



Request for City Council Committee Action from the Department of Community Planning & Economic Development – Planning Division

Date: July 26, 2007

To: Council Member Gary Schiff, Chair, Zoning and Planning Committee
Members of the Committee

Referral to: Zoning and Planning Committee

Subject: Appeal of the Board of Adjustment action approving two variances for property located at 2759 Marshall Street NE (BZZ-3594) by Jessica Corbett

Recommendation: The Board of Adjustment adopted the staff recommendation and approved the following variances:

- A variance to reduce the lot area requirement (up to 55 percent) to allow for construction of a two-family dwelling located in the R2B District, provided the surrounding properties are primarily two-family dwellings developed on lots similar in size to the proposed development
- A variance to reduce the corner side yard from 8 ft. to 7 ft.

to allow for the construction a new, duplex with detached garage at 2759 Marshall Street Northeast in the R2B Two-Family and MR Mississippi River Critical Area Overlay Districts with the following condition:

1. That the proposed duplex meets all zoning code requirements.
2. That the Planning Division-CPED review and approve the final site plan, floor plans, and elevation. All drawings will be measured to an architect or engineer's scale.

Previous Directives: N/A

Prepared or Submitted by: Aaron Hanauer, City Planner, 612-673-2494

Approved by: Jack Byers, Planning Supervisor, 612-673-2634

Presenters in Committee: Aaron Hanauer, City Planner

Financial Impact (Check those that apply)

- No financial impact (If checked, go directly to Background/Supporting Information).
 Action requires an appropriation increase to the _____ Capital Budget or _____ Operating Budget.
 Action provides increased revenue for appropriation increase.
 Action requires use of contingency or reserves.

- ___ Business Plan: ___ Action is within the plan. ___ Action requires a change to plan.
___ Other financial impact (Explain):
___ Request provided to department's finance contact when provided to the Committee Coordinator.

Community Impact (use any categories that apply)

Ward: 1

Neighborhood Notification: The Concerned Citizens for Marshall Terrace Neighborhood Association was notified of this application by letter, mailed on July 16, 2007.

City Goals: See staff report.

Comprehensive Plan: See staff report.

Zoning Code: See staff report.

Living Wage/Job Linkage: Not applicable.

End of 60/120-day Decision Period: The 60 decision period expires on July 21, 2007. On July 9, 2007 Planning staff sent a letter extending the decision period to September 19, 2007.

Other: Not applicable.

Background/Supporting Information Attached: The Zoning Board of Adjustment voted 5-0 to approve the variances on June 21, 2007 to allow for the construction of a new duplex. Jessica Corbett, of 2752 Randolph Street NE (this property borders subject property to the east), filed an appeal of the decision of the Zoning Board of Adjustment on June 29, 2007.

Supporting Material

- Board Of Adjustment Hearing Testimony and Actions (6 pages)
- Staff report (5 pages)
- Staff report attachments (16 pages)
- Statement of reason of appeal (1 page)
- Appellant communication with Public Works (4 pages)
- Photos (4 pages)
- Property owner communication in regards to appeal (4 pages)
- Public Works response to flooding (2 pages)

Board of Adjustment Hearing Testimony and Actions

Thursday, June 21, 2007
4:30 p.m., Room 317 City Hall

Board Membership: Mr. Matt Ditzler, Mr. John Finlayson, Mr. Paul Gates, Ms. Marissa Lasky, Ms. Alissa Luepke Pier, Mr. Matt Perry, and Mr. Peter Rand

The Board of Adjustment of the City of Minneapolis will meet to consider requests for the following:

4. **2759 Marshall Street Northeast (BZZ-3594, Ward 1):**

Reza Rahmann and Thao Nguyen, on behalf of Tam Le, have applied for the following variances:

- A variance to reduce the lot area requirement for a two-family dwelling.
- A variance to reduce the corner side yard from 8 feet to 7 feet.

to allow for the construction of a new, duplex with detached garage at 2759 Marshall Street Northeast in the R2B Two-Family and MR Mississippi River Critical Area Overlay Districts.

