

# City Of East Grand Forks Planning And Zoning Commission

600 DeMers Avenue \* East Grand Forks, MN 56721  
(218) 773-0124 \* (218) 773-2507 fax nellis@egf.mn

## ORGANIZATIONAL MEETING AGENDA

Thursday, April 23, 2020 – 12:00 Noon  
Zoom meeting

### MEMBERS

Boushey \_\_\_\_\_ Audette \_\_\_\_\_ Powers \_\_\_\_\_ Johnson \_\_\_\_\_  
Erickson \_\_\_\_\_ Christianson \_\_\_\_\_ Marcott \_\_\_\_\_

- A. CALL TO ORDER
- B. ROLL CALL
- C. DETERMINATION OF A QUORUM
- D. ELECTION OF CHAIRPERSON
  - 1. Nominations
  - 2. Close Nominations
  - 3. Written Ballot If More Than One Nominee
  - 4. Results Declared
- E. ELECTION OF VICE CHAIRPERSON
  - 1. Nominations
  - 2. Close Nominations
  - 3. Written Ballot If More Than One Nominee
  - 4. Results Declared
- F. ELECTION OF SECRETARY
  - 1. Nominations
  - 2. Close Nominations
  - 3. Written Ballot If More Than One Nominee
  - 4. Results Declared
- G. SET MEETING TIME
- H. ADJOURNMENT

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Boushey \_\_\_\_\_ Christianson \_\_\_\_\_ Johnson \_\_\_\_\_ Erickson \_\_\_\_\_  
Marcott \_\_\_\_\_ Powers \_\_\_\_\_ Audette \_\_\_\_\_

- A. CALL TO ORDER
- B. CALL OF ROLL
- C. DETERMINATION OF A QUORUM
- D. COMMUNICATION:
  - 1. None
- E. APPROVAL OF MINUTES
  - 1. Matter Of Approval Of The October 10<sup>th</sup>, 2019 Regular Meeting Minutes Of The East Grand Forks Planning Commission
- F. OLD BUSINESS
  - None.
- G. NEW BUSINESS
  - 1. Matter of Approval of the Scope of Work for the 2050 East Grand Forks Land Use Plan Update.....Teri Kouba, GF-EGF MPO

Individuals with disabilities, language barriers or other needs who plan to attend the meeting and will need special accommodations should contact Nancy Ellis, ADA Coordinator at (218)-773-2208. Please contact us at least 48 hours before the meeting to give our staff adequate time to make arrangements. Also, materials can be provided in alternative formats: large print, Braille, cassette tape, or on computer disk for people with disabilities or with limited English proficiency (LEP) by contacting the ADA Coordinator (218)-773-2208 five (5) days prior to the meeting.

H. OTHER BUSINESS

I. ADJOURNMENT

**Randy Boushey, Gary Christianson, Marc DeMers, Chad Erickson,  
Kevin Marcott, Mike Powers, and Rick Audette**

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**EAST GRAND FORKS  
REGULAR  
PLANNING COMMISSION MINUTES  
Thursday, October 10, 2019 – 12:00 Noon  
East Grand Forks City Council Chambers**

**CALL TO ORDER**

President Powers, called the October 10, 2019, meeting of the East Grand Forks Planning Commission to order at 12:01 p.m.

**CALL OF ROLL**

On a Call of Roll the following members were present: President Mike Powers, Commissioners Gary Christianson, Kevin Marcott and Chad Erickson

Absent: Charles Gordon, Randy Boushey and Tim Johnson

Staff present: Nancy Ellis, East Grand Forks City Planner; Brenda Ault, Executive Assistant and Economic Development Director; Paul Gorte.

Also Present: Dave Robertson, Dan Partlou, Jay & Linda Croy.

**DETERMINATION OF A QUORUM**

A quorum was present.

**COMMUNICATION**

CP Ellis informed the Commissioner's that Commissioner Gordon has health issues and she will have Mayor Gander replace him at the December or January meeting.

