



Variance Board Agenda

Wednesday, September 2, 2026

5:30 PM

City Council Chambers

In accordance with [Minnesota Statutes §13D.02](#) and City policy, Council and Commission members may attend meetings remotely up to three times per calendar year.

(Times listed are approximate – please note that items may be earlier or later than listed on the agenda)

- 1. Call to Order**
- 2. Roll Call**
- 3. Approval of Agenda**
- 4. Review of Minutes**
 - a. Review of May 6, 2026 Minutes
- 5. Public Hearing**
 - a. Request to allow a proposed front entry addition within the required minimum setback from the front property line and to increase the nonconforming impervious coverage at 1211 Josephine Road (PF26-006)
- 6. Adjourn**

REQUEST FOR BOARD ACTION

Date: **9/2/2026**

Item No.: **4.a.**

Department Approval

Agenda Section

Review of Minutes

Item Description: Review of May 6, 2026 Minutes

Application Information

n/a

Background

n/a

Staff Recommendation

n/a

Requested Planning Commission Action

Review the May 6, 2026 minutes and make a motion to approve subject to requested corrections.

Alternative Actions

n/a

Prepared by:

Attachments: 1. May 6, 2026 Minutes



**Variance Board Regular Meeting
City Council Chambers, 2660 Civic Center Drive
Draft Minutes – Wednesday, May 6, 2026 – 5:30 p.m.**

1. Call to Order

Chair Aspnes called to order the regular meeting of the Variance Board meeting at approximately 5:30 p.m. and reviewed the role and purpose of the Variance Board.

2. Roll Call & Introductions

At the request of Chair Aspnes, City Planner Thomas Paschke called the Roll.

Members Present: Chair Aspnes, Vice Chair Campbell Jensen, and Member Cyra

Members Absent: None

Staff Present: City Planner Thomas Paschke, Community Development Director Janice Gundlach, and Senior Planner Bryan Lloyd

3. Approval of Agenda

MOTION

Member Cyra moved, seconded by Member Campbell Jensen, to approve the agenda as presented.

Ayes: 3

Nays: 0

Motion carried.

4. Review of Minutes: April 1, 2026

MOTION

Member Cyra moved, seconded by Member Campbell Jensen, to approve the April 1, 2026, meeting minutes.

Ayes: 3

Nays: 0

Motion carried.

5. Public Hearing

Chair Aspnes reviewed the protocol for Public Hearings and public comment and opened the Public Hearing at approximately 5:36 p.m.

a. PLANNING FILE 26-006

Request to Allow a Proposed Front Entry Addition within the Required Minimum Setback from the Front Property Line and to Increase the Nonconforming Impervious Coverage at 1211 Josephine Road.

42 Senior Planner Lloyd presented the variance application for 1211 Josephine Road,
43 explaining that the request involved a small enclosed front entry addition and covered
44 porch area on a shoreland property.

45
46 Mr. Lloyd explained that the enclosed entry addition could largely be accommodated
47 administratively under zoning provisions that allow minor front-yard setback
48 encroachments. However, the covered porch area may require some reduction to
49 comply with administrative requirements. He stated that the primary reason for the
50 variance request was that the property already exceeded the allowable impervious
51 surface coverage, so even a small increase would require variance approval.

52
53 Mr. Lloyd stated that the parcel was originally subdivided as a small lot and
54 developed before the City's current impervious surface regulations. He explained that
55 the existing house, driveway, and patio improvements already exceeded the current
56 25 percent impervious surface maximum. Still, that condition was considered a legal
57 nonconformity because it predated the current ordinance.

58
59 Using the area and aerial plans, Mr. Lloyd reviewed the site location near Josephine
60 Road and Lexington Avenue and noted the extent of existing development on the
61 parcel. He explained that the variance criteria analysis focused largely on the
62 challenges created by the lot's small size and historic development pattern. Staff
63 determined that the enclosed entry addition represented a reasonable and practical
64 improvement for the property and therefore recommended approval of the variance
65 request.

66
67 Mr. Lloyd further explained that updated shoreland regulations adopted several years
68 earlier now require shoreline restoration whenever a variance either increases
69 impervious coverage or places structures closer to the ordinary high water level than
70 otherwise permitted. In this case, because the project would increase impervious
71 coverage beyond the existing nonconforming condition, shoreline restoration was
72 required as mitigation.

73
74 Mr. Lloyd reviewed the proposed shoreline restoration plan, explaining that the
75 restoration area needed to equal approximately 20 percent of the shoreline length,
76 which translated to roughly 30 feet wide and at least 10 feet deep. He stated that the
77 plan included additional native plantings and shoreline improvements intended to
78 provide environmental benefits while maintaining shoreline stability.

79
80 Mr. Lloyd stated that staff worked extensively with the applicant, builder,
81 environmental staff, the Department of Natural Resources, Ramsey County Soil and
82 Water Conservation District, and the watershed district to develop an appropriate
83 restoration approach. He noted that all reviewing agencies supported the proposed
84 plan as a reasonable form of shoreline restoration. He explained that while more
85 extensive restoration could theoretically occur, removing portions of the existing
86 riprap shoreline stabilization could exacerbate erosion or raise shoreline integrity
87 concerns.
88

89 Mr. Lloyd concluded by stating that staff recommended approval of the requested
90 variance, subject to the condition that the shoreline restoration plan be implemented
91 and that the homeowners enter into a maintenance agreement with the Public Works
92 Department to ensure the restoration area remains preserved and maintained in the
93 future.

