

**Department of Community Planning and Economic Development – Planning
Division**

Conditional Use Permits, Variances and Site Plan Review
BZZ-3972

Date: March 31, 2008

Applicant: ETC Enterprises, Inc., Attn: Rod Lindquist, 24707 County Road 75, St.
Augusta, MN 56301-8782, (320)240-0567

Address of Property: 708 Central Avenue NE and 119-123 7th Street SE

Project Name: GrandStay Residential Suites Hotel

Contact Person and Phone: DJR Architecture, Inc., Attn: Larry Opelt, 333 Washington
Avenue North, Suite 210 Union Plaza, Minneapolis, MN 55401-1377, (612)676-2726

Planning Staff and Phone: Becca Farrar, (612)673-3594

Date Application Deemed Complete: March 3, 2008

End of 60-Day Decision Period: May 1, 2008

End of 120-Day Decision Period: Not applicable for this application

Ward: 3 **Neighborhood Organization:** Marcy Holmes Neighborhood Association
& Nicollet Island - East Bank Neighborhood Association

Existing Zoning: C3A (Community Activity Center) District

Proposed Zoning: Not applicable for this application

Zoning Plate Number: 14

Lot area: 41,746 square feet or .96 acres

Legal Description: Not applicable for this application

Proposed Use: Renovation of the existing buildings as well as an addition to the existing
structures for an integrated commercial development with a 160-room hotel.

Concurrent Review:

- Conditional Use Permit to increase the maximum allowable building height from 4 stories or 56 feet to 7 stories or 86 feet at the tallest portion of the structure.
- Conditional Use Permit for a shopping center.

- Variance to increase the maximum allowable floor area ratio (F.A.R.) on site from 2.7 to 3.35.
- Variance of the interior side yard along the east property from 15 feet to 4.9 feet for the proposed development.
- Variance of the rear yard along the north property line from 15 feet to 7.2 feet for the proposed development.
- Variance of the off-street parking requirement from 141 to 112.
- Site plan review for renovations to the existing buildings as well as for new construction on the premises for a 160-room hotel.

Applicable zoning code provisions: Chapter 525: Article VII Conditional Use Permits, Article IX, Variances and Chapter 530 Site Plan Review.

Background: The applicant proposes to rehabilitate and convert existing 7-story and 4-story warehouse buildings located on the property at 708 Central Avenue NE, into a commercial project with a 160-room hotel. The proposal would also include the construction of a new 5-floor, 6-story structure along 7th Street SE, underground and interior surface parking, as well as an additional floor atop the existing 4-story structure located at the corner, also known as the 700 building. The proposal would link the existing structures and proposed structure and 5th story addition into one unified development. The property is currently zoned C3A which permits hotel uses as well as a variety of commercial uses. All ground level units in the existing structures fronting onto Central Avenue NE and 7th Street SE would be used for retail/commercial uses. The ground floor of the new structure along 7th Street SE would include the hotel lobby and common areas. Based on the proposal, a conditional use permit would be required to allow an increase in the maximum allowable height from 4 stories or 56 feet to 7 stories or 86 feet at the tallest portion of the structure as well as a conditional use permit for a shopping center due to the configuration of the existing building entrances on the ground floor. Variances are required for both the rear and interior side yards as well as a variance of the off-street parking requirement and a variance of the maximum allowable floor area ratio. Site plan review is required.

The existing 700 building on the corner of Central Avenue NE and 7th Street SE consists of a timber frame and wood floors with exterior brick bearing walls. One new floor would be added to the existing four-story building and would be capped with a flat roof. The new floor would step back approximately 1 foot from the existing parapet edge. The first floor of this building would contain commercial space with storefronts on both Central Avenue and Seventh Street. The tenant space located at the corner is proposed to be a restaurant. The remaining floors would be dedicated to the hotel use. The existing 708 building consists of a poured concrete frame and floors with brick exterior walls. The first floor of the building would house retail/commercial space. Both the 700 and 708 buildings would have extensive rehabilitation done to repair/replace deteriorated brick, concrete and stone. The hotel suites in these structures would have exposed structural beams and columns (wood and concrete).

The new 6-story structure would tie into the existing second floor and up of the 700 and 708 buildings. The new construction would be a combination of brick, stone and three types of industrial metal siding.

This site received prior approvals for a large mixed-use project (BZZ-2953) by the Planning Commission in June of 2006, with corresponding approvals by the Zoning and Planning Committee (due to an appeal) in July of 2006, and City Council in August of 2006. The City Council approved the following applications including a rezoning from the I1 district (with the ILOD) to the C3A district, conditional use permit for 103 dwelling units, a conditional use permit to increase the maximum allowable height from 4 stories or 56 feet to 9 stories or 99 feet, a variance of the interior side yard along the east property to 3 feet and site plan review.

Staff has received correspondence from the Marcy-Holmes Neighborhood Association as well as from the Old St. Anthony Association, and an adjacent neighbor which has been attached for reference. Any additional correspondence received after the printing of this report will be forwarded on to the Planning Commission for further consideration.

CONDITIONAL USE PERMIT - to increase the maximum permitted height from 4 stories or 56 feet to 7 stories or 86 feet at the tallest portion of the structure.

Findings as Required by the Minneapolis Zoning Code:

The Community Planning and Economic Development Department – Planning Division has analyzed the application and from the findings above concludes that the establishment, maintenance, or operation of the proposed conditional use:

1. Will be detrimental to or endanger the public health, safety, comfort or general welfare.

Staff does not believe that allowing a new 5 floor, 6-story structure as well as a 5th floor addition to the existing structure, and a rooftop addition for a stair tower and elevator shaft at 7-stories or 86 feet tall, would be detrimental to or endanger the public health, safety, comfort or general welfare. The existing structures on site include a 4-story structure that is 58 feet tall as well as a 7 story structure that is 76 feet tall. Although both the proposed 6-story addition and 5th story addition to the existing 4-story building triggers the need for the CUP, the actual portion of the building that is 7 stories or 86 feet tall is the extension of the stair tower and elevator shaft. Relative to other developments recently approved in the general vicinity, including both the Cobalt development and the Mathwig development, the overall height in feet is less than those approvals. The Cobalt development also located along Central Avenue NE was approved for 6 stories or 80 feet along Central Avenue NE and to 8 stories or 110 feet along University Avenue SE. The Mathwig development located on 110 6th Street NE was approved as an 8-story building.

