

**CITY OF NORTH ST. PAUL PLANNING COMMISSION
REGULAR MEETING AGENDA
THURSDAY, JULY 2ND, 2020
6:15 PM**

North St. Paul City Hall – Council Chambers
2400 Margaret Street

I. CALL TO ORDER

II. ROLL CALL

COMMISSION

Elaine Barton, Commission Chair

Patrick Blee, Commissioner

Rick Gelbmann, Commissioner

John Monge, Commissioner

Tom Sonnek, Commission City Council Liaison

Michael Stahlmann, Commissioner

Allan Worm, Commissioner

STAFF

Erin Perdu, Planning Consultant

Olivia Boerschinger, Planning Secretary

III. ADOPT AGENDA

IV. APPROVAL OF MINUTES

A. Approval of the May 28th, 2020 regular meeting minutes.

V. MEETING OPEN TO THE PUBLIC

Note: This is a courtesy extended to persons wishing to address the Commission concerning issues that are not on the agenda. This discussion will be limited to 15 minutes.

VI. PUBLIC HEARING

A. Conditional Use Permit - Hue Senior Center, 2544, 2546, 2548 7th Ave E.

VII. COMMISSION BUSINESS ACTION ITEMS & RECOMMENDATIONS

A. Conditional Use Permit - Hue Senior Center, 2544, 2546, 2548 7th Ave E.

VIII. OLD BUSINESS

A. 2020 Zoning Updates Discussion

IX. REPORTS FROM STAFF

X. REPORTS FROM COMMISSIONERS

A. Update from City Council Liaison

XI. ADJOURNMENT

The next regularly scheduled Planning Commission Meeting is Thursday, August 6th, 2020 at 6:15 p.m.

**CITY OF NORTH ST. PAUL
PLANNING COMMISSION
REGULAR MEETING MINUTES
THURSDAY, MAY 28, 2020
6:15 P.M.**

I. CALL TO ORDER

Chair Barton called the meeting to order at 6:15 p.m. The meeting was conducted via Zoom.

II. ROLL CALL

COMMISSION

Elaine Barton, Commission Chair

Patrick Blees, Commissioner

Rick Gelbmann, Commissioner ABSENT AND EXCUSED

John Monge, Commissioner

Tom Sonnek, Commission City Council Liaison

Michael Stahlmann, Commissioner

Allan Worm, Commissioner ABSENT AND EXCUSED

STAFF

Erin Perdu, City Planner

Ryan Krzos, WSB

Olivia Boerschinger, Planning Secretary

III. ADOPT AGENDA

Chair Barton requested the follow Agenda addition:

-Item 7B. Selection of Vice Chair

Motion to adopt agenda by Commissioner Monge, and seconded by Commissioner Blees, with all present voting aye (4-0). Motion carried to adopt the May 28, 2020 Agenda as amended.

IV. APPROVAL OF MINUTES

Motion to approve Minutes by Commissioner Blees, and seconded by Commissioner Monge, with all present voting aye (4-0). Motion carried to approve the May 7, 2020 regular meeting minutes as submitted.

V. MEETING OPEN TO THE PUBLIC

There were no comments.

VI. PUBLIC HEARINGS

A. Text Amendment – Animal Shelter

City Planner Erin Perdu reviewed a potential Ordinance amendment that would separate “animal shelter” from higher impact uses like animal boarding and kennels and would allow this use in all MU districts. She added this issue was raised during City Staff’s consideration of an animal shelter application.

Chair Barton opened the public hearing at 6:25 p.m.

There were no comments.

Chair Barton closed the public hearing at 6:26 p.m.

Chair Barton stated the “animal shelter” category is separate in the uses chart. Ms. Perdu stated a boarding facility or kennel could potentially have an outside area which would be disruptive in the downtown area. She added the definition of “animal facility” includes animal shelter, boarding facility and animal day care.

Chair Barton stated the chart should read “animal boarding facility: kennel day care”, and “animal boarding facility: animal shelter”. She added it would not be necessary to change the definition of animal boarding facility. Ms. Perdu stated she does not believe the definition is confusing but agreed to make the change

Motion by Commissioner Monge, and seconded by Commissioner Stahlmann, with all present voting aye (7-0). Motion carried to recommend City Council approval of a text amendment to allow animal shelters as a conditional use in all MU districts.

VII. COMMISSION BUSINESS ACTION ITEMS & RECOMMENDATIONS

A. Conditional Use Permit – Caring for Cats, 2550 7th Avenue

Ms. Perdu reviewed a request from Caring for Cats Shelter and Rescue to move into an existing building at 2550 7th Avenue. She added no outdoor modifications are being requested. The use is consistent with Comprehensive Plan guiding, and this type of pedestrian friendly use would enhance the downtown area. The building is more than 150 feet from residentially zoned properties and will not produce exterior impacts such as noise glare or unsightly areas.

Ms. Perdu stated City Staff recommends Planning Commission recommend approval to the City Council of a Conditional Use Permit for Caring for Cats.

Commissioner Blees stated the map on page 22 of the meeting packet still shows the wrong address and wrong property. Ms. Perdu stated that map was submitted as part of the CUP application. She added the map in the staff report is correct.

Chair Barton asked what hours the adoption center would be open. Ms. Perdu stated she believes they will have regular business hours.

Motion by Commissioner Brees, and seconded by Commissioner Monge, with all present voting aye (4-0). Motion carried to recommend City Council approval of a Conditional Use Permit for Caring for Cats at 2550 7th Avenue.

B. Selection of Vice Chair

Chair Barton asked whether any Commissioners are interested in serving as Vice Chair. She added the Vice Chair will conduct the meeting in the Chair's absence.

Motion by Chair Barton, and seconded by Commissioner Stahlmann, with all present voting aye (4-0). Motion carried to nominate Commissioner Monge to be Vice Chair.

VIII. OLD BUSINESS

A. 2020 Zoning Updates Discussion

Ryan Krzos, WSB Planning Consultant, provided an overview of the Zoning Ordinance for the Planning Commission's feedback and comments. He added City Staff did some follow-up on lot size analysis, made updates and added some definitions. He noted the purpose of this update is to fulfill recommendations in the Comprehensive Plan.

Mr. Krzos stated City Staff provided an additional map that shows properties 100 feet wide or more, that could potentially be subdivided if the minimum lot width were to be lowered to 50 feet.

Chair Barton asked whether any information was available on shoreland regulations for properties around Silver Lake. Ms. Perdu agreed to do that for next time.

Mr. Krzos stated a definition for live/work units was added after the Planning Commission's discussion regarding townhomes and 2-family uses. He added the PUD section was moved because PUDs can also be mixed use.

Commissioner Blees asked why a 2-family dwelling is a conditional use in the R-3 district but permitted in the Multi-Family (MU) district. Mr. Krzos stated the R-3 is intended to be a higher density district. He added this is a carryover from the existing Code, and most Zoning Codes would allow it as a permitted use.

