, which include the Fergus Falls Public Library and its parking lots at 205 Hampden Ave, from I-2 (General Industrial District) and R-2 (One- and Two-Family Residence District) to B-3 (General Business District).

GENERAL INFORMATION

Applicant	City of Fergus Falls	Planning Commission Hearing	February 26, 2024
Property Owner	City of Fergus Falls	City Council Meeting	March 4, 2024
Address	205 HAMPDEN AVE 71001990154005, 71001990154004, 71001990283000, 71001990282001.	Application Date	February 13, 2024
Parcel Number(s)		60-Day Expiration Date	April 13, 2024
Zoning	I-2 & R-2		

BACKGROUND

Site Information & Current Conditions

This is a city-initiated rezone to clean up zoning anomalies on the city’s zoning map and allow the library to be regulated under zoning guidelines that are more fitting for their location and intended purpose. It is not tied to any construction project or updates to the library property beyond the addition of signage indicating a native planting butterfly garden.

Parcels 71001990154005, 71001990154004, 71001990283000, and 71001990282001 make up the footprint of the Fergus Falls Public Library and its parking lots. Parcels 71001990154005 and 71001990282001 are zoned I-2. Parcels 71001990154004 and 71001990283000 are zoned R-2. The footprint of the building itself spreads across parcels 71001990154005 and 71001990154004, meaning the building spans two zones.

Adjacent Zoning

The city-owned Magnusson Park parcels across Cascade St are zoned B-3. The B-3 zone extends across Vernon Avenue to encompass sections of Lake Region Hospital Corporation’s property. A section of I-2 runs along the railroad tracks. Nearby neighborhoods are zoned R-2.

Adjacent Uses

Government/ recreation, healthcare, farm and food manufacturing industry, housing.

Proposed Project

Situating a property within a single designated zone provides clarity for both the building operators and regulatory authorities regarding the permitted uses, regulations, and standards applicable to the property, reducing confusion and ensuring consistency in compliance with zoning laws and regulations. Under the B-3 zoning designation, city signage regulations will accommodate the library's need for signage indicating the presence of a native planting butterfly garden in its parking lot. This allows the library to effectively communicate with visitors and enhance the aesthetic appeal and educational value of the site.

Public Notification & Comments

A letter was mailed to property owners within 350 ft of the subject property and a notice was published in the Daily Journal on Feb 16, 2024. As of 4:30 PM on Thursday, February 22, 2024, one letter and one phone call with questions regarding the rezoning request had been received, to which city staff responded. The letter was added to the project file.

PROPOSED FINDINGS

1. Will not be detrimental to or endanger the public health, safety, or general welfare of the neighborhood or the city.
Rezoning the specified parcels from I-2 and R-2 to B-3 is a strategic decision that supports the library's mission, enhances community amenities, and supports sustainable practices within Fergus Falls. Rezoning aligns with a long-term vision for balanced growth and development while respecting the character of the surrounding neighborhoods. Criteria Met.
2. Will be harmonious with the general and applicable specific objectives of the comprehensive plan and code provisions.
The city does not have a comprehensive plan.
3. Circumstances have changed since the original zoning that now justifies a change.
There are several instances on the city zoning map where it appears parcels of disparate zones changed hands and combined with other parcels into new property uses but the zoning map was not updated accordingly. Businesses or organizations operating within a single designated zone simplifies decision-making processes related to property use, construction, signage, parking, and other aspects of operation as they only need to adhere to the zoning requirements specific to that zone. Criteria Met.