2. **Will be injurious to the use and enjoyment of other property in the vicinity and will impede the normal or orderly development and improvement of surrounding property for uses permitted in the district.**

This property is located in a fully developed area and allowing additional height would not be expected to be injurious to the use and enjoyment of other property in the vicinity nor should it impede on possible future development. The existing structure currently exceeds the proposed underlying district allowance of 4 stories or 56 feet at 7 stories or 86 feet. As previously mentioned other development located within the general vicinity have been approved for comparable heights.

3. **Adequate utilities, access roads, drainage, necessary facilities or other measures, have been or will be provided.**

As previously mentioned, the site would continue to be accessed off of 7th Street SE. The Public Works Department has reviewed the preliminary plan and will review the final plan for compliance with standards related to access and circulation, drainage, and sewer/water connections. The applicant would be required to work closely with the Public Works Department, the Plan Review Section of the Inspections Department and the various utility companies during the duration of the development should the plan be approved. This would be required to ensure that all procedures are followed in order to comply with city and other applicable requirements.

4. **Adequate measures have been or will be provided to minimize traffic congestion in the public streets.**

The additional height of the development should have no effect on the traffic congestion in the area. Measures have been provided in regard to minimizing traffic congestion from a parking perspective as the applicant would be providing adequate off-street parking for the proposed development as further explored below in the variance section of the staff report.

5. **Is consistent with the applicable policies of the comprehensive plan.**

See the below listed response to finding #5 in the conditional use permit application for a shopping center.

6. **And, does in all other respects conform to the applicable regulations of the district in which it is located.**

With the approval of the conditional use permits, variances and the site plan review this development would be in conformance with the applicable regulations of the zoning code.

ADDITIONAL STANDARDS TO INCREASE MAXIMUM HEIGHT

In addition to the conditional use standards, the city planning commission shall consider, but not be limited to, the following factors when determining the maximum height:

1. Access to light and air of surrounding properties.

This development would not be expected to have any additional impacts on the amount of light and air that surrounding properties receive. The development as it currently exists, exceeds the maximum allowable threshold for height in the C3A district. The proposed additions to the existing structures are oriented in a manner that would be expected to have minimal impacts. The majority of the proposed building addition occurs along 7th Street SE and has an overall height that is less than the tallest structure on site. The stair tower and elevator shaft extension proposed on the 700 and 708 buildings to make them accessible, are actually the tallest portion of the structure and are located closest to Central Avenue NE.

2. Shadowing of residential properties or significant public spaces.

There are some smaller, nonconforming residential properties located immediately east of the site, however, there are no significant adjacent public spaces. Staff would expect that the shadowing impacts on the properties to the east would be negligible as the proposed additions would not be expected to further shadow the residential properties significantly more than the existing structures. Further, the massing of the additions should limit the impacts of shadowing.

3. The scale and character of surrounding uses.

The scale and character of the buildings as well as the architectural styles of the surrounding properties in this area are varied. Relative to similar developments within the general vicinity, Staff believes that the proposal is compatible with the scale and character of other buildings in the area. The Cobalt development also located along Central Avenue NE was approved for 6 stories or 80 feet along Central Avenue NE and to 8 stories or 110 feet along University Avenue SE. The Mathwig development located on 110 6th Street NE was approved as an 8-story building. The design and allocation or distribution of height on site would be compatible with the surrounding uses.

4. Preservation of views of landmark buildings, significant open spaces or water bodies.

There are no landmark buildings, significant open spaces or water bodies near the development site that would be affected by significant shadows.

CONDITIONAL USE PERMIT – for a shopping center.

Findings as required by the Minneapolis Zoning Code for a Conditional Use Permit:

The Minneapolis Department of Community Planning and Development, Planning Division, has analyzed the application and from the findings above concludes that the establishment, maintenance, or operation of the proposed conditional use:

1. Will not be detrimental to or endanger the public health, safety, comfort or general welfare.

The applicant is proposing to rehabilitate and convert two existing buildings for adaptive reuse as part of the development. The need for the conditional use permit is due to the existing configuration of the building entrances. While punching new building entrances could be a way to eliminate the application, it is Staff's position that the integrity of the existing structures should be maintained. Allowing commercial/retail uses that share principal entrances would not be expected to have any negative impacts on the area nor would it endanger the public health, safety, comfort or general welfare. The proposed development complements other uses in the area and the combination of proposed uses would be expected to strengthen the commercial base within the neighborhood.

2. Will not be injurious to the use and enjoyment of other property in the vicinity and will not impede the normal or orderly development and improvement of surrounding property for uses permitted in the district.

The site is currently occupied by two existing vacant warehouse buildings and a surface parking lot located along 7th Street SE. The proposed project would prove compatible with the surrounding uses and should not impede normal and orderly development of the area provided adequate landscaping is provided along the north and east property lines. This property is in close proximity to a number of commercial uses, restaurants, bars, offices, etc. This development would result in the rehabilitation of two existing buildings and replacement of a surface parking lot with a development that would contribute additional commercial goods and services to the surrounding area.

3. Adequate utilities, access roads, drainage, necessary facilities or other measures, have been or will be provided.

The site would be accessed off of 7th Street SE via a singular curb cut. The Public Works Department has reviewed the preliminary plan and will review the final plan for compliance with standards related to access and circulation, drainage, and sewer/water connections. The applicant will be required to continue to work closely with the Public Works Department, the Plan Review Section of the

Inspections Department and the various utility companies during the duration of the development should the applications be approved. This would be required to ensure that all procedures are followed and that the development complies with all city and other applicable requirements.

The applicant is continuing to work with the Public Works Department on a TDMP (Travel Demand Management Plan). Public Works has provided comments on the initial draft. The applicant is currently working on revisions and addressing comments and concerns. The applicant is aware that all applicable plans are expected to incorporate any applicable comments or modifications required by the Public Works Department.