Chair Barton stated the R-3 zone was essentially only multi-family and apartment buildings. She added she does not know if there are any single-family lots in the R-3 district. She noted, if there are no single-family lots in the R-3 district, it is questionable whether they should be allowed now.

City Council Liaison Sonnek stated there might be nonconforming single-family properties in an R-3 area. He asked whether it is always acceptable to have less density than what an area is zoned for, even if the Comprehensive Plan calls for higher density. He stressed the importance of being consistent. He noted the easiest solution would be to permit single-family dwellings in the R-3 zone.

Chair Barton stated townhouse dwellings could be as small as 2-family units. She added townhouses are not permitted in the R-3 district. She noted other types of developments like cottages would also be single-family dwellings. She added she is unsure why 2-family use is conditional.

City Council Liaison requested clarification regarding “lodging house” use. Mr. Krzos stated “lodging house” is defined as any dwelling other than a hotel that can accommodate 1 or more people not to exceed 8 people. Ms. Perdu stated the intent of the “lodging house” definition was to capture short-term rentals. She added City Staff will review that definition.

Ms. Perdu stated it might be necessary to look at the definition of “family”, and how many unrelated people are living in one house. She added the intent

Mr. Krzos stated language was changed related to “civic and institutional” uses, to correspond with State definitions for day care facilities and day nurseries.

Chair Barton asked why public parks, playgrounds or open space are not allowed in MU1 or MU2 districts. She added it seems that would be a use that would be allowed in those districts. Mr. Krzos stated there are not many MU2 properties, and MU1 is the downtown area. Ms. Perdu agreed. Mr. Krzos stated a park or open space would be allowed if it was an accessory to a development.

Mr. Krzos stated the “medical use” category was simplified into “clinic use” to make it easy to administer. He added this would include places that are very defined in their scope. He noted “utility uses” are also simplified onto one line.

Chair Barton stated veterinary clinic should be considered in the long term, if the City gets a request for one in the near future. She added animals are treated and sent home immediately, and there is no boarding or outdoor use.

Mr. Krzos stated, under “Commercial uses”, “lodging general” has been more clearly defined, and a placeholder was added for “short term rental”. A definition for “coffee shop/tea house” was added, and the definition of “cultural center” was changed so it does not overlap other uses, and “catering” was defined. He added catering might considered for restriction in the M1 district, since it is usually not pedestrian-related. He noted it could be kept as a permitted use if there are catering businesses that are also restaurants.

Mr. Krzos stated he would include the animal boarding facility/animal shelter schedule for the next review. He added “educational services” was added to accommodate dance studios and karate studios in the MU district.

Mr. Krzos stated the “bank/financial” definition does not include pay day loan businesses. He added pawn shops are also excluded, which would be a retail use. He made a note to remove the last sentence in the definition. Chair Barton stated the sentence could be changed to say “does not include pawn shops”.

Mr. Krzos stated definitions were modified or added for retail, outdoor recreational uses and transportation uses.

Chair Barton requested that the number of allowable automobiles or trailers for storage or display should be changed to “2 or more” to make it more specific.

Chair Barton stated the definition of “parking facilities” should include differentiation between commercial and municipal parking. She requested that the definitions for parking be reviewed and consolidated.

Mr. Krzos stated the definition of “limited production and processing” was changed to reflect how it is administered. He added the previous version allowed for self-storage facility, but there was already a definition for mini-warehouse. He added self-storage facility was added as a conditional use in the MU3 district, and a definition for “warehousing” was added.

Mr. Krzos stated, under Accessory Uses, definitions were added for “dependency living arrangement”, “geothermal”, “yard sale” and “bulk storage of liquids”. The term “tennis court” was changed to “sport court”.

Chair Barton asked whether other temporary events are permitted that would be similar to a yard sale. Mr. Krzos stated allowable temporary outdoor events include Christmas tree sales, pumpkin sales, church events, promotional events, and travelling carnivals.

Chair Barton asked whether there are supplemental regulations for surface parking. Mr. Krzos stated it seems unnecessary to list that as a permitted accessory use.

Chair Barton stated composting is permitted with regulations, but it is included in Recycling or Waste Management and not in Zoning regulations. She asked whether it could be added. Mr. Krzos confirmed that could be denoted.

Mr. Krzos stated, under “Housing policy”, “family” is defined as “one or more persons related by blood, adoption or marriage”, with a limit not to exceed 3 unrelated people living together as a housekeeping unit. He added other communities have a limit of four unrelated people and he recommends that change.

Ms. Perdu stated the second bullet point should be clarified to read “no more than two adults are assumed to be related by blood, adoption or marriage”.

Mr. Krzos stated it may be appropriate have a policy that would give bonuses to achieve affordable housing goals. He added, for example, the City of Edina offers increased building height if a development has more than 20 units and percentages that are affordable to 60% AMI. He noted the Zoning Ordinance is the appropriate place for that type of policy.

Chair Barton stated the PUD process addresses incentives. Ms. Perdu agreed, adding the PUD furthers the goals of the Comprehensive Plan, including affordable housing, and clarifying the PUD language will help. She asked whether it should be added to the Zoning Ordinance when it

is an HRA issue. She noted allowing bonuses in certain zoning districts would alleviate the need for someone to request a PUD.

Mr. Krzos stated, with regard to alternative neighborhoods in the housing policy, the trend toward tiny houses and cottage developments is growing, and allowances and standards should be considered. He asked whether there is interest in allowing alternative neighborhoods by something other than a PUD. He added some communities use an administrative permit, or conditional use permit.

Commissioner Blees stated he thinks that type of community development is a good thing, but it would be helpful to review examples from other communities.

Chair Barton stated she would be cautious about an administrative process, as neighborhoods are settled and there is not a lot of developable area. She added the CUP process or special infill provides input when it relates to density. She noted she agrees the concept is intriguing. She stressed the importance of having a good understanding of what could be allowed.

Mr. Krzos stated the PUD has a lengthier approval process than the CUP, so that would be one way to push incentives. Ms. Perdu agreed the CUP is easier to evaluate and the standards are clearer.

Ms. Perdu stated tiny houses have been discussed as an option to be allowed as special infill around town, that would not be a whole development. She asked whether there is interest in looking into it further.

Chair Barton stated she would not support a house that is 200-300 square feet. She asked what the minimum square footage would be, and how a “tiny house” is defined.

Mr. Krzos stated a tiny house is generally 900 square feet for a single story. Chair Barton stated anything below that would not be acceptable. She added she is unsure what would be an appropriate size.

Ms. Perdu stated the 900 square foot minimum can remain in place, and applicants can request a variance.

Mr. Krzos stated there is a mechanism for rehab of smaller lots without a variance. He added an example would be having a stratified standard where smaller or narrower lots would have less setback requirement.

Chair Barton stated this would affect many lots if the minimum lot width is lowered to 50 feet. She added setbacks have already been reduced by 3 feet.

