APPENDIX A

Planning Documentation

ARROWHEAD REGIONAL DEVELOPMENT COMMISSION

Serving the Minnesota counties of: Aitkin ● Carlton ● Cook ● Itasca ● Koochiching ● Lake ● St. Louis

FOR IMMEDIATE RELEASE
September 27, 2010
Contact: Josh Bergstad – jbergstad@ardc.org

Two Harbors Comprehensive Plan Open House Review to be Held Tuesday, October 05.

The City of Two Harbors Planning Commission will host a public open house to present proposed elements from the 2010 Two Harbors Comprehensive Plan currently being developed. The meeting will be held from 6:00 pm to 7:00 pm at the Two Harbors Community Center.

The Two Harbors Planning Commission has been leading the comprehensive planning efforts. The Comprehensive Plan will focus on what aspects of the city's land use goals and policies can be improved to ensure an optimistic future for the city. These development issues include housing, economic development, transportation, recreation, cultural resources, natural resources, and intergovernmental relationships.

This open house will give Two Harbors community members the chance to review and comment on the proposed plan before the Planning Commission holds a formal public hearing and makes a recommendation to the City Council later this year. More information on the project can be found on the City's website at www.ci.two-harbors.mn.us.

The City of Two Harbors is working with the professional planners from the Arrowhead Regional Development Commission (ARDC). This project was funded in part by Minnesota Housing Partnership and the Coastal Zone Management Act, by NOAA's Office of Ocean and Coastal Resource Management, in cooperation with Minnesota's Lake Superior Coastal Program.

For more information on the Two Harbors Comprehensive Plan, please contact:

Josh Bergstad
ARDC
221 West First Street
Duluth, MN 55802

218-834-5631 (Two Harbors City Hall on Tuesday)
218-529-7516 (direct)
1-800-232-0707 (toll free)
jbergstad@ardc.org

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ARROWHEAD REGIONAL DEVELOPMENT COMMISSION

Serving the Minnesota counties of: Aitkin ● Carlton ● Cook ● Itasca ● Koochiching ● Lake ● St. Louis

FOR IMMEDIATE RELEASE
June 14, 2010
Contact: Josh Bergstad – jbergstad@ardc.org

Two Harbors Comprehensive Plan Meeting: Tuesday, June 29

The City of Two Harbors will hold a public meeting to kick off the development of the City's Comprehensive Plan on Tuesday, June 29, 2010 at the Two Harbors Community Center at 6:30 pm.

The Comprehensive Plan will focus on what aspects of the city's land use goals and policies can be improved to ensure an optimistic future for the city. These development issues include housing, economic development, transportation, economics, recreation, natural resources, and intergovernmental relationships. Having a strong Comprehensive Plan will help the city to develop in a desirable direction.

This public visioning meeting will give the residents of Two Harbors the chance to participate in setting the future direction of the city. The meeting will include an introduction and summary of the planning process, a group exercise to map the City's assets, and identification of issues. Refreshments will be served.

The Two Harbors Planning Commission is leading the comprehensive planning efforts. The City of Two Harbors is working with the professional planners from the Arrowhead Regional Development Commission (ARDC) to complete the planning process. This project was funded in part by Minnesota Housing Partnership and the Coastal Zone Management Act, by NOAA's Office of Ocean and Coastal Resource Management, in cooperation with Minnesota's Lake Superior Coastal Program.

For more information on the Two Harbors Comprehensive Plan, please contact:

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2010 TWO HARBORS COMPREHENSIVE PLAN

Public Input Meeting (Meeting #1)
June 29, 2010
6:30 PM
Two Harbors Community Center

MEETING SUMMARY

Present: Zastera, Kittilson, Davidson, Senst, Simonson, McDonald, Detlefsen (7)
Absent: Scheidt, Kari (2)

Assets/Issues to the Development of Two Harbors

- Lake Superior & shoreline preservation and accessibility (4)
- Walking/hiking/snowmobile trails (3)
- Parks (2)
- Golf Course (6)
- Campground (3)
- Old high school property – residential redevelopment potential
- County industrial park outside city limits is valuable property that city provides services to (annexation should be considered)
- Rehabilitation of existing housing and commercial property
- Managing traffic flow through time
- Recycling Center Drive industrial area needs better road access
- Marina/break wall/lighthouse (2)
- Room for industrial expansion near rail road (south west industrial section)
- Working ore docks
- Band shell and oldest continuous city band in state
- Drinking water
- Sewage plant allows for expansion
- Ski trail
- Golf course housing development option
- Airport can attract recreational travelers; be used for economic development
- Heritage Days, Kayak Festival, Winterfest

