



City of Duluth
Planning Division

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City of Duluth
Planning Commission
Minutes of February 14, 2012
City Council Chambers

I. President Digby has called a meeting of the City Planning Commission for 5 p.m., Tuesday, February 14, 2012, in the City Council Chambers.

II. Roll Call: Henry Banks, Drew Digby, Terry Guggenbuehl, Frank Holappa, David Sarvela, Luke Sydow, John Vigen and Zandra Zwiebel.

Excused: Heather Rand

Staff: Keith Hamre, John Kelley, Nathan LaCoursiere, Alison Lutterman, Steven Robertson and Edna Ulrich

I. Public Hearings

A PL 12-001 - Planning Review at 915 East First Street for a proposed new drop-off area with canopy and parking area for St. Luke's Medical Office Building by St. Luke's Hospital. **JK**

Staff: The applicant has applied for a plan review at 915 E 1st Street. The proposal is for a new drop off area with a canopy and a 20 space parking area for the St. Luke's Medical Office Building currently under construction. The project is adjacent to the parking lot which was reviewed in January 2011 and was approved. Kelley went over the drop off area as well as the landscaping and lighting which was reviewed. Staff recommends approval and that the project be limited to structure to maintain as Johnson Inc. 2012.

Applicant: Patients will have a new front entrance, parking lot and drop off area. Holappa asked if there is a more direct connection to the parking lot than the one that is there now? Franzen stated that this is connected to the existing parking structure. Sydow asked about the decorative gate if it was a decorative gate or a functional gate. Franzen stated that they want to make sure the public knows where they are going. Sydow asked about the lighting and Franzen said that they are looking at a campus lighting plan for this. They have about 85% women who work here and they want to have good lighting for safety purposes.

MOTION/Second: Vigen/Holappa to **Approve as Presented** for the Plan Review including UDC compliant landscape and lighting plan subject to the following: The project be limited to, constructed and maintained in according to documents drawn by DSGW dated January 31, 2012, and Foster, Jacobs & Johnson, Inc dated February 1, 2012. **VOTE:** 8-0 (Unanimous)

- B PL 11-139 – Special Use Permit for Office in a Residential-Urban (R-2) zone at 1315 W. Arrowhead Rd. by Rolf Flaig. **JK**

Staff: Kelly stated that the applicant has applied for a Special Use Permit for office use in an R2 zone district at 1315 W. Arrowhead Road. In August 2011 the UDC Permitted Uses Table was amended to allow for an office use in a R2 zone. The applicant was not required per the UDC for any buffer for screening between zone districts. According to the applicant, it is below threshold required in the UDC and therefore it is not required. Based on staff's review, staff recommends that the Planning Commission approve the Special Use Permit with one condition, that the project be limited to, constructed and maintained according to documents drawn by Stinnett Site Design and dated January 27, 2012.

Vigen asked about the screening on the north of this. He recalls that if there are any businesses they would need to have screening. Kelley stated that under 50.25.5, the landscaping between different buildings, would not be triggered based on the proposal. Vigen stated that there is a change of use and an R1 zone district next door and why doesn't this trigger the screening? Kelley stated that out of the six criteria these did not trigger it. Kelley went over the six triggers that would apply. Vigen stated that this was not the intent and would like to have screening when there are conflicting land uses.

Applicant: Rolf Flaig stated he wants to create a use that blends with the neighborhood. Banks asked about signage. Flagg stated that it will be a monument sign mounted on 2 by 4 ft monument sign. Vigen stated that this is an appropriate use.

MOTION/Second: Guggenbuehl/Sarvela to Approve as Presented the Special Use Permit for Office in a Residential-Urban (R-2) zone at 1315 W. Arrowhead Road by Rolf Flaig
Vote: 7-0 (Holappa Abstained)

- II. Consideration of minutes – January 10, 2012. Motion/Second Sarvela/Guggenbuehl to Approve the January 10, 2012, Minutes.
- III. Communications
- IV. Old Business
- V. A. PL 11-134 - Zoning Map Amendment of the Downtown from Mixed Use-Commercial (MU-C) to Form Districts, Mid-Rise Community Shopping/Office (F-5), Downtown Shopping (F-7), and Downtown Mix (F-8). Boundaries of the Area are from approximately Mesaba Avenue to North 3rd Avenue East and from Michigan Street to the alley above 2nd Street by City of Duluth. **JJ**
- B. PL 11-141 - Comprehensive Plan Map Amendment at Central High School at 800 E. Central Entrance from Institutional to Business Park, Neighborhood Commercial, Recreation, Preservation, and Transportation and Utilities by the City of Duluth. **SR**
- VI. Reports of Officers and Committees
- A. Duluth Historic Preservation Commission (Property Designation Process)

As a representative of the HPC, Digby stated that they are interested in having the process on how civic properties are designated to be reviewed as part of the annual review of the UDC. There was a feeling that as the UDC passed that there was more significant/substantive changes and this may have taken us out of compliance. Lutterman stated that they are aware of the issue and we are taking another look at it and reviewing the issue and report to the planning staff.

- VII. New Business
- A. Annual Meeting Reminder for 2/21 at Clyde
 - B. Officer Nominating Committee.

Hamre stated that he will be with the planning staff on an interim basis. After that we need to look at asking the officers to have one more year of service. The president and vice president are limited to 2 more years.

MOTION/Second: Holappa/Banks to **Extend** their service for another year.

Vote: 8-0 (Unanimous)

- C. Discussion of Changes to the UDC (Text Amendments)

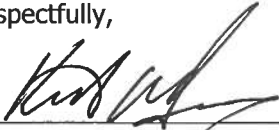
Hamre had a chance to talk with the Mayor, Brian Hanson and David Montgomery. Some of the members of our development committee see some of the things that are working well and some are not. They will bring this forward as text amendments for your consideration on the March 27th agenda. We shouldn't remove existing parking and should give more flexibility in approaching landscaping and flexibility. He is concerned about the Residential Plan Development - which we will have 3 applications coming in. They will bring this forward as a text amendment. He wants to propose to approve the plan. There are some uses not allowed in the RP and he would like to propose these as interim and come back to re-look at this. They want to be able to work with staff and the community. We will have a checklist going forward and want to ensure that we are protecting the neighborhoods.

- VIII. Other Business

- A. Update on Sign Standards. We are going to have a small presentation from Arista at our annual meeting. She also concluded stakeholder meetings and we were very pleased with the quality of those comments.

- IX. Adjournment

Respectfully,



Keith Hamre, Interim Planning Manager