94
95 Mr. Lloyd stated that staff received several emails from neighboring property owners
96 during the previous week expressing support for the variance request. He noted that
97 copies of those emails had been provided to Board members at the dais and that
98 copies were also available in the council chambers for members of the public who
99 wished to review them.

100
101 Commissioner Campbell Jensen commented that her question was primarily factual
102 and expressed appreciation for the proposed native plantings. She asked whether the
103 red-shaded area shown in the proposed restoration plan extended outward into the
104 lake, while the existing riprap wall remained in place as part of the shoreline. She
105 remarked that the plan appeared to extend the shoreline slightly and found that aspect
106 interesting, although not necessarily significant to the overall request.

107
108 Mr. Lloyd responded that he believed all of the proposed plantings were upland rather
109 than aquatic species and, therefore, would not actually extend into the lake itself. He
110 explained that the shaded restoration area shown on the plan was likely somewhat
111 larger than the precise planting area and that the proposed vegetation would remain
112 on the upland side of the existing riprap wall. He added that other shoreline
113 restoration projects could potentially include aquatic plantings, which may have
114 contributed to the appearance shown on the plan.

115
116 Commissioner Cyra added that he had previously completed a similar shoreline
117 restoration project at his own property and agreed with staff's assessment regarding
118 the proposed approach. He explained that removing existing riprap and fully
119 regrading the shoreline could disturb significant amounts of soil, potentially
120 increasing sediment runoff into the lake. He stated that the proposed restoration
121 approach, therefore, made practical sense.

122
123 Commissioner Cyra further noted that one recommendation commonly associated
124 with shoreline restoration projects is the use of vegetated riprap, where plantings are
125 incorporated within the riprap itself. He suggested that the applicant could potentially
126 be encouraged to add some vegetation within the riprap area as part of the restoration
127 effort.

128
129 Chair Aspnes asked whether any previous variances had been granted for the
130 property.

131
132 Mr. Lloyd responded that he would normally include a land-use history identifying
133 prior approvals in the staff report. He stated that he could not recall the details of his
134 research at that moment. Still, he noted that, because no prior approvals were

referenced in the report, he believed no prior variances had been granted for the property.

Chair Aspnes stated that variances remain with a property once granted and noted that the proposed shoreline restoration agreement would also remain tied to the property to ensure ongoing maintenance and preservation. She expressed concern about the cumulative effect of future variance approvals, explaining that while each request may appear minor on its own, repeated approvals over time could significantly increase impervious surface coverage beyond current standards. She provided a hypothetical example in which impervious coverage could eventually rise from 40 percent to 45 percent, and then to 50 percent, through multiple incremental approvals. She concluded by reiterating that no prior variances had been granted for the property.

Mr. Lloyd confirmed that the scenario described by Chair Aspnes could still occur if a property owner later sought additional improvements that would require further variances. He explained that any future requests would need to be evaluated on their own merits and under the zoning regulations in effect at that time.

Mr. Lloyd stated that the approval of a variance for the current request would become part of the property record but would not automatically guarantee, require, or prohibit future variance approvals. He further explained that if the Variance Board approved the draft resolution, the completed resolution would be recorded with Ramsey County and would document the approved variance, the required shoreline restoration, and the associated operations and maintenance agreement with the City. He noted that future property owners and decision-makers would therefore be able to review the recorded information on what had been approved and which obligations remained attached to the property.

Chair Aspnes asked whether the proposed front porch addition at 1211 Josephine Road would extend closer to the road than the neighboring homes on either side of the property, noting that those homes also appeared to be located relatively close to the roadway and potentially within similar setback conditions.

Mr. Lloyd responded that he had not specifically evaluated whether the proposed front porch addition would extend closer to the road than the neighboring homes. Referring to the site materials, he noted that the home immediately to the east, closer to Lexington Avenue, appeared to have a smaller setback from the roadway than the subject property.

Mr. Lloyd explained that his review focused more broadly on the purpose of front-yard setbacks, which is generally to create some level of consistency along a street frontage. He noted that along this portion of Josephine Road, there was already considerable variation in setbacks because the shoreline configuration caused homes to sit at differing distances from the street. Some homes and garages in the area were located much farther back from the roadway, while others appeared to be closer to the traditional 30-foot setback that had existed for many years.

Mr. Lloyd stated that because there was no existing uniform setback pattern along the street, he focused his evaluation on whether the reduced setback would create an unreasonable or incompatible arrangement of homes, rather than on exact comparisons to adjacent properties.

Mr. Matt Kunz, representing Custom IKs General Contracting, stated that his company was assisting the homeowner, Chelsea, with both the variance application process and the proposed addition work. He stated that the project was important to the homeowner and noted that she was also enthusiastic about the shoreline restoration component of the proposal.

Mr. Kunz commented that the discussion appeared to be moving in a positive direction. He stated that the project team was excited to begin work and improve the property along the lakeshore. He then asked whether the Board had any questions for him.

Commissioner Cyra asked whether Mr. Kunz and his company would also be responsible for completing the shoreline restoration work or whether another party would handle that portion of the project.