Threats/Obstacles

- Golf course housing is threat to ski trails and north woods golf experience
- Condition of roads and infrastructure
- Losing small town atmosphere
- Resistance to change
- Downtown bypass (too expensive for purpose)
- Planning and zoning and development are not driven by community

- Need infrastructure to assist business development and job creation
- Need adherence to strong ordinances
- No public transportation for airport (there is a courtesy car)
- Need compatibility of surrounding development and land uses
- Rail road between Duluth and Two Harbors is under utilized for industry (LP does use)

Vision Nuggets

"In the future, the City of Two Harbors is…"

- Pedestrian friendly with toilets and benches; a compact city
- Community development planning
- Supports and uses sustainable energy systems (wind, solar)
- Maintains livability for residents and visitors which attracts business and industry to locate in the community
- Supports information and data handling enterprises (has switched from resource extraction and tourism as main economic drivers)
- Improve existing housing
- Maintains small town appeal
- Extended into higher-end (executive) housing
- Has a range of housing options
- Friendly and inviting to more businesses
- Clean and safe for residents and families
- Quality education for children and adults
- Great place to visit
- Downtown revitalized
- Marina
- Family style restaurant near down town
- Lakeshore remains public (publicly accessible)
- Clean and attractive neighborhoods and business (no blight)
- All new, updated infrastructure and streets
- Maintains connection to city history (physical connection?)
- On sheets but not on easel
    - Travel destination
    - A plan for tourism opportunities
    - An inventory of service/recreation needs, opportunities
    - Incentives for new business
    - A true small town gateway to showcase Lake Superior and outdoor opportunities that exist in area, but thrives in and of itself with quality housing, jobs, services and pleasurable pursuits

Other Comments

- City and ARDC should use websites to inform the public with agendas, minutes, and planning materials. Better communication between planning and zoning and community should be important part of long term goals after the Comprehensive Planning process. This will benefit community driven planning and development.
- Is there one top priority?
    - Identify and protect outstanding natural resources and properties
    - Development of and adherence to zoning ordinance and policies that match community vision. This should drive future development decisions.

Written and Spoken Comments

- We have some of the last remaining publicly accessible Lake Superior shoreline in the state of Minnesota. Its best and highest use is as a park or green space.
- We have an existing stock of commercial property downtown that already has roads and utilities – the buildings are largely decrepit though.
- Waterfront issues are #1 in considering environment and livability concepts. Should be protected.
- A Highway 61 (7th Avenue) bypass (north/golf course route) is a very sensitive issue due to the potential loss of business on 7th Avenue. It is also a safety issue for peak traffic concerns on weekends – Friday and Saturday evenings. Could it be controlled for the time it is open and the direction of flow?
- The City should use the Comprehensive Plan as an opportunity to direct the type of development that will occur on properties such as the old high school property.
- Variances should be rare. Zoning ordinance and map amendments should be rare.

The meeting commenced at 6:30 pm and adjourned at 8:30 pm. 24 people attended.

Present: Zastera, Kittilson, Davidson, Senst, Simonson, McDonald, Detlefsen (7)
Absent: Scheidt, Kari (2)

City of Two Harbors:

Comprehensive Plan

The City of Two Harbors is developing a comprehensive plan that will direct the community through the next decade. Public input is an essential part of a successful comprehensive plan. A meeting will be held specifically to hear what community assets need to be included in the comprehensive plan. All members of the public are encouraged to come with ideas and concerns. Refreshments will be served.

Public Meeting
Two Harbors Comprehensive Plan
Tuesday, June 29, 2010
6:30 pm
Two Harbors Community Center

Comprehensive plan questions:
Josh Bergstad (ARDC)
221 West 1st Street
Duluth, MN 55802
218-834-5631
218-529-7516
jbergstad@ardc.org

This project was funded in part by Minnesota Housing Partnership and the Coastal Zone Management Act, by NOAA's Office of Ocean and Coastal Resource Management, in cooperation with Minnesota's Lake Superior Coastal Program.