4. Adequate measures have been or will be provided to minimize traffic congestion in the public streets.

Chapter 541 of the zoning code requires one off-street parking space per 3 guest rooms for the hotel use plus parking equal to 30% of the capacity of persons for affiliated uses such as dining or meeting rooms. Based on the proposal to provide 160 rooms, a total of 54 parking spaces would be required. Additionally, the applicant is proposing to include 3 retail spaces and 1 restaurant space in the development as well. The retail uses require 1 space per 300 square feet of gross floor area in excess of 4,000 square feet for general retail, however no less than a minimum of 4 spaces per tenant space. All 3 retail spaces are less than 4,000 square feet in size so 4 would be required for each for a total of 12. The proposed restaurant use requires that parking be provided equal to 30% of the capacity of persons. Based on a proposed seating area of 3,755 square feet, 75 parking spaces would be required for the restaurant use. The total parking requirement for the development would be 141 off-street parking spaces. The applicant proposes to provide 112 parking spaces for the proposed development in a 2-level underground parking garage as well as an interior surface parking lot which does not meet the requirement. A variance for 29 parking spaces is being requested for the proposed development. Planning Staff believes that adequate measures have been provided to minimize traffic congestion in the public streets.

5. Is consistent with the applicable policies of the comprehensive plan.

The conditional use permit to allow a shopping center on the subject property which is located in a retail-commercial area, along Central Avenue NE, a designated Community Corridor and within close proximity to an Activity Center is consistent with the relevant provisions of the *Minneapolis Plan*, as follows:

4.1 Minneapolis will encourage reinvestment along major urban corridors as a way of promoting growth in all neighborhoods.

4.2 Minneapolis will coordinate land use and transportation planning on designated Community Corridors streets through attention to the mix and intensity of land uses, and pedestrian character and residential livability of the streets and the type of transit service provided on these streets.

Implementation Steps:

- Discourage the conversion of existing residential uses to commercial uses, but encourage the development of mixed-use residential dwelling units in commercial buildings where appropriate.
- Support the continued presence of small-scale retail sales and commercial services along Community Corridors.

4.4 Minneapolis will continue to provide a wide range of goods and services for city residents, to promote employment opportunities, to encourage the use and adaptive reuse of existing commercial buildings, and to maintain and improve compatibility with surrounding areas.

Implementation Steps:

- Provide for a range of commercial districts that provide the services required by the residents and businesses.
- Encourage the economic vitality of the city's commercial districts while maintaining compatibility with the surrounding areas.

4.7 Minneapolis will identify and support Activity Centers by preserving the mix and intensity of land uses and enhancing the design features of each area that gives it a unique and urban character.

9.6 Minneapolis will work with private and other public sector partners to invest in new development that is attractive, functional and adds value to the physical environment.

9.11 Minneapolis will support urban design standards that emphasize a traditional urban form in commercial areas.

The proposal is in conformance with the above noted policies and implementation steps of the comprehensive plan.

- 6. And, does in all other respects conform to the applicable regulations of the district in which it is located upon approval of this conditional use permit, the rezoning request, relevant variances, and site plan review.**

If all land use/zoning applications are approved, including conditional use permits, variances and site plan review, the proposal would comply with all provisions of the C3A District.

VARIANCE – (1) Variance to increase the maximum allowable floor area ratio (F.A.R.) on site from 2.7 to 3.35; (2) Variance of the interior side yard along the east property from 17 feet to 4.9 feet for the proposed development; (3) Variance of the rear yard along the north property line from 17 feet to 7.2 feet for the proposed development; (4) Variance of the off-street parking requirement.

Findings as Required by the Minneapolis Zoning Code for the Variances:

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

Increase the maximum allowable floor area ratio (F.A.R.): The property could likely be put to reasonable use under the conditions allowed however, strict adherence to the regulations of the zoning code would cause undue hardship. The applicant is proposing to rehabilitate and convert two existing buildings on the site as well as integrate another to create a unified development. Further, due to the fact that the principal use of the site will be for a hotel use, the project is not eligible for density bonuses despite the fact that they are provided underground parking for the development and a mix of commercial uses. Planning Staff's position is that the request to increase the allowable F.A.R. on site is reasonable.

Interior side yard along the east property line to 4.9 feet: The property could likely be put to a reasonable use under the conditions allowed however, strict adherence to the regulations of the zoning code would cause undue hardship. Granting a setback variance to 4.9 feet while providing additional plantings between the structure and the east property line would be reasonable as the height of the majority of the structure adjacent to the east property line would be two stories in height. A two-story building would require a 7 foot setback.

Rear yard along the north property line to 7.2 feet: The property could likely be put to a reasonable use under the conditions allowed; however, strict adherence to the regulations of the zoning code would cause undue hardship. Only a small portion of the structure is subject to the yard requirement. Granting a setback variance to 7.2 feet while providing additional plantings between the structure and the north property line would be reasonable as the height of the structure adjacent to the north property line would be two stories in height resulting in a 7 foot setback. The setback requirement is based on the tallest portion of the integrated structure which is not adjacent to the rear yard, thus inflating the overall yard requirement.

Off-street parking requirement: The property could likely be put to a reasonable use under the conditions allowed; however, strict adherence to the regulations of the zoning code would cause undue hardship. The applicant is proposing to provide parking for 112 vehicles. The overall development requires a total of 141 parking spaces. All parking on site would be shared between the hotel use, commercial/retail uses and the proposed restaurant. The proposed restaurant use is triggering the need for the parking variance of 29 spaces. Based on the availability of parking in the area, and the premise that the restaurant use will have some overlap with guests staying at the hotel, Planning Staff believes that the parking variance is a reasonable request.

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.

Increase the maximum allowable floor area ratio (F.A.R.): The circumstances could be considered unique as the development site contains two existing buildings which the applicant is proposing to rehabilitate and integrate into the proposed development. There is already existing mass and bulk on site that needs to be incorporated into the overall unified development due to the proposal to restore and rehabilitate the structures. The additional building mass and bulk being added to the site must be designed to make the structures function as one. The constraints of the existing buildings such as varying floor heights even between the existing structures, must be considered when evaluating whether an increase in floor area ratio is appropriate. Based on the circumstances, Planning Staff would suggest that the circumstances are unique thus the request is appropriate.