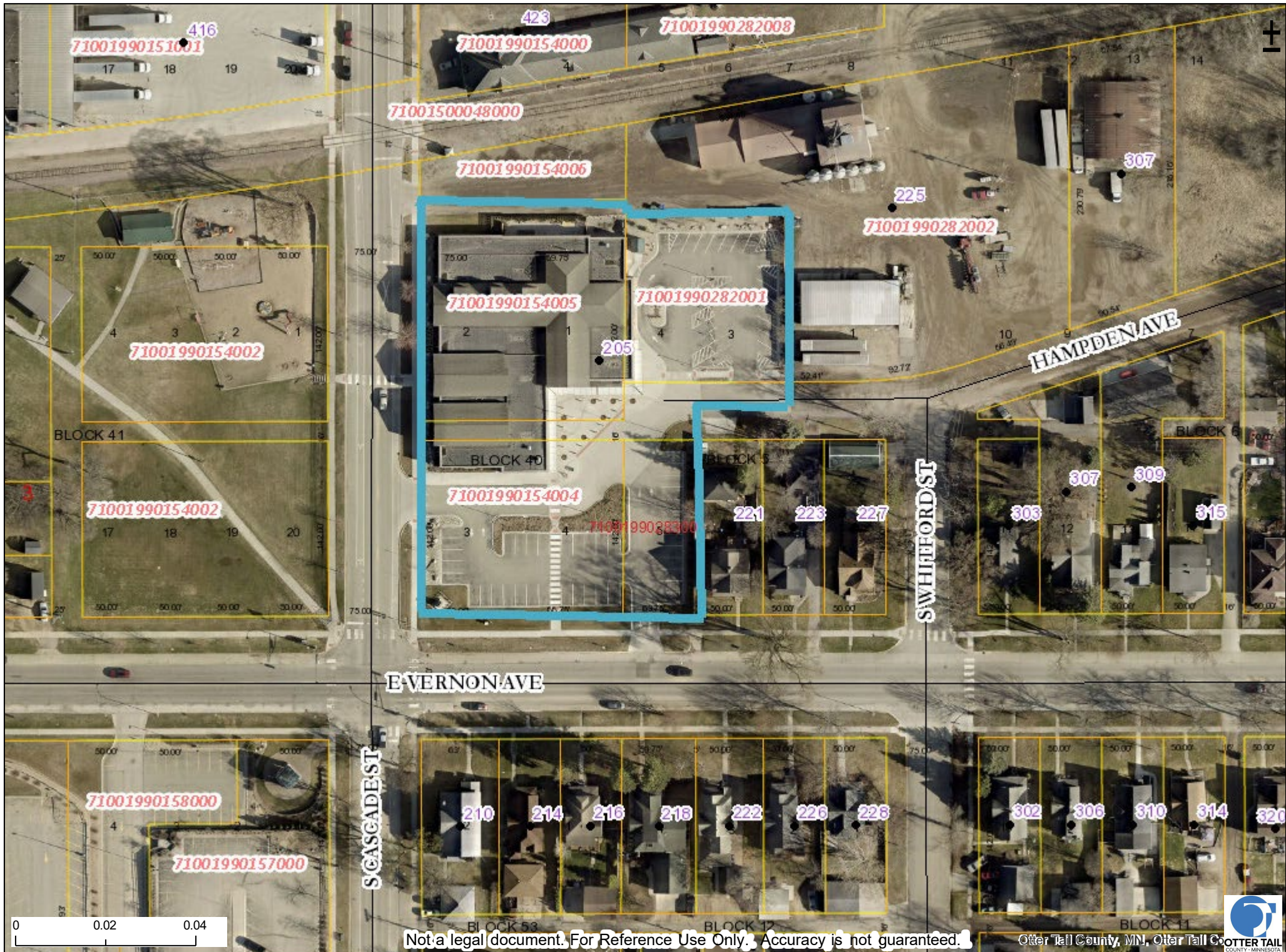
RECOMMENDED ACTION

Approve the rezoning request for parcels 71001990154005, 71001990154004, 71001990283000, and 71001990282001 from I-2 (General Industrial District) and R-2 (One- and Two-Family Residence District) to B-3 (General Business District) and recommend approval to City Council.