The Two Harbors Planning Commission will hold a public hearing at 7:00 pm on Tuesday, November 30, 2010 in the City Council Chambers at 522 First Avenue, Two Harbors, MN 55616. The purpose of the hearing is to take comments on the 2010 Two Harbors Comprehensive Plan. Public review copies are available at Two Harbors City Hall, Two Harbors Library, and online at the City's website: www.ci.two-harbors.mn.us.

Lee Klein, Administrator

PUBLIC HEARING MINUTES

November 30, 2010

Official Minutes of the Public Hearing on the proposed 2010 Two Harbors Comprehensive Plan before the Two Harbors Planning Commission on Tuesday, November 30, 2010 in the Two Harbors City Council Chambers.

Present: Zastera, McDonald, Simonson, Detlefsen, Kittilson (5)

Absent: Senst, Kari, Davidson, Scheidt (4)

(The following is minutes take from my notes and not a transcript of the meeting. The hearing comments will be transcribed when the video is transferred to DVD. – Josh Bergstad)

PUBLIC HEARING

Chair Zastera called the public hearing to order at 7:00 pm.

Staff Presentation

Zastera turned the floor over to Josh Bergstad, ARDC Senior Planner, for a staff presentation prior to taking public comments.

Bergstad directed the audience's attention to the Comprehensive Plan – Public Hearing Summary memo briefly describing the purpose and scope of the Comprehensive Plan. Bergstad summarized each section of the plan and mentioned key recommendations.

Bergstad read from an email from Matthew Seltzer, an attorney representing Cave and Sons. The letter stated that the proposed zoning on Lighthouse Point appeared correct but that their wishes were that the City not rezone the property until any agreements between the city and his client were finalized. Seltzer also expressed concern that his client's property along Highway 61 on the west end of town was not to be zoned Highway Service Commercial.

Bergstad presented six additional recommendations to the Comprehensive Plan for the Planning Commission's consideration. The recommendations are detailed in the November 30 memo titled Comprehensive Plan – Additional Recommendations. They include:

- Adding language to the plan to clarify that the plan did not carry out any actual rezoning of property. The rezoning processes for areas described would need to be initiated separately when conditions permitted. The statement also stated that the boundaries depicted in the plan are approximate. Actual boundaries will need to be determined by survey or similar measures when the rezoning takes place.
- Recommending rezoning of a strip of land on the south side of Highway 61 on the west end of the city to B-1 from I-2.
- Added a definition of Conservation Subdivision.
- Changed language about review of home occupations in the zoning code.
- Removed reference to a utility path as part of the Highway 61 connector project.
- Remove reference to adopting the plan after three readings by the Council.

Public Comments

Zastera opened the floor for comments from the public. Zastera asked those wishing to speak to approach the front table and state their name and address for the record.

Tom Koehler, 5th Avenue
Koehler asked what the term "use by right" meant in regards to zoning. Bergstad explained that the term referred to the allowed use in a district as opposed to a conditional use or prohibited use.

Koehler expressed his opposition to the Highway 61 connector road to the waterfront district because the costs of a required at grade crossing of the rail road and likely environmental remediation costs would out weigh any benefits. He stated that there were other options for moving traffic into and out of town.

Koehler expressed support for the 4th Street completion at the old high school property. Though he understands the neighborhood residents' concern he believes the project makes sense.

Koehler expressed his opposition to the proposed rebuild of 8th Street. He believes that project will increase traffic and create safety concerns for the Minnehaha Elementary School and residential neighborhood. He possibly supports extending the street one block south to connect with 1st Avenue.

Koehler expressed concern about traffic congestion on 7th Avenue and support for past plans for traffic calming on 7th Avenue.

Todd Ronning, South Avenue

Ronning expressed opposition to proposed housing development on the north end of the golf course. He was disappointed not to see the potential impact to the ski trails discussed in the plan. There are ample spaces in the city for high end residential development that are better suited to not impact recreation opportunities and reduce sprawl.

Ronning expressed opposition to the 4th Street completion project. While the plan acknowledges potential negative impacts to the neighborhood and ways to mitigate them he does not believe that they can be mitigated. Traffic will naturally find the route especially since it connects to Highway 2.