CPED Department Planning Division Recommendation by Mr. Hanauer:

The Department of Community Planning and Economic Development Planning Division recommends that the Board of Adjustment **adopt** the findings above and

- **Approve** a variance to reduce the lot area requirement (up to 55 percent) to allow for construction of a two-family dwelling located in the R2B District, provided the surrounding properties are primarily two-family dwellings developed on lots similar in size to the proposed development
- **Approve** a variance to reduce the corner side yard from 8 ft. to 7 ft.

to allow for a duplex to allow for the construction of a duplex at 2759 Marshall Street Northeast in the R2B, Two-Family District and MR Mississippi River Critical Area Overlay District subject to the following condition:

1. That the proposed duplex meets all zoning code requirements.
2. CPED-Planning review and approve final site plan, floor plans, and elevations.

Actions:

Mr. Finlayson moved and Mr. Rand seconded the motion to adopt staff recommendation and:

- **Approve** a variance to reduce the lot area requirement (up to 55 percent) to allow for construction of a two-family dwelling located in the R2B District, provided the surrounding properties are primarily two-family dwellings developed on lots similar in size to the proposed development
- **Approve** a variance to reduce the corner side yard from 8 ft. to 7 ft.

to allow for the construction of a duplex at 2759 Marshall Street Northeast in the R2B, Two-Family District and MR Mississippi River Critical Area Overlay District subject to the following condition:

1. That the proposed duplex meets all zoning code requirements.
2. CPED-Planning review and approve final site plan, floor plans, and elevations.

Roll Call Vote:

Yeas: Finlayson, Lasky, Luepke Pier, Perry and Rand

Nays: None

Recused: None

Absent: Ditzler

TESTIMONY

Mr. Gates: Is the applicant here? Do you care to speak?

Reza Rahmann and Thao Nguyen , on behalf of Tam Le: 3825 16th Avenue South, Minneapolis. We applied for a variance through the City of Minneapolis for 2759 Marshall Street Northeast for a proposed duplex, owner occupied duplex, one of the reasons is because my mother-in-law is chronically ill due to cancer and we were residing, living with her in a single family home, but we were having...with our own life and with the privacy issue, so, basically, we had to sell the single family home and we decided to buy this property so we could build a duplex and live side-by-side, because she does need attention all the time, medical attention from the family. So just to give you background on that. This lot...when our family purchased it, we knew it was R2B. We were aware that we had to go through the variance process and we did meet with the City Zoning Division just to go over it before we even made a final decision for buying this lot. We thought it would be in the best interest of us and the City to have it be an owner/occupied duplex. As far as the complaint letter, attached with this planning report from the one that Aaron was speaking about, they were mentioning a couple of things. One of them is absentee rental unit. No it is not going to be an absentee owner unit. As we mentioned that at the neighborhood meeting, we were there, with the applicant. We are going to occupy that. We sold our home. That is the reason why we are moving into this as soon as the honorable Board of Adjustment permit us to let this property be built we will be moving into that. As far as the act of nature, act of God, if someone dies or something, I can't assure that I'm going to live forever.

Mr. Gates: We typically look at the use and not the occupant. So that probably wouldn't have a lot of bearing here.

Mr. Rahmann: I'm sorry; it is my first time in such a meeting like that. I will try my best, so bear with me please.

Mr. Gates: Sure.

Mr. Rahmann: A couple of things that I want to mention. We followed the zoning guidelines as far as the setback. I will present the site plan here. I'm sure you have probably already gone over that one. We did have all the setbacks, except that side yard setback and the lot size variance, we did follow the five foot setback to the neighbor's property and also, because this is a corner lot, there is no other properties around, I mean as far as to the right there is 28th Avenue and also across Marshall Avenue there is a baseball park and I don't think there is going to be any development around there in the future. I don't know, I can't foresee it. So I don't see how this property is going to adversely affect the traffic that the area...granting this. We are only four members at this moment and we are proposing to build a two car garage and I don't see how it could affect the traffic conditions. A couple of other things, it came across me today. I was not aware of this letter until I showed up to the meeting. It is saying the same letter from Marcia, with all due respect, she is mentioning about some sort of approval about the

neighborhood group should not mean nothing, next to nothing to you. Well, I'm sorry, with all due respect, I mean, when we presented this to the neighborhood, and as far as the communication between us and the email from the neighborhood vice-president...vice-chair, I believe, everything seems to be well received. So, one person's opinion should not reflect the rest of the neighborhood, which is what I would say with all due respect. As far as Tam Le and us, we resided at 3815 16th Avenue South for 15 years and it was always owner occupied. It was a single family home. We consider Minneapolis our home. We work here, we live here and this is where we want to be and we would appreciate it honorable Board of Adjustment to consider our application.

