

City of Duluth Planning Commission

January 11, 2022
Meeting Minutes

Due to the COVID-19 emergency, many planning commission members participated through video conference from home. The meeting was held as a Special Meeting pursuant to Minnesota Statute 13D.021 in response to the Covid-19 emergency. Public comment was taken at planning@duluthmn.gov prior to and during the meeting, and via verbal comment through public attendance in the WebEx video conference during the meeting.

Call to Order

President Margie Nelson called to order the meeting of the city planning commission at 5:00 p.m. on Tuesday, January 11th, 2022.

Roll Call

Attendance: (* Via WebEx video conferencing – all votes conducted via roll call)

Members Present: Jason Crawford*, Gary Eckenberg*, Jason Hollinday*, Margie Nelson*, Andrea Wedul*, Sarah Wisdorf*, and Zandra Zwiebel*

Members Absent: Eddie Ranum, and Michael Schraepfer

Staff Present: Adam Fulton*, Robert Asleson*, John Kelley*, Chris Lee*, Kyle Deming*, Steven Robertson*, and Cindy Stafford*

Approval of Planning Commission Minutes -

Planning Commission Meeting – December 14, 2021

MOTION/Second: Zwiebel/Eckenberg approved

VOTE: (7-0)

Public Comment on Items Not on Agenda

None

Consent Agenda

PL 21-192 Interim Use Permit for a Short Term Rental in a Form District at 15 N 18th Avenue W Unit 1 by Betsy Norman

PL 21-193 Interim Use Permit for a Short Term Rental in a Form District at 15 N 18th Avenue W Unit 2 by Betsy Norman

PL 21-195 Concurrent Use Permit for a Canopy in the Right of Way of W Michigan Street at the Depot, 506 W Michigan Street, by St Louis County Property Management

PL 21-200 Concurrent Use Permit for a Stairway in the Right of Way of 28th Avenue W at 2803 W Superior Street by WB Ibiza LLC

PL 21-205 Minor Subdivision at 3925 Maxwell Avenue by Gloria Carlson

PL 21-206 Interim Use Permit for a Vacation Dwelling Unit at 1423 London Road by Mathew Jennissen

PL 21-209 R-P Zoning Amendment for Ramsey Village by Talle and Associates

Commissioners: Zandra Zwiebel referred to item PL 21-205. Can staff describe how the property will be used? John Kelley referred to the principle dwelling and an accessory dwelling. He thinks they will be rented out as long term rental properties. The owner does not have to be a resident. Andrea Wedul also referred to item PL 21-205. She appreciates the wetland delineation, but is it just for the boundary? Per Kelly, the applicant is working with a consultant to mitigate any impacts that might be created by the driveway. Wedul affirmed it won't affect tonight's decision. PL 21-192 and PL 21-193: Commissioner Wedul asked if the units have separate entries. Chris Lee wasn't sure about the entry way, but property records confirm it is a duplex. PL 21-205: Commissioner Gary Eckenberg asked if this pertains to a tiny house. Kelly stated there was no discussion about tiny homes. PL 21-195: Commissioner Sarah Wisdorf noted the heritage preservation commission (hpc) is looking and the design and scope of the remodeling project, which isn't tied to the Concurrent Use Permit. She noted the hpc tabled their design approval for more information from the State Historic Preservation Office (SHPO). PL 21-209: Commissioner Zwiebel affirmed they received public comment about parking concerns.

Public: No speakers.

MOTION/Second: Zwiebel/Wedul approved consent agenda items as per staff recommendations

VOTE: (7-0)

Public Hearings

~~PL 21-137 Special Use Permit for a Self-Service Storage Facility at 5710 Grand Avenue~~

Staff: Deputy Director Adam Fulton noted the applicant has withdrawn this item until next month. Staff will carry over public comments received until next month. Chair Nelson asked if a motion was needed to Table. City Attorney Robert Asleson stated the Chair has the power to remove the item without a motion. Chair Nelson removed item PL 21-137.