Ronning questioned the depiction of three MUW parcels on Lighthouse Point and whether it was consistent with the settlement agreement.

Ronning discussed the need for a storm water ordinance and hoped that the City would address this in the future. He stated that Skunk Creek was recently added to the state's impaired water's list for turbidity and that it seemed inconsistent that the City could issue project exemptions to erosion hazard areas but not enforce runoff rules. He stated that the City needs to be proactive or the state will step in.

Mel Sando, Waterfront Drive

Sando, executive director of the Lake County Historical Society, expressed concern that the public did not know what was happening with negotiations on the settlement agreement. He stated that the outcome would likely affect the Historical Society's plans for its property on the Lighthouse Point.

Sando also expressed concern about the planned DNR boat launch construction because it would eliminate parking options for the Lighthouse. He hoped the City and County could work with the DNR and Historical Society to provide parking.

Sando stated that he would like to see further development in the waterfront district. He felt that congestion on 7th Avenue was a growing concern and that further development in the B1-A District would only make matters worse. Improved pedestrian safety measures are needed in that area. He recognizes the risks of the 8th Street project but the City needs a better truck route to the waterfront.

Mickey McGilligan, 5th Avenue

McGilligan questioned why the discussion of the transportation projects were included in the plan if, as stated in the plan, their inclusion should not be interpreted as approval of the projects.

Planning Commissioner McDonald responded that the project discussion were included because the Planning Commission received several questions about them during the planning process. The

discussions were included to highlight positive outcomes and provide some sort of guidance to mitigate negative impacts.

McGilligan stated that she believed the 8th Street project costs outweighed the benefits.

McGilligan asked about the meaning "Complete Streets"." Bergstad explained it was meant to encourage future transportation planning processes to include facilities for all modes of transportation especially bicyclists and pedestrians. The Plan recommends incorporating Complete Street elements where appropriate not necessarily in all projects.

Mark Gordon, 5th Avenue

Gordon expressed his opposition to the 4th Street completion. He believed that Highway 2 traffic would naturally be directed up 4th Street, even with efforts to mitigate that. He believed that old high school property provided a good opportunity to create green space or a community garden.

Gordon expressed that development in the future MUW areas on Lighthouse Point needed to be done thoughtfully so that revitalization of the waterfront was done in the best possible way for all groups in the city. He compared the potential for growth to the growth Grand Marais has experienced in the past 20 years.

John Dover, 1st Avenue

Dover, Ward One City Councilor, thanked the Planning Commission for its work developing the Comprehensive Plan and the public hearing participants for their thoughtful points.

Dover stated that he voted against the 4th Street completion project and still had concerns. He felt the money could be better used improving the existing street.

Dover asked if there was a condition in the deed to Lakeview Park that it remains a public park. He asked if the proposed Park Preserve zoning was allowed by the deed restriction (if there was one) He was slightly concerned that the existing zoning map included in the Comprehensive Plan did not clearly label Lakeview Park as a Parks and Recreation District. He asked the Planning Commission to address this issue.

Ronning stated that he had looked into the original conveyance of the property and that a parks provision was included.

Bergstad stated that he could create a new existing zoning map that clearly labeled Lakeview Park as PR. Bergstad also stated that the Planning Commission had looked into the zoning issue when it created the Park Preserve ordinance and changing the zoning to PP should not be a problem.

Dover stated that he supported improvements to 8th Street but expressed concern over proposed widening of the street. He stated that the partnership where the County completes street construction and the City takes care of the public utilities was a good agreement that he would like to see continued.

The Planning Commission and audience briefly discussed alternatives approaches to improving 8th Street.

Ronning added to his previous comments that he hoped the City looked at revisiting the EAW and other previous development options for Lighthouse Point development since the original discussions only included the northern MUW area and not the Agate Bay area.

Seeing no further comments, Zastera asked for a motion to adjourn the public hearing portion of the meeting before the Planning Commission moved onto discussion and voting. Zastera invited everyone to stay for the rest of the meeting.

Motion by Simonson, Detlefsen to adjourn the public hearing and move onto deliberation and voting. Motion approved by all members present and voting.