Mr. Gates: Thanks very much. Any questions for the applicant? Thank you. Is there anyone else here to speak in favor of the application?

Curt Urbanski: North Wind Homes, I'm the perspective builder, I drew the plans and designed the home. We try to build and design something that isn't obtrusive to the neighborhood and they are always owner/occupied homes. This is a corner lot; it unfortunately has an easement going through it with restricted use of some of that property for that much larger duplex next door. It has only the parking in front and that back driveway. We'd provide a two car garage with parking all around, front and back and side, so, it's more than adequate, normally, for a single family home, and even a duplex home it's more than enough. The home is only going to be 24 feet tall. It's a raised ranch essentially, or a split foyer in the Midwest, 24 feet to the peak so it's much lower than anything next to it. More in line with the bungalow style homes that are the duplexes in the other part of the neighborhood on Randolph. We put a porch in front, designed so it fit into the neighborhood and not obtrusive to the designs that are in the neighborhood and that's what we presented to the local community too to show that it would blend in. There was an item that there were bushes out front. There were bushes because of the previous home, they were never ripped out. Those will be ripped out. There will be no traffic view problems going around that corner. They have been there for 35 years. Unfortunately there are bushes because nothing has been developed there. Those will be coming out to clear the lot. The retaining wall will remain there. That border's the side walk, but the bushes that are on top of that will be removed. Actually it should increase the visibility on that corner.

Mr. Gates: Okay, thank you. Anyone else here to speak in favor of the application? Very briefly sir.

Mr. Rahmann: One other thing I wanted to bring up. The four points that Aaron was speaking about, the findings, when we initially applied for the variance, that four of them, as far as the City evaluation, when they looked at our planning, neither one of our project, really did affect either of the points. I don't want to read through the whole thing, I'm sorry, it's a lot of reading, but, as far as the property can not be put to a reasonable use under the conditions and the circumstances are unique to the parcel of land and granting the variance will be in keeping with the spirit and intent of the ordinance and will not alter essential character of the locality or be injurious to use or enjoyment of the property and the fourth one is the proposed variance will not substantially increase condition and I ask your attention, it's saying substantially, so it will not substantially increase condition in that neighborhood. And considering there is...it is a corner lot and there is quite a few open places as far as the park and the power plant and those things around and thank you very much.

Mr. Gates: Okay thank. Anyone here to speak in opposition?

Jessica Corbett: 2750-2752 Randolph Street, my property backs up to this lot, they're wanting to build on. The same applicants bought the land at 2751 Randolph Street. This ... originally this house on the corner here was just one house on a triple lot and the owner decided to split and sell the two lots off. Last year they built the house at 2751 Randolph Street and said they were going to owner/occupy it and they didn't. It is now for sale, so our concern is that they are going to build a duplex there, say they

are going to owner/occupy it and then not and we are going to have yet another none owner/occupied problem rental property in the neighborhood.

Mr. Gates: As I said before, the Board typically looks at the physical aspects of the property in the proposal and not so much at actually the nature of the occupant as long as it's a legal occupancy.

Jessica Corbett: Okay, we...this area has serious problems with flooding. Our biggest concern...

Mr. Gates: With what?

Jessica Corbett: Serious problems with flooding. Our concern is that developing any more of the vacant lands around there is going to worsen the problem, basically. Every time we get heavy rains its two to three feet on average in the street. It backs up into my front yard. At times it's come to my front steps. The whole block has ... two to three block radius, I should say has that problem. We're seriously concerned that developing the land is going to make that problem worse and have more flooding, so that was our main concern.

Mr. Gates: Okay, thank you.

Howard Weller: 2755 Randolph Street I live in a duplex with a corner spare lot, similar to this situation. I don't think we can stand another duplex in the area because that corner is very heavily traveled with the ball park and what have you. Besides with their double garage that duplex, that big duplex on the south side where the present their place. They'd have to have an easement to their garage, so I think that it would just be too densified there. So I'm against having that place built there. I'm on the board of Marshall Terrace and we're gong to have a vote on it tonight and I'm pretty sure it will be voted down. At the original meeting he was at, I was at that, and the way it was presented it sounded pretty good to begin with, but after thinking it over and considering all the options, I'm not in favor of having another duplex there. Because on the other side of that big duplex. There is another house that was just built. It's not shown on the things they showed you here, but there is another one which stands vacant, so I don't think I'm in favor of having another building there.

