



**CITY OF DULUTH**  
Planning Division

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Phone: 218/730.5580 Fax: 218/723-3559

**STAFF REPORT**

<b>File Number</b>	PL 13-165	<b>Contact</b>	Jenn Reed Moses, jmoses@duluthmn.gov	
<b>Application Type</b>	Planning Review	<b>Planning Commission Date</b>	February 11, 2014	
<b>Deadline for Action</b>	<b>Application Date</b>	December 13, 2013	<b>60 Days</b>	February 11, 2014
	<b>Date Extension Letter Mailed</b>	December 20, 2013	<b>120 Days</b>	April 12, 2014
<b>Location of Subject</b>	609 W Central Entrance			
<b>Applicant</b>	Members Cooperative Credit Union	<b>Contact</b>	218-625-8511, heikt@membersccu.org	
<b>Agent</b>	George Janssen	<b>Contact</b>	gjanssen@marketpointecre.com	
<b>Legal Description</b>	010-3182-00010			
<b>Site Visit Date</b>	N/A	<b>Sign Notice Date</b>	January 28, 2014	
<b>Neighbor Letter Date</b>	December 31, 2013	<b>Number of Letters Sent</b>	11	

**Proposal**

The applicant is proposing a new 4,400 square foot credit union with three drive-through lanes.

Applicant is also applying for a variance from the maximum parking requirement (PL 13-164).

	<b>Current Zoning</b>	<b>Existing Land Use</b>	<b>Future Land Use Map Designation</b>
<b>Subject</b>	MU-C	Vacant (former commercial)	Large-scale commercial
<b>North</b>	MU-C	Commercial (Cub Foods)	Large-scale commercial
<b>South</b>	MU-N	Residential/Undeveloped	Neighborhood mixed use
<b>East</b>	MU-C	Commercial (Hotel)	Neighborhood mixed use
<b>West</b>	MU-C	Commercial (Tires Plus)	Large-scale commercial

**Summary of Code Requirements (reference section with a brief description):**

50-15.3 MU-C District - Planning review by the Planning Commission is required for new development, redevelopment, and expansions in the MU-C district.  
 50-18.1E Storm Water Management - Addresses water runoff quality and quantity pre- and post-construction.  
 50-23 Connectivity and Circulation - Focuses on pedestrian and bicycle accommodations.  
 50-24 Parking and Loading - Addresses required minimum and maximum parking spaces and loading docks, dimensional standards, snow storage and pedestrian circulation.  
 50-25 Landscaping and Tree Preservation - Speaks to landscaping standards such as materials, plant size, location, tree preservation and replacement.  
 50-26 Screening, Walls, and Fences - Screening of mechanical equipment, loading areas, and commercial containers, plus regulations regarding fences and retaining walls.  
 50-30 Design Standards - Building standards for multi-family, commercial, institutional, and industrial buildings.  
 50-31 Exterior Lighting - Directs the minimum and maximum illumination values and lighting fixtures for a site.  
 50-37.11 Planning Review - Planning Commission shall approve the Planning Review or approve it with modifications, if it is determined that the application complies with all applicable provisions of this Chapter.

III C 1

**Comprehensive Plan Findings (Governing Principle and/or Policies) and Current History (if applicable):**

Principle #1- Reuse previously developed lands. Site was previously used as a Midas muffler shop.

Future Land Use - Large-scale commercial: Mall, shopping center, and big box retail development, with associated surrounding retail and service uses, but only ancillary office uses and no residential uses. Oriented primarily to the motorist, with planned internal circulation patterns while still accommodating pedestrian movement. Requires access to regional transportation routes. May include regional green infrastructure for watershed protection.