Ms. Perdu stated a housing need goal in the Comprehensive Plan was to preserve existing affordable housing in the single-family areas. She added City Staff can bring back examples of other zoning ordinances. Chair Barton agreed.

Chair Barton stated setbacks and open space are impacted when lot widths are down to 45 feet. Ms. Perdu agreed, adding setback requirements of 6 feet on either side brings the building envelope to 33 feet wide.

Chair Barton asked whether infill could be an option for certain types of housing, like small houses or a small house development. Mr. Krzos stated a reduction in unit size could be a required component.

Commissioner Stahlmann logged off the meeting, and called in via phone at 7:45 p.m.

Mr. Krzos stated many communities do not allow small houses in their lowest density districts, or larger low-density lots. He added this type of development would be unique to North St. Paul. He noted there is a community in Wisconsin that allows it as a conditional use.

Chair Barton stated this could be worded as “single family attached homes”, and allowable in the R-1 district. She added that is the primarily single-family home district. She noted the difference between a townhome and a duplex is land ownership and separate entrances for each unit.

Mr. Krzos stated the Planning Commission should consider whether it would be appropriate to put a duplex on a 50-foot wide lot. He added that could be a permitted use, and standards would need to be determined.

Chair Barton stated the term “duplex” usually means two side-by-side townhomes that are both single family dwelling units attached to each other.

Ms. Perdu stated it will be necessary to develop a standard for the minimum allowable lot size for a development in the R-1 district.

Ms. Perdu stated townhome structure and townhome development are different in terms of land ownership, and private exterior access. She added the duplex lot is typically not owned by the occupant.

Chair Barton stated there are duplexes in R-1 zones that would be considered townhomes that have their own entrance from the outside, but are not on their own lot. She added she believes that is the distinction.

Mr. Krzos stated North St. Paul does not allow upper/lower townhomes, and 2-5 units per building. He asked whether the current definition is realistic, and whether it should be expanded.

Mr. Krzos stated 3 units are currently allowed but advised against making a distinction between a 3-unit attached building as a townhouse.

Chair Barton stated Oakdale defines townhome as a single structure consisting of 3 or more dwellings, with separate entrances. She asked whether they allow the same style of home in other districts. Mr. Krzos confirmed this, adding the R-1 district allows single family, while the R-2 district is 2-family detached, and R-3 is 3 families and above.

Chair Barton stated she would not want to disallow a townhome development with 2 side-by-side units in the R-2 or R-3 districts.

Mr. Krzos asked whether upper/lower form should be allowed. Chair Barton stated that was a carryover from when there were no townhomes in North St. Paul.

Ms. Perdu stated the City can regulate the number of units, density, and setbacks, but not the ownership arrangement.

Chair Barton asked whether condominiums are allowed. Mr. Krzos stated multi-family condos are allowed in the R-3 district.

Ms. Perdu asked whether townhomes should be allowed in the R-1 district. Chair Barton stated they should be allowed along with duplexes.

Ms. Perdu stated this can become an issue related to when a development is defined as “multi-family”. She added City Staff can do more research and come back to that.

Mr. Monge stated the current definition allows up to 5-family attached townhouses in the R-3 district. He added you could not build a townhouse building with more than 5 units.

Ms. Perdu stated the issue is whether a 5-unit townhouse building is allowable in the R-1 district, and whether 2 attached townhome units would be allowed.

Commissioner Monge stated the term “townhome” indicates more than 2 units in a development. He added 2 attached homes could be called a “twinhome”. Chair Barton agreed. Mr. Krzos agreed to review these definitions.

Mr. Krzos stated performance standards for townhouse uses include an open space requirement of 500 square feet. Chair Barton stated she likes the percentage approach of total development area, rather than an arbitrary number, especially since lot sizes have been changed. Mr. Krzos agreed, adding a specific number does not make sense since the lot sizes have changed. He agreed to look at the potential use of percentage of total area.

Mr. Krzos stated there is a requirement for garages for townhomes. He asked whether that is a relevant requirement. Commissioner Monge stated garages should be a requirement.

Mr. Krzos stated the more relevant question is public road access, and whether it is contradictory to require that each townhome has access to a public road.

Chair Barton stated it is worded that way in the performance standards and should be reviewed. Mr. Krzos agreed.

Chair Barton asked whether the diversity requirement is too restrictive and should be clarified. Mr. Krzos stated the requirement for aesthetic diversity does not include specifics for how to achieve that goal. He agreed to review this item and provide additional feedback.

Chair Barton stated, in terms of definitions, it would be a good time to update the definition of “front yard”. Mr. Krzos stated that is on the list of items for review.

Mr. Krzos thanked the Planning Commission for their feedback and comments.

IX. REPORTS FROM STAFF

REPORTS FROM STAFF

-None.

X. REPORTS FROM COMMISSIONERS

a. Update from City Council Liaison

City Council Liaison Sonnek stated the City Council met last week and voted to move forward with agreements related to the Uptown Commons development. He added the chicken and bee Ordinance passed on a 3/2 vote. He noted the City Council held a special meeting on May 26, 2020 to consider drafting a letter to the Governor in support of re-opening local businesses.

Chair Barton asked for an update on the City Council’s discussion about supporting local bars and restaurants by allowing them to operate outside. City Council Liaison Sonnek stated some local bars and restaurants already have patio seating, but there are some that do not. The City Council voted to allow local bars and restaurants to use public space either at the front or rear of their business to establish outdoor seating areas. He stressed the importance of being flexible and serving people outside on a temporary basis.

City Council Liaison Sonnek stated the City Council voted to allow food trucks to operate in North St. Paul, and City Staff will work with food truck owners to work out logistics.

Planning Secretary Olivia Boerschinger stated City Staff wanted to come up with an organized plan for having food trucks in the community. She added three food trucks have gone through the vendor license procedure and are being allowed to operate in North St. Paul.

XI. ADJOURNMENT

There being no further business, motion to adjourn by Commissioner Monge, and seconded by Commissioner Blees, with all present voting aye (4-0). Motion carried to adjourn the meeting at 8:30 p.m.

The next regularly scheduled Planning Commission Meeting is Thursday, July 2, 2020 at 6:15 p.m.

Members, please notify any planned absences to: Olivia Boerschinger
Planning Commission Secretary
651-747-2400
Olivia.boerschinger@northstpaul.org

MEMORANDUM

Date: 06/26/2020

To: Planning Commission Members

From: Erin Perdu, AICP, City Planner

CC: Scott Duddeck, City Manager

Debra Gustafson, Administrative and Community Services Director

Re: Application for a Conditional Use Permit – Hue Senior Center, located at 2544, 2546, 2548 7th Ave E.

BACKGROUND

True Yang/Hue Senior Center (“the applicant”) on behalf of Kurt Adamson (“the property owner”) is requesting approval of a Conditional Use Permit (CUP) to allow the operation of an adult day center in the MU-1 Downtown Mixed Use District. The proposed adult day center would occupy space within the existing buildings located at 2544, 2546, and 2548 7th Ave East. The 2040 Comprehensive Plan guides the subject properties for Downtown Mixed Use. A CUP is necessary to allow the operation of the Adult Day Center use within the MU-1 district.

