

## Planning Commission

### Agenda

February 2<sup>nd</sup>, 2021 @ 6:00 p.m. via Zoom

The Planning Commission will meet on **Tuesday, February 2<sup>nd</sup>, 2021**, at 6pm via Zoom.

Any or all members of the Planning Commission may potentially attend such meeting by Zoom Video Conference.

Additionally, the presence of the public at the regular meeting location is not feasible due to the COVID-19 health pandemic/emergency declaration, pursuant to Minn. Stat. Section 13D.021, subd. 1(3).

Members of the public may monitor the meeting electronically from a remote location by joining the zoom meeting at:

Jennifer Sterbenz is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting

<https://us02web.zoom.us/j/83282594157?pwd=WmtpMG1xa0NGSoI4Rit3WEFsOW9ldz09>

Meeting ID: 832 8259 4157

Passcode: 638973

One tap mobile

+13017158592,,83282594157# US (Washington DC)

+13126266799,,83282594157# US (Chicago)

Dial by your location

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

+1 646 558 8656 US (New York)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 669 900 9128 US (San Jose)

Meeting ID: 832 8259 4157

Find your local number: <https://us02web.zoom.us/j/83282594157?pwd=WmtpMG1xa0NGSoI4Rit3WEFsOW9ldz09>

Dan Walker, Administrator

Dated: January 29<sup>th</sup>, 2021

**Planning Commission  
Agenda**

February 2<sup>nd</sup>, 2021 @ 6:00 p.m. via Zoom

1. **Call to Order**
  
2. **Approval of Agenda**
  
3. **Approval of January 5<sup>th</sup>, 2021 & January 19<sup>th</sup>, 2021 Meeting Minutes**
  
4. **Public Discussion**
  - a. Public Comment
  
5. **Commission Business**
  - a. Hwy 61/7<sup>th</sup> Avenue Zoning Code Update Information w/Josh Bergstad & Justin Otsea of ARDC
  - b. Housing
  
6. **Staff and Commission Member Reports**
  - a. Staff Reports –
    1. Public Hearing Zoning Code Update – February 16<sup>th</sup>, 2021
    2. Council Agenda – March 8<sup>th</sup>, 2021
    3. Short Term Rental Permits Issued in January: 7
    4. Building Permits issued in January: 3 (2 roofs, 1 window replacement)
    5. HRA Senior Housing Project
  - b. Commission Member Reports
  
7. **Adjourn**

*Next meeting is tentatively scheduled for*

**Tuesday, March 2<sup>nd</sup>, 2020**

**Two Harbors Planning Commission**

Meeting Minutes

January 5<sup>th</sup>, 2020

*Present:* Koehler, Swanson, Detlefsen, Anderson, Nielson, Chapek, Snowdon

*Absent:* Glaser

*Other:* Sterbenz – Community Development Planner

*Next meeting:* February 2<sup>nd</sup>, 2021

---

**I. Call to Order**

Koehler called the regular meeting to order at 6:00 p.m.

Approval of Agenda

**Motion by Nielson to approve the agenda. Support by Anderson.** Motion approved by all members present and voting.

**Motion by Chapek to approve the: December 1<sup>st</sup>, 2020 meeting minutes. Support by Nielson.** Motion approved by all members present and voting.

**II. Public Comment - None**

**III. New business -**

**A. Commission Organization**

**Motion by Swanson to appoint Koehler as the 2021 Planning Commission Chairperson. Support by Nielson.** Motion approved by all members present and voting. No other nominations.

**B. Housing** – Commission continued discussions on housing. The City owns a parcel adjacent to Antonich Field. Commissioner Detlefsen suggested the City prepare this area for housing development. He is going to submit a sketch to Sterbenz with his idea for the area. Sterbenz to get info on this concept for the next meeting.

**IV. Reports & Communications**

a. Zoning Administration- No formal report

b. Other Reports- None

**Motion by Chapek to adjourn. Supported by Anderson.** Motion approved by all members present and voting.

**Meeting adjourned at 8:00 p.m.**

***Recorded and submitted by Jennifer A Sterbenz, Community Development Planner***

**Two Harbors Planning Commission**  
Meeting Minutes

January 19<sup>th</sup>, 2021

*Present:* Koehler, Swanson, Snowden, Detlefsen, Nielsen (5)  
*Absent:* Anderson, Glaser, Chapek (3)  
*Other* Sterbenz, Bergstad, Otsea  
*Next meeting:* February 2<sup>nd</sup>, 2021

---

**I. Call to Order**

Koehler called the regular meeting to order at 6:21 p.m.

