Understanding the Development Review Process in the City of Minneapolis
What is MDR?

Minneapolis Development Review (MDR)—providing efficient ways for the public to work with the City to get development or building and reviews, permitting, licensing, zoning, and inspections services applications in one location—in person and on the Web

- Development Review
- CPED Zoning and Planning
- CPED Preservation and Design
- Housing Inspection Services
- Environmental Health and Food Safety
- Business Licensing
- Construction Code Services – Plan Review
- Permit Counter

Customer Focused, Performance Driven, Outcome Based
Safety – Health – Livability – Accountability
What is MDR?

- Newly remodeled customer service center (April 2008) designed for same day smaller project permit review including:
  - Residential Additions
  - Decks
  - Interior Remodels
  - Plumbing, Mechanical, and Street Use permits
- Q-Matic Customer Queuing System
- Cross Departmental Collaboration
- Customer Checklists
- Criteria for Submission Checklists
- Information and starting point for larger project submittals
Minneapolis Development Review offers walk-in service in situations where service can be most efficient. Walk-in Zoning and Plan Review service is typically available for the following types of projects:

- **Residential One and Two Family:**
  - Attic Finishes
  - Basement Finishes
  - Decks
  - Dormers
  - Detached Garages
  - Interior Remodeling
  - Porches
  - Room Additions
Smaller Projects – MDR walk through Plan Review Service

- **Commercial/Multifamily:**
  - Commercial: Office, retail or warehouse remodeling or repairs of $250,000 value or less where not a change in occupancy
  - Multifamily: Alterations and repairs of $250,000 or less where dwelling units are not being added, there is no change in occupancy or ownership type (rental to condo etc.)

- **Submittal items required for Walk-in Plan Review service:**
  - Two sets of construction plans (signed when required by MN Rule 1800.5200 through 1800.5900)
  - A copy of the contract for those projects exceeding $100,000
  - Copy of Minnesota Contractor license if you are working on a 1–4 family home and are not the owner
  - Building permit application form
Other Options for Review

- Plans dropped off for review will be prioritized in the order of the date they are received in Plan Review.

- Applicants may also choose “commercial review by appointment” by calling 612–673–5839 and scheduling an appointment in advance.

- Note that with either walk-in or commercial review by appointment, the full review may not always be completed during the appointment.
Larger Projects – Preliminary Development Review (PDR)

• Larger development projects require a Development Coordinator (DC) to assist you with your project

• As such, upon Preliminary Development Review (PDR) submission a DC will be assigned to your project. Your assigned DC can provide guidance in understanding the construction process from project initiation to completion

• All questions on the status of your project should be directed to your DC
Preliminary Development Review (PDR) Process

• PDR Approval and Land Use Review

• What is PDR?

• PDR refers to the Preliminary Development Review meeting
  – This meeting is an internal City meeting where the plans of a proposed development project are reviewed / assessed by the Public Works, Regulatory Services, Police, Fire, Parks and CPED (Community Planning & Economic Development) Departments for adherence with City design / development standards

• Initiate CPED–Planning Review
Three ways to initiate the CPED–Planning review of larger development project

1) Contact Jason Wittenberg of the Development Services division of CPED–Planning in order to have a planner assigned to your project

2) Contact the sector planner from the Community Planning section of CPED–Planning

3) Stop in the MDR service center in the 3rd floor of the Public Service Center to have an initial discussion with Zoning staff
Initial Steps with CPED – Planning

• Initial Steps:

  – Discuss policy framework. What do the City’s adopted policies say about the site that you’re proposing to develop?

  – Based on preliminary plans, what types of applications are required?

  – Determine process and potential timeline, including coordination with PDR
Administrative Site Plan Review

- New 1-4 unit buildings are reviewed administratively by City staff (unless variances are requested)

- *Design standards adopted in 2005. A minimum number of points must be obtained from a menu of options.*

- Certain small-scale nonresidential buildings and additions may be reviewed administratively
Site Plan Review

- **Review of compliance with standards related to:**
  - Building placement & design
  - Access & circulation
  - Landscaping & screening
  - Site context (e.g., CPTED, shadowing)

*Amendments to ordinance in 2005 emphasized new construction rather use-based focus for site plan review*

- **Site Plan Review required for:**
  - Any new nonresidential or mixed use building
  - Nonres. mixed use additions over 1,000 sq. ft.
  - Establishing/adding five or more dwelling units
  - Establishing/expanding drive-throughs, automobile service uses, parking facilities
Public Hearings for Land Use Applications

– **City Planning Commission:**
  

  (CPC decisions are final, subject to 10-day appeal period, except that underlined applications proceed automatically to the City Council.)

