

City of Duluth  
Planning Commission – Annual Meeting  
March 6, 2018 Meeting Minutes  
Room 303 - Duluth City Hall

1. Dinner

2. Call to Order and Roll Call

President Michael Schraepfer called to order the annual meeting of the city planning commission at 5:30 p.m. on Tuesday, March 6, 2018, in city hall room 303.

Roll Call

Attending: Terry Guggenbuehl, Janet Kennedy, Tim Meyer, Garner Moffat, Margie Nelson, Michael Schraepfer, Luke Sydow, Heather Wright Wendel, and Zandra Zwiebel

Absent: N/A

Staff Present: Keith Hamre, Adam Fulton, Steven Robertson, Kyle Deming, Kate Van Daele, Chris Lee, Ben Van Tassel, Jenn Reed Moses, and Emilie Voight

3. Information and Presentations

A. Imagine Duluth 2035 Comprehensive Plan, Recommend Adoption (Including Changes to Future Land Use Maps and Strategies and Implementation Steps of Housing and Transportation)

Changes made to the Irving Map and Western Duluth map were handed out. Change to the industrial areas, inclusion of residential, bike trail routes and open space areas were added. Detail was given in the appendix of the plan which explained the changes made to each map. Changes were also made on the Woodland Map in the Hartley Area changing this area from preservation to residential. White areas that are on the map have now been changes to neighborhood mixed use.

Also updated the 12 core investment areas map. The housing, open space, economic development, and general development chapters were also changed and updated.

Questions and comments from the February meeting were incorporated into the plan through various chapters.

**Staff:** Keith Hamre

**Applicant:** City of Duluth

**Public:** N/A (Public Hearings were held on January 9<sup>th</sup>, 2018 and February 13<sup>th</sup>, 2018.)

**Commissioners:** Moffat, happy about changes and additions that were made since the last meeting. Suggested the following changes: Transportation Chapter, Policy #6, Strategy #3 – added "Include local street connections from Lincoln Park to Courtland Street to improve neighborhood connectivity." General Development Chapter, Strategies #8 Wayfinding, 4.B.; wanting to add safety and better bike and pedestrian connections to Canal Park and downtown Page 24- City Wayfinding Systems 4b: Added an implementation step on clarifying and cleaning up street names in the city.

Transformative section- wanting service boundaries. Hamre said that this is in section three. Core investment areas map- doesn't have downtown on the map. Is this not a focus area? Hamre said that within the Transformative section that downtown is called out several times and has its own section which is why it is not a part of the core investment area.



Schraepfer asked how revisions would be made to this plan. Hamre said that in the 2006 plan that 10 small area plans would be created and updated. This plan, calls out core investment areas in addition to implementation steps and benchmarks that will be reported on annually. Core investment areas would result into additional plans- and will be revisited in ten years to determine their relevancy with changes that could take place in the meantime.

Kennedy- Will there be any additional changes between now and when Council votes on the plan? Can any additional changes be made? Hamre- cannot predict what if any changes will be made by City Council. Council will dig in more to the plan other than just adopting to the plan but the process of approving the plan at the Planning Commission level first for Council to be able to look deeper at the plan from final changes that have been made.

**MOTION/Second:** Moffat /Zwiebel recommend adoption with recommended changes from Planning Commissioner Moffatt's final recommendations.

**VOTE: (9-0)**

B. UDC Text Amendments (Public Hearings Were Held on January 9 and February 13)

a) VRBO (Expanding the Number of Permits Available)

The number of permits was approved at 60 by City Council. Planning staff is recommending the number be increased by six annually. Guggenbuehl mentioned that it is frustrating that the number of 60 doesn't mean anything. Hamre said that 60 was based on market growth predictions. Meyer said that this practice has been under regulated, and was in favor of not setting a limit for the amount of permits. Sydow said that we should allow unlimited permits in commercial districts and limit the rest in residential. Moffat- wanting clarification around the number of permits allowed in form districts, allowing use on the second floor and above but not on the first floor. Robertson, said that the idea was to allow permits on upper and lower floors within form districts. Hamre said that already we have problems regulating these types of permits/ people renting without a license.

**MOTION/Second:** Guggenbuhl motion to increase the number of IUP's equal the 0.5% of total owner – occupied housing units., and would cap the number of vacation dwelling units for any single owner at no more than three. The number would be allowed to 114 based on the 0.5% for residential areas. This number would change based on the number of total owner-occupied units each year. Second Zwiebel.

**VOTE: (6-3 Meyer, Moffat, Nelson)**

b) Fencing and Screening

Change to a four-foot screening for animals per Planning Commissioners comments.

**MOTION/Second:** Guggenbuhl motion to approved based on staff recommendations, and to include slatted fences. Seconded by Sydow.

**VOTE: (9-0)**

c) Filling Stations, Hotels, Auto Repair and Service, and Use Table

Instead of focusing on the size of filling stations, staff chose to move forward with limiting the number of pumps at a station. Also would ask that new filling stations would be held to design standards per staff's recommendations.

**MOTION/Second:** Nelson/Guggenbuhl recommend adoption as per staff's recommendations with 50-20.3j.4 to include form districts, in addition to residential and MU-N districts.

**VOTE: (9-0)**

d) Administrative Adjustments (Off Street Parking)



No further changes- this still allows the Land Use Supervisor to make administrative adjustments to parking requirements.

**MOTION/Second:** Guggenbuhl/ Zwiebel recommend adoption as per staff's recommendations.

**VOTE: (7-2 Moffat and Nelson)**

**Staff:** Steven Robertson

**Applicant:** City of Duluth

**Public:** N/A (Public Hearings were held on January 9<sup>th</sup>, 2018 and February 13<sup>th</sup>, 2018.)

4. Other Business (approx. 6:30 pm)

- A. Zenith Awards. A project that has been built, or a program or event that has been conducted, that supports the goals, policies, or recommendations of a City of Duluth plan or study. Chosen by Planning Commission at its Annual Meeting.

Projects recommended for the award:

- Endi Apartments- 6
- Kenwood Village- 2
- Center for American Indian Resources - 5
- LSS Center for Changing Lives - 4

Awards will be given to ENDI Apartments and Center for American Indian Resources building at a later meeting.

- B. Change to Bylaws (6.2 Nominating Officers, 8.1 Consent Agenda, and 9.10 Time Limits at Public Hearings)

**MOTION/Second:** Zwiebel/ Meyer recommend adoption with staff's changes

**VOTE: (8-0-1 Abstention Moffat)**

- C. Election of Officers

**MOTION/Second:** Zwiebel /Wright-Wendel recommend Michael Schraepfer as President

**VOTE: (9-0-1 Abstention Moffatt)**

**MOTION/Second:** Zwiebel/ Meyer recommend Janet Kennedy as Vice President

**VOTE: (9-0-1 Abstention Moffat)**

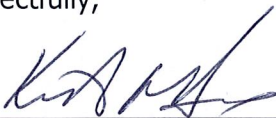
- D. Brief Discussion of March 13, 2018, Planning Commission Meeting Items

Changes to agenda includes a consent agenda. If a Commissioner or member of the public sees that an item on that agenda is controversial they are able to remove an item from the consent agenda. If a request to remove an item is not made, the Commission would move forward and vote on all consent agenda as staff has recommended.

- E. Recognition of Outgoing Planning Commissioners Moffat and Guggenbuhl.

- F. Meeting adjourned by Schraepfer/ Guggenbuhl at 7:09 p.m.

Respectfully,



Keith Hamre - Director  
Community Planning and Construction Services