The properties currently contain restaurant, meeting hall, and outdoor dining space. The properties are surrounded by commercial land uses all zoned MU-1 to the west, north, and east. Directly to the south of properties is a public parking lot zoned MU-1. Low-density residential uses, zoned R1- Single Family Residential, are located further to the south, separated from the downtown district by the public parking lot.

The adult day center would serve adults, typically between 50 and 90 years old, who require supervision and assistance for daily living. The number of adults being cared for at this facility would be approximately 30 per day. The applicant states that there will be eight employees. The properties that the proposed adult day center would occupy contain approximately 14,327 square feet of building area. No floor plans were provided, however the applicant’s materials indicated that three quarters of the floor area will be dedicated to amenities, dining areas, common areas, and restrooms, with the balance for office and storage. The hours of operation would be Monday through Friday from 9am to 8pm and Saturday from 10am to 4pm.

The applicant is also considering installing a kitchen in the Victoria Room area of the current building for the purpose of having a small restaurant with outdoor seating adjacent to the adult day care space. This would be similar to the other adult daycare in the Polar Plaza that was recently approved.

The Planning Commission is asked to make a recommendation to the City Council to approve or deny a Conditional Use Permit for Hue Senior Center located at 2544, 2546, 2548 7th Ave E.

FINDINGS

Conditional Use Permit Review

Standards for the review and approval of Conditional Use Permits are found in Chapter 154.004 Section F of the City Code are listed in below in italics. Staff comments on each of the review criteria follow.

2. *Standards.* The City Council may grant a conditional use permit after considering the recommendation of the Planning Commission and if the use at the proposed location is compliant with the following findings:

i. *The use is consistent with the general purposes and intent of the Comprehensive Plan;*

The 2040 Comprehensive Plan guides this property within the Downtown Mixed Use land use category. The Downtown Mixed Use land use category is established to “sustain and enhance the viability of the Downtown in terms of preserving its small-town and pedestrian-friendly atmosphere...”. Further, the Plan envisions a mix of uses in the downtown area which include restaurants, cafes, shops, and similar uses that generate pedestrian activity.

The proposed adult day care center use is not likely to generate the level of pedestrian activity required in the Comprehensive Plan. However, the addition of a commercial kitchen which can support an outdoor café would be an ideal addition to this corner of the downtown. Staff finds that pedestrian activity is particularly critical in this location given its prominence in the downtown area.

ii. *The use will not adversely affect the health, safety, or general welfare of the city;*

The proposed use would not create adverse effects on the general health, safety, or general welfare of the City based on the nature of the use and the predominant users of the space.

iii. *The use is compatible with present and future land uses in the surrounding area and reasonably related to the overall needs of the city;*

Land uses immediately surrounding the property are commercial, parking, or mixed-use with a combination of commercial and multi-family residential. The Comprehensive Plan guides these properties along the 7th Avenue corridor and nearby Margaret Street for Downtown Mixed Use. The proposed use will not create negative impacts on the adjacent uses, and the employees will add to the foot-traffic in the downtown to support surrounding businesses. As previously noted, the purpose of the Downtown Mixed Use category is to create and preserve a small-town and pedestrian friendly atmosphere by encouraging street level pedestrian activity. As mentioned above, the addition of the restaurant/café would be particularly helpful.

iv. *The use or appearance of the use is compatible with adjacent properties;*

No changes to the appearance of the properties accompany the requested CUP. The existing buildings are compatible with adjacent properties from a design standpoint.

v. *The use can be adequately supported by public urban services including the water supply, transportation system and capacity, police and fire protection, utilities, and sanitary waste disposal and stormwater disposal systems;*

The proposed use would occupy vacated commercial space that is already adequately supported by city services and utilities. The proposed use would not burden public services.

vi. The use will not create an excessive burden on existing parks, schools, and other public facilities which serve or are proposed to serve the area;

The proposed use would not likely generate significant increases in demand for parks, schools, or other public facilities. Transportation services for patrons is offered by the adult day center so potential for increased traffic would be mitigated. There is adequate public parking surrounding the site.

vii. The use will be sufficiently compatible or separated by distance or screening from adjacent residentially zoned land;

The proposed use is over 150 feet away from the nearest residentially zoned properties, separated by a large public parking lot. This distance and separation by a public parking facility would be adequate for the proposed use.

viii. The use is in harmony with the general purposes and intent of this chapter and the zoning district in which the applicant intends to locate the proposed use;

The stated purpose of the MU-1 zoning district per the North St. Paul City Code is to “sustain and enhance the viability of the Downtown in terms of preserving its small-town and pedestrian-friendly atmosphere while encouraging development and redevelopment consistent with the Comprehensive Plan to create a destination.” As previously stated, the proposed adult day care use is not anticipated to significantly contribute pedestrian activity to the downtown area as envisioned by the Comprehensive Plan. However, pairing the use with the kitchen and outdoor seating would be harmonious with the purpose of the MU-1 district.

ix. The use will not create an intrusion of excessive noise, glare, or general unsightliness; and

The proposed use would not create excessive noise, glare, or general unsightliness. No exterior alterations to the buildings, including lighting or signs are proposed.

x. If applicable, the proposed use is consistent with officially adopted city plans and overlays.

There are no zoning overlay districts guiding the subject site. As previously noted, the proposed adult day care use in the downtown area would not be consistent with the Comprehensive Plan guidance.

3. *Conditions.* In permitting a new conditional use, the City Council may impose, in addition to the requirements set forth in the chapter, conditions considered necessary or appropriate to protect the public health, safety and general welfare of the city.

Additional Standards:

Section 154.010(D) Supplemental Standards

14. *Day care center, day nursery.*

(a) A fence of acceptable design not over six and one-half feet in height may be required to be constructed along the property line when said use abuts property residentially used or in one of the residential districts; said fence shall be adequately maintained.

The subject property does not abut any residentially zoned property; therefore, a fence is not required.

Sections 154.010 (E) Architectural requirements and (F) Landscaping and screening

There are no applicable requirements since no building alterations are proposed.

Section 154.010 (J) Off street parking & loading.

The parking requirement for day center facilities is two parking spaces, plus one space for every five participants – which equates to 8 stalls as applied to the request. A public parking facility is located to the south of the site which can support this level of parking and has historically served the needs for the building.

RECOMMENDED ACTION

Staffs only concern about the proposed re-use of the current building as an adult day care is the lack of pedestrian interaction with the business. If the applicant proceeds in a similar fashion as the recently approved adult day care (Twin Cities Adult Day Services) with an adjacent kitchen serving both the public and the adult day care, then the use could be an asset to the downtown.

Therefore, staff recommends the Planning Commission adopt a motion recommending **approval** of the Conditional Use Permit as the application meets the requirements as set forth by City Code Chapter 154.004.