**Discussion (use numbered or bullet points; summarize and attach department, agency and citizen comments):**

Staff finds that:

- 1.) 50-15.3 - The proposed structure meets setbacks and height limit. Building will be one story with an approximate height of 20 feet.
- 2.) 50-18.1 - The proposed structure is within a shoreland of Coffee Creek, but located outside the building setbacks. Coffee Creek is a trout stream and, per City Engineering, project is adding new impervious surface. Project will need to include stormwater controls for rate, temperature, and water quality. Applicant is currently working with City Engineering on design of the stormwater system.
- 3.) 50-23 - Site plan includes an on-site sidewalk, a sidewalk along Central Entrance, and sidewalks along the property line with the existing access road to Cub Foods. To ensure safe pedestrian access, sidewalk from Central Entrance should include striping where it crosses the drive-through lane.
- 4.) 50-24 - Site plan shows 19 parking spaces, two spaces over the maximum limit. Applicant has applied for a variance to the maximum parking requirement. Temporary snow storage will be provided at the staff parking stalls with immediate snow removal off site.
- 5.) 50-25 - Site plan shows areas for street frontage landscaping. Number and type of plants will need to be confirmed with a landscaping plan prior to construction. Due to the small parking lot size, it is exempt from providing interior parking lot landscaping, but must still meet the minimum 30% tree canopy coverage. Due to difficulty providing tree canopy coverage over staff parking area, applicant is proposing to add a tree along drive-through lane.
- 6.) 50-26 - Trash enclosures are located in the rear of the property and will be screened. Retaining walls are shown along the north and east of the property and will be less than 6 feet high. All screening and walls will need to be verified at the time of building permit application to ensure they meet UDC requirements.
- 7.) 50-27 Future signage will need to comply to UDC requirements and apply for a separate sign permit.
- 8.) 50-29 and 50-30 - Sustainability and Building Design Standards are not applicable based on size of development (less than 10,000 square foot structure).
- 9.) 50-31 Exterior Lighting will be designed to meet UDC requirements. Applicant will need to have an approved lighting plan and photometric plan prior to receiving a building permit.
- 10.) No public, agency, or City comments were received.

**Staff Recommendation (include Planning Commission findings, i.e., recommend to approve):**

Staff recommends Planning Commission approve the Planning Review, subject to the following conditions:

- 1.) The project be limited to, constructed, and maintained according to the Site Plan dated January 30, 2014.
- 2.) Sidewalk from Central Entrance include striping where it crosses the drive-through lane.
- 3.) Applicant comply with UDC parking maximums, or apply for and receive a variance to those requirements.
- 4.) Screening and lighting requirements be verified prior to receiving a building permit.
- 5.) Any alterations to the approved plans that do not alter major elements of the plan may be approved by the Land Use Supervisor without further Planning Commission; however, no such administrative approval shall constitute a variance from the provisions of Chapter 50.