Mr. Kunz responded that the shoreline restoration work would be completed by a separate subcontractor that specializes in that type of work. He stated that the company selected for the project was Grove, which is based north of the Twin Cities.

Chair Aspnes thanked Mr. Lloyd for the clarification regarding the shoreline restoration plan. She stated that she was familiar with the proposed plant species and noted that most of them, including bluestem and dropseed, are prairie plants. In contrast, the dogwood species is more commonly associated with wetter areas.

Chair Aspnes commented that she had initially questioned why prairie species were included within a shoreline restoration plan. Still, they stated that understanding the plantings as upland vegetation made sense and would help stabilize and hold the shoreline area effectively.

Mr. Kunz stated that the project team initially considered removing portions of the existing riprap as part of the shoreline restoration work. However, after discussions regarding sedimentation mitigation and potential environmental impacts during construction, the team determined that removing the riprap would create excessive disturbance and complications.

Mr. Kunz explained that the original restoration concept included some work extending farther toward the shoreline, as reflected in the red-shaded area on the plans. Still, the team ultimately decided it was not worth the environmental risk. He stated that the final approach focused on retaining the existing riprap and keeping restoration work on the upland side of the shoreline.

Chair Aspnes closed the public hearing at 5:56 p.m.

MOTION

Member Campbell Jensen moved, seconded by Member Cyra, for the adoption of Variance Board Resolution No. 180 (Attachment 4), entitled “A Resolution Approving Variance(s) to Dimensional and Impervious Coverage Standards Pertaining to a Home Addition at 1211 Josephine Road (PF26-006)”

Ayes: 3

Nays: 0

Motion carried.

6. Adjourn

MOTION

Member Cyra, seconded by Member Campbell Jensen, to adjourn the meeting at 5:58 p.m.

Ayes: 3

Nays: 0

Motion carried.

REQUEST FOR BOARD ACTION

Date: **9/2/2026**

Item No.: **5.a.**

Department Approval

Janice Gundlach

Agenda Section

Public Hearing

Item Description: Request to allow a proposed front entry addition within the required minimum setback from the front property line and to increase the nonconforming impervious coverage at 1211 Josephine Road (PF26-006)

Application Information

Applicant: Custom by Kuntz, LLC

Property Owner: Chelsea Tupy

Location: 1211 Josephine Road

Application Submission: July 28, 2026

City Action Deadline: September 26, 2026

Zoning: Low Density Residential (LDR)

Background

This is a renewed application to a variance approved in May of this year because, during the design process that continued after the previous variance approval, the homeowner decided a slightly larger addition was preferable to what had been previously considered. The following report, therefore, is essentially the same as that reviewed by the Variance Board in May, only having been updated to reflect the proposal at its current dimensions.

According to Ramsey County property data, the existing house was built in 1964 on a lot created in the Tilton Addition plat that same year, essentially splitting off the yard space belonging to the house immediately to the east of this new lot. The creation of these two lots in the Tilton Addition plat and the construction of both of these homes clearly predated any lot size, building setback, or impervious coverage regulations pertaining to shoreland properties that were established in 1975, so the lot area, the setback of the existing improvements from the ordinary high water level, and the impervious coverage are all legally nonconforming conditions on the property. As illustrated in the site plan included with this RVBA as Attachment 3, a small front entry addition is proposed which would encroach into the minimum required front yard setback and further add to the excess impervious coverage.

Variance Analysis

- §1004.09(b) establishes a minimum front yard setback of 30 feet for structures in the Low Density Residential district. The purpose of this requirement is primarily aesthetic--to preserve a uniform arrangement of houses along the streets that serve them.
- §1004.09(c)(2) limits impervious coverage to 25% of a residential parcel in the Shoreland Overlay District. The primary purpose of this provision is to minimize the impacts of storm water runoff on designated lakes.
- §1012.03(f)(5) requires a minimum 50-foot ordinary high water level (OHWL) setback for structures on parcels abutting a General Development lake like Lake Owasso. Despite the proposed addition being on the front (or non-lake side) of the building, it is only slightly more than 50 feet from OHWL. This fact isn't strictly relevant to the case, but it serves to help illustrate the extent of the existing nonconformities on such a small shoreland lot.

The enclosed portion of the proposed addition, extending to about 23.5 feet from the front property line, is nearly small enough that it alone could be accommodated without a variance through Roseville's Administrative Deviation process, which is designed to allow small encroachments. Additionally, if the proposed roof extending farther toward the street were less than four feet shorter than proposed, it could also be allowed without a variance by virtue of the fact that the zoning code encourages open front porches by permitting them with a front yard setback of only 22 feet. But the requested variance is necessary because even the small area of the enclosed addition adds to the already nonconforming impervious coverage, increasing the coverage from 36.7% of the lot area to 37.2%, and such an increase can only be considered and approved through the variance process.