City of North St. Paul
2400 Margaret Street
North St. Paul, MN 55109
Phone (651) 747-2407
www.northstpaul.org

ZONING & LAND USE APPLICATION

Escrow:
\$1,000 min.
(code 1.2044)

Application Fee:
\$500.00
(code 1.3290)

APPLICATION FOR CONDITIONAL USE PERMIT

The conditional use permit process must be scheduled through the Community Development Planning and Zoning Department. The lead-time for submittals shown on this application is necessary to allow City staff and consultants time to review and comment on documents provided. Additional lead-time will be required if the City determines that the potential impacts require more detailed study, or if review by other agencies is required. Incomplete application submittals will not be forwarded to the appropriate Commission or Council until all required information has been provided.

APPLICANT INFORMATION

Applicant Name: TRUE YANG
Company (if applicable): HUE SENIOR CENTER
Address: 2502 WOODBRIDGE ST.
City, State, Zip: ROSEVILLE, MN 55113
Phone Number: 651-285-3491
Email: YANGTRUE07@GMAIL.COM
Are you the owner of the property? YES ☒ NO
(If no, you must supply property owner information)

Owner Name: KURT & JEAN ADAMSON
Company (if applicable): K&J CATERING
Address: 2544, 2546, 2548 7TH AVE E.
City, State, Zip: N. ST. PAUL, MN 55109
Phone Number: 651-770-6110
Email: BOOKINGS@K-JCATERING.COM

PROPERTY INFORMATION

Street location of property (address): 2544, 2546, 2548 7TH AVE E., NORTH SAINT PAUL, MN 55109
Parcel Identification Number (PID) (see Ramsey County website): 122922420025, 122922420132, 122922420028
Legal description of property: PLEASE SEE ATTACHED DOCUMENTS
Present zoning of property (see City website): BUSINESS/COMERCIAL - MU1
Size of property (acreage): 2544 = .17, 2546 = .11, 2548 = .11
Title information: X Abstract Torrens
Property Description: Residential X Commercial Industrial Institutional

PROPOSAL INFORMATION

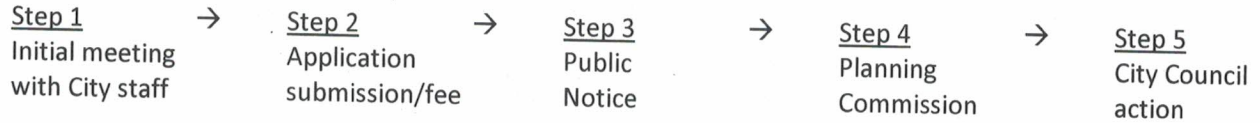
Application is hereby made for Conditional Use Permit to conduct the following: ADULT DAY CENTER
Applicable Zoning Code Section (reference Zoning Code, see City website): MU1

On a separate sheet of paper, please answer the following questions in full detail:

1. Provide a project description.
2. Is the proposal consistent with the general purposes and intent of the Comprehensive Plan?
3. Will the proposal adversely affect the health, safety, or general welfare of the City?
4. Is the proposal compatible with present and future land uses in the surrounding area and reasonably related to the overall needs of the City?
5. Is the proposal or appearance of the proposal compatible with adjacent properties?
6. Is the use adequately supported by public urban services including the water supply, transportation system and capacity, police and fire protection, utilities, and sanitary waste disposal and storm water disposal systems?
7. Will the proposal create an excessive burden on existing parks, schools, and other public facilities which serve or are proposed to serve the area?
8. Will the use be sufficiently compatible or separated by distance or screening from adjacent residentially zoned land?
9. Is the use in harmony with the general purposes and intent of this Chapter and the zoning district in which the applicant intends to locate the proposed use?
10. Will the use create an intrusion of excessive noise, glare, or general unsightliness?
11. If applicable, is the proposed use consistent with officially adopted City plans and overlays?

LAND USE PROCESS

Review Process



	MONTH:					MONTH:				
App Submittal										
Design Review										
EAC										
Parks & Rec										
Planning Commission										
City Council										
WEEKS:	1	2	3	4	5	1	2	3	4	5

Regular Scheduled City Meetings:

PLANNING COMMISSION

1st Thursday of the month (6:15 p.m.)

DESIGN REVIEW COMMISSION

4th Thursday of the month (5:00 p.m.)

ENVIRONMENTAL ADVISORY COMMISSION

4th Monday of the month (6:00 p.m.)

PARKS & RECREATION COMMISSION

4TH Wednesday of the month (6:30 p.m.)

ECONOMIC DEVELOPMENT AUTHORITY

2ND Tuesday of every odd month (4:00 p.m.)

CITY COUNCIL

1st and 3rd Tuesday of the month (6:30 p.m.)

APPLICATION SUBMITTALS

Required

Completed

- | | | |
|-------|-------|---|
| _____ | _____ | Completed Application |
| _____ | _____ | Application Fee: \$500.00. Escrow: \$1000 minimum. |
| _____ | _____ | Site plan including the following items: |
| _____ | _____ | Name and address of developer/owner, date of plan preparation, dates and descriptions of all revisions, name of project. |
| _____ | _____ | Proposed front, rear and side yard setbacks. Location, setback, and dimensions of all proposed buildings and structures. |
| _____ | _____ | Location of all adjacent buildings located within 100 feet of the exterior boundaries of the property. |
| _____ | _____ | Location, number and dimensions of proposed parking and loading spaces. |
| _____ | _____ | Identify sidewalks, trails and walkways and location of recreation and service areas. |
| _____ | _____ | Location of rooftop equipment and proposed screening. |
| _____ | _____ | Provisions of storage and disposal of waste, garbage and recyclables, including details for screening exterior trash/recycling. |
| _____ | _____ | Location, size and type of water and sewer system mains, fire hydrants and proposed service connections. |
| _____ | _____ | Typical floor plan and room plan drawn to scale with a summary of square footage for each use or activity. |
| _____ | _____ | Location map showing the general location of the proposed use within the city. |
| _____ | _____ | Map showing all principal land uses within 350 feet of the parcel for which the application is being made. |
| _____ | _____ | Proof of ownership of the property. |
| _____ | _____ | Map or plat showing the lands proposed to be changed and all lands within at least 350 feet of the boundaries of the property. |
| _____ | _____ | Names and addresses of the owners of the lands within 350 feet as appear on the records of the County Auditor of Ramsey County. |
| _____ | _____ | County, which shall be provided by the petitioner. |
| _____ | _____ | Other submittals as required by specific zoning district. |
| _____ | _____ | Any additional data requested by the city: _____ |

NOTE TO APPLICANT

All completed application and accompanying materials are due 30 days prior to the scheduled Planning Commission meeting (if applicable). The purpose of this submittal requirement is to allow for:

1. Plan distribution to the City staff, consultants, and applicable government entities.
2. Project review time and generation of staff reports.
3. Project meetings between City staff and applicants.
4. Meeting materials preparation and distribution.