**APPROVAL OF THE MINUTES OF THE January 10, 2019 ORGANIZATIONAL MEETING and the January 10, 2019 REGULAR MEETING**

A Motion was made by Commissioner Marcott, Seconded by Commissioner Erickson to approve the minutes from the January 10, 2019 Organizational Meeting and the January 10, 2019 Regular Meeting. M/S/P- Marcott, Erickson; 4-0, mc.

**OLD BUSINESS**

None

**NEW BUSINESS**

**Public Hearing. Matter of Preliminary and Final Approval of the Van Eps CRC Resubdivision Plan**

CP Ellis informed the Commissioner's that Mr. Van Eps currently owns Lots A and C (replat of Lot 3) of Regency 2<sup>nd</sup> Addition. On Lot C, he has a single family home. On Lot A, there is a church, parking lot and play area. The church is no longer in use and Mr. Van Eps would like to split the church property into two lots. He would sell the north lot where the church is located to be used as a single family home. The south portion that is split can be sold to

build a single family home. During the split of Lot A, he would like to add a portion of the east church property to his Lot C for more land area and storage/building space.

The existing easement running north/south between Lots A and C, now Lots D, E and F will remain, as well as, the east/west easement on the south end of Mr. Van Eps property on Lot C (now the proposed Lot D). A new 5' easement will be necessary for the utility line that runs from the existing 10' easement between lots D and E into the church. I will point out the new easement on the plat at the hearing.

Therefore, Lot A will be split into two lots, Lot E and F. Lot E will have the church located on it and Lot F is empty and will be available for single family home development. New Lot D will have additional square footage added to it from the church lot, with an easement running north/south within the property. Mr. Van Eps is aware that he cannot build on the easement at any time. All lots meet the R-1 zoning requirements for lot size and building setbacks.

A Motion was made by Commissioner Christianson, Seconded by Commissioner Marcott to move into a Public Hearing. M/S/P- Christianson, Marcott; 4-0, mc.

President Powers asked the citizens present if they had any questions or concerns.

Mr. Parlou stated he lived across the street from the Van Eps and he asked what they had planned for the property. CP Ellis stated that the lot the church was on was zoned R-1 Single Family. It was her understanding that the church was going to be remodeled into a home; this was going to be rezoned into 3 single family lots and the church would no longer have enough parking to be used as a church.

Mrs. Croy stated her concern has nothing to do with the property, she stated that she and her husband were present to state their concern with the daycare that was housed in the church having to close. She also stated that so many families have trouble finding daycare for their infants. She inquired whether there was any funds available for daycare providers.

CP Ellis responded that this meeting is for moving the lot lines on the property only, she would pass the inquiry for daycare funding. She also stated that this property and church building would also qualify for a home daycare; the zoning would not be changing, just the lot lines.

A Motion was made by Commissioner Christianson, Seconded by Commissioner Erickson to close the Public Hearing. M/S/P- Christianson, Erickson; 4-0, mc.

CP Ellis recommends approving the final plat of Van Eps CRC Resubdivision with the following conditions:

- 1) Submit a digital file to the planning office.
- 2) Pay fee to Polk County for recording

A Motion was made by Commissioner Christianson, Seconded by Commissioner Marcott to approve the request and send it to the Council for Final Approval. M/S/P- Christianson, Marcott; 4-0, mc.

**Public Hearing. Matter of Approval to Amend the Coulee View PUD plan and rename the Emerson Estates PUD plan**

CP Ellis stated that Planned Unit Development (PUD) Zoning District allows for variations in development and requirements. Often times, certain subdivisions are zoned PUD to allow for different types of housing (single family, townhomes, 3-plexes) within the one subdivision/plat. PUDs also allow for changes to setbacks, lot sizes, requirements for plantings, fences, sheds, etc.... The Coulee View Addition was rezoned from R-1 single family to PUD in 2011. This allowed for those changes in setbacks and lot sizes; however, it kept the PUD requirements for single family homes.