Roseville's Shoreland Overlay District mandates a certain amount of shoreline restoration as a standard condition of a variance approval that "...allow[s] a structure to be located within the ordinary high water level setback or that allow[s] more impervious surface coverage than the standard..." In anticipation of this requirement, the applicant worked with City staff for several weeks prior to submitting the variance application, and a proposed shoreland restoration plan is included with this RVBA as part of Attachment 3. Because this is the first time the City will need to interpret and apply this shoreline restoration requirement, Planning Division staff shared the proposal with water quality professionals, both internally and at other public agencies, for their review and input. The feedback was broadly supportive of the plan as representing a meaningful step toward mitigating impacts on Lake Josephine. Most of these professionals further recognized that, while removal of the rip rap and inclusion of aquatic plants below OHWL would align more closely with a strict interpretation of "restoration," such measures could also cause further harm by compromising the integrity of the remainder of the rip rap that is contributing to shoreline stabilization.

The Shoreland Overlay District also includes the requirement that the Minnesota DNR be notified and allowed to comment on variance applications. Accordingly, Planning Division staff notified the DNR's Area Hydrologist responsible for lakes in Roseville, who also indicated their support for the proposed restoration plan.

Review of Variance Approval Requirements

Section 1009.04.C (Variances) of the City Code explains the purpose of a variance is "to permit adjustment to the zoning regulations where there are practical difficulties applying to a parcel of land or building that prevent the property from being used to the extent intended by the zoning." Given the existing conditions on the subject property, there is no location for even a modest home addition that would conform to all applicable setback requirements and not increase the impervious coverage on the property. The Planning Division finds that this collection of spatial constraints on the property represents a practical difficulty that the variance process is intended to relieve.

Section 1009.04.C of the City Code also establishes a mandate that the Variance Board make five specific affirmative findings, as stated below, about a variance request as a prerequisite for approving the variance. Planning Division staff have reviewed the application and offer the following draft findings.

1. *The proposal is consistent with the Comprehensive Plan.* Planning Division staff finds that the proposed addition is generally consistent with the Comprehensive Plan because it represents a standard improvement on a residential property and embodies the sort of continued investment promoted by the Comprehensive Plan's goals and policies for residential neighborhoods.
2. *The proposal is in harmony with the purposes and intent of the zoning ordinance.* Although the proposed front entry addition would be closer to the front property line than other homes along Josephine Road, most of the homes on the north side of the street are on much larger properties and situated as close to the shoreline as possible, which has resulted in most of the structures having front yard setbacks that are arbitrarily larger than the 30-foot standard. And while the proposed front entry addition would further increase the impervious coverage, the resulting coverage does not appear to be any greater than that of the several homes similarly situated on

small lots. Planning Division staff finds the proposal does not meaningfully deviate from the purpose of the front yard setback and impervious coverage requirements.

3. *The proposal puts the subject property to use in a reasonable manner.* Planning Division staff finds the proposed front entry addition meaningfully improves the functionality of the home with about as much conformance with zoning standards as possible, and would thereby put the property to use in a reasonable manner.
4. *There are unique circumstances to the property which were not created by the landowner.* Planning Division staff finds the dramatically nonconforming lot area and the lack of alternative locations for an entry addition to be unique circumstances that were not created by the landowner.
5. *The variance, if granted, will not alter the essential character of the locality.* Although the proposed front entry addition would stand significantly closer to the front property line than other houses in the area, the arrangement of the other homes around the shoreline has already created an environment of arbitrary front yard setbacks and Planning Division staff finds that the variance, if approved, would not negatively alter the character of the surrounding residential neighborhood.

Public Comment

At the time this RVBA was prepared, Planning Division staff have not received any comments or questions about the proposed addition.

Staff Recommendation

Adopt a resolution approving variances to allow the enclosed portion of the addition to stand 23.5 feet from the front property line, to allow the unenclosed portion of the proposed addition to stand 18.4 feet from the front property line, and to allow impervious coverage on 37.2% of the lot area at 1211 Josephine Road, based on the content of this RVBA, public input, and Variance Board deliberation, with the conditions that the applicant shall

- a. Implement the proposed shoreline restoration plan, and;
- b. Execute an Operations and Maintenance Agreement to ensure the restored area remains in place and functions as intended.

Requested Planning Commission Action

Adopt a resolution approving variances to allow the enclosed portion of the addition to stand 23.5 feet from the front property line, to allow the unenclosed portion of the proposed addition to stand 18.4 feet from the front property line, and to allow impervious coverage on 37.2% of the lot area at 1211 Josephine Road, based on the content of this RVBA, public input, and Variance Board deliberation, with the conditions that the applicant shall

- a. Implement the proposed shoreline restoration plan, and;
- b. Execute an Operations and Maintenance Agreement to ensure the restored area remains in place and functions as intended.

Alternative Actions

- A. **Pass a motion to table the item for future action.** An action to table consideration of the variance request must be based on the need for additional information or further analysis to reach a decision on one or both aspects. Tabling may require extension of the action deadline established in Minn. Stat. 15.99 to avoid statutory approval.

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141
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B. **Adopt a resolution denying the requested variances.** A denial must be supported by specific findings of fact based on the Variance Board’s review of the application, applicable zoning regulations, and the public record.