– **Board of Adjustment:**
  
  *Except* when filed concurrently with an application requiring City Planning Commission action: Variances, Certificates of Nonconforming Use, Appeals of Decisions Made by the Zoning Administrator
City Planning Commission

• 10 member commission

• Generally, public hearings take place two times per month, Mondays, 4:30 p.m.

• Committee of the whole
  – Informal meetings, also twice monthly, that allow for preliminary feedback of your development project in advance of the formal public hearing
• CPED-Planning administers the City’s heritage preservation regulations (Chapter 599)

• Staff reviews all requests to demolish structures to determine potential historic significance

• Common application types for alteration or development of an individual landmark or buildings in historic districts:
  – Certificate of No Change: administrative
  – Certificate of Appropriateness: reviewed by staff and the Heritage Preservation Commission (HPC)

• **When a project requires both HPC and City Planning Commission action, the HPC review takes place first**
• Zoning and land use matters reach the City Council through its Zoning & Planning Committee

• Rezonings, right of way vacations, and appeals

• The public hearing on appeals takes place at the committee

• The full City Council considers the recommendation from its committee

• Public testimony is not taken at the full City Council meetings
CPED – Planning/ PDR Approval

• PDR Approved / PDR Not Approved

• Plans receiving “PDR APPROVAL” may continue to the next phase of developing your project.

– or –

• “PDR RESUBMISSION REQUIRED”: Make required modifications from PDR meeting and/or planning commission requirements and resubmit 3 sets of plans

• FORMAL SITE PLAN APPROVAL: Once your PDR plans have been approved, 9 formal sets of plans will be requested and routed for approval, and construction drawings can now be accepted for construction plan review
Construction Plan Review

• Construction Permit Submittal to MDR and Intake of Construction Plans:
  - This includes submission of an application, and complete construction plans and documents

• Plans submitted for review must match PDR and Planning Commission submittals

• Upon plan acceptance, MDR staff will forward your plans and documents to the appropriate City departments for compliance review

• These departments will include CPED–Planning which reviews for preservation, zoning and site plan compliance, and Regulatory Services which review for construction code compliance

• When all City review activities are successfully completed and approved, construction permits may be issued
1) Site and Project Assessment – Opportunities & Challenges
   • Allowable: Existing Site
   • Proposed: Proposed Rezoning and/or Redevelopment

2) Project Entitlement Process Schedule and Zoning Matrix

3) Assessing Project Feasibility
   • Meetings with assigned city and community planners
   • PDR meetings open to applicants
   • City Planning Commission – Committee of the Whole

4) Public Engagement Process
   • Neighborhood and business organizations, etc.

5) Assessing the Project Team
   • Owner
   • Project team – Architectural, civil, landscape, M/E/P, structural, etc.
   • Consultants – Traffic consultants, historic Consultants, land use attorneys, etc.
<table>
<thead>
<tr>
<th>Parcel ID</th>
<th>Parcel area</th>
<th>Zoning District Standards</th>
<th>Allowable</th>
<th>Proposed</th>
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</thead>
<tbody>
<tr>
<td>1 11500</td>
<td>Underlying FAR (hotels and dwellings)</td>
<td>2.7</td>
<td>3.78</td>
<td>4.54</td>
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<tr>
<td></td>
<td>Density bonus for enclosed parking</td>
<td>0.54</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>Density bonus for 50% commercial</td>
<td>0.54</td>
<td></td>
<td></td>
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<tr>
<td>2 4500</td>
<td>Lot Area Minimum per dwelling unit</td>
<td>400</td>
<td></td>
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<tr>
<td></td>
<td>Underlying unit Density</td>
<td>171</td>
<td>239</td>
<td>140</td>
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<td></td>
<td>Density bonus for enclosed parking</td>
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<td></td>
<td></td>
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<tr>
<td></td>
<td>Density bonus for 50% commercial</td>
<td>34</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3 5400</td>
<td>Retail A stalls</td>
<td>4</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Retail B stalls</td>
<td>4</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Retail C stalls</td>
<td>4</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Retail D stalls</td>
<td>22</td>
<td>4</td>
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<tr>
<td></td>
<td>Residential stalls</td>
<td>140</td>
<td>118</td>
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<td>4 2000</td>
<td>Total Parking stalls</td>
<td>174</td>
<td>134</td>
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<td>5 4500</td>
<td>Proposed Building Summary</td>
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<tr>
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<td>First Floor (Retail A gsf)</td>
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<td></td>
</tr>
<tr>
<td></td>
<td>First Floor (Retail B gsf)</td>
<td>4000</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>First Floor (Retail C gsf)</td>
<td>4000</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>First Floor (Retail D gsf)</td>
<td>8000</td>
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<td></td>
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<tr>
<td></td>
<td>2nd thru 6th Floor</td>
<td>50,000 sf per floor</td>
<td>250000</td>
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<tr>
<td></td>
<td>Roof Level</td>
<td>600</td>
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<td></td>
<td>Parking Level 1</td>
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<td>Adjusted Building Area (without parking)</td>
<td>310600</td>
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<td></td>
<td>Total Building Area with parking</td>
<td>340600</td>
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</table>