ATTACHMENTS

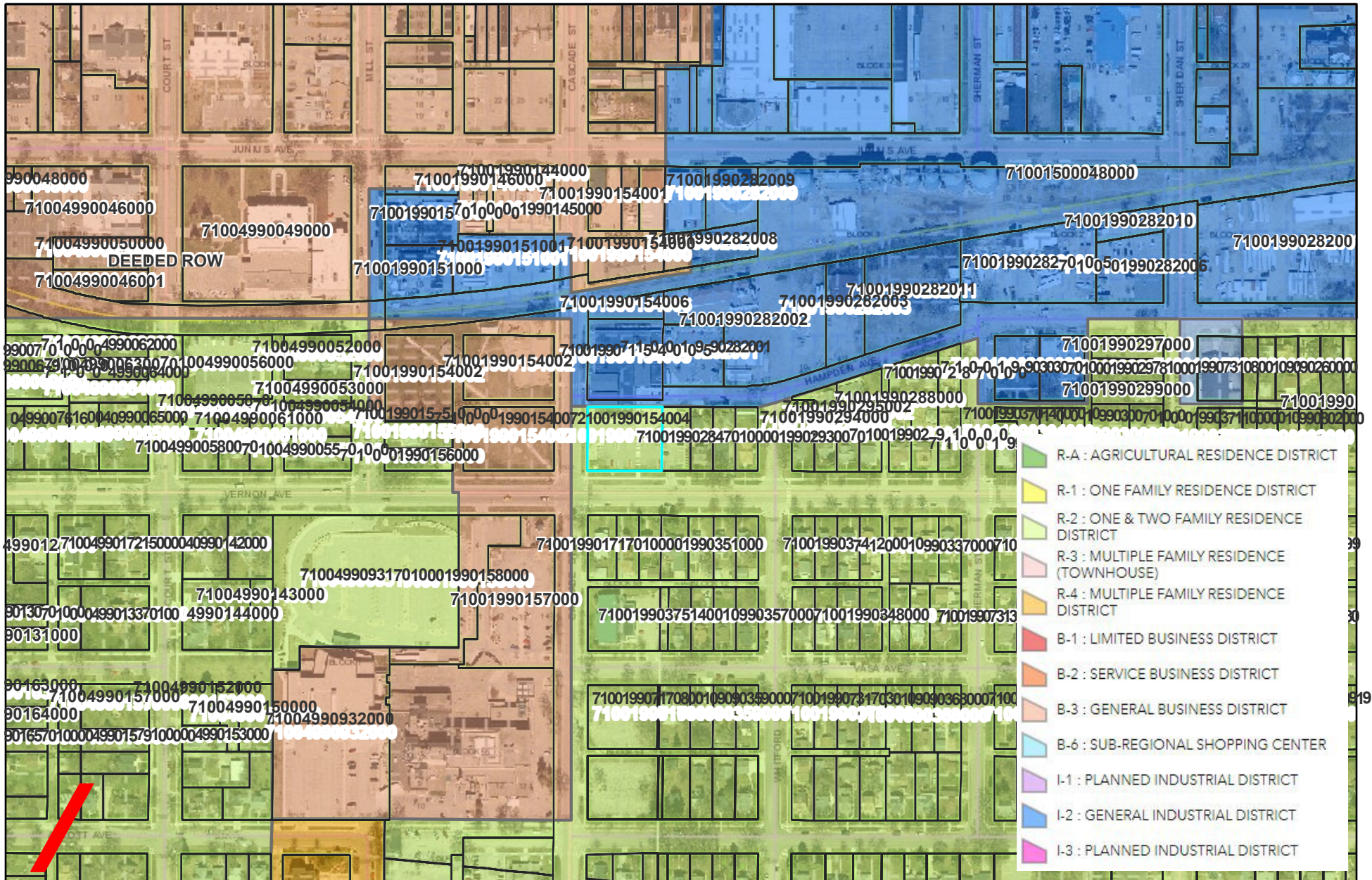
1. Context Map

2. Zoning Map
3. Application & Supporting Materials



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- R-A : AGRICULTURAL RESIDENCE DISTRICT
- R-1 : ONE FAMILY RESIDENCE DISTRICT
- R-2 : ONE & TWO FAMILY RESIDENCE DISTRICT
- R-3 : MULTIPLE FAMILY RESIDENCE (TOWNHOUSE)
- R-4 : MULTIPLE FAMILY RESIDENCE DISTRICT
- B-1 : LIMITED BUSINESS DISTRICT
- B-2 : SERVICE BUSINESS DISTRICT
- B-3 : GENERAL BUSINESS DISTRICT
- B-6 : SUB-REGIONAL SHOPPING CENTER
- I-1 : PLANNED INDUSTRIAL DISTRICT
- I-2 : GENERAL INDUSTRIAL DISTRICT
- I-3 : PLANNED INDUSTRIAL DISTRICT



1:3,600

205 HAMPDEN AVE Zoning

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112 West Washington Avenue

Fergus Falls, MN 56537

Phone: 218-332-5434

e-mail: building.zoning@ci.fergus-falls.mn.us

www.ci.fergus-falls.mn.us

Zoning Amendment Application

Application fee should be made payable to The City of Fergus Falls upon submittal of completed application. Please complete the application by typing or printing in ink. Use additional paper if necessary.

1. Property Owner Information:

Company name: City of Fergus Falls

Last name: Beck

First name: Klara

Address: 112 W Washington Ave

City/State/Zip: Fergus Falls, MN 56537

Phone number: 218-332-5428

Email address: klara.beck@fergusfallsmn.gov

2. Applicant Information: (if different from above)

Company name: _____

Last name: _____ First name: _____

Address: _____ City/State/Zip: _____

Phone number: _____ Email address: _____

3. Address(es) of Property Involved: (if different from above)

205 HAMPDEN AVE

4. Comprehensive Plan Designation: N/A

5. Zoning Change Requested: Complete item 5a and/or 5b as appropriate for your application.

a. Zoning Map Change:

Existing Designation(s): I-2 & R-2

Proposed Designation(s): B-3

b. Zoning Text Amendment: Identify which section of the City Code is to be amended and briefly describe how the text is to be changed in light of the intended project.