Interior side yard along the east property line to 4.9 feet: The circumstances could be considered unique to the parcel of land for which the variance is being sought as there are site limitations due to the fact that a portion of the site is already developed and is being rehabilitated and incorporated into the design of the development. It is Staff's position that because much of the site is already developed the circumstances are unique. Staff believes that the proposed separation of 4.9 feet is adequate provided additional landscaping is incorporated adjacent to the building wall.

Rear yard along the north property line to 7.2 feet: The circumstances could be considered unique to the parcel of land for which the variance is being sought as there are site limitations due to the fact that a portion of the site is already developed and is being rehabilitated and incorporated into the design of the development. It is Staff's position that because much of the site is already developed the circumstances are unique. Staff believes that the proposed separation of 7.2 feet is adequate provided additional landscaping is incorporated adjacent to property line as applicable.

Off-street parking requirement: The circumstances could be considered unique to the parcel of land for which the variance is being sought as there are site limitations due to the fact that a portion of the site is already developed and is being rehabilitated and incorporated into the design of the development. It is Staff's position that because much of the site is already developed the circumstances are unique. The developer is proposing to incorporate two levels of below grade parking into the development in order to accommodate much of the required parking. The site has further been designed to provide additional parking at the surface which is screened from public view by the existing and proposed buildings.

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.

Increase the maximum allowable floor area ratio (F.A.R.): The granting of a variance to allow an increase in the overall floor area ratio on site would likely be in keeping with the spirit and intent of the ordinance and would likely not alter the essential character of the locality or be injurious to the use or enjoyment of other property in the vicinity. The proposed bulk and massing of the structure is consistent with the existing buildings that will be integrated into the development as well as developments within the immediate vicinity.

Interior side yard along the east property line to 4.9 feet: The granting of a variance to allow a setback along the east property line to 4.9 feet would likely be in keeping with the spirit and intent of the ordinance and would likely not alter the essential character of the locality or be injurious to the use or enjoyment of other property in the vicinity. As previously mentioned the majority of the structure adjacent to the east property line would be two stories in height which would require a 7 foot setback. Reducing the yard to 4.9 feet with the provision for additional landscaping adjacent to the property line would seem to mitigate any potential adverse effects.

Rear yard along the north property line to 7.2 feet: The granting of a variance to allow a setback along the north property line to 4.9 feet would likely be in keeping with the spirit and intent of the ordinance and would likely not alter the essential character of the locality or be injurious to the use or enjoyment of other property in the vicinity. As previously mentioned the majority of the structure adjacent to the north property line would be two stories in height which would require a 7 foot setback. Reducing the yard to 7.2 feet with the provision for additional landscaping adjacent to the property line would seem to mitigate any potential adverse effects.

Off-street parking requirement: The granting of a variance to allow a decrease in the overall off-street parking requirement would likely be in keeping with the spirit and intent of the ordinance and would likely not alter the essential character of the locality or be injurious to the use or enjoyment of other property in the vicinity. There is available

off-street parking in the vicinity as well as opportunities to entertain shared parking arrangements with adjacent landowners should it be necessary in the future. Further, Staff would expect some overlap between the hotel guests and those that will be patronizing the restaurant.

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.

Increase the maximum allowable floor area ratio (F.A.R.): The proposed variance to allow an increase in the maximum allowable floor area ratio on the site would likely 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.

Interior side yard along the east property line to 4.9 feet: The proposed variance to allow a decrease in the setback adjacent to the east property line would likely 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.

Rear yard along the north property line to 7.2 feet: The proposed variance to allow a decrease in the setback adjacent to the north property line would likely 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.

Off-street parking requirement: The proposed variance to allow a decrease in the available off-street parking on site would likely 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. There is available off-street parking in the vicinity as well as opportunities to entertain shared parking arrangements should it be necessary in the future.

SITE PLAN REVIEW

Required Findings for Site Plan Review

A. The site plan conforms to all applicable standards of Chapter 530, Site Plan Review. (See Section A Below for Evaluation.)

B. The site plan conforms to all applicable regulations of the zoning ordinance and is consistent with applicable policies of the comprehensive plan and applicable small area plans adopted by the city council. (See Section B Below for Evaluation.)

Section A: Conformance with Chapter 530 of Zoning Code

BUILDING PLACEMENT AND DESIGN:

- Placement of the building shall reinforce the street wall, maximize natural surveillance and visibility, and facilitate pedestrian access and circulation.
- First floor of the building shall be located not more than eight (8) feet from the front lot line (except in C3S District or where a greater yard is required by the zoning ordinance). If located on corner lot, the building wall abutting each street shall be subject to this requirement.
- The area between the building and the lot line shall include amenities.
- The building shall be oriented so that at least one (1) principal entrance faces the public street. In the case of a corner lot, the principal entrance shall face the front lot line.
- Except in the C3S District, on-site accessory parking facilities shall be located to the rear or interior of the site, within the principal building served, or entirely below grade.
- For new construction, the building walls shall provide architectural detail and shall contain windows as required by Chapter 530 in order to create visual interest and to increase security of adjacent outdoor spaces by maximizing natural surveillance and visibility.
- In larger buildings, architectural elements, including recesses or projections, windows and entries, shall be emphasized to divide the building into smaller identifiable sections.
- Blank, uninterrupted walls that do not include windows, entries, recesses or projections, or other architectural elements, shall not exceed twenty five (25) feet in length.
- Exterior materials shall be durable, including but not limited to masonry, brick, stone, stucco, wood, metal, and glass.
- The exterior materials and appearance of the rear and side walls of any building shall be similar to and compatible with the front of the building.
- The use of plain face concrete block as an exterior material shall be prohibited fronting along a public street, public sidewalk, public pathway, or adjacent to a residence or office residence district.
- Entrances and windows:
- Residential uses:
 - Principal entrances shall be clearly defined and emphasized through the use of architectural features such as porches and roofs or other details that express the importance of the entrance. Multiple entrances shall be encouraged. Twenty (20) percent of the walls on the first floor and ten (10) percent of the walls on each floor above the first that face a public street, public sidewalk, public pathway, or on-site parking lot, shall be windows as follows:
 - a. Windows shall be vertical in proportion.
 - b. Windows shall be distributed in a more or less even manner.
 - Nonresidential uses:
 - Principal entrances shall be clearly defined and emphasized through the use of architectural features such as roofs or other details that express the importance of the entrance. Multiple entrances shall be encouraged. Thirty (30) percent of the walls on the first floor and ten (10) percent of the walls on each floor above the first that face a public street, public sidewalk, public pathway, or on-site parking lot, shall be windows as follows:
 - a. Windows shall be vertical in proportion.
 - b. Windows shall be distributed in a more or less even manner.
 - c. The bottom of any window used to satisfy the ground floor window requirement may not be more than four (4) feet above the adjacent grade.
 - d. First floor or ground floor windows shall have clear or lightly tinted glass with a visible light transmittance ratio of 0.6 or higher.