Mr. Perry: Two things. Are you speaking as a resident or are you speaking on behalf of the concerned citizens for Marshall Terrace?

Howard Weller: I can speak for myself as a member but I don't have the vote, we're going to take that tonight.

Mr. Perry: Sure, and the concern about density, could you just take a moment and maybe elaborate about what the density concern is?

Howard Weller: Well, parking for example, and if they build a double garage there they have to have an easement to get to that other duplex. I don't know if they show that there, but there is no alley on that block.

Mr. Perry: Okay, so your concern about the density is really ... is the parking.

Howard Weller: Parking, yeah.

Mr. Perry: Thank you. Thank you Mr. Chair.

Mr. Gates: Mr. Hanauer, typically, the schedule on these applications is such that there is time for the neighborhood to review and act upon them and give us their recommendation before it gets to us, that didn't happen this time. Can you clue us in as to why?

Mr. Hanauer: Chair Gates, specifically, I'm not able to. I was made aware that the applicant's representatives went to the meeting and that as you see in the packet, there is some indication as to how it was received, but to have a specific vote, I don't know why it wasn't handled that way this time.

Mr. Gates: As far as we know, the concerned citizens for the neighborhoods group, knew of the schedule we are under here right, right? They were notified?

Mr. Hanauer: That is correct.

No we did not.

Mr. Hanauer: If I could say something. There is the standard, administrative way of handling variances in that there is a notification sent to the neighborhood organization as well as to the neighbors within 350 feet of the subject property.

Mr. Gates: Any one else here to speak in opposition?

Michael Lynholdt: 2750-2752 Randolph, this is kind of a crude drawing, just kind of a basic... that some things don't show on that picture. I hope you guys can see this. This is basically the property that was built with in the last year. This is that big blue property that is in the picture. The proposed property here kind of a crude drawing kind of a basic synopsis of what it is going to look like. Now this easement is going to go to here. There is a garage here for this property which is 2755 Randolph and mine here which is 2750-2752. Now basically the easement they are talking about is here. This is a duplex at this house, this big blue one here which I believe the zoning commission states one car parking off street per dwelling if I'm correct. I may be wrong, but, 2 cars would have to fit in there, plus this two car garage and this is a single driveway that leads to 28th Avenue right here - this is Marshall. So just to kind of give you guys maybe a little better synopsis of how this is supposed to look, some things were left off that plan that you may not see and just kind of a crude drawing to give you guys a little more information.

Mr. Gates: All right, thank you.

Mr. Rand: How do they get to this place now?

Michael Lynholdt: There is a driveway currently.

Mr. Rand: Oh, you mean they are breaking across private property. Okay, that is all I needed to know.

Mr. Gates: Okay, we will close public testimony and take Board comment.

Mr. Finlayson: I move staff recommendation.

Mr. Rand: Second.

Mr. Gates: Further comment?

Mr. Perry: Yes, Mr. Chair, the folks who were speaking against the application have raised some issues that I think ... that legitimately ... one of them legitimately should be looked onto, flooding. We've dealt with that before, but unfortunately, that's not something the zoning board has jurisdiction over. I'm not a city expert on works department, but we would not grant or deny a variance based on something like that, so while it's important to you folks it's not something really we can address. The issue about density, which really came down to parking...it seems like the parking issue, in my view has been addressed by getting the two cars for the two residences in the duplexes off the street and so I don't share the same concern as those who spoke against it for concerns about parking do, so and in the city I would think that if you could get the cars off the street which this seems to be doing that would be a lot better than the case on my street. So with that I will be supporting the motion.

Mr. Gates: Thank you Mr. Perry. Any other comments? We have a motion and a second to approve the staff recommendation, which is to approve the variance. Please call the roll.

Finlayson: Yes

Lasky: Yes

Luepke Pier: Yes

Perry: Yes

Rand: Yes

Mr. Gates: That motion carries. The item is approved.