6. Reason for Zoning Change: In approving a request for rezoning a property or amending the zoning text, one or both of the following circumstances must be evident; indicate which of the

following best characterizes the reason that the intended use is not allowed by the existing zoning designation.

A mistake was made when the existing zoning text or map was approved.

Circumstances have changed since the original zoning that now justifies a change.

7. Additional Required Information:

a. Legal Description and PIN: Provide the Parcel Identification Number(s) and the complete legal description(s) of the property involved.

b. Written Narrative: The narrative should describe in detail the nature of the intended use, why you believe the use is not permitted by the existing zoning, and how the use would be permitted under the proposed rezoning or zoning text amendment. Narratives should also state whether any additional land use applications (e.g., conditional use Permit or variance) would be necessary to accommodate the intended use in compliance with the requirements of the proposed zoning change.

c. Consultant Fees: Whenever third party consultants are utilized in the preparation of application materials (e.g., a traffic study) or the City's review of an application (e.g., traffic study analysis), the applicant shall be responsible for paying the entirety of those costs.

d. Other Information: In addition to the written narrative, including but not limited to, a full size site plan, topographic survey landscape plan, grading and drainage plan, exterior building elevation drawings, and other information may also be required if deemed necessary by the Community Development Department.

8. Signature(s): By signing below, you attest that the information above and attached is true and correct to the best of your knowledge.

Property Owner: Gail Hedstrom Date: 2/16/2024
Applicant: Klara Beck Date: 2/16/24
 2-16-24

Parcel Numbers & Legal Descriptions:

- 71001990154005
LOTS 1 & 2 BLK 40 ALSO DESC ASN 185' OF BLK 40 & VAC 1/2 HAMPDEN AVE ADJ (TENNIS COURT/LIBRARY SITE)
- 71001990154004
LOTS 3 & 4 BLK 40 (TENNIS COURT/LIBRARY SITE)
- 71001990283000
LOT 5 BLK 5
- 71001990282001
W 28.28' OF LOT 2, LOTS 3 & 4 BLK 5 ALSO DESC AS W 139.28' OF N 177' OF BLK 5 & VAC 1/2

As the Community Development Manager for the City of Fergus Falls, I recommend rezoning parcels 71001990154005, 71001990154004, 71001990283000, and 71001990282001, which include the Fergus Falls Public Library and its parking lots, from I-2 (General Industrial District) and R-2 (Medium Density Residential District) to B-3 (General Business District).

The Fergus Falls Public Library serves as a vital community asset, providing educational resources, cultural enrichment, and recreational opportunities to residents. By rezoning the parcels to B-3, the city can facilitate the library's ability to enhance its facilities and services. Rezoning these parcels to B-3 will continue to align the zoning with the surrounding area and ensures the library and its amenities are regulated under zoning guidelines that are more fitting for their location and intended purposes.

Under the B-3 zoning designation, the city can accommodate the library's need for signage indicating the presence of a butterfly garden in its parking lot. This allows the library to effectively communicate with visitors and enhance the aesthetic appeal and educational value of the site. Promoting initiatives like the butterfly garden aligns with broader community goals related to environmental sustainability and responsible land use practices.

Rezoning the specified parcels from I-2 and R-2 to B-3 is a strategic decision that supports the library's mission, enhances community amenities, and fosters sustainable practices within Fergus Falls. This rezoning aligns with the city's long-term vision for balanced growth and development while respecting the character of the surrounding neighborhoods.

Sincerely,

A handwritten signature in black ink that reads "Klara Beck". The signature is written in a cursive, flowing style with a long horizontal stroke at the end.

Klara Beck
Community Development Manager
City of Fergus Falls

City of Ferguson Falls

Community Development Department 2-21-2024

It looks like the library is covered by
PID's 71001990154005, 71001990282001,
71001990154004, as General Industrial District.

On the paper you sent, I do not see where the
PID for 71001990283000 is: Is this going
to be the houses that are going to be moved to
General Industrial District, to General Business District

- 1.) are the people in the houses going to have to move,
- 2.) If the people have to move, who is going to pay
for the houses.
- 3.) What is the difference between a General
Industrial District, & General Business District,
Why is the change needed.
- 4.) are the building in the area, going to be grandfathered
into the change

I am asking for response in writing

Bert Clark
1703 South Sherman
Ferguson Falls, M.M. 56537