The North St. Paul City Codes guide and enable development activities within the City by ensuring proper and well-coordinated projects. The land use application is the mechanism that allows the City to examine proposed land uses to ensure compatibility with the City Codes, design and development standards, and the surrounding land uses and natural environments. The review is intended to ensure positive growth for the community. All applications are reviewed individually and are evaluated based on their own merit. Each land use request has an associated checklist of required items. Applicants are encouraged to participate in an initial meeting with City staff prior to submitting a formal land use application. The initial meeting is an opportunity to informally discuss the conceptual idea of the proposed project in an effort to reduce delays. Participation in the initial meeting does not provide approval, or guarantee approval of the project. The City shall not accept plans, drawings, or other information related to the project except upon submittal of a formal application. The City reserves the right to reject an incomplete application.

APPLICATION FEE STATEMENT

There may be additional expenses pertaining to project review that is the responsibility of the applicant. All applicable fees must be paid when submitting land use applications and accompanying materials. All fees, which are set annually by City Ordinance, help cover costs incurred by the City to review the application. The City of North St. Paul often uses consulting firms to assist in the review of projects. Please refer to the City's Fee Schedule for information on planning review fees and other applicable costs.

REVIEW REQUIREMENTS

Minnesota State Statute 15.99 requires local governments to review an application within 15 business days of submission to determine if an application is complete and/or if additional information is required to complete the review. Once complete, a formal 60-day review period begins. The City has the ability to extend the review period for an additional 60 days, if necessary, due to insufficient information or scheduling difficulties. Please review the corresponding checklist that goes with the request. All applications must be received by the deadline(s) attached hereto. Failure to submit by the date given may result in a delay of the review by the Planning Commission and City Council.

ACKNOWLEDGEMENT

I certify that all information submitted is true and correct and I fully understand that all information and a complete application must be submitted at least 30 days prior to a Planning Commission meeting to ensure review by the Planning commission on that date. By signing this form, I hereby acknowledge the receipt of the checklist and procedure for the project to be submitted for consideration. It is my responsibility to check all applicable ordinances pertaining to the application, comply with all ordinance requirements, and submit all required materials. All permit requests should be submitted in a timely manner so as not to cause project delays.

Applicant signature:  Owner Signature: <u>Kurt F Adamson</u> 6/1/2020 7:54:18 PM CDT	Date: <u>6/1/2020</u> Date: <u>06/01/2020</u>
Authentication: <u>Jean M Adamson</u> 6/1/2020 7:54:41 PM CDT	Authentication: <u>Jean M Adamson</u> 6/1/2020 7:54:41 PM CDT

PROPOSED MEETING DATES:

Design Review Commission: _____ Planning Commission 7/2/20 Parks & Rec Commission _____
 Environmental Advisory Commission _____ City Council _____

FOR OFFICE USE ONLY

Date submitted: <u>6/2/20</u>	Date complete: <u>X</u>	If incomplete, date letter sent to applicant: _____
Date of public hearing: <u>7/2/20</u>	Publication date: <u>6/21/20</u>	Date notice sent to adjoining properties: <u>6/21/20</u>
Amount fee paid: <u>\$500 fee</u>	Date fee paid: <u>6/18/20</u>	Receipt #: <u>01116231</u> File #: _____
Planning Commission action: <u>\$1000 escrow</u> Recommend approval: _____ Recommend denial: _____ Date applicant/property owner notified of Planning Commission action: _____		
City Council action: _____ Recommend approval: _____ Recommend denial: _____ Date applicant/property owner notified of City Council action: _____		
17 of 86		
Date filed with Ramsey County Recorder office: _____		

Proposal Information

1. Provide a project description. Please see business plan.
2. Is the proposal consistent with the general purposes and intent of the Comprehensive Plan? Please see business plan.
3. Will the proposal adversely affect the health, safety, or general welfare of the City? No.
4. Is the proposal compatible with present and future land uses in the surrounding area and reasonably related to the overall needs of the City? Yes, hours of operation are 8am to 8pm and the people will be the elderly or people with disabilities.
5. Is the proposal or appearance of the proposal compatible with adjacent properties? Yes.
6. Is the use adequately supported by public urban services including the water supply, transportation system and capacity, police and fire protection, utilities, and sanitary waste disposal and storm water disposal systems? Yes.
7. Will the proposal create an excessive burden on existing parks, schools, and other public facilities which serve or are proposed to serve the area? No, it will not. We will bus our clients to and from the facility.
8. Will the use be sufficiently compatible or separated by distance or screening from adjacent residentially zoned land? Yes.
9. Is the use in harmony with the general purposes and intent of this Chapter and the zoning district in which the applicant intends to locate the proposed use? Yes.
10. Will the use create an intrusion of excessive noise, glare, or general unsightliness? No, there will not much noise. Our clients are the elderly and people with disabilities.
11. If applicable, is the proposed use consistent with officially adopted City plans and overlays? Yes.

Pay Property Tax

Pay Property Taxes

Summary View

Parcel ID 122922420025
Parcel Status Active
Property Address 2544 7TH AVE E
 NORTH ST PAUL, MN 55109-3010
Sec/Twp/Rng 12/029/022
Brief Tax Description Lot 1 Block 14 of SECOND ADDITION TO NORTH, ST. P
 VAC ALLEY ACCRUING AND FOL SWLY 10 FT OF LOT 2 AND ALL OF LOT 1 BLK 14
 (Note: Not to be used on legal documents)
Parcel Area 0.17 Acres
Parcel Width 0 Feet
Parcel Depth 0 Feet
 (Note: Width and Depth represent buildable area of lot in the case of irregularly shaped lots)
Tax Classification 3A-Commercial/Industrial/Public Utility
Roll Type Real Property
Municipality NORTH ST PAUL
School District ISD #622
Watershed METRO WATERSHED
TIF District
Land Use Code 420 C - SMALL (UNDER 10,000 SF) DET. RETAIL
 * The Tax Classification is the Assessor Office's determination of the use of the property and is not the same as the property's zoning.
 * Please contact the zoning authority for information regarding zoning.
 * To determine whether your property is Abstract or Torrens, call 651-266-2050

Multi-Parcel Link

* Multi-Parcel Link displays additional parcels that are linked together for computation of net tax capacity
[122922420028](#)

Taxpayers

Please refer to disclaimer at bottom of this page

Type	Name	Address
Owner	Kurt F Adamson	8959 Lansing Ave N Stillwater MN 55082-9452

Current Tax Year

This property qualifies for the First Half property tax extension. If you are financially impacted by the COVID-19 pandemic and pay your First Half taxes in full by July 15, 2020, Penalties and Fees will be waived.