- e. **First floor or ground floor windows shall allow views into and out of the building at eye level. Shelving, mechanical equipment or other similar fixtures shall not block views into and out of the building in the area between four (4) and seven (7) feet above the adjacent grade. However, window area in excess of the minimum required area shall not be required to allow views into and out of the building.**
- f. **Industrial uses in Table 550-1, Principal Industrial Uses in the Industrial Districts, may provide less than thirty (30) percent windows on the walls that face an on-site parking lot, provided the parking lot is not located between the building and a public street, public sidewalk or public pathway.**

Minimum window area shall be measured as indicated in section 531.20 of the zoning code.

- **The form and pitch of roof lines shall be similar to surrounding buildings.**
- **Parking Garages: The exterior design shall ensure that sloped floors do not dominate the appearance of the walls and that vehicles are screened from view. At least thirty (30) percent of the first floor building wall that faces a public street, public sidewalk or public pathway shall be occupied by active uses, or shall be designed with architectural detail or windows, including display windows, that create visual interest.**

A total of 160 hotel suites are proposed for the site in addition to commercial spaces along both Central Avenue NE and 7th Street SE. Both the existing and proposed building are located up to the property lines along Central Avenue NE and 7th Street SE. The structures would be linked internally, thus creating one unified principal structure. The building would be oriented towards both of the public streets and the use of progressive design and street-oriented building alignments is reinforced with the proposed development. The design also maximizes natural surveillance and visibility, and facilitates pedestrian access and circulation along the Central Avenue NE frontage and along 7th Street SE as a proposed restaurant space would wrap the corner and the ground level uses in the new structure would incorporate a hotel lobby, offices and meeting rooms. The area between the building and the public streets would have new tree plantings along both street frontages. Based on the active uses proposed for the development, Staff considers this to be a pedestrian oriented development along the Central Avenue NE street frontage and the 7th Street SE frontage. The applicant is proposing to incorporate fabric awnings at the street level along both street frontages. Planning Staff will recommend that the applicant utilize an alternative material that is more durable such as metal canopies as a condition of approval.

The elevations of the building along Central Avenue NE and 7th Street SE incorporate windows that meet the 30% window requirement as approximately 54% are provided along Central Avenue NE and approximately 44% are provided along 7th Street SE. Windows between 2 and 10 feet are required in order to provide natural surveillance and visibility by having active uses located along public streets. The proposal is meeting the intent of this requirement by integrating active uses at the street level along Central Avenue NE and 7th Street SE. The proposed development meets the 10% window requirement on each floor above the first floor that faces the public street and public sidewalk. The windows are also distributed in a more or less even

manner. The proposal is also subject to a 30% window requirement due to the surface parking lot located at the interior of the site. There are three internal building walls subject to the 30% window requirement. The west/courtyard (interior) elevation has approximately 27% windows, the east/courtyard (interior) elevation has approximately 15% windows as the majority of the windows cannot be included as they exceed the 4 foot maximum from grade, and the north/courtyard (interior) elevation has approximately 31% windows. Both the west/courtyard and east/courtyard elevations require alternative compliance. Planning Staff will recommend that the Planning Commission grant alternative compliance as the applicant has clearly attempted to meet the requirement and it is not practical to require additional windows at the interior of the structure. The west courtyard is just under the 30% window requirement and the east courtyard requirement has additional windows, however due to existing building conditions and the varying grade, the additional windows start at a height taller than the maximum of 4 feet from ground level.

There are no proposed blank, uninterrupted walls greater than 25 feet in width that do not include windows, entries, recesses or projections, or other architectural elements. There are existing elevations that have blank, uninterrupted walls greater than 25 feet in width; however, the existing conditions would not require alternative compliance.

The exterior materials would be compatible on all sides of the existing and proposed buildings as different types of brick, as well as various metal elements including metal panels and siding would be utilized in addition to a small amount of stucco. The proposed building form and pitch of the roof lines within the development would be considered compatible with other buildings in the area as most of the roof lines in the vicinity are flat. All existing and proposed building additions incorporated into the development would have flat roof lines.

A two-level underground parking ramp is proposed as part of the development. Additional surface parking would be provided within the interior of the development with access to all parking via one curb cut off of 7th Street SE.

ACCESS AND CIRCULATION:

- **Clear and well-lighted walkways of at least four (4) feet in width shall connect building entrances to the adjacent public sidewalk and to any parking facilities located on the site.**
- **Transit shelters shall be well lighted, weather protected and shall be placed in locations that promote security.**
- **Vehicular access and circulation shall be designed to minimize conflicts with pedestrian traffic and surrounding residential uses.**
- **Traffic shall be directed to minimize impact upon residential properties and shall be subject to section 530.150 (b) related to alley access.**
- **Site plans shall minimize the use of impervious surfaces.**

The principal entries to the retail spaces lining both Central Avenue NE and 7th Street SE would be located directly off the public sidewalk although some of the spaces have shared entries. The primary hotel entrance and lobby would be located off of 7th Street SE as well as at the interior of the site.

There are no transit shelters within the development, however the site is located along a Metro Transit bus line.

The proposed development has been designed to minimize conflicts with pedestrian traffic and surrounding residential uses. The addition of landscaping along both the north and east property lines should further mitigate any potential impacts.

There is no public alley adjacent to the site. The site would be accessed off of 7th Street SE via one singular curb cut.