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144

Prepared by: Bryan Lloyd, Senior Planner

- Attachments:**
- 1. Area Map
 - 2. Aerial Photo
 - 3. Proposed Plans
 - 4. Draft Resolution

145

Attachment 1: Planning File 26-006



Prepared by:
Community Development Department
Printed: April 28, 2026



Site Location

Data Sources
* Ramsey County GIS Base Map (3/4/2026)
For more information regarding the contents of
this map contact:
City of Roseville, Community Development Department,
2660 Civic Center Drive, Roseville MN

Disclaimer
The maps provided by the City of Roseville are compilations of records, information and data
from various sources, and they are to be used for reference purposes only. The City does not
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current, or accurate. The data is offered "as is" and the City of Roseville does not represent that
the GIS data can be used or is accurate for legal, navigational, or any purposes requiring exacting
measurement of distance or direction or precision in the depiction of geographic features. Pursuant
to Minnesota Statutes, Section 466.03, Subdivision 21, the City of Roseville disclaims any liability
for claims based on alleged or actual inaccuracies in the GIS data or maps. For more information,
please contact 651-792-7044.

0 50 100 150 Feet



Attachment 2: Planning File 26-006



Prepared by:
Community Development Department
Printed: April 28, 2026

Data Sources

* Ramsey County GIS Base Map (3/4/2026)

* Aerial Data: EagleView (4/2024)

For further information regarding the contents of this map contact:
City of Roseville, Community Development Department,
2660 Civic Center Drive, Roseville MN

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0 50 100 Feet



CONCEPTUAL PLAN

Made For:

Mr. Matt Kutz
1211 Josephine Road
Roseville, MN 55113

TOTAL LOT AREA TO ORDINARY HIGH WATER ELEVATION:
10,324 SQ. FT. OR 0.24 ACRES

IMPERVIOUS SURFACE:
EXISTING HOUSE: 1498 SQ. FT.
EXISTING DRIVEWAY: 880 SQ. FT.
EXISTING FRONT WALK: 222 SQ. FT.
EXISTING SHED: 81 SQ. FT.
EXISTING REAR CONC. STEPS: 68 SQ. FT.
EXISTING REAR CONC. PATIO: 163 SQ. FT.
EXISTING REAR ENCL. PORCH: 200 SQ. FT.
EXISTING REAR WOOD DECK: 674 SQ. FT.

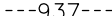
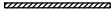
TOTAL EXISTING IMPERVIOUS SURFACE:
(1498+880+222+81+68+163+200+674=3786 SQ. FT.

PERCENT EXISTING IMPERVIOUS SURFACE TO OHW:
(3786) / (10,324) X 100 = 36.7%

PROPOSED IMPERVIOUS SURFACE:
PROPOSED ADDITION + COMPOSITE STEPS:
58 ADDITIONAL SQ. FT.

TOTAL PROPOSED IMPERVIOUS SURFACE:
(3786+58)=3844
PERCENT PROPOSED IMPERVIOUS SURFACE:
(3844/10,324) X 100 = 37%

NOTES

-  Denotes 12 Inch Common Spike set with washer stamped RLS 60424 or as noted.
-  Denotes Iron Monument found size, type, & R.L.S. as noted.
-  Denotes Power Pole
-  ---937--- Denotes Existing Spot Elevation
-  —□— Denotes Wood Fence
-  —▨— Denotes Timber Retaining Wall
-  [G] Denotes Gas Meter
-  [E] Denotes Electric Meter
-  —○— Denotes Chain—Link Fence
-  —OHW— Denotes Overhead Utility wires
-  [Gray Box] Denotes Bituminous Surface
-  [Dotted Box] Denotes Concrete Surface

BASIS OF BEARINGS: RAMSEY COUNTY

Legal Description: (Warranty Deed)
Lot 2, Block 1, TILTON ADDITION, Ramsey County, Minnesota

LAKE JOSEPHINE
ORDINARY HIGH WATER ELEV.= 884.4 MSL12

SCALE

1 inch = 20 ft.

LOT AREA TO EDGE OF ICE: 10,324 SQ. FT. OR 0.24 ACRES
SITE ADDRESS: 1211 JOSEPHINE ROAD, ROSEVILLE MN 55113



654 TRANSFER RD,
SUITE 16B
ST. PAUL, MN 55114
CUSTOMBYKUNTZ.COM
(612) 990-2400

NOTE: ALL DIMENSIONS
ARE TO FINISH UNLESS
OTHERWISE NOTED
(U.O.N.)