* Information listed is as of yesterday. For specific payoff information contact [Property Tax Info](#) at 651-266-2000

First Half Due 05-15-2020		Second Half Due 10-15-2020	
Amount Due	\$5,832.00	Amount Due	\$5,832.00
Penalty & Fees (thru current month)	\$466.56	Penalty & Fees (thru current month)	\$0.00
Sub Total	\$6,298.56	Sub Total	\$5,832.00
Payments Made	\$0.00	Payments Made	\$0.00
Balance Due	\$6,298.56	Balance Due	\$5,832.00

Total Due \$12,130.56

Tax Summary

	2020 Payable	2019 Payable	2018 Payable	2017 Payable	2016 Payable
Estimated Market Value	\$298,400	\$298,400	\$294,500	\$221,300	\$213,700
Taxable Market Value	\$298,400	\$298,400	\$294,500	\$221,300	\$213,700
Net Tax Amount	\$11,325.37	\$11,588.27	\$11,634.61	\$9,110.10	\$8,824.60
+ Special Assessments	\$338.63	\$299.73	\$161.39	\$87.90	\$161.40
= Total Taxes	\$11,664.00	\$11,888.00	\$11,796.00	\$9,198.00	\$8,986.00
+ Penalty	\$466.56	\$0.00	\$0.00	\$0.00	\$0.00
+ Interest	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
+ Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
- Amount Paid	\$0.00	\$11,888.00	\$11,796.00	\$9,198.00	\$8,986.00
= Outstanding Balance	\$12,130.56	\$0.00	\$0.00	\$0.00	\$0.00

Special Assessments

Note: + sign indicates a multiple year assessment. Click on the + to view additional years.

Assess #	Year	Description	Initial Amount	Principal	Interest	Installment Amount	Remaining Balance	Deferred
+ S-692000010	2020	Unpaid Sidewalk Snow Removal for the Central Business District	\$307.85	\$307.85	\$30.78	\$338.63	\$0.00	No

Note: Installment amount is the amount that will be included in the property tax total for the referenced payable year.

Remaining Balance is the amount eligible for prepayment. Prepayment must be paid in full by November 15th of the current year.

Please call the City of Saint Paul General Assessment line for payoff amounts or additional information concerning any Saint Paul assessment. You can reach them at 651-266-8858 or go to [Assessment Lookup](#).

Suburban property owners should call 651-266-2000 for detailed assessment information.

Tax Transaction History

Tax Year	Business Date	Effective Date	Transaction Type	Tax Amount	Special Assessment	Penalty	Interest	Fees	Overpayment	Total
2020	2/23/2020		Original Charge	\$11,325.37	\$338.63	\$0.00	\$0.00	\$0.00	\$0.00	\$11,664.00
2019	10/16/2019	10/15/2019	Payment	(\$5,794.13)	(\$149.87)	\$0.00	\$0.00	\$0.00	\$0.00	(\$5,944.00)
2019	5/16/2019	5/15/2019	Payment	(\$5,794.14)	(\$149.86)	\$0.00	\$0.00	\$0.00	\$0.00	(\$5,944.00)
2019	2/28/2019		Original Charge	\$11,588.27	\$299.73	\$0.00	\$0.00	\$0.00	\$0.00	\$11,888.00
2018	10/18/2018	10/15/2018	Payment	(\$5,817.30)	(\$80.70)	\$0.00	\$0.00	\$0.00	\$0.00	(\$5,898.00)
2018	5/16/2018	5/15/2018	Payment	(\$5,817.31)	(\$80.69)	\$0.00	\$0.00	\$0.00	\$0.00	(\$5,898.00)
2018	2/28/2018		Original Charge	\$11,634.61	\$161.39	\$0.00	\$0.00	\$0.00	\$0.00	\$11,796.00

Sales

Date	eCRV #	Sale Price	State Study Recommendation	State Study Reject Reason	Cnty Stdy Rec
7/16/1996		\$90,000	N	10-PRIOR INTEREST SALE;LEASE WITH OPTION	N

Pay Property Tax

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Statements and Notices

2020

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[Proposed Tax Statement](#)

2018

[Value Notice](#)
[Tax Statement](#)
[Payment Stubs](#)
[Proposed Tax Statement](#)

2017

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2016

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State of Minnesota

The Property Tax Refund Program is administered by the State of Minnesota. For information regarding the program, please call 651-296-3781 or visit the website [here](#).

[Form M1PR\(Property Tax Refund\)](#)

No data available for the following modules: Delinquent Taxes, Service Company and Lender, Photos.

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Version 2.3.62

Pay Property Tax

Pay Property Taxes

Summary View

Parcel ID 122922420132
Parcel Status Active
Property Address 2546 7TH AVE E
 NORTH ST PAUL, MN 55109-3010
Sec/Twp/Rng 12/029/022
Brief Tax Description Lot 2 Block 14 of SECOND ADDITION TO NORTH, ST. P
 EX SWLY 10 FT; LOT 2 & ALL OF LOT 3 BLK 14
 (Note: Not to be used on legal documents)
Parcel Area 0.11 Acres
Parcel Width 0 Feet
Parcel Depth 0 Feet
 (Note: Width and Depth represent buildable area of lot in the case of irregularly shaped lots)
Tax Classification 3A-Commercial/Industrial/Public Utility
Roll Type Real Property
Municipality NORTH ST PAUL
School District ISD #622
Watershed METRO WATERSHED
TIF District
Land Use Code 420 C - SMALL (UNDER 10,000 SF) DET. RETAIL
 * The Tax Classification is the Assessor Office's determination of the use of the property and is not the same as the property's zoning.
 * Please contact the zoning authority for information regarding zoning.
 * To determine whether your property is Abstract or Torrens, call 651-266-2050

Multi-Parcel Link

* Multi-Parcel Link displays additional parcels that are linked together for computation of net tax capacity
[122922420028](#)

Taxpayers

Please refer to disclaimer at bottom of this page

Type	Name	Address
Owner	Kurt F Adamson	8959 Lansing Ave N Stillwater MN 55082-9452

Current Tax Year

This property qualifies for the First Half property tax extension. If you are financially impacted by the COVID-19 pandemic and pay your First Half taxes in full by July 15, 2020, Penalties and Fees will be waived.

* Information listed is as of yesterday. For specific payoff information contact [Property Tax Info](#) at 651-266-2000

First Half Due 05-15-2020		Second Half Due 10-15-2020	
Amount Due	\$3,566.00	Amount Due	\$3,566.00
Penalty & Fees (thru current month)	\$285.28	Penalty & Fees (thru current month)	\$0.00
Sub Total	\$3,851.28	Sub Total	\$3,566.00
Payments Made	\$0.00	Payments Made	\$0.00
Balance Due	\$3,851.28	Balance Due	\$3,566.00

Total Due \$7,417.28

Tax Summary

	2020 Payable	2019 Payable	2018 Payable	2017 Payable	2016 Payable
Estimated Market Value	\$185,200	\$185,200	\$176,300	\$148,700	\$134,300
Taxable Market Value	\$185,200	\$185,200	\$176,300	\$148,700	\$134,300
Net Tax Amount	\$7,028.60	\$7,192.48	\$6,964.72	\$6,121.16	\$5,546.72
+ Special Assessments	\$103.40	\$91.52	\$49.28	\$26.84	\$49.28
= Total Taxes	\$7,132.00	\$7,284.00	\$7,014.00	\$6,148.00	\$5,596.00
+ Penalty	\$285.28	\$0.00	\$0.00	\$0.00	\$0.00
+ Interest	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
+ Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
- Amount Paid	\$0.00	\$7,284.00	\$7,014.00	\$6,148.00	\$5,596.00
= Outstanding Balance	\$7,417.28	\$0.00	\$0.00	\$0.00	\$0.00

Special Assessments

Note: + sign indicates a multiple year assessment. Click on the + to view additional years.