At this point in time, a developer has proposed to build two twinhomes and a 3-plex twinhome/townhome on these lots instead of single family homes. A PUD amendment is required to allow for the twinhomes/3-plex development, as well as, zero lot line setbacks between the buildings. The PUD plan will have similar zoning requirements to an R-2 Two Family Residential with the change in the zero lot line setbacks.

The twinhomes will have walk-out basements, large square footage, and designs that look similar to new houses in the area. They will be built to sell, not rent; and the twinhomes will fit the look and feel of the neighborhood. Staff recommends approval of PUD amendment.

A Motion was made by Commissioner Marcott, Seconded by Commissioner Christianson to move into a Public Hearing. M/S/P- Marcott, Christianson; 4-0, mc.

CP Ellis stated that these townhomes would be on the west side of 17<sup>th</sup> and they would have walk-out basements. It will need formal approval from the Council, Mr. Robertson has already put money down on the lots; he will be the purchaser and applicant on the plat.

CP Ellis also informed the Commissioner's that she had received one complaint from someone who said the City of East Grand Forks, maybe Jim Richter, had stated that area was to be made into a park. She can find nothing that corroborates that claim.

A Motion was made by Commissioner Erickson, Seconded by Commissioner Marcott to close the Public Hearing. M/S/P- Erickson, Marcott; 4-0, mc.

CP Ellis recommends approving the PUD Amendment for Coulee View PUD Plan and rename it to Emerson Estates PUD Plan with the following conditions:

- 1) Submit a digital file to the planning office.

- 2) Pay fee to Polk County for recording

A Motion was made by Commissioner Erickson, Seconded by Commissioner Christianson to approve the request and send it to the Council for Final Approval. M/S/P- Erickson, Christianson; 4-0, mc.

**Public Hearing. Matter of Final Approval of the Emerson Estates Third Addition**

This is a preliminary and possibly final plat application for Emerson Estate Third Addition. The north lots of the City owned Coulee View Addition will be replatted for two twinhomes (Lots 1-2 and 3-4) and one triplex townhome development (Lots 5-6-7); with the design of the twinhomes/townhomes to look like those in the Emerson Estates 2<sup>nd</sup> addition but with walk out basements. The property was originally zoned R-1 Single Family Residential and then rezoned to PUD in 2011. The previous public hearing approved an amendment to the PUD to allow for two and three family dwellings or R-2 type zoning requirements.

All easements from the original plat will be maintained and no new easements will need to be taken. The lot widths will be reduced but it will be able to maintain the front and side yard setbacks, with the exception of the zero lot line setbacks between the buildings. As well, the property is within the floodway and the walk out basements must be built 2 feet above the floodway elevation per floodplain regulations. These elevations are shown on the PUD plan.

A Motion was made by Commissioner Erickson, Seconded by Commissioner Marcott to move into a Public Hearing. M/S/P- Erickson, Marcott; 4-0, mc.

A Motion was made by Commissioner Erickson, Seconded by Commissioner Marcott to close the Public Hearing. M/S/P- Erickson, Marcott; 4-0, mc.

CP Ellis recommends approving the Emerson Estates 3<sup>rd</sup> Addition with the following recommendations:

- 1) Submit a digital file to planning office.

A Motion was made by Commissioner Erickson, Seconded by Commissioner Marcott to approve the request and send it to the Council for Final Approval. M/S/P- Erickson, Marcott; 4-0, mc.

EAST GRAND FORKS  
PLANNING COMMISSION MEETING  
THURSDAY, October 10, 2019

**OTHER BUSINESS**

CP Ellis stated that the Commissioner's would be meeting in the near future to amend small cell towers and adopt an ROW ordinance; as far as setting the parameters of what we want the ordinance to state.

**ADJOURNMENT**

A Motion was made by Commissioner Erickson, Seconded by Commissioner Marcott, to adjourn the meeting at 12:49 pm.

