

Department of Community Planning and Economic Development – Planning Division
Site Plan Review
BZZ-5851

Date: December 3, 2012

Applicant: Ross Dworsky, Ceresota Mill Limited Partnership, (612) 889-1029

Addresses of Property: 512 2nd Street South

Project Name: Ceresota Building Residential Development

Contact Person and Phone: Ken Piper, Tanek, Inc., (612) 998-8100

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

Date Application Deemed Complete: November 8, 2012

End of 60-Day Decision Period: January 7, 2013

Ward: 7 **Neighborhood Organization:** Downtown West

Existing Zoning: C3A Community Activity Center District, DH Downtown Height Overlay District, DP Downtown Parking Overlay District, and MR Mississippi River Critical Area Overlay

Proposed Zoning: Not applicable for this application

Zoning Plate Number: 14

Lot Area: 49,807 square feet or 1.14 acres

Legal Description: Not applicable for this application

Proposed Use: 117 unit residential conversion

Concurrent Review:

- Tanek Inc., on behalf of Ceresota Mill Limited Partnership, has submitted a site plan review application to allow for a conversion of a former office building into a 117-unit residential building with a first floor restaurant.

Applicable zoning code provisions: Chapter 530 Site Plan Review.

Background: The applicant is proposing a conversion of the eleven-story Ceresota Building (Northwestern Consolidated Milling Company Elevator “A”) from office to a 117-unit residential building. Eddington’s Soup and Salad Restaurant would continue to operate on the first floor. The City Planning Commission review of the site plan is triggered as it includes more than 10 new dwelling units.

The Ceresota Building operated as a grain elevator from the time it was built in 1908 until the mid-1980s. In 1987, the building underwent a major renovation and conversion to offices. As part of the conversion, the windowless south side (behind the Ceresota Enriched Flour sign) was covered with a mirrored wall on the interior. This allows light to reflect into the atrium from the skylights above. This system would continue to be used for the residential conversion. Substantial landscaping work was also completed when the building was renovated in 1987.

The Ceresota Building is a contributing structure to the Saint Anthony Falls Historic District. The building retains its architectural integrity and the property resembles to a high degree the site after the 1987 office conversion project.

The proposed residential project does not include exterior building alterations. The applicant is proposing to improve the exterior of the lot by completing maintenance to planting areas, replanting of the sunken garden area on the north side of the building, and adding bike parking.

The Downtown Minneapolis Neighborhood Association submitted a letter of approval for the project.

SITE PLAN REVIEW

Findings as Required by the Minneapolis Zoning Code:

- 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, windows, and active functions:
 - 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.

g. In multiple tenant buildings, each individual ground level tenant space that faces a public street, public sidewalk, public pathway, or on-site parking lot shall comply with the minimum window requirements of this section.

- **Minimum window area shall be measured as indicated in section 530.120 of the zoning code.**

- **Ground floor active functions: Except for industrial uses in Table 550-1, Principal Industrial Uses in the Industrial Districts, the first floor or ground level of buildings shall be designed to accommodate active functions by ensuring that parking, loading, storage, or mechanical equipment rooms are limited to no more than thirty (30) percent of the linear building frontage along each wall facing a public street, public sidewalk, or public pathway.**

- **Minimum window area shall be measured as indicated in section 530.120 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. In addition to compliance with minimum window requirements, principal and accessory parking garages shall comply with provisions requiring active functions on the ground floor. In the downtown districts, the more restrictive parking garage provisions of Chapter 549, Downtown Districts, shall apply.**

PLANNING DIVISION RESPONSE:

The subject property is located at the corner of 2nd Street South and 5th Avenue South. The building that was located between the Ceresota Building and 5th Avenue South was torn down prior to 1987.

The placement of the Ceresota building reinforces the street wall along 2nd Street South. The windowless façade along 2nd Street South is not ideal for natural surveillance and visibility; however, the neighboring buildings along 2nd Street South, with their large amounts of glazing, provide natural surveillance and visibility for the area. In addition, by not requiring the Ceresota building to have windows on the 2nd Street South elevation it allows the building to retain its historic appearance.

The area between the building and the 5th Avenue South property line provides amenities including green space, mature trees, and a decorative fence.