THC 2

**Attachments (aerial photo with zoning; future land use map; site plan; copies of correspondence)**

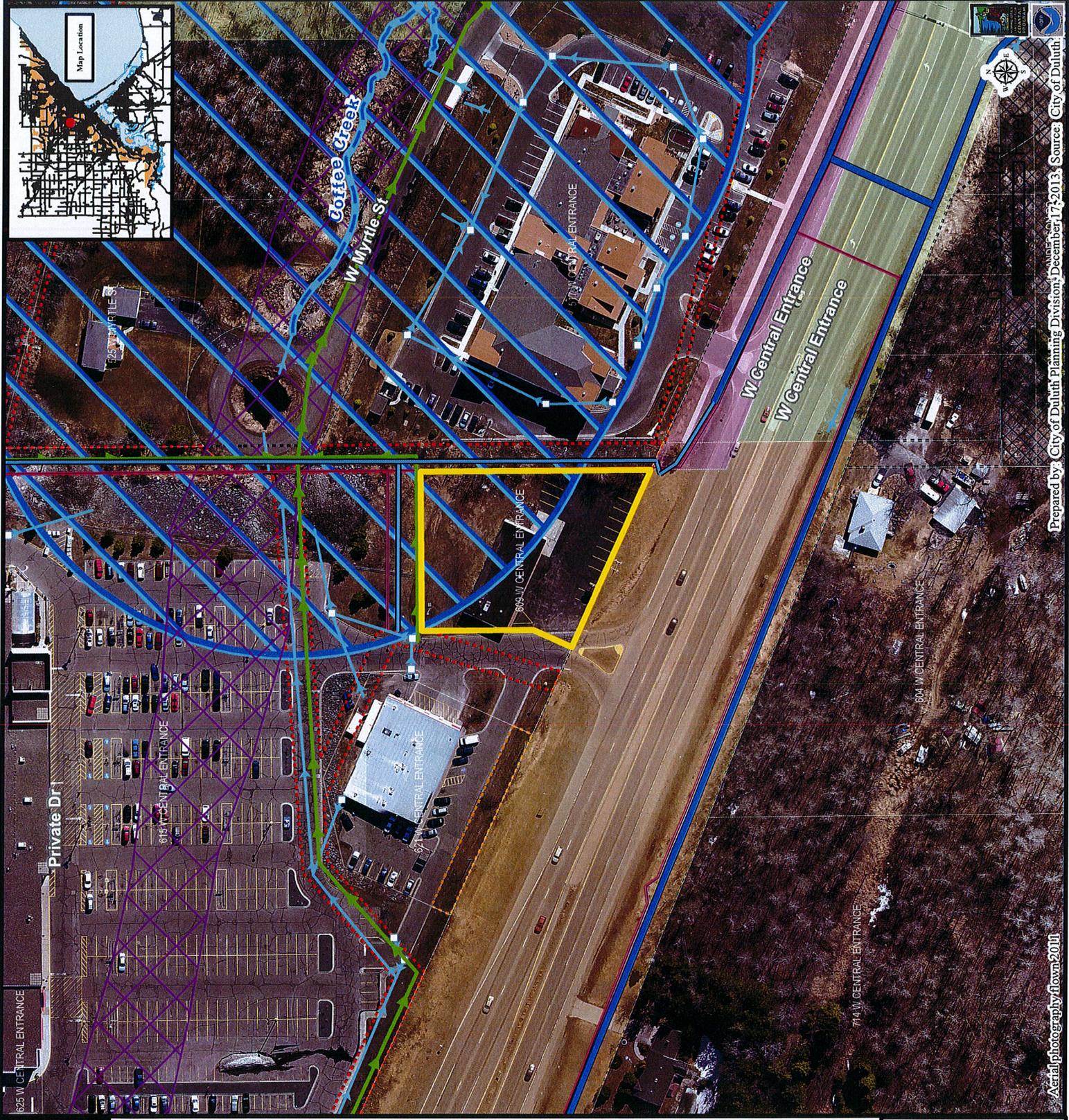


# City Planning

PL 13-164 and 13-165  
Variance & Plan Review  
609 W Central Entrance

## Legend

- Stream Type**
  - Trout Stream (GPS)
  - Other Stream (GPS)
- Water Distribution System**
  - 30 - 60" Water Pipe
  - 16 - 24" Water Pipe
  - 4 - 6" Water Pipe
- Sanitary Sewer Collection System**
  - Sanitary Sewer Collector
  - Sanitary Sewer Interceptor
  - Sanitary Sewer Forced Main
- Storage Basin**
- Pump Station**
- Gas Distribution Main**
  - 8" - 16" Gas Pipes
  - 4" - 6" Gas Pipes
  - 0" - 4" Gas Pipes
- Storm Sewer Collection System**
  - Storm Sewer Pipe
  - Storm Sewer Catch Basin
- Discharge\_Points**
- Right-of-Way Type**
  - Road or Alley ROW
  - Vacated ROW
- Easement Type**
  - Utility Easement
  - Other Easement
- Shoreland Overlay Zone**
  - Cold Water
  - Natural Environment
  - General Development
- Floodplain Type**
  - General Flood Plain
  - Flood Way
  - Flood Fringe



The City of Duluth has tried to ensure that the information contained in this map or electronic document is accurate. The City of Duluth makes no warranty or guarantee concerning the accuracy or reliability. This drawing/data is neither a legally recorded map nor a survey and is not intended to be used as one. The drawing/data is a compilation of records, information and data located in various City, County and State offices and other sources affecting the area shown and is to be used for reference purposes only. The City of Duluth shall not be liable for errors contained within this data provided or for any damages in connection with the use of this information contained within.