PL 21-188 Final Plat for Skyline View Estates, Northwest of Skyline Parkway and Highway 2 by Cynthia Crawford

Staff: Kyle Deming introduced the applicant's proposal for a final plat of Skyline View Estates to subdivide 67.71 acres into 13 lots along a public street. The planning commission saw the preliminary plat two months ago. Approval was conditioned on the items listed in the staff report. Section 3 of the staff report includes a tree inventory and replacement plan, which must be included in the development agreement. Also, the location of the driveway in Lot 5 adds added protection for wetlands with the addition of fencing, which also adds extra protection. Staff recommends approval with the conditions listed in the staff report.

Commissioners: Commissioner Wedul asked about the wetland delineation done in 2005. Is it still valid? Per Deming, the delineation was refreshed/revised in 2020, so it is currently valid. Commissioner Zwiebel asked if the road will come in from Skyline Parkway and then will end in a turnabout circle. Kyle affirmed. He stated there is a possibility of a future connection to the NE corner, should it be needed. Wedul asked about the cul de sac. Did fire review and approve? Per Deming, Engineering and Fire are aware, and diameter is sized appropriately.

Applicant: Rick and Cindy Crawford addressed the commission and noted they have been working with the city for 15 years on this, and it is a wonderful project. They thanked staff and the planning commission. David Bolf of Northland Consulting Engineers reiterated the cul de sac is 120' across and meets engineering and fire codes.

Public: No speakers.

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

VOTE: (7-0)

PL 21-210 UDC Text Amendment to Section 50-18.2, Airport Overlay District, by the City of Duluth

Staff: Steven Robertson noted this item is still being evaluated and new language is need. The code has been unchanged since 2010. They need to include Sky Harbor Airport in the new language. Robertson referred to the seven bullet points found on his staff memo. He welcomes discussion from the planning commission, but would like to table the item.

Commissioners: Wedul asked if the airport authority has reviewed and commented, and has there been any Cirrus feedback? Per Robertson, the new language has been blessed by the jurisdiction. They have performed their due diligence. Commissioner Eckenberg noted city attorney Steve Hanke isn't present tonight. What is the purpose of having public comment tonight? He also noted the approval of the Director Office of Aeronautics on the new zoning regulations found on page 152 of the staff report. Robertson noted a legal notice was posted in the Duluth News Tribune, and staff would like to have multiple opportunities for public input.

Public: No speakers, but will remain open, and continued until the next meeting.

MOTION/Second: Wisdorf/Holliday Table until next meeting

VOTE: (7-0)

Old Business

PL 21-096 Minor Subdivision at Glen Place and W Michigan Street by Aaron Schweiger

Item to Remain on the Table through the end of November for more Plat Research

Communications

Land Use Supervisor (LUS) Report – Deputy Director Fulton gave an overview. He noted the Kenwood Plaza Application has been withdrawn. Restoration will be ongoing. Lester Park Golf Course: the city council acted to appoint DEDA to go through a Request for Proposal (RFP) process. The city is pleased to have hired a new transportation planner, James Gittemeier. Commission meetings will continue on Web-ex until further notice. The planning commission annual meeting is coming up in February, and will be held prior to their regular meeting, and will involve the election of new officers.

Heritage Preservation Commission – Commissioner Wisdorf noted they met yesterday, and discussed the downtown district design guidelines, which will hopefully to the pc next month. Duluth is hosting the State Historic Preservation Conference, and it is still up in the air if it will be conducted in person, or virtually. They are waiting to hear back from SHPO on Depot repairs.

Joint Airport Zoning Board – Commissioner Eckenberg noted they are in a holding pattern until next month.

Duluth Midway Joint Powers Zoning Board – No update.

Adjournment

Meeting adjourned at 5:57 p.m.

Respectfully,

DocuSigned by:
Adam Fulton
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Adam Fulton – Deputy Director
Planning & Economic Development