A principal entrance is not located on the 2nd Street South elevation. An entrance was not added at this location in 1987 and is not proposed today in order to preserve the building's historic grain elevator appearance. The residential conversion is proposing to maintain two principal entrances on the 5th Avenue South elevation and one on the riverfront elevation. The entrance on the 5th Avenue South elevation is located 41 feet from 2nd Street South. A wide walkway connects 2nd Street South to these entrances.

There will be no on-site parking for the proposed residential use.

The applicant is not proposing modifications to the exterior materials. The 2nd Street South elevation is a solid brick wall that does not contain windows. However, the ‘Ceresota Enriched Flour’ sign and street trees planted along the 2nd Street South sidewalk help soften the large brick facade.

The principal entrances on the 5th Avenue South and riverfront elevations are clearly defined and emphasized through the use of architectural features. As part of the 1987 conversion to office space, the metal canopy (and two floor atrium along the riverfront elevation) was built to help define the importance of the entrances and to interpret the rail lines that accessed the building when the grain elevator was in operation.

The applicant is not proposing additional windows in order to preserve the building’s exterior integrity. Prior to 1987, the Ceresota Elevator contained few windows. In 1987, 60 windows were allowed on the eastern portion of the riverfront elevation by the Heritage Preservation Commission and the State Historic Preservation Office because of their location on a secondary elevation and their minimal visibility. These windows are vertical in proportion and distributed in a more or less even manner.

The ground floor will maintain active functions. As proposed, the building will have a restaurant and seven residential units on the first floor.

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.**

PLANNING DIVISION RESPONSE:

The subject property currently contains a clear and well-lighted walkway of at least four (4) feet in width connecting the building entrances to the adjacent public sidewalks.

The subject property does not contain a transit shelter on site nor on-site parking.

Vehicular access and circulation are designed to minimize conflicts with pedestrian traffic and surrounding residential uses. As part of the 1987 conversion, a wide walkway connecting the building entrances to the 2nd Street South and 5th Avenue South sidewalks was installed. A drive lane with curbing was also built to connect the Ceresota Building and Crown Roller Mill to 2nd Street South (vehicles exit on to 5th Avenue South). The drive lane provides opportunity to drop off people at the front door of both buildings. The curbing and slightly-lowered drive lane helps provide additional safety for pedestrians.

The site plan minimizes the use of impervious surface by exceeding the minimum landscape percentage requirements for portions of the site not occupied by a building.

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.**

PLANNING DIVISION RESPONSE:

The applicant is not proposing major site alterations. Proposed landscape work includes completing maintenance on the sunken garden (riverside portion of the lot) and new plantings in landscaped areas to replace those needing to be replaced.

The composition and location of landscaped areas compliments the scale of the development and its surroundings. The site resembles to a high degree the site plan work completed as part of the 1987 conversion. The site meets landscaping percentage and planting requirements specified in section 530.160 (a). Approximately 25 percent of the site not occupied by a building will continue to be

landscaped (8,551/34,039). The site has 24 canopy trees (17 are required by today's standards). The applicant's proposed plan of maintaining existing shrubs and planting additional shrubs will well surpass the 86 shrub requirement.

The site currently contains screening for mechanical equipment near the 2nd Street South drive isle. The screening is in compliance with Section 535.70.

The site does not contain any at grade parking, above grade parking, or loading facilities located along a public street, public sidewalk, or public pathway.

As conditioned, the property owner will maintain the landscape materials in compliance with the standards of section 530.210.

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.**

PLANNING DIVISION RESPONSE:

The driveways are designed with continuous concrete curbs.

The site plan minimizes the blocking of views of important elements of the city, shadowing on public spaces and adjacent properties, and generation of wind currents at ground level.

Although the building does not have windows along the lower portion of the 2nd Street South elevation, the property does include crime prevention design elements including lighting for pedestrians along the

2nd Street South sidewalk and throughout the large parcel, territorial reinforcement and space delineation, and natural access control along both streets.

The site plan includes the rehabilitation and reuse of a locally designated historic structure.

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:

Use:The proposed residential and restaurant uses are permitted in the C3A zoning district.

Parking and Loading:

Minimum automobile parking requirement: The minimum parking requirement for the proposed 117-unit apartment building and 2,300 square foot restaurant is 105 spaces. The Downtown Parking Overlay District exempts nonresidential uses in the C3A District along the Central Riverfront from needing to provide off-street parking. Therefore, Eddington’s Restaurant does not have a parking requirement. For residential uses, the Downtown Parking Overlay District provides a 10 percent reduction of required spaces. The parking requirement for residential uses is one space per dwelling unit. With the reduction, the residential parking requirement for the 117-unit building is 105 spaces.