Aerial photography/floam-2011

Prepared by: City of Duluth Planning Division, December, 17-2013. Source: City of Duluth.

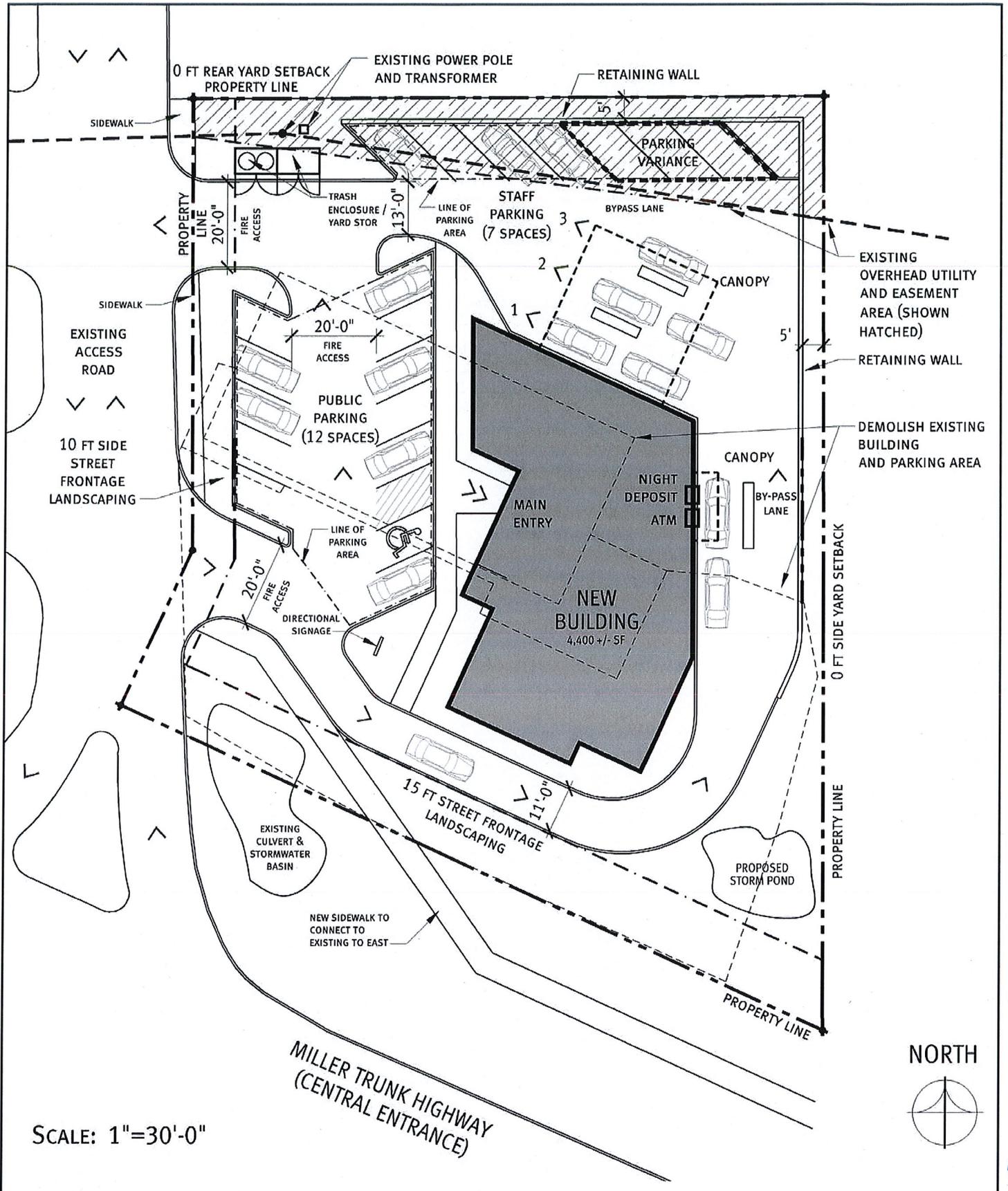
111-C-3



# 609 W Central Entrance

Print Date: 02/03/2014  
Image Date: 05/12/2013  