The site has been somewhat designed to minimize the use of impervious surfaces though the proposal does not meet the 20% landscaping requirement. The majority of the site is covered by proposed and existing buildings as well as an interior surface parking lot which also provides access to the underground parking ramp. Staff believes that there are additional opportunities to improve the overall greening on site but likely not decrease the impervious surfaces due to site constraints. Planning Staff will condition that the project include additional plantings along the north and east property lines to further buffer the development from the adjacent uses as well as incorporate planters either in window boxes or in the public right-of way if approved by Public Works along Central Avenue NE and 7th Street SE. Staff would also strongly encourage the applicant to consider installing a green roof on the project to further mitigate runoff.

LANDSCAPING AND SCREENING:

- **The composition and location of landscaped areas shall complement the scale of the development and its surroundings.**
 - Not less than twenty (20) percent of the site not occupied by buildings, including all required landscaped yards, shall be landscaped as specified in section 530.160 (a).
- **Required screening shall be six (6) feet in height, unless otherwise specified, except in required front yards where such screening shall be three (3) feet in height.**
- **Except as otherwise provided, required screening shall be at least ninety-five (95) percent opaque throughout the year. Screening shall be satisfied by one or a combination of the following:**
 - A decorative fence.
 - A masonry wall.
 - A hedge.
- **Parking and loading facilities located along a public street, public sidewalk or public pathway shall comply with section 530.170 (b), including providing landscape yards along a public street, public sidewalk or public pathway and abutting or across an alley from a residence or office residence district, or any permitted or conditional residential use.**
- **The corners of parking lots where rows of parking spaces leave areas unavailable for parking or vehicular circulation shall be landscaped as specified for a required landscaped**

yard. Such spaces may include architectural features such as benches, kiosks or bicycle parking.

- In parking lots of ten (10) spaces or more, no parking space shall be located more than fifty (50) feet from the center of an on-site deciduous tree. Tree islands located within the interior of a parking lot shall have a minimum width of seven (7) feet in any direction.
- All other areas not governed by sections 530.160 and 530.170 and not occupied by buildings, parking and loading facilities or driveways, shall be covered with turf grass, native grasses or other perennial flowering plants, vines, mulch, shrubs or trees.
- Installation and maintenance of all landscape materials shall comply with the standards outlined in section 530.210.
- The city planning commission may approve the substitution or reduction of landscaped plant materials, landscaped area or other landscaping or screening standards, subject to section 530.80, as provided in section 530.220.

According to the applicant, once the project is complete, approximately 2,270 square feet or 14% of the site not occupied by buildings will be landscaped, which would not meet the 20% landscaping requirement. Alternative compliance would be necessary. The site is approximately 41,746 square feet in size with buildings occupying a footprint of 25,347 square feet. Based on the site information, approximately 3,280 square feet of landscaping would be required. Planning Staff does not believe that it would be practical, based on the site circumstances to require more ground level vegetation, however, Staff would strongly encourage the applicant to consider incorporating a green roof into the development. The majority of the landscaping is located within the interior of the site adjacent to the north property line. Planning Staff does believe however, that it is practical to include vegetation in the form of planters along both street frontages either in the form of window box planters or in the public right-of-way if Public Works signs off on an encroachment permit, as well as on the 2nd floor sport court area located on the east side of the site. The zoning code requires that there be at least 7 trees and 33 shrubs planted on the site. The applicant is proposing to have 1 tree and 18 shrubs on the site. The proposal is not meeting the minimum landscape quantity requirements, therefore alternative compliance would be necessary. Staff believes that there are practical locations for additional greenery and landscaping and therefore will recommend that the applicant comply with the required tree and shrub quantity requirements. Planning Staff will recommend that the Planning Commission require that planters either in the form of window boxes or planters in the right-of-way bearing Public Works approval, be installed along both street frontages to soften the site. Additionally, Planning Staff will require that various trees and shrubs as applicable be incorporated into planters on the 2nd floor of the sport court area. Finally, Planning Staff will recommend that the Planning Commission require that columnar landscaping in the form of evergreen shrubs be planted along the entire east wall of the proposed structure as well as adjacent to the property line along the north side of the site. The sport court area located on the 2nd floor of the structure adjacent to the east property line is currently enclosed with a vinyl coated chain link fence. Planning Staff will encourage the applicant to consider an alternative material that blends into the structure.

There is an interior surface parking lot located on the subject site which is accessed off of 7th Street SE. The parking lot would not be subject to any required yards, as this portion

of the site is not adjacent to any permitted or conditional residential uses, or any residential zoning. The only provision that would be applicable is the proximity to an on-site deciduous tree. Not all of the interior surface parking spaces are located within 50 feet of an on-site deciduous tree. Alternative compliance would be necessary. Based on the configuration of the rear property line, as well as the fact that the surface parking lot is interior to the site, requiring that all parking spaces comply with this requirement would not be practical. It is likely that additional trees, which would need to be potted instead of planted would have a difficult time surviving in such limited light. Staff recommends that the Planning Commission grant alternative compliance.

ADDITIONAL STANDARDS:

- **All parking lots and driveways shall be designed with wheel stops or discontinuous curbing to provide on-site retention and filtration of stormwater. Where on-site retention and filtration is not practical, the parking lot shall be defined by six (6) inch by six (6) inch continuous concrete curb.**
- **To the extent practical, site plans shall minimize the blocking of views of important elements of the city.**
- **To the extent practical, buildings shall be located and arranged to minimize shadowing on public spaces and adjacent properties.**
- **To the extent practical, buildings shall be located and arranged to minimize the generation of wind currents at ground level.**
- **Site plans shall include crime prevention design elements as specified in section 530.260 related to:**
 - **Natural surveillance and visibility**
 - **Lighting levels**
 - **Territorial reinforcement and space delineation**
 - **Natural access control**
- **To the extent practical, site plans shall include the rehabilitation and integration of locally designated historic structures or structures that have been determined to be eligible to be locally designated. Where rehabilitation is not feasible, the development shall include the reuse of significant features of historic buildings.**

All parking is being provided in an underground 2-level parking ramp and interior surface parking lot with access via 7th Street SE. The interior parking lot will have concrete curbing, however, the applicant's intent is to collect the stormwater on site within an underground system. The water drainage on site has been designed so as not to drain onto any adjacent lots.

The City's CPTED officer has recommended that any additional plantings follow the 3' – 7' rule to allow visibility on site. Staff would concur with this recommendation. Planning Staff will also want to review a detailed lighting plan upon submission of final plans. Additionally, Staff will recommend that columnar landscaping be planted along the north and east building walls in order to prevent graffiti and to break up the blank walls.