TUPY - ENTRY ADDITION
CHELSEA

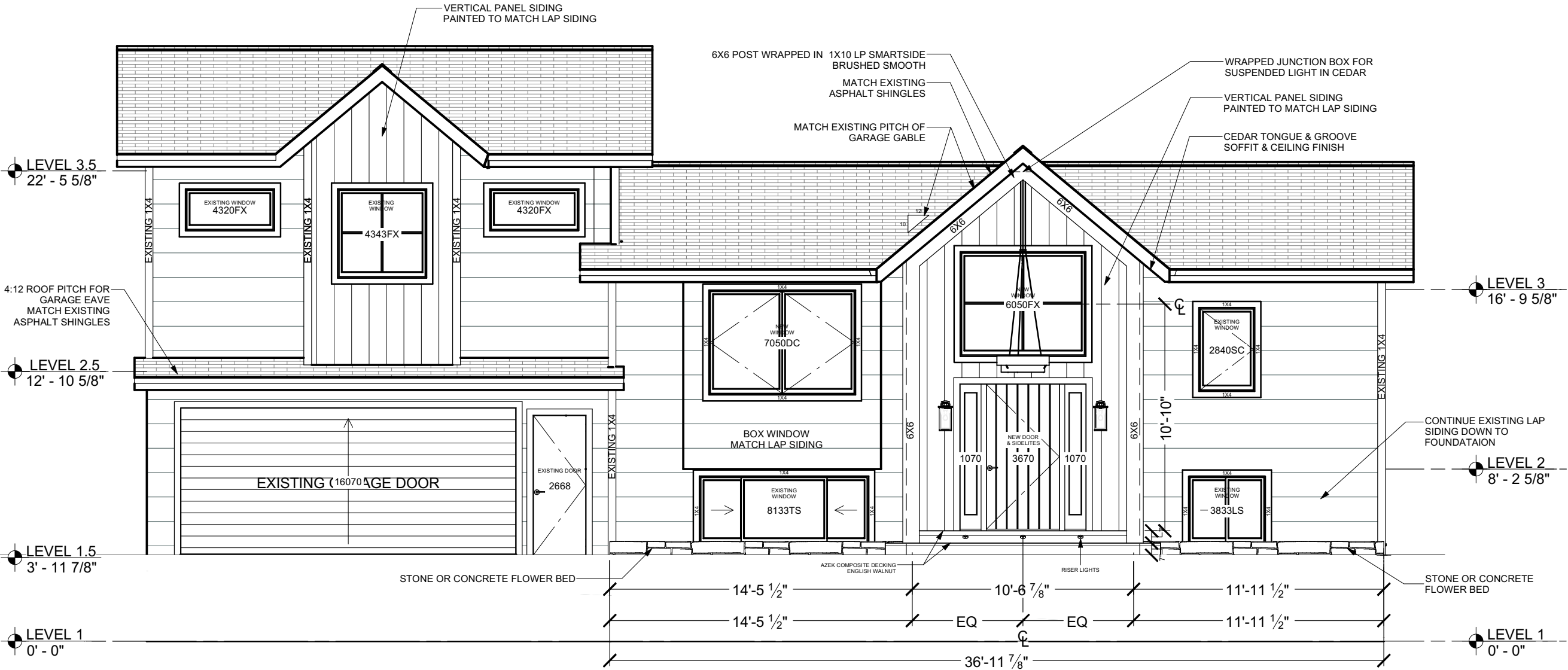
1211 JOSEPHINE RD.
ROSEVILLE, MN 55113

DESIGN PHASE

A1.1

SHEET 1 OF 7
RELEASE DATE: 05/22/2026

ALL DRAWINGS
COPYRIGHT 2026
CUSTOM BY KUNTZ



1 FRONT ELEVATION
A1.1 SCALE: 3/16" = 1'-0"



654 TRANSFER RD,
SUITE 16B
ST. PAUL, MN 55114
CUSTOMBYKUNTZ.COM
(612) 990-2400

NOTE: ALL DIMENSIONS
ARE TO FINISH UNLESS
OTHERWISE NOTED
(U.O.N.)