Level: Neighborhood

111-C-4



SCALE: 1"=30'-0"

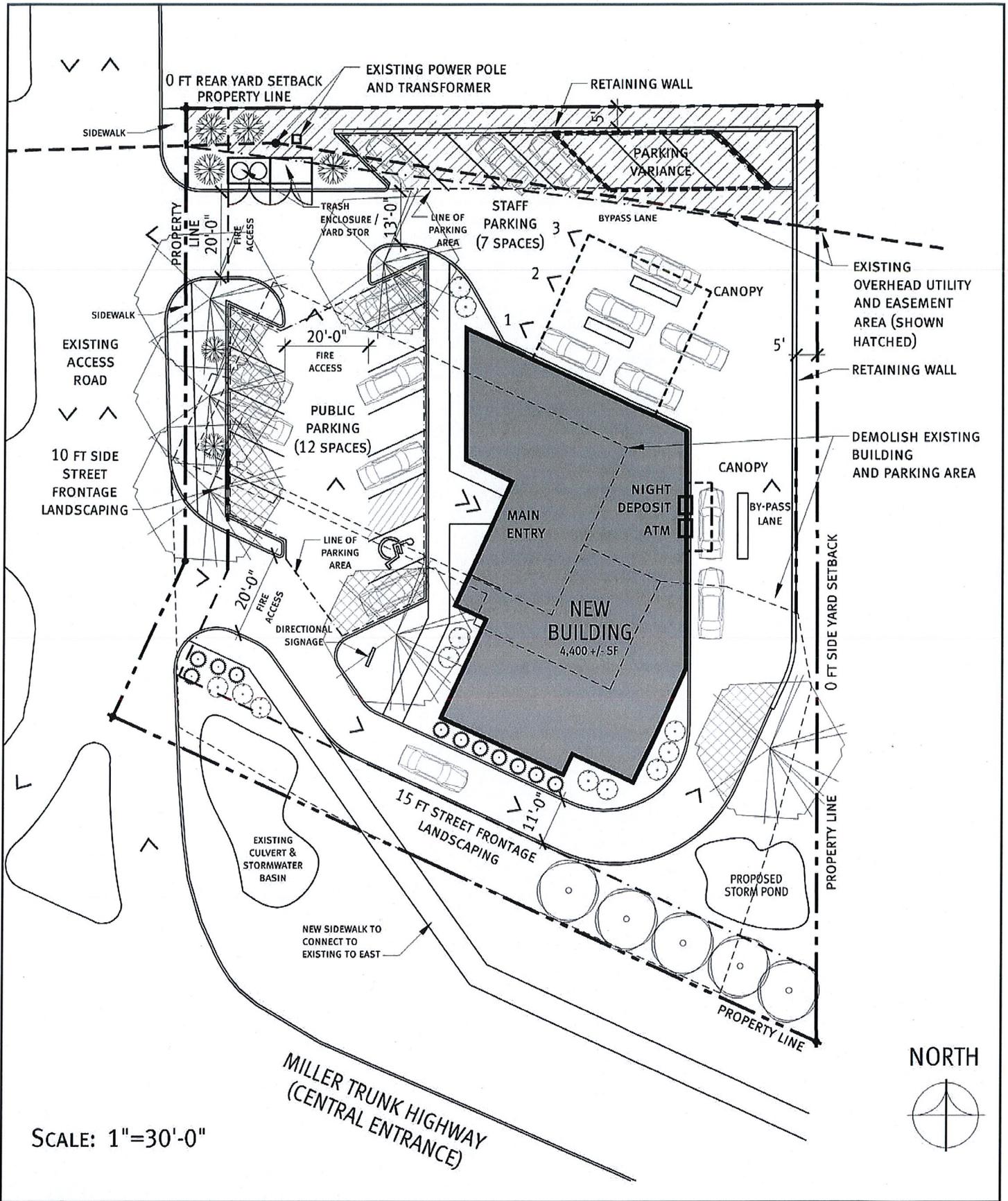
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**MEMBERS COOPERATIVE CREDIT UNION**  
609 W. CENTRAL ENTRANCE  
DULUTH, MINNESOTA

