

# Planning Commission Minutes

Regular Meeting

November 1, 2022 - 4:30 pm

Room 317, City Hall

**Members Present:** Alyssa Olson (President), Chloe McGuire (Vice-President), Becky Alper, Bill Baxley, Joseph Campbell, Tammy Faiola, Keith Ford, Aneesha Marwah, and Michael Rainville (Quorum: 5)

**Members Absent:** Adriana Cerrillo

**Staff :** Rachel Blanford

## Call To Order

1. Roll Call.

### Quorum Present

2. Adoption of the agenda.

### Action Taken: Adopted

3. Acceptance of minutes

[Oct 17, 2022 Planning Commission](#)

### Action Taken: Accepted

## Public Hearing

4. 2521 24th Ave S, Ward 2

City Staff: [Peter Crandall](#), PLAN15440

The City Planning Commission adopted staff findings for the applications by Vinces Properties, LLC for the properties located at 2521 24th Ave S:

### A. Conditional Use Permit.

Action: The City Planning Commission **approved** the conditional use permit to allow a major auto repair, subject to the following conditions:

1. The conditional use permit shall be recorded with Hennepin County as required by Minn. Stat. 462.3595, subd. 4 before building permits may be issued or before the use or activity requiring a conditional use permit may commence. Unless extended by the zoning administrator, the conditional use permit shall expire if it is not recorded within two years of approval.

### B. Site Plan Review.

Action: The City Planning Commission **approved** the site plan review for a new auto repair facility in an existing building, subject to the following conditions:

1. All site improvements shall be completed by November 1st, 2024, unless extended by the Zoning Administrator, or the permit may be revoked for non-compliance.
2. CPED staff shall review and approve the final site, elevation, landscaping, and lighting plans before building permits may be issued.
3. All signs shall comply with Chapter 543 of the zoning code. All signage requires a separate permit from CPED.
4. The applicant shall screen any on-site mechanical equipment to meet the standards of chapter 535.
5. The applicant shall implement additional landscaped area between the existing parking lot and the public right of way and shall plant at least 2 on-site canopy trees and 16 on-site shrubs, in compliance with Section 530.170 of the zoning code.
6. The applicant shall submit a lighting plan that meets the standards of chapter 535 and 530.
7. The applicant shall implement concrete wheel stops where feasible in the on-site surface parking lot.
8. The applicant shall screen all on-site refuse containers to meet the standards of chapter 535.

[2521 24th Ave S Staff Report](#)

**Approved on consent.**

**5. 921 and 927 Marshall St NE, Ward 3**  
**City Staff: [Shanna Sether](#), PLAN15271**

The City Planning Commission adopted staff findings for the applications by DJR Architecture, Inc. for the properties located at 921 and 927 Marshall St NE:

**A. Site Plan Review.**

Action: The City Planning Commission **approved** the site plan review for a new five-story multiple-family dwelling with 89 units, subject to the following conditions:

1. All site improvements shall be completed by November 1, 2024, unless extended by the Zoning Administrator, or the permit may be revoked for non-compliance.
2. CPED staff shall review and approve the final site, elevation, landscaping, and lighting plans before building permits may be issued.
3. The applicant shall submit the tax parcel division, combination, or lot line adjustment request form to CPED and submit proof of the filing with Hennepin County.
4. All signs shall comply with Chapter 543 of the zoning code. All signage requires a separate permit from CPED.
5. All final site plan approvals subject to conditions of inclusionary housing shall be filed with the Office of the Hennepin County Recorder or Registrar of Titles and evidence of proper filing shall be submitted to the zoning administrator prior to the issuance of any building permits.
6. Except as allowed by the affordable housing premium, all premiums shall be maintained for the life of the principal structure. The length of compliance with the affordable housing premium shall be as required by the Unified Housing Policy.
7. The applicant shall meet the requirements for a minor Travel Demand Management Plan.

[921-927 Marshall St NE Staff Report](#)

[921-927 Marshall St NE Additional Attachments](#)

[921-927 Marshall St NE Presentation](#)

**Yea:** Alper, Baxley, Campbell, Faiola, Ford, Marwah, McGuire, Rainville, Olson (9)

**Nay:** None

**Absent:** Cerrillo (1)

**6. 925 4th St SE, Ward 3**

**City Staff:** [Alex Kohlhaas](#), PLAN15361

**A. Variance.**

Action: The variance to reduce the minimum gross floor area per dwelling unit from 350 sq. ft. to 302 sq. ft. for 32 efficiency units was **continued one cycle to the meeting on November 14, 2022.**

**B. Site Plan Review.**

Action: The site plan review for conversion of the existing hotel into 43 dwelling units and 2 single room occupancy housing units was **continued one cycle to the meeting on November 14, 2022.**

[925 4th St SE Staff Report](#)

**Yea:** Baxley, Faiola, Ford, Marwah, Rainville (5)

**Nay:** Alper, Campbell, McGuire, Olson (4)

**Absent:** Cerrillo (1)

**7. 1913 3rd Ave S, Ward 6**

**City Staff:** [Aaron Hanauer](#), PLAN15250

The City Planning Commission adopted staff findings for the applications by Stevens Community Associates Limited Partnership for the property located at 1913 3rd Ave S.