**Land Use Application Requests**

1. Conditional Use Permit for 5 or more dwelling units
2. Conditional Use Permit required for increase in height
3. Variance of minimum parking stall requirement
4. Variance to increase maximum allowable FAR
### Project Schedule

#### Design Phases

<table>
<thead>
<tr>
<th>Phases</th>
<th>Concept</th>
<th>SD</th>
<th>DD</th>
<th>CD</th>
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<tbody>
<tr>
<td>Architectural</td>
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<td>2</td>
<td>3</td>
<td>8</td>
</tr>
<tr>
<td>Civil/Landscape</td>
<td>1/2/3</td>
<td>2/3</td>
<td></td>
<td>8</td>
</tr>
<tr>
<td>Mechanical/Electrical</td>
<td></td>
<td>3</td>
<td></td>
<td>8</td>
</tr>
<tr>
<td>Other Consultants: Structural, energy, etc.</td>
<td></td>
<td></td>
<td></td>
<td>8</td>
</tr>
</tbody>
</table>

#### Zoning Analysis

<table>
<thead>
<tr>
<th>Phases</th>
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<tbody>
<tr>
<td>Site and Project Assessment</td>
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<tr>
<td>Zoning Matrix</td>
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</table>

#### Correspondence

<table>
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<tr>
<th>Phases</th>
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</thead>
<tbody>
<tr>
<td>Planning Staff Review</td>
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<tr>
<td>Ward Council Member**</td>
</tr>
<tr>
<td>City Planning Commission - Committee of the Whole</td>
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</tbody>
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#### City Approvals

<table>
<thead>
<tr>
<th>Phases</th>
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</thead>
<tbody>
<tr>
<td>PDR (Preliminary Development Review) Submittal</td>
</tr>
<tr>
<td>PDR Response/Plan updates</td>
</tr>
<tr>
<td>LUA (Land Use Application) Submittal</td>
</tr>
<tr>
<td>City Planning Commission hearing</td>
</tr>
<tr>
<td>Zoning and Planning hearing***</td>
</tr>
<tr>
<td>City Council hearing***</td>
</tr>
<tr>
<td>PDR Resubmission</td>
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</tbody>
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#### Code Analysis

<table>
<thead>
<tr>
<th>Phases</th>
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</thead>
<tbody>
<tr>
<td>Building Code Review</td>
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</tbody>
</table>

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1. Initial meeting w/ staff to discuss site, proposal, and land use and regulatory framework

2. Time required by the City for public notices for hearings, grace period for appeals, or for processing and approvals of submittals (varies upon type of request)

3. Actual number of meetings and correspondence may vary

4. Hearings triggered by rezoning and vacation requests and/or if proposal is appealed

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Minimizing Conflicts

• City Meetings
  – Assigned city/ community planner
  – PDR meetings
  – City Planning Commission – Committee of the Whole (CoW)

• Public Engagement
  – Engage in discussions early on with neighborhood/ business organization(s)
  – Understand the neighborhood’s/ business organization approvals process

• Findings
  – Basis of legal argument – Consult with land use attorney
  – Consistency with City’s Policies, The Minneapolis Plan for Sustainable Growth, etc.

• Building Code Review
  – Zoning Code vs IBC
  – Variance setbacks and glazing requirements
  – Accessibility
Resources

- Minneapolis Development Review
  - [http://www.ci.minneapolis.mn.us/mdr/](http://www.ci.minneapolis.mn.us/mdr/)

- City of Minneapolis – CPED
  - [http://www.ci.minneapolis.mn.us/cped/about.asp](http://www.ci.minneapolis.mn.us/cped/about.asp)

- Minneapolis Zoning Code
  - [http://www.ci.minneapolis.mn.us/zoning/code/](http://www.ci.minneapolis.mn.us/zoning/code/)

- The Minneapolis Plan for Sustainable Growth
  - [http://www.ci.minneapolis.mn.us/cped/comp_plan_update.asp](http://www.ci.minneapolis.mn.us/cped/comp_plan_update.asp)