Respectfully submitted by,

Brenda Ault  
Executive Assistant

**City Of East Grand Forks**  
**Planning And Zoning Commission**

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# Memo

**To:** Planning Commission  
**From:** Teri Kouba, GF-EGF MPO  
**Date:** 4/16/2020  
**Re:** 2050 Land Use Plan Update

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## GENERAL INFORMATION

The MPO, with the assistance from a hired consultant, is preparing an update to the City's 2045 Land Use Plan. The Update will extend the City's Land Use Plan to 2050. A Land Use Plan should be geared toward the goals and values of the community. As Planning Commission members you represent the public and protect the best interests of the City when it comes to land use decisions. The Land Use Plan is an opportunity for you to provide a vision for the city that will guide future zoning and land use requirements. The key to a successful and consistent land use implementation starts with your input.

As part of the Update process the consultant and MPO will need the Planning Commission's help to identify issues, set goals and objectives and provide ways for implementation of the plan. Our meetings will include presentations on topics such as: transportation issues, sidewalks, land division issues (north, central and point areas), commercial/industrial development and other topics you feel are necessary. I foresee more Planning Commission meetings this year to develop a final 2050 Land Use Plan for Council Approval in mid to late 2021.

Some Planning Commission meetings could be held in the evening to accommodate the public through the public participation process. This will provide them the opportunity to attend and present their concerns, issues, goals and objectives for the future of East Grand Forks. I am including pages from the RFP (Request for Proposals) in this packet.

## FINDINGS AND ANALYSIS

- The current 2045 Land Use Plan is out of date and should be updated every 5 years.
- The recommended Plan should include narrative, maps and tables to represent current conditions and future predictions.
- The City of East Grand Fork's City Comprehensive Plan does contain the EGF 2045 Land Use Plan and will be amended when a final 2050 Land Use Plan is adopted.

# Scope of Work

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Requests for proposals from qualified firms with proven experience to conduct an update to the 2045 East Grand Forks Land Use Plan is desired. Since the 1990s, the Grand Forks- East Grand Forks Metropolitan Planning Organization (MPO) and the City of East Grand Forks (EGF) have partnered to prepare Land use Plans every five years.

The MPO and EGF seek an updated perspective of East Grand Forks' future, particularly how its future land uses should be developed. Visioning exercise should be part of this update to excite the community to recover from losses of retail businesses recently.

The 2045 Plan updated concepts of growth management, principles of livability, and incorporated the new initiative of Ladders of Opportunity as expressed by USDOT and related agencies. The 2050 update intends to maintain these concepts. The main body of the document should be in plain language with the appendices having the detail partners need to complete their work.

The East Grand Forks Land Use Plan update will establish a baseline land use and then estimate future growth and growth areas. The estimates for future growth and growth areas are the baseline for transportation projects in the future. These future transportation projects will be established in the MPO Metropolitan Transportation Plan (MTP).

## Task 1

### Community Background:

Understanding the community is a key beginning point of the Land Use Plan. EGF is a unique community in the region. A summary of how and where EGF fits into the area will need to be done.

### Existing Community:

Building from the community background is an understanding of the community's history and current condition. A comprehensive understanding should include social and economic trends of the community within the context of the region. This should include:

- Demographics
- Housing
- Economics
- Existing Zoning
- Existing Land Use

The desire is to use as much of the 2020 Census data as possible, but most will come from the American Community Survey.

**Deliverable:** A technical memorandum that gives details of the methodology on the analysis of the data and how it is used in estimating future needs and uses. A summary of this memorandum will be part of the main Land Use Plan document along with a brief comparison of past and current information.

## Task 2

Provide future land use needs through methodology and analysis. Show what methodology and analysis you used, provide plans of areas for development.

### Population/Employment Control Totals:

EGF has identified different demographic categories which the land use plan uses for future analysis and visioning. These demographics help to designate broad-brush desirable land uses. Projected population and employment totals need to be identified to quantify possible future acreage needs for the various land uses. While it is understood that there will be added acreage to the City Limits a focus on in fill land uses needs to balance the overall future needs of the City.

The consultant will be asked to provide the methodologies and analysis for these projections. A review of the population characteristics to determine whether there are pockets of EGF having either concentrations of low income and/or minority populations. New release of ACS data will be utilized to update these, and other population characteristics, that potentially lead to disadvantaged populations. The consultant should consider how these certain populations are affected by future land use designations, particularly how it impacts their opportunities towards transportation choices.