Department of Community Planning and Economic Development - Planning Division Report

Variance Request
BZZ-3594

Date: June 21, 2007

Applicant: Reza Rahman and Thao Nguyen (representatives of property owners)

Address of Property: 2759 Marshall Street Northeast

Contact Person and Phone: Reza Rahman, (612) 619-6819

Planning Staff and Phone: Aaron Hanauer, (612) 673-2494

Date Application Deemed Complete: May 21, 2007

Public Hearing: June 21, 2007

Appeal Period Expiration: July 2, 2007

End of 60 Day Decision Period: July 21, 2007

Ward: 1 Neighborhood Organization: Concerned Citizens for Marshall Terrace

Existing Zoning: R2B Two-Family District and MR Mississippi River Critical Area Overlay District

Proposed Use: Construction of a duplex

Proposed Variances:

- A variance to reduce the lot area requirement (up to 55 percent) to allow for construction of a two-family dwelling located in the R2B District, provided the surrounding properties are primarily two-family dwellings developed on lots similar in size to the proposed development
- A variance to reduce the corner side yard from 8 ft. to 7 ft. to allow for a duplex

Zoning code section authorizing the requested variance: 525.520 (2b) (1)

Background: The subject property is located on a corner lot. This has been an un-built lot since 1972, when a single-family residential dwelling was torn down. The subject property measures 40 ft. by 122 ft. (4,880 sq. ft.) which is slightly less than the minimum low-density residential lot requirement (5,000 sq. ft.). Another unique circumstance of this lot is that it has a 10-foot driveway easement that runs through the rear property for access to 2755 Marshall Street NE.

The property owner, Tam Le, is proposing to build a side-by-side duplex. She states in the application that she has cancer, and this duplex would allow her to live next to her family in order to receive medical attention while maintaining her individual privacy.

The Zoning Code states that a new duplex requires a minimum lot area of 10,000 sq. ft. However, the Zoning Code has an authorized variance (525.520 2b) that allows the Board of Adjustment the ability to vary the lot area for R2B zoning lots up to 55 percent for newly constructed two-family dwellings provided the surrounding properties are primarily two-family dwellings developed on similar sized lots to the proposed development. The subject property is 4,880 sq. ft. Therefore, the applicant is requesting a lot area variance of 51.2 percent.

The surrounding properties are a mix of residential and non-residential uses. The properties adjacent to the subject property are duplexes and have similar or larger lot areas (Table 1). The homes on this block south of 2755 Marshall Street NE and 2750 Randolph Street NE are single-family dwellings. The parcels on adjacent blocks nearest the subject property are non-residential in use. This includes the Marshall Terrace Park located west of the subject property and the Xcel Riverside power plant located north of the park. The parcels directly north of the subject property are also owned by Xcel and contain a substation and power lines.

Table 1. Adjacent properties

Neighboring duplexes	Lot area
2755 Marshall Street NE	4,733
2754 Randolph Street NE	7,106
2750 Randolph Street NE	7,106

The Minneapolis Zoning Code, in addition to having regulations for setbacks, height, lot coverage, etc., requires new single and two-family dwellings to meet minimum design standard through an administrative site plan review application. The proposed duplex will be required to meet minimum design standards (at least 15 points from Table 2 below). The applicant did not submit a site plan review application with this variance request; however, in analyzing the submitted materials and through conversations with the applicant, it is likely the proposed duplex would receive 16 points, and therefore exceed the minimum site plan review requirements. The shaded cells in the table below are standards the proposed duplex will likely meet.

Table 2. Administrative Site Plan Review Design Standards

<i>Points</i>	<i>Design Standard</i>
5	Not less than one (1) off-street parking space per dwelling unit is provided in an enclosed structure that is detached from the principal structure
5	The structure includes a basement as defined by the building code
4	The primary exterior building materials are masonry, brick, stone, stucco, wood, cement-based siding, and/or glass
3	Not less than twenty (20) percent of the walls on each floor that face a public street, not including walls on half stories, are windows
3	Not less than ten (10) percent of the walls on each floor that face a rear or interior side lot line,

	not including walls on half stories, are windows
2	The pitch of the primary roof line is 6/12 or steeper. However, the point shall be awarded for a building with a flat roof where there is at least one existing building with a flat roof within one hundred (100) feet of the site
1	The structure includes an open front porch of at least fifty (50) square feet where there is at least one existing open front porch within one hundred (100) feet of the site
1	The development includes at least one (1) deciduous tree in the front yard

Findings Required by the Minneapolis Zoning Code:

- 1. The property cannot be put to a reasonable use under the conditions allowed by the official controls and strict adherence to the regulations of this zoning ordinance would cause undue hardship.**

Lot area variance: The requested variance is to reduce the lot area from 10,000 sq. ft. to 4,885 sq. ft. (lot area variance of 51.2 percent variance) to allow for the construction of a new duplex. Strict adherence to the Zoning Code requires that a new two-family dwelling be constructed on a minimum lot area of 10,000 sq. ft. However, the Zoning Code (525.520 2b) allows the Board of Adjustment the ability to vary the lot area up to 55 percent for newly constructed two-family dwellings located in the R2B Zoning District, provided the surrounding properties are primarily two-family dwellings developed on similar lots similar in size to the proposed development. Staff believes this lot meets the requirements of the authorized variance 525.520 2b.

Corner side yard variance: The applicant is requesting a variance to reduce the required corner side yard from 8 ft. to 7 ft. Staff believes the proposed project is a reasonable use of the property. Staff also recognizes the slightly substandard, low-density residential lot (4,880 sq. ft.) and the 10-foot driveway easement that runs through the subject property as hardships. These conditions reduce the buildable area of the lot.

- 2. The circumstances are unique to the parcel of land for which the variance is sought and have not been created by any persons presently having an interest in the property. Economic considerations alone shall not constitute an undue hardship if reasonable use for the property exists under the terms of the ordinance.**

Lot area variance: Circumstances exist that are unique to this parcel of land for which the variance is sought and have not been created by the applicant. This includes the subject property meeting the Zoning Code’s authorized variance provisions (525.520 2b) that allow for a new duplex on a lot less than 10,000 sq. ft.

Corner side yard variance: The circumstances for which the corner side yard variance is sought that is unique to the parcel of land and has not been created by the applicant is the substandard, low-density residential lot area (less than 5,000 sq. ft.) and having a 10-foot driveway easement that runs through the subject property. These conditions reduce the buildable area of the lot.

3. **The granting of the variance will be in keeping with the spirit and intent of the ordinance and will not alter the essential character of the locality or be injurious to the use or enjoyment of other property in the vicinity.**

Both variances: Granting of the variances will be keeping with the spirit of the ordinance by allowing this permitted use to exist. In addition, granting of these variances would not alter the essential character of the locality since there are duplexes that border the subject property. Staff also believes that granting of the variances would not be injurious to the use or enjoyment of other properties in the area.

4. **The proposed variance will not substantially increase the congestion of the public streets, or increase the danger of fire, or be detrimental to the public welfare or endanger the public safety.**

Both variances: Granting of the requested variances would not seriously impact the congestion of area streets or fire safety. Granting of these variances will also not substantially increase other negative side effects.

Planning staff was concerned about the negative health effects of having a new residential property close to the overhead power lines and the coal-burning power plant and discussed this matter with the City of Minneapolis Environmental Management Department. Environmental Management did not have major concerns with this development. They stated that research has been inconclusive on whether living next to overhead power lines creates adverse health effects. Environmental management also confirmed that the Riverside power plant is being converted from a coal-burning to natural gas power plant (estimated completion May 2009). This conversion will substantially improve air quality.

Recommendation of the Department of Community Planning and Economic Development:

The Department of Community Planning and Economic Development Planning Division recommends that the Board of Adjustment adopt the findings above and

- **Approve** a variance to reduce the lot area requirement (up to 55 percent) to allow for construction of a two-family dwelling located in the R2B District, provided the surrounding properties are primarily two-family dwellings developed on lots similar in size to the proposed development
- **Approve** a variance to reduce the corner side yard from 8 ft. to 7 ft. to allow for a duplex to allow for the construction of a duplex at 2759 Marshall Street Northeast in the R2B, Two-Family District and MR Mississippi River Critical Area Overlay District subject to the following condition:
 1. That the proposed duplex meets all zoning code requirements.
 2. That the Planning Division-CPED review and approve the final site plan, floor plans, and elevation. All drawings will be measured to an architect or engineer's scale.

Attachments:

- Board of Adjustment Hearing Testimony and Actions (6 pages)
- Zoning map (1 page)
- Hennepin County property map (1 page)
- Statement of proposed use (2 pages)
- Applicant photos (3 pages)
- Duplex renderings (3 pages)
- Site and floor plans (3 pages)
- Neighborhood and resident communication (3 pages)