The project is not proposing to provide on-street parking. However, the project meets its parking requirement through grandfathered parking rights. The Minneapolis Zoning Code requires office uses to have one space per 500 square feet of gross floor area in excess of 4,000 square feet. The 90,208 square feet of former office space provide the building grandfathered rights to 172 parking spaces (90,208 – 4000/500 square feet). The Zoning Code requires restaurants to have one parking space per 500 square feet of gross floor area up to 2,000 square feet plus one space per 300 square feet of GFA in excess of 2,000 square feet. Therefore, the restaurant has parking rights to 5 spaces.

Even though the Minneapolis Zoning Code does not allow off-site parking to count towards a residential conversion project (Table 541-1), the applicant is proposing to provide up to 85 parking spaces for tenants at The Depot (425 South 2nd Street), which is within 300 feet of the subject property.

Maximum automobile parking requirement: The maximum automobile parking requirement for a building with 10 or more dwelling units is one and seven-tenths (1.7) spaces per unit. The maximum automobile parking requirement for restaurants is one space per 75 square feet of gross floor area.

Bicycle Parking: The applicant’s proposal is in compliance with the bicycle parking requirements. Per Table 541-3, the multi-family portion of the project is required to have one bike parking space per two dwelling units (86 spaces are required) and that ninety (90) percent of the required bicycle parking shall meet the standards for long-term bicycle parking (541.180 (b) (2)). The applicant is proposing to have secure bicycle storage in the basement of the building for 78 bikes (91 percent). The additional eight spaces required for the residential use are provided near the 5th Avenue South entrance.

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A minimum of 3 spaces are required for the restaurant, of which not less than 50 percent of the bicycle parking shall meet the standards for short-term bicycle parking (541.180 (b) (1)). The applicant is proposing four spaces for the restaurant and all of these spaces will meet the short-term parking requirements.

Loading: The proposed development meets its loading requirement of providing one small loading dock. A residential dwelling with 100 to 250 units is required to have one small loading space; restaurants below 20,000 square feet do not have a loading requirement. The proposed residential and restaurant development will continue to have an underground loading dock accessed from 2nd Street South.

Maximum Floor Area: The maximum floor area ratio in the C3A Zoning District is 2.7. The existing Ceresota Building has a floor area ratio of 2.3.

Height: The maximum height for a multifamily building in the C3A Zoning District is four stories or 56 feet, whichever is less. The existing Ceresota Building is 151'6".

Minimum Lot Area: The proposed development is in compliance with the minimum lot area requirement for the C3A Zoning District. The minimum lot area requirement is 5,000 square feet or 400 square feet per dwelling unit, whichever is greater. The proposed development with 117 units on a 49,807 square foot lot would have 426 square feet per dwelling unit.

Dwelling Units per Acre: The maximum number of dwelling units per acre in the C3A Zoning District is 109 units per acre. The applicant is proposing 103 units per acre.

Yard Requirements: There are no yard requirements for this project.

Specific Development Standards: There are no specific development standards for multiple family dwellings in the C3A Zoning District.

Signs: The applicant is not proposing any signage at this time. All signage is required to meet the requirements of the zoning code as stated in Chapter 543. A separate permit will need to be attained through the Zoning Office when signage is requested for the subject site.

Dumpster Screening: The building's main trash and recycling area will be located inside of the building. A secondary trash area is proposed near the 2nd Street South drive isle (where there are currently irrigation control and gas meters). The screening is and will be in compliance with Section 535.70 of the zoning code.

Lighting: A lighting plan was not submitted as part of the application materials. 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.

MINNEAPOLIS PLAN: The future land use map in *The Minneapolis Plan for Sustainable Growth* designates this site and the adjacent properties as mixed use. The parcel is located within an activity

center. The applicant’s proposal is consistent with the following provisions of *The Minneapolis Plan for Sustainable Growth*.

Housing Policy 3.1 of the Minneapolis Plan for Sustainability Growth states: “Grow by increasing the supply of housing.” This policy includes the following implementation steps: (3.1.1) “Support the development of new medium- and high-density housing in appropriate locations throughout the city.” (3.1.2) “Use planning processes and other opportunities for community engagement to build community understanding of the important role that urban density.” (3.1.3) “Continue to streamline city development review, permitting, and licensing to make it easier to develop property in the City of Minneapolis.”

