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### **MRCCA Variance – Application & Review Supplemental**

This document contains guidance on how to modify existing application forms and review processes to ensure that variance to MRCCA district standards are processed and evaluated consistent with the MRCCA rules.

#### **Additional Application Requirements (for applicants)**

**Application Information.** Please provide the following information to evaluate potential impacts to MRCCA resources.

1. In what MRCCA district is the property located? View the [DNR's online district mapper](#) to identify your district.
2. Identify the Primary Conservation Areas (PCAs) on your property. View the [DNR's online PCA mapper](#) to identify these resources. (check all that apply).
  - Shore impact zone
  - Areas within 50 feet of a wetland or natural drainage route
  - Bluff impact zone
  - Areas containing native plant communities
  - Significant existing vegetative stands
  - There are no PCAs on my property
3. If there are primary conservation areas, describe how the proposed variance would affect them. Does the project increase the amount of runoff, increase potential for soil erosion or require fill? If yes, please show the project on a site plan and describe the impact(s).  
Note, if the variance is approved, a land alteration permit may be required.
4. Does the project require intensive clearing of native plant communities or significant existing vegetative stands? Intensive clearing is the removal of all or a majority of the trees or shrubs in a contiguous patch, strip, row, or block. Placing fill on vegetation is also intensive clearing. If yes, please show the project on a site plan and describe the impacts.  
Note, if the variance is approved, a vegetation permit may be required.

**Submittal Requirements.** Submit an aerial photo and/or a site plan showing:

- ✓ Property boundaries
- ✓ Location and label of existing PCAs identified under #2
- ✓ The location of the project

**Note:** Aerial photos from the DNR’s online PCA mapper can be printed to show property boundaries and the location and label of PCAs. Hand drawings on aerial photos may be used to show the project location.

### Variance Review and Approval (for LGU staff and planning commissions)

Staff reports and other materials prepared for planning commission review should include the following:

#### Project impact analysis & discussion

1. Review the character and purpose of the applicable MRCCA district & evaluate variance consistency with the character and purpose of the district.
2. Determine if the proposed variance will affect other MRCCA resources identified in the MRCCA Plan? If so, identify the resources and discuss how the variance will affect them.
3. Determine if the proposed variance project is located within a public river corridor view identified by the community in the MRCCA plan or other scenic view? If so, discuss how the variance will affect them.

#### Additional Written Findings

In addition to findings required to satisfy the variance criteria in Minnesota Statutes, section 462.357 Subd. 6, the planning commission may make the following findings in order to recommend approval of the variance to the city council:

1. The extent, location and intensity of the variance will be in substantial compliance with the MRCCA Plan (an element of the comprehensive plan);
2. The variance is consistent with the character and management purpose of the MRCCA district in which it is located;
3. The variance will not be detrimental to PCAs and PRCVs nor will it contribute to negative incremental impacts to PCAs and PRCVs when considered in the context of past, present and reasonable future actions

#### Conditions of Approval

If the planning commission recommends approval of the variance to the city council but finds that the variance will cause negative impacts, the commission must include conditions of approval in its recommendation to mitigate the impacts that are related to and proportional to the impacts. Mitigation Ideas include:

1. Restoration of vegetation identified as “vegetation restoration priorities” identified in the MRCCA plan.
2. Preservation of existing vegetation
3. Restoration of deep-rooted vegetation to stabilize unstable soils
4. Stormwater runoff management
5. Reducing impervious surface
6. Increasing structure setbacks
7. Wetland and drainage route restoration and/or preservation
8. Limiting the height of structures
9. Modifying structure design to limit visual impacts on PRCVs
10. Other conservation measures