Within identified study area, work with EGF and residents to identify: 1) areas desired to be built in the very near future or that are ripe for growth within 1-10 years to common urban design consistent with the area; and 2) areas that should remain in agricultural production and not be developed for any other use.

### Urban Growth Areas:

These are areas intended to be developed within ten (10) years. The consultant will need to review the current 2045 Land Use Plan to compare the needs seen at that time are matching those of more current plans and needs of the community. In the 2045 the School District and Northland Community College had different plans than they do today. These need to be taken into account.

The consultant shall further refine the land uses identified and reviewed under the current 2045 Plan. The City of East Grand Forks needs both Industrial and mixed use (combination of Commercial and Residential/multi-family) growth areas. It is anticipated that because this area is “ripe” for growth, the consultant will update focused concepts keeping complementary transportation needs mind for the area.

### Future Growth Areas (within the Flood Control Area):

This area is envisioned to provide largely undeveloped land that provides land in reserve for the City to grow into the next eleven to twenty-five (11-25) years. At some point the land in the Urban Growth Area will be used; the preservation of land in the Future Growth Area provides EGF with relatively open land

for future urban growth to take place. Although some development can take place, any development should have concepts in place to allow easy conversion to urban design. Land use probably will be limited to agriculture and large lot, rural residential. It is anticipated that little commercial or industrial uses will fit the vision for this area.

### Review Area Concept Plans:

In the 2045 Land Use Plan three concepts were developed based on how city growth was understood at the time. The consultant is asked to review and update any concept to be sure it is still in line with the growth areas of EGF. New one(s) would be needed if a concept area will no longer grow in that area.

### Task 3

#### **Revise goals and policies by combining them into clear, more concise goals and policies.**

The goals in the current plan were revised from the previous plan. These need to be reviewed to be sure that they complement current plans and still provide needed guidance. As always, goals will be expressed in terms to provide a sound foundation for regulations that will implement the vision.

The task requires both technical involvement of officials from various agencies and the general public. There are other supporting reviews that will be needed to be incorporated into the review of the goals.

### Existing Plan Overview

The consultant will need to familiarize themselves with various existing Plans that the City has adopted. Recently, the 2045 Transportation Plan was adopted, which placed emphasis on preserving existing streets and implementing an expanded sidewalk and bike facilities network. Also, a downtown plan, adopted jointly with City of Grand Forks, called the River Forks Downtown Plan Update, guides the development and redevelopment of the downtown area. A downtown transportation study is currently being worked on jointly between the MPO, EGF, and Grand Forks. A Mn 220 North Corridor Study was completed that identified street beautification and design concepts to consider for safety when improvements to the corridor are done. There is a Bygland Rd study that investigated traffic issues along that corridor. The update to the EGF Land Use Plan will need to reference and work in harmony with these documents and others from the various partner agencies.

### Market Overview

The consultant will conduct a market overview of local and regional market needs. The Chamber has done a market capture that will need to be incorporated into the Plan. Working with a group the consultant shall come up with strategies to encourage future growth. The group will most likely consist of: The Chamber, Economic Development staff, Economic Development Commission, Planning & Community Development staff, and the Planning and Zoning Commission.

There will be local, state, and federal efforts to overcome the impacts of COVID-19 to the economy. In addition to the Chamber's market overview, the Plan Update consultant should keep abreast of the work being done by the local/state/federal agencies to address the covid-19 response. The timeline of

completing this Plan Update should allow some of this work to be part of this work; some covid-19 recovery will be work continuously beyond the timeline of the work of this Plan Update. A summary of that work should be included to the extent the timeline of the Plan Update allows. The consultant will work assist the City is developing a future land use plan that reflects the economic conditions that were shifting significantly prior to covi-19 but possible exacerbated by the health emergency.