Approval of Agenda

**Motion by Nielsen, Detlefsen to approve the agenda.** Motion approved by all members present and voting.

Approval of Minutes

**Motion by Detlefsen, Nielsen to approve the December 22<sup>nd</sup>, 2020 Meeting Minutes.** Motion approved by all members present and voting.

**II. New Business**

**a. Presentation and Discussion on Draft Version of Zoning Code Update-** Bergstad and Otsea gave an interactive presentation highlighting the updated full draft version of the Zoning Code update. Bergstad and Otsea proceeded to describe each of the new sections of the code update and showcase any amendments via highlighted text. Brief discussion followed/occurred during the presentation; topics included: Accessory Uses and structure standards, defining setbacks, accessory dwelling units, outdoor seating, temporary storage (likely using a time limit), dimension table, a developer's agreement, and light manufacturing. Josh followed the discussion by presenting initial design guideline standards and garnered feedback from the Commission which will be used to finalize the code text.

**b. Updated Zoning Map-** Otsea presented an initial draft of the updated Zoning Map. He outlined some of the changes that staff was making, to make the map more legible and useful in both a print and online version. Additional work will continue, including gathering feedback from City staff and the Planning Commission. A final version of the updated map will be presented at a future meeting.

**c. Next meeting-** discussion followed regarding inviting property owners along highway 61 to the next Planning Commission meeting to provide feedback on the proposed zoning code changes impacting those properties. The Planning Commission reached consensus, and it was determined that this meeting would take place at the next regular Planning Commission meeting set for **Tuesday, February 2<sup>nd</sup> at 6 :00 p.m.**, in an online format like Zoom due to Covid-19 precautions. Otsea and Bergstad would work with Sterbenz to develop and mail an invitation letter to the property owners.

**Motion by Detlefsen, Snowden to adjourn. Motion approved by all members present and voting**

**Meeting adjourned at 7:25 p.m.**

***Recorded and submitted by Justin Otsea, City Planner.***



# CITY OF TWO HARBORS

522 First Avenue • Two Harbors, MN 55616  
(218) 834-5631 • FAX (218) 834-2674

DAN WALKER  
Administrator

January 22<sup>nd</sup>, 2020

Dear Citizen,

The City of Two Harbors is underway updating its zoning ordinance in partnership with the Arrowhead Regional Development Commission. The update includes several changes to land uses in the city, a new format, and other revisions. The Two Harbors Planning and Zoning Commission invites you to its next meeting on **Tuesday, February 2<sup>nd</sup> at 6:00 p.m.** to discuss a proposed change and how it could affect your property.

The code update is proposing to eliminate single-family and two-family homes as an allowed use in the B-1 Highway Business District if the property has frontage on Highway 61 and 7<sup>th</sup> Avenue. Under the proposal, the zoning code would support the continued existence of existing single-family and two-family residential uses by allowing them to be enhanced, improved, or replaced as though they were an allowed use.

The changes are being proposed to support commercial development within the City's main business districts and mitigate potential conflict between residential and commercial uses.

The February 2<sup>nd</sup> Planning and Zoning Commission will be held via Zoom:

#### Join Zoom Meeting

<https://us02web.zoom.us/j/83282594157?pwd=WmtpMG1xa0NGS0l4Rit3WEFsOW9ldz09>

Meeting ID: 832 8259 4157

Passcode: 638973

One tap mobile

+13017158592,,83282594157# US (Washington DC)

+13126266799,,83282594157# US (Chicago)

Dial by your location

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

+1 646 558 8656 US (New York)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 669 900 9128 US (San Jose)

Meeting ID: 832 8259 4157

Find your local number: <https://us02web.zoom.us/j/kxJlPbuSz>

Staff will present the proposed ordinance change and answer questions. Additionally, the meeting's presentation will be recorded and available for view after the meeting. You can contact Justin Otsea at [jotsea@ardc.org](mailto:jotsea@ardc.org) or 218.529.7529 if you are unable to attend the meeting and would like to discuss the proposal or be sent the recorded presentation at the meeting's conclusion.

Warm regards,

Jennifer A Sterbenz

Community Development Planner

AN EQUAL OPPORTUNITY EMPLOYER