TUPY - ENTRY ADDITION
CHELSEA

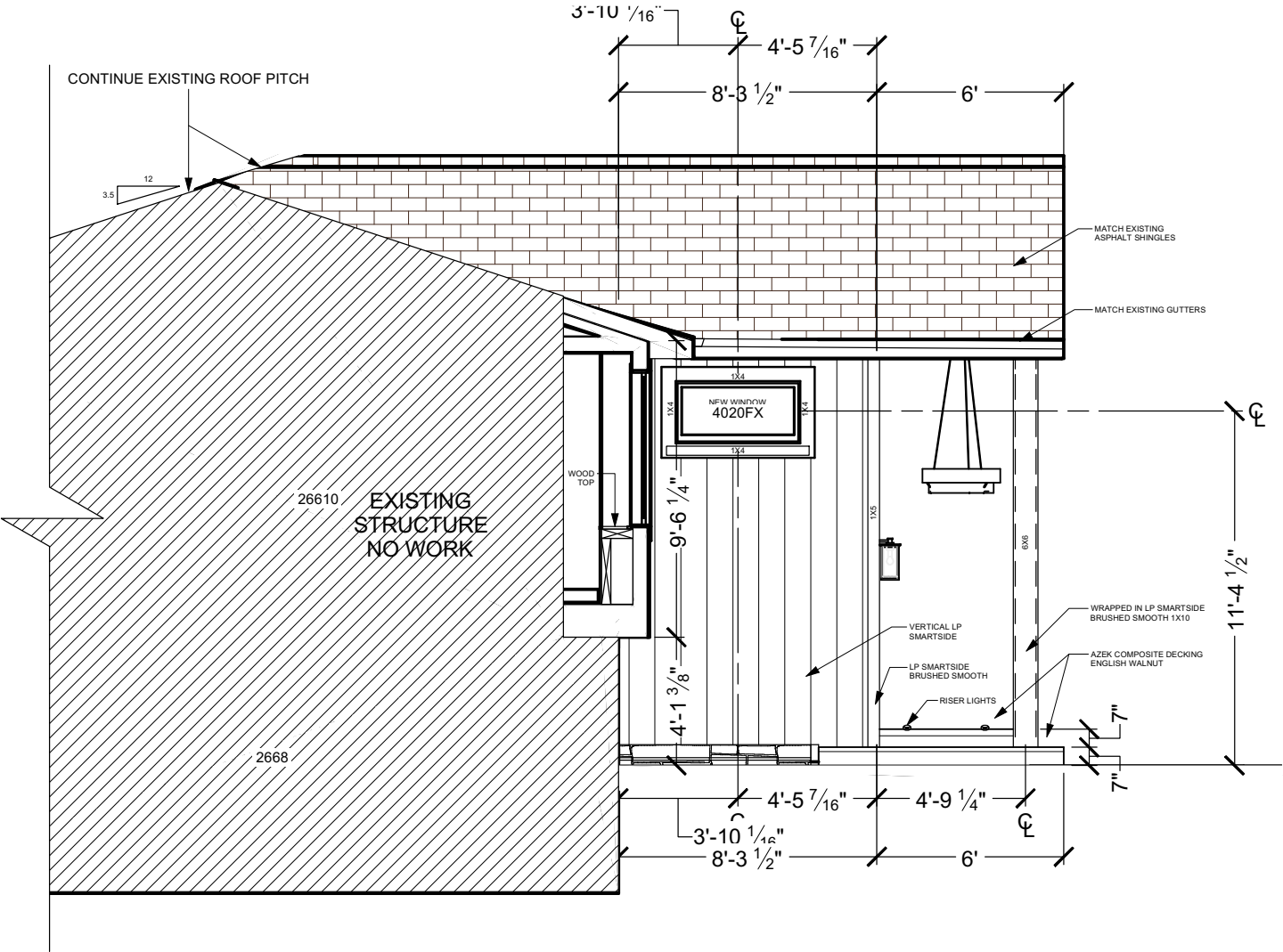
1211 JOSEPHINE RD.
ROSEVILLE, MN 55113

DESIGN PHASE

A1.2

SHEET 1 OF 7
RELEASE DATE: 05/22/2026

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CUSTOM BY KUNTZ



1 BOX WINDOW SECTION
A1.2 SCALE: 3/16" = 1'-0"

CONCEPTUAL PLAN

Made For:

Mr. Matt Kutz
1211 Josephine Road
Roseville, MN 55113

Legal Description: (Warranty Deed)
Lot 2, Block 1, TILTON ADDITION, Ramsey County, Minnesota

LAKE JOSEPHINE
ORDINARY HIGH WATER ELEV. = 884.4 MSL12

NOTES

- | | |
|---|---|
|  | Denotes 12 Inch Common Spike set with washer stamped RLS 60424 or as noted. |
|  | Denotes Iron Monument found size, type, & R.L.S. as noted. |
|  | Denotes Power Pole |
|  | Denotes Existing Spot Elevation |
|  | Denotes Existing Contour |
|  | Denotes Wood Fence |
|  | Denotes Timber Retaining Wall |
|  | Denotes Gas Meter |
|  | Denotes Electric Meter |
|  | Denotes Chain-Link Fence |
|  | Denotes Overhead Utility wires |
|  | Denotes Bituminous Surface |
|  | Denotes Concrete Surface |

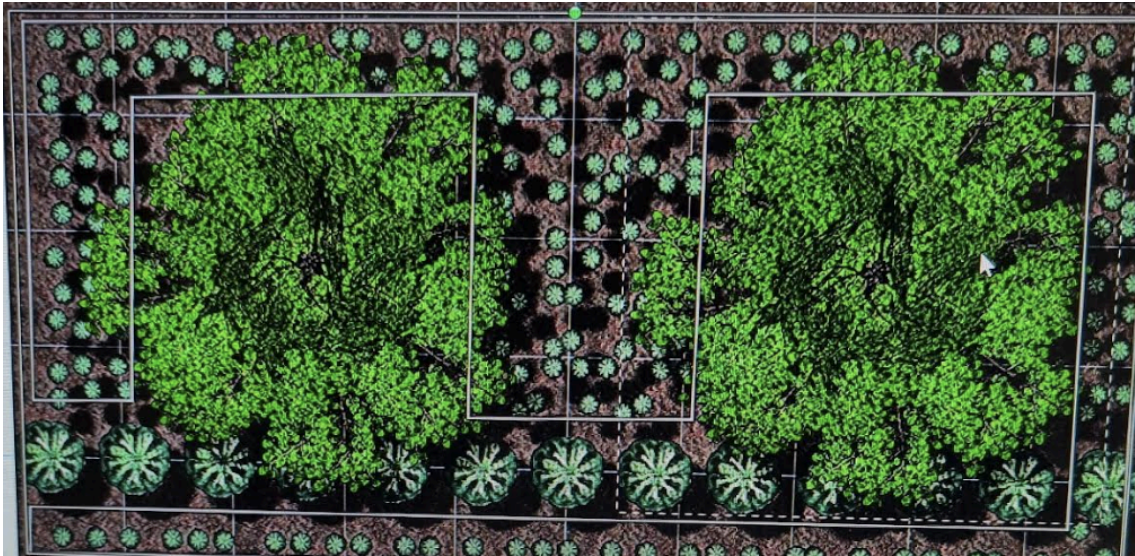
BASIS OF BEARINGS: RAMSEY COUNTY

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1211 Josephine Restoration Plan

Plan Details:

Install erosion control blanket for soil retention. Plant 2 clump river birch, 13 red dogwoods, and 200 little bluestem, prairie dropseed, and blue grama native grasses. Spread native low growth seed in the dirt areas around the plants.