project # 13003.10  
date JANUARY 30, 2014  
dwg file 13003.10-V-SITE PLAN

revision/issue  
**SITE PLAN**  
sheet number  
**1** of 3

111. C-5



111. C-6

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 DULUTH, MINNESOTA

project # 13003.10  
 date JANUARY 30, 2014  
 dwg file 13003.10-V-SITE PLAN

revision/issue  
**LANDSCAPE PLAN**  
 sheet number  
**2** of 3

**SUBMITTALS:**

PROPERTY ACQUISITION TO BE FINALIZED UPON PLANNING COMMISSION APPROVAL. DEVELOPMENT OF DESIGN SHALL MEET ALL APPLICABLE ZONING CODES WILL COMMENCE UPON FINALIZATION OF LAND ACQUISITION. DESIGN INTENT SHALL MAINTAIN THE CHARACTER AND INTEGRITY OF THE EXISTING MIXED USE COMMERCIAL DISTRICT AND ENHANCE THE EXISTING SITE FROM THE CURRENT NON-COMPLIANT CODE STATUS.

ARTICLE 2: NOT REQUIRED

ARTICLE 3: NOTE REQUIRED

ARTICLE 4: SITE PLAN, LANDSCAPING PLAN

TREE PRESERVATION REPORT NOT REQUIRED: NO TREES TO BE REMOVED.

EXTERIOR MECHANICAL FEATURES: TO BE DETERMINED

ROOF MOUNTED EQUIPMENT TO BE SCREENED FROM VIEW PER SECTION 50.26-1-B(1).

GROUND MOUNTED EQUIPMENT TO BE SCREENED WITH LANDSCAPING

COMMERCIAL TRASH CONTAINERS TO BE SHIELDED FROM VIEW WITH FENCE ENCLOSURE WITH LOCKABLE GATE PER SECTION 50-26.3.

EXTERIOR LIGHTING PER FUTURE DESIGN-BUILD CONTRACTOR AND WILL MEET THE REQUIREMENTS OF SECTION 50-31.

LEGEND	
LARGE DECIDUOUS SHADE TREE	
SMALL ORNAMENTAL TREE	
LARGE CONIFEROUS SHRUB	
SMALL DECIDUOUS SHRUB	
SMALL DECIDUOUS SHRUB	
ALL SHRUB PLANTING AREAS TO INCLUDE 3"-4" HARDWOOD MULCH OVER ENTIRE PLANTING BED	
ALL DISTURBED AREAS NOT PLANTED WITH SHRUBS TO BE SEEDED WITH NATIVE SEED MIX	