Staff would not expect the proposal to result in the further blocking of views. The proposed additions to the structure would be expected to have negligible shadowing impacts on adjacent properties and public spaces. The proposed additions would be expected to have minimal impacts on light, wind and air in relation to the surrounding area as well.

Two existing buildings, although not historically designated or located in a district, are proposed to be rehabilitation and incorporated into the development.

Section B: Conformance with All Applicable Zoning Code Provisions and Consistency with the Comprehensive Plan and Applicable Small Area Plans Adopted by the City Council

ZONING CODE - The proposed uses are permitted in the C3A District

With the approval of the conditional use permits, variances and site plan review, this development would meet the requirements of the C3A zoning district.

Parking and Loading: Chapter 541 of the zoning code requires one off-street parking space per 3 guest rooms for the hotel use plus parking equal to 30% of the capacity of persons for affiliated uses such as dining or meeting rooms. Based on the proposal to provide 160 rooms, a total of 54 parking spaces would be required. Additionally, the applicant is proposing to include 3 retail spaces and 1 restaurant space in the development as well. The retail uses require 1 space per 300 square feet of gross floor area in excess of 4,000 square feet for general retail, however no less than a minimum of 4 spaces per tenant space. All 3 retail spaces are less than 4,000 square feet in size so 4 would be required for each for a total of 12. The proposed restaurant use requires that parking be provided equal to 30% of the capacity of persons. Based on a proposed seating area of 3755 square feet, 75 parking spaces would be required for the restaurant use. The total parking requirement for the development would be 141 off-street parking spaces. The applicant proposes to provide 112 parking spaces for the proposed development in a 2-level underground parking garage as well as an interior surface parking lot which does not meet the requirement. A variance for 29 parking spaces is being requested for the proposed development.

Dumpster screening: Section 535.80. Refuse storage containers shall be enclosed on all four (4) sides by screening compatible with the principal structure not less than two (2) feet higher than the refuse container or shall be otherwise effectively screened from the street, adjacent residential uses located in a residence or office residence district and adjacent permitted or conditional residential uses. A trash room is included within the development.

Signs: All proposed signage included on the attached plans meets the requirements of the code. Any additional signage is required to meet the requirements of the code. Separate permits are required from the Zoning Office for the proposed signage.

Lighting: The applicant is proposing to install wall mounted light fixtures throughout the site. A photometric plan was not submitted as part of the application. All lighting will need to be downcast and shielded to avoid undue glare. All lighting shall comply with Chapters 535 and 541 and Planning Staff shall review the details of the fixtures in the final review prior to permit issuance.

Maximum Floor Area: The maximum F.A.R. for all structures in the C3A District is the gross floor area of the building which is 140,003 square feet divided by the area of the lot which is 41,746 square feet. The outcome is 3.35 which is greater than the maximum of 2.7 that is permitted in the C3A District. The applicant is applying for a variance of the maximum floor area ratio.

Minimum Lot Area: Not applicable for this development.

Dwelling Units per Acre: Not applicable for this development.

Height: Maximum building height for principal structures located in the C3A District is 4 stories or 56 feet, whichever is less. The proposal would not conform with this requirement as a conditional use permit is being requested to allow an increase in height to 7 stories or 86 feet at the tallest portion of the structure.

Yard Requirements: The required yards are as follows:

Front: 0 feet

Rear yard: 15 feet

Interior side yards: 15 feet

The proposal requires a variance of the interior side yard along the east property line and a variance of the rear yard along the north property line.

Building coverage: Not applicable for this development.

Impervious surface area: Not applicable for this development.

MINNEAPOLIS PLAN

See the above listed response to finding #5 in the conditional use permit application.

Section C: Conformance with Applicable Development Plans or Objectives Adopted by the City Council

No small area plans for this area of Minneapolis have been adopted by the City Council.

ALTERNATIVE COMPLIANCE

The Planning Commission may approve alternatives to any site plan review requirement upon finding any of the following:

- **The alternative meets the intent of the site plan chapter and the site plan includes amenities or improvements that address any adverse effects of the alternative. Site amenities may include but are not limited to additional open space, additional landscaping and screening, green roof, decorative pavers, ornamental metal fencing, architectural enhancements transit facilities, bicycle facilities, preservation of natural resources, restoration of previously damaged natural environment, rehabilitation of existing structures that have been locally designated or have been determined to be eligible to be locally designated as historic structures, and design which is similar in form, scale and materials to existing structures on the site and to surrounding development.**
- **Strict adherence to the requirements is impractical because of site location or conditions and the proposed alternative meets the intent of this chapter.**
- **The proposed alternative is consistent with applicable development plans or development objectives adopted by the city council and meets the intent of this chapter.**

30% window requirement due to the surface parking lot located at the interior of the site: The proposal is also subject to a 30% window requirement due to the surface parking lot located at the interior of the site. There are three internal building walls subject to the 30% window requirement. The west/courtyard (interior) elevation has approximately 27% windows, the east/courtyard (interior) elevation has approximately 15% windows as the majority of the windows cannot be included as they exceed the 4 foot maximum from grade, and the north/courtyard (interior) elevation has approximately 31% windows. Both the west/courtyard and east/courtyard elevations require alternative compliance. Planning Staff will recommend that the Planning Commission grant alternative compliance as the applicant has clearly attempted to meet the requirement and it is not practical to require additional windows at the interior of the structure. The west courtyard is just under the 30% window requirement and the east courtyard requirement has additional windows, however due to existing building conditions and the varying grade, the additional windows start at a height taller than the maximum of 4 feet from ground level.

20% landscape requirement: According to the applicant, once the project is complete, approximately 2,270 square feet or 14% of the site not occupied by buildings will be landscaped, which would not meet the 20% landscaping requirement. Alternative compliance would be necessary. The site is approximately 41,746 square feet in size with buildings occupying a footprint of 25,347 square feet. Based on the site information, approximately 3,280 square feet of landscaping would be required. Planning Staff does not believe that it would be practical, based on the site circumstances to require more ground level vegetation, however Staff would strongly

encourage the applicant to consider incorporating a green roof into the development. The majority of the landscaping is located within the interior of the site adjacent to the north property line. Planning Staff does believe however, that it is practical to include vegetation in the form of planters along both street frontages either in the form of window box planters or in the public right-of-way bearing Public Works approval, as well as on the 2nd floor sport court area located on the east side of the site.