PLANNING COMMISSION DELIBERATIONS AND VOTING

Bergstad asked the Planning Commission to start discussion by discussing whether to accept the additional changes recommended in the Additional Recommendations memo.

Motion by Kittilson, Simonson to add the recommendation to change the future zoning districts by adding the following:

13. ***Rezone a narrow piece of I-2 (Industrial District) along the B-1 (Highway Service Commercial District) on the west end of the City along Highway 61 to B-1 (Highway Service Commercial District). The boundaries should follow the property lines in this area as determined by survey. The new boundary of the B-1 District will be moved east between 150 and 580 feet from the existing boundary.***

Motion approved by all members present and voting.

Motion by Detlefsen, Kittilson to accept Items 1, and 3-6 as described in the November 30 memo titled Comprehensive Plan – Additional Recommendations. Motion approved by all members present and voting.

Zastera led the Planning Commission in a discussion of the Transportation Section of the Plan.

Simonson questioned if including the Highway 61 connector project in the plan encouraged unnecessary discussion of a project that was unlikely to happen. He also asked if the disclaimer that discussion of the transportation projects did not indicate endorsement of them needed to be in the plan.

Detlefsen responded that he supported leaving discussion of the Highway 61 connector project in the plan because the City needed better access between Culver's and the CSAH 26 and that phase 1 of the connector or a frontage were good options. He added that while the extension to the waterfront was unlikely there were several benefits if it happened.

McDonald stated that he supported leaving the discussion of the project and the disclaimer in the plan because it provided guidance on the issue. The Planning Commission had spent considerable time discussion the transportation issues to develop pros and cons knowing that some were not likely to happen.

The Planning Commission moved onto discussion of the 4th Street completion project.

Simonson stated that he has been opposed to the 4th Street project since it was proposed. It is not necessary to relieve traffic congestion and believes the money could be better used elsewhere.

McDonald stated that he lives in the affected area. He and many of his neighbors also oppose the project. However, the project has already been approved and including it in the plan provides guidance to help mitigate impacts.

Kittilson stated that marina bound traffic seemed to be the biggest concern. Providing guidance to direct that traffic elsewhere was needed.

Detlefsen stated that the 4th Street project initially came out the DNR Marina discussions about transportation routes but now everyone involved had decided that 6th Street was the preferred route for marina access.

Simonson stated ultimately these decisions would be up to Council with the possibility of the Planning Commission providing guidance.

The Planning Commission decided to make no further changes to the Transportation section.

Zastera led the Planning Commission in discussion of issues raised by public hearing commenters.

The Planning Commission discussed the recommendation to develop housing north of the golf course.

Kittilson stated support for leaving the project in the plan.

McDonald agreed and stated that having ski trails in the area should be attractive to homeowners.

Bergstad stated that the previous development proposal had stated that the trails had to be maintained or replaced with a comparable trail system. The current development discussions called for a more limited amount of housing in the area so the impact on the trails should be mitigated.

Detlefsen reported that the current proposal is to develop six houses.

Simonson stated that the infrastructure costs of developing the area were an obstacle.

Detlefsen responded that the costs would come down dramatically with the more limited proposal and that IRR infrastructure grants could help further defray the costs.

The Planning Commission decided to make no changes to the recommendation in the Comprehensive Plan.

Zastera asked Bergstad if the City had a storm water ordinance that Ronning addressed in his comments.

Bergstad responded that the City had a storm water plan and that the Shoreland Overlay Ordinance addressed many storm water and runoff concerns. Bergstad also stated that the City could address many of the same issues as a storm water ordinance when it updates the subdivision ordinance.

The Planning Commission discussed concerns about congestion and development in the B-1A area along 7th Avenue.

Zastera stated that the zoning did not much affect traffic congestion.

McDonald mentioned that moving one of the stoplights, as discussed, might help with congestion and offered support for the proposed annual meetings with Mn/DOT and County.

McDonald also stated that he felt that both the 7th Avenue business district and Waterfront Business District could develop at the same time. The marina development has a lot of potential for both areas.

The Planning Commission expressed concern that residents and the Planning Commission were not up to date on the status of the negotiations regarding Lighthouse Point and the waterfront.

Motion by Simonson, Kittilson to recommend that the City Council adopt the 2010 Two Harbors Comprehensive Plan as amended. Motion approved by all members present and voting.