Housing Policy 3.2 of the Minneapolis Plan for Sustainability Growth states: “Support housing density in locations that are well connected by transit, and are close to commercial, cultural and natural amenities.” This policy includes the following implementation steps: (3.2.1) “Encourage and support housing development along commercial and community corridors, and in and near growth centers, activity centers, retail centers, transit station areas, and neighborhood commercial nodes.” (3.2.2) “Engage in dialogue with communities about appropriate locations for housing density, and ways to make new development compatible with existing structures and uses.”

Housing Policy 3.6 of the Minneapolis Plan for Sustainability Growth states: “Foster complete communities by preserving and increasing high quality housing opportunities suitable for all ages and household types.” This policy includes the following implementation steps: (3.6.1) “Promote the development of housing suitable for people and households in all life stages that can be adapted to accommodate changing housing needs over time.” (3.6.2) “Promote housing development in all communities that meets the needs of households of different sizes and income levels.” (3.6.3) “Maintain a healthy supply of multifamily ownership and rental housing, and promote the development of alternative forms of homeownership such as cooperative housing and cohousing plays in stabilizing and strengthening the city.” (3.6.4) “Provide and maintain moderate and high-density residential areas, as well as areas that are predominantly developed with single and two family structures.”

Economic Development Policy 4.1 of the Minneapolis Plan for Sustainability Growth states: “Support private sector growth to maintain a healthy, diverse economy.” This policy includes the following implementation steps: (4.1.1) “Use public development resources and other tools to leverage maximum private sector investment for public benefit.” (4.1.2) “Seek out and implement long-term redevelopment projects that catalyze revitalization and private sector investment.” (4.1.5) “Continue to streamline City development review, permitting and licensing to make it easier to develop property in the City of Minneapolis.”

Heritage Preservation Policy 8.1 of the Minneapolis Plan for Sustainability Growth states: “Preserve, maintain, and designate districts, landmarks, and historic resources which serve as reminders of the city's architecture, history, and culture.” This policy includes the following implementation step: (8.1.1) “Protect historic resources from modifications that are not sensitive to their historic significance.”

Heritage Preservation Policy 8.10 of the Minneapolis Plan for Sustainability Growth states: “Promote the benefits of preservation as an economic development tool and a method to achieve greater

environmental sustainability and city vitality.” This policy includes the following implementation step: (8.10.5) “Prioritize the reuse of the city’s historic buildings as a strategy for sustainable development.”

Urban Design Policy 10.7 of the Minneapolis Plan for Sustainability Growth states: “Maintain and preserve the quality and unique character of the city's existing housing stock.” This policy includes the following implementation steps: (10.7.1) “Rehabilitation of older and historic housing stock should be encouraged over demolition. (10.7.2) “Encourage the use of high quality and durable materials for construction and historic preservation.” (10.7.3) “Encourage adaptive reuse, retrofit and renovation projects that make the city's housing stock competitive on the regional market.”

ALTERNATIVE COMPLIANCE:

- **The Planning Commission or zoning administrator 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.**

PLANNING DEPARTMENT RESPONSE:

The applicant’s proposal does not require alternative compliance.

RECOMMENDATIONS:

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

The Community Planning and Economic Development Department - Planning Division recommends that the City Planning Commission adopt the above findings and **approve** the site plan review application for the property located at 512 2nd Street South subject to the following conditions:

1. Approval of the final site, elevation, landscaping and lighting plans by the Department of Community Planning and Economic Development – Planning Division.
2. All site improvements shall be completed by December 3, 2014, unless extended by the Zoning Administrator, or the permit may be revoked for non-compliance.

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3. Lighting levels shall meet the requirements outlined in Section 535.590 of the zoning code.
4. Installation and maintenance of all landscape materials shall comply with the standards outlined in Section 530.210 of the zoning code.

Attachments:

1. Statement of proposed use
2. City council and neighborhood notification
3. Shared parking agreement
4. Downtown Minneapolis Neighborhood Association letter
5. Zoning map
6. Plan set
 - a. Existing site plan
 - b. Proposed site plan, floor plans and elevations
 - c. Landscape plan of sunken garden
7. Aerials
8. Photo key, description, and images