**A. Conditional Use Permit.**

Action: The City Planning Commission **approved** the conditional use permit to allow a new 13-space surface parking facility/lot, subject to the following condition:

1. The conditional use permit shall be recorded with Hennepin County as required by Minn. Stat. 462.3595, subd. 4 before building permits may be issued or before the use or activity requiring a conditional use permit may commence. Unless extended by the zoning administrator, the conditional use permit shall expire if it is not recorded within two years of approval.

## **B. Site Plan Review.**

Action: The City Planning Commission **approved** the site plan review for a new 13-space surface parking facility/lot, subject to the following conditions:

1. All site improvements shall be completed by November 1, 2024, unless extended by the Zoning Administrator, or the permit may be revoked for non-compliance.
2. CPED staff shall review and approve the final site, elevation, landscaping, and lighting plans before building permits may be issued.

### [1913 3rd Ave S Staff Report](#)

**Approved on consent.**

## **8. 219 4th St S, Ward 7; Adj to Ward 3**

City Staff: [Alex Kohlhaas](#), PLAN15360

The City Planning Commission adopted staff findings for the applications by Hennepin County for the property located at 219 4th St S:

### **A. Variance.**

Action: The City Planning Commission **approved** the variance to the minimum gross floor area per dwelling unit from 350 sq. ft. to 249 sq. ft. for efficiency units and from 500 sq. ft. to 428 sq. ft. for one-bedroom units, subject to the following conditions:

1. All site improvements shall be completed by November 1, 2024, unless extended by the Zoning Administrator, or the permit may be revoked for non-compliance.
2. CPED staff shall review and approve the final site, elevation, landscaping, and lighting plans before building permits may be issued.

### **B. Variance.**

Action: The City Planning Commission **approved** the variance to the minimum number of long-term bicycle parking spaces accessible without the use of stairs or an elevator, subject to the following conditions:

1. All site improvements shall be completed by November 1, 2024, unless extended by the Zoning Administrator, or the permit may be revoked for non-compliance.
2. CPED staff shall review and approve the final site, elevation, landscaping, and lighting plans before building permits may be issued.
3. The applicant shall work with staff to provide at least 5 short-term bicycle parking spaces on the ground level of the property, either in the public right-of-way or within an interior space of the building.

### **C. Site Plan Review.**

Recommended motion: The City Planning Commission **approves** the site plan review for conversion of the existing hotel into 55 dwelling units, subject to the following conditions:

1. All site improvements shall be completed by November 1, 2024, unless extended by the Zoning Administrator, or the permit may be revoked for non-compliance.

2. CPED staff shall review and approve the final site, elevation, landscaping, and lighting plans before building permits may be issued.
3. All signs shall comply with Chapter 543 of the zoning code. All signage requires a separate permit from CPED.
4. This project is subject to Inclusionary Zoning requirements unless it qualifies for an exemption. A fully executed Inclusionary Zoning Compliance Plan will be required before a commercial building permit will be issued.
5. Unless exempt, all final site plan approvals subject to conditions of inclusionary housing shall be filed with the Office of the Hennepin County Recorder or Registrar of Titles and evidence of proper filing shall be submitted to the zoning administrator prior to the issuance of any building permits.
6. The applicant shall meet the requirements for a minor Travel Demand Management Plan.
7. The applicant shall work with staff to provide at least 5 short-term bicycle parking spaces on the ground level of the property, either in the public right-of-way or within an interior space of the building.
8. The applicant shall provide screening for the refuse and recycling storage containers, in compliance with applicable standards of Chapter 535 of the zoning code.

[219 4th St S Staff Report](#)

**Action Taken: Approved**

**Unfinished Business**

9. **4352 Zenith Ave S, Ward 13**  
City Staff: [Hilary Dvorak](#), PLAN15213

**This item was continued from the meetings on Oct 17, 2022, Oct 3, 2022, and Sep 19, 2022.**

The City Planning Commission adopted staff findings for the applications by Ryan Hanson for the property located at 4352 Zenith Ave S:

**A. Rezoning.**

Action: The City Planning Commission recommended that the City Council **approve** the petition to rezone from the R2B Multiple-family District to the R3 Multiple-family District, retaining the BFC3 Corridor 3 Built Form Overlay District.

**B. Variance.**

Action: The City Planning Commission **approved** the variance to reduce the established front yard setback from 32.4 feet to 27.4 feet for the integrated awning.

**C. Variance.**

Action: The City Planning Commission **returned** the variance to reduce the required south interior side yard setback from seven feet to three feet for a deck.

#### **D. Site Plan Review.**

Action: The City Planning Commission **approved** the site plan review for a four-unit residential building, subject to the following conditions:

1. All site improvements shall be completed by November 1, 2024, unless extended by the Zoning Administrator, or the permit may be revoked for non-compliance.
2. CPED staff shall review and approve the final site, elevation, landscaping, and lighting plans before building permits may be issued.
3. All signs shall comply with Chapter 543 of the zoning code. All signage requires a separate permit from CPED.
4. The final lighting plan shall conform to the standards of Chapter 535, Regulations of General Applicability.

[4352 Zenith Ave S Staff Report](#)

**Yea:** Alper, Baxley, Campbell, Faiola, Ford, Marwah, McGuire, Rainville, Olson

**Nay:** None

**Absent:** Cerrillo

#### **Adjournment**

The meeting adjourned at 6:02 pm.