CALCULATIONS	
LOT SIZE:	28,000 +/- SF
LINEAR FRONTAGE:	180 FEET
PARKING:	<u>SECTION 50-24.2</u> PROTOCOL: BANK = 2.5 SPACES PER 1000 GSF REQ'D: 11 SPACES <u>SECTION 50-24.4</u> MAXIMUM PARKING LIMIT = 150% MAXIMUM: 16 SPACES <u>SECTION 50-37 : PARKING VARIANCE</u> MAXIMUM PARKING LIMIT = 175% MAXIMUM: 19 SPACES
STREET FRONTAGE LANDSCAPING:	<u>SECTION 50-25.3</u> PROTOCOL: 1 TREE / 35 FT LINEAR FRONTAGE REQ'D: 5 TREES      PROV'D: 5 TREES  PROTOCOL: 1 LARGE SHRUB / 25 FT LINEAR FRONTAGE REQ'D: 7 SHRUBS      PROV'D: 7 SHRUBS
PARKING LOT LANDSCAPING:	<u>SECTION 50-25.4</u> <u>A. PERIMETER SCREENING FROM PUBLIC STREETS</u> PRIVATE STREET: EXEMPT LINEAR FRONTAGE: 150 FT  PROTOCOL: 1 TREE / 35 FT LINEAR FRONTAGE REQ'D: EXEMPT      PROV'D: 3 TREES  PROTOCOL: 3 LARGE SHRUBS / 25 FT LINEAR FRONTAGE REQ'D: EXEMPT      PROV'D: 4 SHRUBS  <u>SECTION 50-25.4</u> <u>B. INTERIOR LANDSCAPING REQUIREMENTS</u> EXEMPT: ITEM 6 (19 SPACES)  <u>TREE CANOPY:</u>  PUBLIC PARKING AREA = 3,160 SF REQ'D: 30% TREE CANOPY = 948 SF PROV'D: 31% TREE CANOPY = 984 SF  STAFF PARKING AREA = 1200 SF REQ'D: 30% TREE CANOPY = 360 SF PROV'D: 0% TREE CANOPY = 290 SF (UNABLE TO PROVIDE TREES DUE TO OVERHEAD UTILITY EASEMENT AT STAFF PARKING - 290 SF CANOPY PROVIDED AT EAST DRIVE THRU LANE)



**MEMBERS COOPERATIVE  
CREDIT UNION**  
609 W. CENTRAL ENTRANCE  
DULUTH, MINNESOTA

project # 13003.10  
date JANUARY 30, 2014  
dwg file 13003.10-V-SITE PLAN

revision/issue  
**PLAN NOTES**  
sheet number  
**3** of 3

111.C-7

## Jennifer Moses

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**From:** Jody Anderson <JAnderson@dsgw.com>  
**Sent:** Monday, January 06, 2014 8:10 AM  
**To:** Jennifer Moses  
**Cc:** Janet Vold  
**Subject:** RE: Credit union questions

Hi Jenn –  
Hope you are surviving the cold!

Height of the building: 1 story / 20 ft +/-  
Retaining wall heights: 6 ft or less  
Snow storage: Temporary snow storage will be provided at the staff parking stalls with immediate snow removal off site  
Exterior lighting: Exterior lighting will be provided by design-build contractor and will meet UDC requirements

I have also requested photos of the zoning signage from the owner and will forward to you when I receive.

Thanks – Let me know if you have any more questions.

Keep warm!

**Jody Anderson, AIA, LEED AP | Associate, Architect**  
**DSGW Architects**  
2 West First Street, Suite 201, Duluth, Minnesota 55802  
218.727.2626 main | 218.740.3611 direct  
[www.dsgw.com](http://www.dsgw.com)

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**From:** Jennifer Moses [<mailto:jmoses@DuluthMN.gov>]  
**Sent:** Friday, January 03, 2014 3:52 PM  
**To:** Jody Anderson  
**Cc:** Steven Robertson  
**Subject:** Credit union questions

Hi Jody,

A few questions as I review the credit union site plans:

- Do you know the height of the building?
- How tall will the retaining walls be?
- Where will snow be stored? Usually we ask people to indicate a snow storage area on the site plan, and I didn't see one.
- Are you proposing any exterior lighting?

Thanks – and have a good weekend!

Jenn

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111. C-8