



Date Received by City: _____
Application Number: _____
Fee Paid (Non-refundable): _____
Check # _____ Cash _____ CC _____

Zoning Map Amendment (Rezone) Application

Application Information

Name of Applicant _____ Phone _____

Property Address (E911#) _____

Mailing Address _____ Email _____

City, State, Zip _____

Property ID _____ Zoning District _____

Applicant is:

Legal Owner ()

Contract Buyer ()

Option Holder ()

Agent ()

Other _____

Title Holder of Property: *(if not applicant)*

(Name)

(Address)

(City, State, Zip)

Signature of Owner, authorizing application (required): _____

(By signing the owner is certifying that they have read and understood the instructions accompanying this application.)

Signature of Applicant (if different than owner): _____

(By signing the applicant is certifying that they have read and understood the instructions accompanying this application.)

State nature of request in detail: (What zoning are you proposing for the property?)

The land use districts and the delineation of the land use district's boundaries on the official map are based on the goals and policies of the City's Comprehensive Plan and the following criteria, considerations, and objectives:

1. General considerations and criteria for all land uses:
 - a. Preservation of natural areas;
 - b. Present ownership and development of shoreland areas;
 - c. Shoreland soil types and their engineering capabilities;
 - d. Topographic characteristics;
 - e. Vegetative cover;
 - f. In-water physical characteristics, values, and constraints;
 - g. Recreational use of surface water;
 - h. Road and service center accessibility;
 - i. Socioeconomic development needs and plans of the City, especially as involve water and related land resources; and
 - j. The necessity to preserve and restore certain areas having significant historical or ecological value.
2. Factors and criteria for planned unit developments:
 - a. Existing recreational use of the surface waters and likely increases in use associated with planned unit developments;
 - b. Physical and aesthetic impacts of increased density;
 - c. Suitability of lands for the planned unit development approach;
 - d. Level of current development in the area; and
 - e. Amounts and types of ownership of undeveloped lands.

Land Use District Descriptions.

The City of Manhattan beach is divided into the land use districts provided below as shown on the official map. This map shall be filed in the office of the City Clerk and is part of the Land Use Ordinance.

Residential – Shoreland

RS

Structures and land uses have intensified on shoreland lots. This district, known as “Residential – Shoreland” will protect water quality by reducing impervious surface and the resulting runoff of pollutants into the lake, provide less intensive use along the lakeshore to prevent overcrowding or excessive density, and to create open space.

Rural Residential District

RR

A Rural Residential District is intended to be semi-rural in character and to allow low density residential and compatible agricultural uses in shoreland and non-shoreland areas. Other compatible uses may be allowed under conditional use permits or interim use permits.

Commercial District

C

A Commercial District is intended for commercial or compatible public, semipublic or other uses in non-shoreland areas, generally near existing business areas. It is not intended for single-family detached residential or industrial use.

Commercial-Shoreland District CS

A Commercial- Shoreland District is for shoreland areas and is intended to be used only to provide for existing or future commercial uses adjacent to water resources, uses that are functionally dependent on such close proximity to water resources.

Open District OD

The intent of the Open District is to be used for two basic purposes, in both shoreland and non-shoreland areas. The first purpose is to limit and properly manage development in areas that are generally unsuitable for development or uses due to flooding, erosion, limiting soil conditions, steep slopes, or other major physical constraints. The second purpose is to protect flora or fauna in need of special protection and to set aside such areas for possible recreational use and for the protection of wildlife.

When reviewing development proposals in Open District, the City of Manhattan Beach should consider the following items in the review process. These items are based on a land use evaluation system to protect ground water, surface water, and natural areas, while respecting the rights of private landowners and the public:

- a. Utilize technical support from: BWSR, DNR, USGS, and USFWL
- b. Conduct an analysis of the ecosystem based on: Composition (plants & animals, soils, lakes, and wetlands), Structure (erosion, flood plains, clean water) and Function (watershed, animal habitat, wetland development).
- c. Shoreland requirements:
 - i. Commercial Planned Unit Developments (PUDs) shall be prohibited.
 - ii. Maintenance of a canopy on the building site managed to the impact zone.
 - iii. Impact zone unmanaged with canopy.
 - iv. A set of complete (all ground surface) photos be provided to the City of Manhattan Beach before construction begins.

Public District P

A Public District is intended to be for publicly owned lands, such as City building property, public recreational facilities, Memorial Forests, public maintenance facilities, etc.

Application

- A. Applicant shall complete a Zoning Map Amendment (ZMA) Application provided by the City and submit to the City at least 30 days prior to the scheduled public hearing.
- B. Application shall be completed with as a minimum the information from the ZMA Checklist.
- C. Application shall be accompanied by application fee made payable to City of Manhattan Beach.
- D. The Planning Commission holds their monthly meeting on the third Tuesday of the month at 6:30 PM at City Hall. Meetings are held as needed, so coordinate with the Zoning Administrator for placement on the agenda.

Review

- A. Planning and Zoning Administrator shall review the application for completeness and assign a reference number to application and any other attachments. Applicant shall be notified within ten days if additional information is required to complete the application.

- B. After receipt of a completed Zoning Map Amendment Application and supporting documents, the City/Zoning Administrator shall schedule a public hearing date on the Planning Commission's agenda for the earliest possible opening. Applicant will be notified of the date and time of the public hearing.
- C. The Zoning Administrator may conduct a site visit of the property to familiarize him or herself with the property and to verify that the requirements of the Ordinance can be met.
- D. Zoning Administrator will prepare a Staff Report on the application and make a recommendation. The Staff Report will be available for public review at City Hall or by request typically one week prior to the scheduled meeting date.
- E. The City shall publish notice of the public hearing in the official newspaper at least 10 days prior to the date of the public hearing. If the proposed use is in a Shoreland area, the Zoning Administrator shall send the same notice to the Department of Natural Resources postmarked 10 days prior to the date of the public hearing.
- F. The City Fee Schedule is based on average processing and review costs for all applications. When costs exceed the original application fees, the applicant shall reimburse the City for any additional costs. Such expenses may include, but are not limited to, payroll, mailing costs, consultant fees and other professional services the City may need to obtain in reviewing permits. The City may withhold final action on any application and/or hold the release of such permits until all fees are paid.

Action

- A. The Planning Commission shall hold a public hearing on the Zoning Map Amendment application.
- B. At the conclusion of the public hearing, and after consideration of the testimony presented, the Planning Commission, by majority vote, shall make a recommendation to the City Council for approval or denial of the proposed Zoning Map Amendment. The application can be approved, denied, or tabled in order to gather additional information.
- C. Recommendations of the Planning Commission are taken to the City Council for final action. City Council approval requires a 4/5 affirmative vote.

Zoning Map Amendment Application Checklist

- _____ Completed application, including signature of property owner
- _____ Fee
- _____ Valid sewer compliance inspection report
- _____ All current City charges paid
- _____ No outstanding violations
- _____ A Certificate of Survey (completed by a licensed land surveyor) may be required.

Contact Information

Planning and Zoning
Administrator:

Bethany Soderlund
Sourcewell
202 12th St NE
Staples, MN 56479

Phone: (218) 855-9605
bethany.soderlund@sourcewell-mn.gov

City Clerk:

Marlene Yurek
Manhattan Beach City Hall
39148 Co Rd 66
Manhattan Beach, MN 56442
218-692-3914