Plant Legend			
Symbol	Qty	Common	Botanical
	200	Little Bluestem	And mix in Prairie Dropseed, Blue Grama Plants
	13	Red Twig Dogwood	Cornus sericea 'Kelseyi'
	2	River Birch	Betula Nigra

**EXTRACT OF MINUTES OF MEETING OF THE
VARIANCE BOARD OF THE CITY OF ROSEVILLE**

* * * * *

Pursuant to due call and notice thereof, a regular meeting of the Variance Board of the City of Roseville, County of Ramsey, Minnesota was duly held on the 2nd day of September 2026 at 5:30 p.m.

The following members were present: _____ and _____ were absent.

Member _____ introduced the following resolution and moved its adoption:

VARIANCE BOARD RESOLUTION No. _____

**RESOLUTION APPROVING VARIANCEs TO DIMENSIONAL AND IMPERVIOUS
COVERAGE STANDARDS PERTAINING TO A HOME ADDITION AT 1211
JOSEPHINE ROAD (PF26-006)**

WHEREAS, the subject property is in the Low-Density Residential (LDR) District, is within the Shoreland Overlay District, is assigned Ramsey County Property Identification Number 03-29-23-14-0009, and is legally described as Lot 2, Tilton Addition, Ramsey County, Minnesota;

WHEREAS, City Code §1004.09(b) requires a minimum 30-foot front yard (OHWL) setback for structures on parcels in the LDR district; and

WHEREAS, City Code §1004.09(c)(2) limits impervious coverage to 25% of a residential parcel in the Shoreland Overlay District; and

WHEREAS, Custom by Kuntz, LLC, representing the owner of the property at 1211 Josephine Road, has requested variances to said standard to allow proposed a front entry home addition; and

WHEREAS the proposed addition has an enclosed area, which would extend to as close as 23.5 feet from the front property line, and an open portion, which would extend to as close as 18.4 feet from the front property line; and

WHEREAS the proposed addition would increase the impervious coverage from 36.7% of the parcel area to 37.2% of the parcel area; and

WHEREAS, City Code §1009.04 (Variances) establishes the purpose of a variance is "to permit adjustment to the zoning regulations where there are practical difficulties applying to a parcel of land or building that prevent the property from being used to the extent intended by the zoning;" and

WHEREAS, the Variance Board has made the following findings:

- a. Given the existing conditions on the subject property, there is no location for a reasonable home addition that would conform to all applicable setback requirements and not increase the impervious coverage on the property. Therefore the collection of spatial constraints on the property represents a practical difficulty which the variance process is intended to relieve.
- b. The proposed home addition is generally consistent with the Comprehensive Plan because it represents a standard improvement on a residential property and embodies the sort of continued investment promoted by the Comprehensive Plan's goals and policies for residential neighborhoods.
- c. Although the proposed front entry addition would be closer to the front property line than other homes along the north side of the street and, while the proposed front entry addition would further increase the impervious coverage, the proposed addition is in harmony with the purposes and intent of the zoning ordinance because many nearby homes are on much larger properties and situated as close to the shoreline as possible so most of the structures have front yard setbacks that are arbitrarily larger than the 30-foot standard, and the resulting coverage does not appear to be any greater than that of the several homes similarly situated on small lots.
- d. The proposed front entry addition meaningfully improves the functionality of the home with about as much conformance with zoning standards as possible, and would thereby put the property to use in a reasonable manner.
- e. The dramatically nonconforming lot area and the lack of usable lot area between the OHWL setback and the sewer easement on the property are unique circumstances which were not created by the landowner.
- f. Although the proposed front entry addition would stand significantly closer to the front property line than other houses in the area, the arrangement of the other homes around the shoreline has already created an environment of arbitrary front yard setbacks and Planning Division staff finds that the variance, if approved, would not negatively alter the character of the surrounding residential neighborhood.

NOW THEREFORE BE IT RESOLVED by the Roseville Variance Board to approve the requested variances to allow the enclosed portion of the addition to stand 23.5 feet from the front property line, to allow the unenclosed portion of the proposed addition to stand 18.4 feet from the front property line, and to allow impervious coverage on 37.2% of the lot area at 1211 Josephine Road, based on the content the public record, public input, and Variance Board deliberation, with the conditions that the applicant shall:

- a. Implement the proposed shoreline restoration plan: and
- b. Execute an Operations and Maintenance Agreement to ensure the restored area remains in place and functions as intended.

The motion for the adoption of the foregoing resolution was duly seconded by member ____ and upon a vote being taken thereon, the following voted in favor thereof: ____; and ____ voted against the same.

WHEREUPON, said resolution was declared duly passed and adopted.

Variance Board Resolution No. ____: 1211 Josephine Road (PF26-006)

State of Minnesota)
) SS
County of Ramsey)

I, undersigned, being the duly qualified City Manager of the City of Roseville, County of Ramsey, State of Minnesota, do hereby certify that I have carefully compared the attached and foregoing extract of minutes of a regular meeting of said City Council held on the 2nd day of September 2026, with the original thereof on file in my office.

WITNESS MY HAND officially as such Manager this 2nd day of September 2026.

Patrick Trudgeon, City Manager

SEAL