



City of Duluth  
Planning Division

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City of Duluth  
Planning Commission  
February 26, 2014 Meeting Minutes  
ANNUAL MEETING  
Tycoon's - 132 E. Superior Street Duluth, MN

I. Call to Order

President Terry Guggenbuehl called to order the Annual Meeting of the City Planning Commission at 5:30 pm on Tuesday, February 26, 2014, in Tycoon's Alehouse Second Floor Meeting Room.

Roll Call

Attending: Marc Beeman, Terry Guggenbuehl, Tim Meyer, Garner Moffat, Patricia Mullins, David Sarvela, Luke Sydow, Drew Digby and Zandra Zwiebel.

Absent: None.

Staff Present: John Kelley, John Judd, Steven Robertson, Jenn Reed Moses, Kyle Deming, Nate LaCoursiere, Keith Hamre, and Charles Froseth.

Speakers: Kelly Muellman, MN Department of Health, and Cliff Knettel, One Roof Housing.

II. Health Impact Assessment – Kelly Muellman, MN Department of Health

Muellman noted that a Health Impact Assessment (HIA) is being done to compliment the Gary New Duluth Small Area Plan. A HIA considers the health effects of a proposed plan, policy or project and provides recommendations based on the review of a HIA process. An example in Duluth is the Sixth Avenue HIA. Muellman outlined the six steps of a HIA. The HIA for Gary New Duluth is completed and will be part of the Gary-New Duluth Small Area Plan which is a public hearing item on the Planning Commission's March 11 meeting.

III. Duluth Housing Summit – Cliff Knettel, One Roof Housing

Knettel provided several handouts and reviewed the highlights of the Housing Summit which was held on February 13 at the DECC. He noted with the current and projected job growth the city is in short supply of housing; both owner and rental. Currently our vacancy rate is 2% and 5% is considered healthy. Discussion from Commissioners and staff regarding housing in Duluth and role of city government.

IV. Proposed By-Law Changes

Robertson reviewed changes and noted they will be discussed by the Commissioners at their April meeting as proposed changes were not properly noticed. Staff asked if are other changes to let staff know by March 4.

V. Election of 2014 Officers

President Guggenbuehl reported that the Commissioners have elections for officers. Nomination for Vice-President - Zandra Zwiebel. Hearing no other nominations President Guggenbuehl called the question. Motion to elect Zwiebel passed unanimously.

Nomination for President – David Sarvela. Hearing no other nominations President Guggenbuehl called the question. Motion to elect Sarvela passed unanimously.

VI. Other

Jenn Moses Reed introduced the idea of "Zenith Award for Plan Implementation". The idea is the Commission would choose one or two awards per year based on implementation of the comprehensive plan, other plans, and the Unified Development Code. She proposed two nominations. The first St. Luke's Hospital District Plan and the Bluestone development. Other ideas include Chester Creek Café and the Park Point SAP. Discussion. Is the Bluestone/UMD project too early? Is implementing the plan and could encourage good development and initiative. Beeman moved to present an award to Bluestone/UMD and to St. Luke's. Second by Mullins. Motion passed unanimously. Jenn will work with city graphics office and Mayor's office on the formal award with a presentation at a future Commission meeting.

VII. Adjournment

Motion to adjourn by Zwiebel, second by Sydow. Motion passed unanimously.

Meeting adjourned at 7:12 p.m.

Respectfully,



Charles Froseth, Land Use Supervisor