Zastera asked Bergstad to prepare the final version of the Comprehensive Plan for the City Council for their December 06, 2010 meeting and to send the Planning Commission copies of the same plan.

Motion by Simonson, Kittilson to adjourn. Motion approved by all members present and voting. Meeting adjourned at 9:00 p.m.

MINUTES
March 01, 2011

Official Minutes of the regular meeting of the Two Harbors Planning Commission held Tuesday, March 01, 2011 in the Two Harbors City Council Chambers.

Present: Detlefsen, Scheidt, Simonson, Zastera, McDonald, Kittilson (6)

Absent: Senst, Davidson (2)

Chair Zastera called the meeting to order at 7:00 pm.

Approval of Agenda

Motion by Scheidt, Davidson to approve agenda as amended. Motion approved by all members present and voting.

Approval of Minutes

Motion by Kittilson, Simonson to approve January 18, 2011 minutes as amended. Motion approved by all members.

Reports

Detlefsen reported that the City's engineering team continued to meet with property owners that would be affected by the proposed TED grant road project.

Old Business

a. Sign Report

Bergstad reported that, as requested, he had followed up on the city's options to deal with abandoned and distressed signs. After speaking with the city administrator and city attorney he suggested that the Planning Commission send a list of abandoned and distressed signs to Council with a recommendation to have the zoning administrator send notice to the owners of the signs to repair, remove, or cover the signs. The City has the authority to carry out those actions and bill the owner if they do not respond to the letters.

Bergstad presented a list of abandoned and distressed signs that he had identified in the city. The Planning Commission confirmed there were ten such signs in the community.

The Planning Commission discussed that the notices should include an option for the sign to be covered in a neutral colored canvas in addition to repair and removal.

The Planning Commission discussed whether it was necessary to send a recommendation to the Council or if it was sufficient to ask the zoning administrator to send out the notices without a Council recommendation.

Motion by Kittilson, Simonson to have the zoning administrator send notices to owners of all ten identified abandoned and distressed signs listing their options to repair, remove, or cover; and informing them of the process if they fail to reply. Motion approved by all members present and voting.

McDonald asked Bergstad to prepare a draft of the notice along with a list of the sign owners and detail of the city's authority in the matter so that the Council could approve everything at its next meeting thereby avoiding further delay in the process.

b. Comprehensive Plan

Bergstad explained that he did not send the Planning Commission's February 22 Comprehensive Plan recommendation to the Council because he was confused about the Council's meeting schedule.

Bergstad also asked the Planning Commission to modify their February 22 Comprehensive Plan recommendation to remove reference to the November 30, 2010 version of the plan and instead recommend the plan as presented on March 01, 2011. The November 30 plan had been amended to include the recommendations that the Planning Commission intended to remove.

Motion by McDonald, Kittilson to recommend the 2010 Two Harbors Comprehensive Plan as reviewed on March 01, 2011. Motion approved by all members present and voting.

Adjournment/Next Meeting

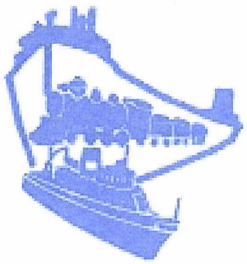
Motion to adjourn by Scheidt, Kittilson. Motion approved by all Planning Commission members present and voting. Meeting adjourned at 8:15pm.

The Planning Commission will meet on Tuesday, Marc 15, 2011 at 7:00 pm in the City Council Chambers.

This project was funded in part by the Coastal Zone Management Act, by NOAA's Office of Ocean and Coastal Resource Management, in cooperation with Minnesota's Lake Superior Coastal Program.

This project was funded in part by the Minnesota Housing Partnership.

This project was funded in part by the City of Two Harbors



CITY OF TWO HARBORS
COMPREHENSIVE PLAN
MARCH 2011

Prepared for the City of Two Harbors

Prepared by the
Regional Planning Division
Arrowhead Regional Development Commission
March 2011

ARDC's Mission

"To serve the people of the Arrowhead Regional by providing local units of government and citizens groups a means to work cooperatively in identifying needs, solving problems, and fostering local leadership.

If you have questions regarding ARDC or the City of Two Harbors Comprehensive Plan, please contact:

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