**Deliverable:** A technical memorandum that includes:

- A preliminary draft of the updated goals and policies will be in a user-friendly format that is clear, easily implemented, and can be reviewed for progress. The final will be part of the main body of the Land Use Plan.
- The market overview will include methodologies, strategies, and other important information. This will be a referenced appendix in the main body of the Land Use Plan. The steps needed to encourage new growth should be the new foundation established for economic recovery after COVID-19.

## Task 4

**Review and update implementation tools to provide EGF with the ability to implement the vision, goals and area concept plan. Ensure these tools are in harmony with the other existing plans and studies reviewed in Task 3.**

### Implementation:

The consultant will review and update the current implementation tools in the Land Use Plan. The update should include changes in the vision, goals, and policies that changed between the current Land Use Plan and this plan. Incentive methods of implementation should be included.

**Deliverable:** A technical memorandum describing the implementation tools that are clear, easily implemented, and can be reviewed for progress.

## Task 5

**Produce a final report with the assistance of MPO and EGF Staff.**

### Documentation

Write a draft of the 2050 East Grand Forks Land Use Plan at a level that is understood by the general public. All technical level material will be part of appendices that are referenced in the main document. Once it is reviewed by MPO and EGF Planning Staff it will be released for comment from the public, staff, public officials, and neighboring jurisdictions. All comments will be documented and noted how they were answered in an appendix.

Rewrite draft incorporating any additional input under the direction of the EGF Planning & Community Development staff and the Planning and Zoning Commission. Finalize and deliver the document for circulation.

**Deliverable:** The consultant shall submit an electronic copy of the draft that can be clearly viewed from a website or download. The consultant will provide 8 printed copies of the full document and an electronic camera-ready version. The final document will include a copy of resolutions from The Planning Commission, City Council, and the MPO Executive Policy Board.

## Task 6

**Prepare a public involvement plan based upon the MPO's public involvement process.**

### Public Involvement

Visioning requires constant consultation. The consultant will develop a public involvement plan based upon the MPO's public involvement practices, particularly at all key decision points. Development of the plan shall be supported by no less than three (3) public input meetings.

The consultant is to be responsible for:

- Preparing ADA compliant notices and public announcements and have them to the MPO one week before the announcement goes out to the public;
- Providing ADA compliant meeting schedules, agenda, meeting minutes and support materials such as maps and graphics for the public input meetings. Drafts of the meeting material need to be to the MPO two weeks before the meeting;
- A documentation of comments and how they were incorporated into the document.

The MPO is to be responsible for:

- Utilizing its website and list of interested persons, stakeholders, and targeted interest groups to distribute public input meeting information;
- Issuing notices and public announcements.

**Deliverable:** At the end of each public meeting a memorandum with the meeting activities and results will be provided to the MPO. These will be gathered into a public involvement appendix in the final document.

### Steering Committee

the consultant will utilize the East Grand Forks Land Use Plan Steering Committee to provide input and oversight throughout the study process. The Steering Committee will meet as needed to provide input and guidance through the study process, particularly at key decision points in the study. The consultant will be responsible for providing a draft of all information (schedules, agenda, meeting minutes and support materials such as maps and graphics, etc.) to be discussed at the Steering Committee two weeks prior to the meeting. The consultant will prepare clear and concise briefings to present to the committee. The consultant should expect at least three on-site meetings with the Committee, which can be coordinated with public input meetings to make the most efficient use of any travel expenditures. Use of telecommunications can be used when coordination cannot take place. Entities or agencies that should be represented on the Steering Committee are:

- FHWA North Dakota
- MNDOT District 2
- EGF Planning & Community Development
- EGF Engineering
- EGF Planning Commission Member
- NDDOT Local Government Division
- Polk County Planner
- EGF Economic Development
- EGF Public Works
- EGF Economic Development Board Member
- The Chamber
- Public School District
- Northland Community College

**Deliverable:** At the end of each meeting a memorandum with the meeting activities and results will be provided to the MPO. This will include documentation of comments/feedback and how they are incorporated into the final document. These will be gathered into a public involvement appendix in the final document.