Landscape quantities: The zoning code requires that there be at least 7 trees and 33 shrubs planted on the site. The applicant is proposing to have 1 tree and 18 shrubs on the site. The proposal is not meeting the minimum landscape quantity requirements, therefore alternative compliance would be necessary. As previously mentioned Staff believes that there are practical locations for additional greenery and landscaping and therefore will recommend that the applicant comply with the required tree and shrub quantity requirements. Planning Staff will recommend that the Planning Commission require that planters require either in the form of window boxes or planters in the right-of-way bearing Public Works approval, be installed along both street frontages to soften the site. Additionally, Planning Staff will require that various trees and shrubs as applicable be incorporated into planters on the 2nd floor of the sport court area. Finally, Planning Staff will recommend that the Planning Commission require that columnar landscaping in the form of evergreen shrubs be planted along the entire east wall of the proposed structure as well as adjacent to the property line along the north side of the site.

Parking spaces within 50 feet of an on-site deciduous tree: There is an interior surface parking lot located on the subject site which is accessed off of 7th Street SE. The parking lot would not be subject to any required yards, as this portion of the site is not adjacent to any permitted or conditional residential uses, or any residential zoning. The only provision that would be applicable is the proximity to an on-site deciduous tree. Not all of the interior surface parking spaces are located within 50 feet of an on-site deciduous tree. Alternative compliance would be necessary. Based on the configuration of the rear property line, as well as the fact that the surface parking lot is interior to the site, requiring that all parking spaces comply with this requirement would not be practical. It is likely that additional trees, which would need to be potted instead of planted would have a difficult time surviving in such limited light. Staff recommends that the Planning Commission grant alternative compliance.

RECOMMENDATIONS:

Recommendation of the Department of Community Planning and Economic Development – Planning Division for the conditional use permit:

The Department of Community Planning and Economic Development – Planning Division recommends that the City Planning Commission adopt the above findings and **approve** the application for a conditional use permit to allow an increase in height to 7 stories or 86 feet on property located at 708 Central Avenue NE and 119-123 7th Street SE 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 one year of approval.

Recommendation of the Department of Community Planning and Economic Development – Planning Division for the conditional use permit:

The Department of Community Planning and Economic Development – Planning Division recommends that the City Planning Commission adopt the above findings and **approve** the application for a conditional use permit for a shopping center on property located at 708 Central Avenue NE and 119-123 7th Street SE 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 one year of approval.

Recommendation of the Department of Community Planning and Economic Development – Planning Division for the variance:

The Department of Community Planning and Economic Development – Planning Division recommends that the City Planning Commission adopt the above findings and **approve** the application for a variance of the maximum allowable floor area ratio (F.A.R.) on site from 2.7 to 3.35 for property located at 708 Central Avenue NE and 119-123 7th Street SE.

Recommendation of the Department of Community Planning and Economic Development – Planning Division for the variance:

The Department of Community Planning and Economic Development – Planning Division recommends that the City Planning Commission adopt the above findings and **approve** the application for a variance of the interior side yard along the east property to 4.9 feet for the proposed development for property located at 708 Central Avenue NE and 119-123 7th Street SE subject to the following condition:

1. The applicant shall plant columnar type landscaping along the entire east elevation of the building to buffer the blank walls and to discourage graffiti.

Recommendation of the Department of Community Planning and Economic Development – Planning Division for the variance:

The Department of Community Planning and Economic Development – Planning Division recommends that the City Planning Commission adopt the above findings and **approve** the application for a variance of the rear yard along the north property line to 7.2 feet for the proposed development for property located at 708 Central Avenue NE and 119-123 7th Street SE subject to the following condition:

1. The applicant shall plant columnar type landscaping along the entire north elevation of the building to buffer the blank walls and to discourage graffiti.

Recommendation of the Department of Community Planning and Economic Development – Planning Division for the variance:

The Department of Community Planning and Economic Development – Planning Division recommends that the City Planning Commission adopt the above findings and **approve** the application for a variance of the off-street parking requirement from 141 to 112 for property located at 708 Central Avenue NE and 119-123 7th Street SE.

Recommendation of the Department of Community Planning and Economic Development – Planning Division for the site plan review:

The Department of Community Planning and Economic Development– Planning Division recommends that the City Planning Commission **approve** the site plan review application for a 160-room hotel on the property located at 708 Central Avenue NE and 119-123 7th Street SE subject to the following conditions:

1. Planning Staff review and approval of the final site, elevation and landscaping plans before building permits may be issued. Planning Staff will also require details of any proposed exterior light fixtures.
2. All site improvements shall be completed by March 31, 2009 unless extended by the Zoning Administrator, or the permit may be revoked for non-compliance.
3. The revised Travel Demand Management Plan (TDMP) must be approved by the Planning Director prior to submission of plans for final approval and building permit issuance.
4. The applicant shall plant columnar type landscaping along the entire north and east elevations of the building to buffer the blank walls and to discourage graffiti.
5. Planters shall be incorporated along the Central Avenue NE frontage and the 7th Street SE frontage either in the form of window boxes or in the public right-of-way bearing Public Works approval for an encroachment permit.
6. Potted trees and shrubs shall be incorporated into the 2nd floor sport court area.

7. The proposed development shall comply with the required tree and shrub quantity requirements per Section 530.160 of the Zoning Code.
8. The applicant shall work with Staff to work on an acceptable sport court enclosure that blends into the building instead of the proposed vinyl coated chain link fence.
9. The applicant shall consider incorporating metal canopies instead of the fabric street level awnings along both frontages.
10. All ground level windows must be transparent (non-reflective) as required by Section 530.120 of the Zoning Code.

Attachments:

1. Statement of use and description of the project
2. Findings for CUPs and Variances
3. Correspondence – CM Hofstede, Marcy Holmes, Old St. Anthony Business Association, letter from adjacent neighbor
4. Zoning map
5. Plans, site, elevations, roof
6. photos
7. PDR notes