

City of Duluth Planning Commission

November 9, 2022 – City Hall Council Chambers
Meeting Minutes

Call to Order

Vice-President Gary Eckenberg called to order the meeting of the city planning commission at 5:01 p.m. on Wednesday (due to the election on Tuesday), November 9th, 2022 in the Duluth city hall council chambers.

Roll Call

Attendance:

Members Present: Gary Eckenberg, Jason Hollinday, Danielle Rhodes, Michael Schraepfer, and Andrea Wedul (left during consent agenda items)

Members Absent: Jason Crawford, Samuel Lobby, and Margie Nelson

Staff Present: Adam Fulton, Steven Robertson, Kyle Deming, John Kelley, and Cindy Stafford

Approval of Planning Commission Minutes -

Planning Commission Meeting – October 11, 2022

MOTION/Second: Schraepfer/Hollinday approved

VOTE: (5-0)

Public Comment on Items Not on Agenda

None

Public Comment on Consent Agenda items & Point of Clarification

An email from Mark Baker was shared with the commissioners regarding off-street parking regulations for vacation dwelling units in form districts. He is requesting the planning commission table items on tonight's commission agenda (PL Items 22-178 thru 22-185)

Senior Planner Steven Robertson shared with the commissioners that there was an error in an amending ordinance to the UDC (Unified Development Chapter) regarding parking in form districts and Interim Use Permit administration. The language related to the exemption for off-street parking was mistakenly left out when the UDC was updated. The intent was to have the off-street parking language added, and it will be corrected by an ordinance change brought forward at the next Planning Commission meeting.

Consent Agenda

PL 22-167 Interim Use Permit for a Vacation Dwelling at 1229 Minnesota Ave by Katie Horvath

PL 22-170 Interim Use Permit Renewal for a Vacation Dwelling at 2226 W 6th St Unit 2 by Caleb Korzenowski

PL 22-171 Variance to the Shoreland Setback at 616 W Wabasha St by Mark Hagley and Penny Truax-Hagley

PL 22-173 Interim Use Permit for a Vacation Dwelling at 3 ½ W Superior St by Minnesota

Property Investments LLC

- PL 22-175 Interim Use Permit for a Vacation Dwelling at 5 W 10th St by Jacob Shaw
- PL 22-178 Interim Use Permit for a Vacation Dwelling at 1915 W Superior St Unit 1 by Duluth Press Building, LLC
- PL 22-179 Interim Use Permit for a Vacation Dwelling at 1915 W Superior St Unit 2 by Duluth Press Building, LLC
- PL 22-180 Interim Use Permit for a Vacation Dwelling at 1915 W Superior St Unit 3 by Duluth Press Building, LLC
- PL 22-181 Interim Use Permit for a Vacation Dwelling at 1915 W Superior St Unit 4 by Duluth Press Building, LLC
- PL 22-182 Interim Use Permit for a Vacation Dwelling at 1915 W Superior St Unit 5 by Duluth Press Building, LLC
- PL 22-183 Interim Use Permit for a Vacation Dwelling at 1915 W Superior St Unit 6 by Duluth Press Building, LLC
- PL 22-184 Interim Use Permit for a Vacation Dwelling at 1915 W Superior St Unit 7 by Duluth Press Building, LLC
- PL 22-185 Interim Use Permit for a Vacation Dwelling at 1915 W Superior St Unit 8 by Duluth Press Building, LLC
- PL 22-186 Variance to Maximum Sign Height at 4316 Rice Lake Rd by Duluth United LLC
- PL 22-194 Concurrent Use Permit for a Planter Structure at 502 E 2nd St by Essential Health
- PL 22-195 Concurrent Use Permit for Private Sanitary Sewer Lines at 502 E 2nd St by Essential Health

Commissioners: Michael Schraepfer asked about items PL 22-178 thru 22-185. If more than five units, isn't it considered a hotel, which would require a front desk/lobby? Per Deming, they are proposing 8 units, which is allowed as a vacation rental with no front desk/lobby needed. At 9 units and above a front desk/lobby would be needed.

MOTION/Second: Holliday/Wedul approved as per staff recommendations

VOTE: (5-0)

(Commissioner Wedul left the meeting.)

Public:

It was determined that the public comment period was not initiated. Acting President Eckenberg – opened the floor for comments. There were none. The commissioners voted again on the motion.

VOTE: (4-0)

Public Hearings

PL 22-196 Planning review for Bank in an MU-C District on Arrowhead Rd – West of Rice Lake Rd by Bell Bank

Staff: John Kelley introduced the applicant's proposal to construct a 4,000 square foot branch bank office building with a drive-through. The structure and parking will be located on Lot C of the approved Plat Force 1 Commercial Development. Per input from St. Louis County, this development and future development to the west will access a shared driveway that will align with Stanford Avenue to the south. Staff recommends approval with the conditions listed in the staff report.

Applicant: Steve Terman of Bell Bank addressed the commission. This is their second location in Duluth. They are excited to be in Duluth. This location had site issues, but they were able to make it work. They have met all zoning requirements. He welcomed questions.

Public: No speakers.

Commissioners: Chair Eckenberg asked about the future shared driveway. Terman explained the driveway location will be for a 4-way interchange aligning with Stanford Avenue. The area is landlocked, so the existing access is the only possibility. Danielle Rhodes noted the citizen comment they received in their packet regarding traffic. Who determines if a traffic light should be added? Kelley stated there was a previous traffic study completed. They were already considering a light in the area. St. Louis County stated it will be controlled by stop signs, but future plans could include a stop light. Rhodes asked if a concerned resident wanted a light, who would they contact? Kelley stated city staff or St. Louis County directly.

MOTION/Second: Rhodes/Schraepfer approved as per staff recommendations

VOTE: (4-0)

PL 22-196 Interim Use Permit for a Temporary Parking Lot at 830 E 1st St by St. Luke's Hospital

Staff: Steven Robertson introduced the applicant's proposal to construct a temporary parking lot with 32 parking spaces to accommodate employees and visitors that will be displaced by the planned demolition of the St. Luke's Parking Ramp early next year. The church on the site was demolished earlier in 2022. This temporary parking lot will include stormwater retention, but no landscaping features. St. Luke's is interested in using this site for a future medical facility or similar use. For the near term (three to five years), St. Luke's wishes to pave the site to provide parking.

Applicant: Michael Boeseleager of St. Luke's addressed the commission. They purchased the church, and initially did not intend to turn it into a parking lot. Their long-term goal is to use it for development. In the meantime, they hope to alleviate parking pressure to the neighborhood.

Public: No speakers.

MOTION/Second: Holliday/Rhodes approved as per staff recommendations

VOTE: (4-0)

Communications

Land Use Supervisor (LUS) Report – Deputy Director Fulton gave an overview. There is a transportation meeting tonight. They are excited for the ongoing hospital projects.

Heritage Preservation Commission – No update.

Joint Airport Zoning Board – No update.

Duluth Midway Joint Powers Zoning Board – No update.

Adjournment

Meeting adjourned at 5:46 p.m.

Respectfully,

DocuSigned by:

Adam Fulton

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Adam Fulton – Deputy Director
Planning & Economic Development