Assess #	Year	Description	Initial Amount	Principal	Interest	Instalment Amount	Remaining Balance	Deferred
+ S-692000010	2020	Unpaid Sidewalk Snow Removal for the Central Business District	\$94.00	\$94.00	\$9.40	\$103.40	\$0.00	No

Note: Instalment amount is the amount that will be included in the property tax total for the referenced payable year.

Remaining Balance is the amount eligible for prepayment. Prepayment must be paid in full by November 15th of the current year.

Please call the City of Saint Paul General Assessment line for payoff amounts or additional information concerning any Saint Paul assessment. You can reach them at 651-266-8858 or go to [Assessment Lookup](#).

Suburban property owners should call 651-266-2000 for detailed assessment information.

Tax Transaction History

Tax Year	Business Date	Effective Date	Transaction Type	Tax Amount	Special Assessment	Penalty	Interest	Fees	Overpayment	Total
2020	2/23/2020		Original Charge	\$7,028.60	\$103.40	\$0.00	\$0.00	\$0.00	\$0.00	\$7,132.00
2019	10/16/2019	10/15/2019	Payment	(\$3,596.24)	(\$45.76)	\$0.00	\$0.00	\$0.00	\$0.00	(\$3,642.00)
2019	5/16/2019	5/15/2019	Payment	(\$3,596.24)	(\$45.76)	\$0.00	\$0.00	\$0.00	\$0.00	(\$3,642.00)
2019	2/28/2019		Original Charge	\$7,192.48	\$91.52	\$0.00	\$0.00	\$0.00	\$0.00	\$7,284.00
2018	10/18/2018	10/15/2018	Payment	(\$3,482.36)	(\$24.64)	\$0.00	\$0.00	\$0.00	\$0.00	(\$3,507.00)
2018	5/16/2018	5/15/2018	Payment	(\$3,482.36)	(\$24.64)	\$0.00	\$0.00	\$0.00	\$0.00	(\$3,507.00)
2018	2/28/2018		Original Charge	\$6,964.72	\$49.28	\$0.00	\$0.00	\$0.00	\$0.00	\$7,014.00

Sales

Date	eCRV #	Sale Price	State Study Recommendation	State Study Reject Reason	Cnty Stdy Rec
1/23/2004		\$52,000	N	14-CONTRACT FOR DEED PAYOFF/MORT. ASSUMPT.	N

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2018

[Value Notice](#)
[Tax Statement](#)
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2017

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2016

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State of Minnesota

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[Form M1PR\(Property Tax Refund\)](#)

No data available for the following modules: Delinquent Taxes, Service Company and Lender, Photos.

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Last Data Upload: 6/1/2020, 6:03:35 AM

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Version 2.3.62

Pay Property Tax

Pay Property Taxes

Summary View

Parcel ID 122922420028
Parcel Status Active
Property Address 2548 7TH AVE E
 NORTH ST PAUL, MN 55109-3010
Sec/Twp/Rng 12/029/022
Brief Tax Description Lot 4 Block 14 of SECOND ADDITION TO NORTH, ST. P
 EX NELY 10 FT LOT 5 AND ALL OF LOT 4 BLK 14
 (Note: Not to be used on legal documents)
Parcel Area 0.11 Acres
Parcel Width 0 Feet
Parcel Depth 0 Feet
 (Note: Width and Depth represent buildable area of lot in the case of irregularly shaped lots)
Tax Classification 3A-Commercial/Industrial/Public Utility
Roll Type Real Property
Municipality NORTH ST PAUL
School District ISD #622
Watershed METRO WATERSHED
TIF District
Land Use Code 420 C - SMALL (UNDER 10,000 SF) DET. RETAIL

* The Tax Classification is the Assessor Office's determination of the use of the property and is not the same as the property's zoning.
 * Please contact the zoning authority for information regarding zoning.
 * To determine whether your property is Abstract or Torrens, call 651-266-2050

Multi-Parcel Link

* Multi-Parcel Link displays additional parcels that are linked together for computation of net tax capacity

[122922420025](#)

[122922420132](#)

Taxpayers

Please refer to disclaimer at bottom of this page

Type	Name	Address
Owner	Kurt F Adamson	8959 Lansing Ave N Stillwater MN 55082-9452

Current Tax Year

This property qualifies for the First Half property tax extension. If you are financially impacted by the COVID-19 pandemic and pay your First Half taxes in full by July 15, 2020, Penalties and Fees will be waived.

* Information listed is as of yesterday. For specific payoff information contact [Property Tax Info](#) at 651-266-2000

First Half Due 05-15-2020		Second Half Due 10-15-2020	
Amount Due	\$5,528.00	Amount Due	\$5,528.00
Penalty & Fees (thru current month)	\$442.24	Penalty & Fees (thru current month)	\$0.00
Sub Total	\$5,970.24	Sub Total	\$5,528.00
Payments Made	\$0.00	Payments Made	\$0.00
Balance Due	\$5,970.24	Balance Due	\$5,528.00

Total Due \$11,498.24

Tax Summary

	2020 Payable	2019 Payable	2018 Payable	2017 Payable	2016 Payable
Estimated Market Value	\$339,200	\$339,200	\$323,000	\$280,900	\$267,500
Taxable Market Value	\$339,200	\$339,200	\$323,000	\$280,900	\$267,500
Net Tax Amount	\$10,952.60	\$11,168.48	\$10,714.72	\$10,121.16	\$9,570.72
+ Special Assessments	\$103.40	\$91.52	\$49.28	\$26.84	\$49.28
= Total Taxes	\$11,056.00	\$11,260.00	\$10,764.00	\$10,148.00	\$9,620.00
+ Penalty	\$442.24	\$0.00	\$0.00	\$0.00	\$0.00
+ Interest	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
+ Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
- Amount Paid	\$0.00	\$11,260.00	\$10,764.00	\$10,148.00	\$9,620.00
= Outstanding Balance	\$11,498.24	\$0.00	\$0.00	\$0.00	\$0.00

Special Assessments

Note: + sign indicates a multiple year assessment. Click on the + to view additional years.

Assess #	Year	Description	Initial Amount	Principal	Interest	Installment Amount	Remaining Balance	Deferred
⊞ + S-692000010	2020	Unpaid Sidewalk Snow Removal for the Central Business District	\$94.00	\$94.00	\$9.40	\$103.40	\$0.00	No

Note: Installment amount is the amount that will be included in the property tax total for the referenced payable year.

Remaining Balance is the amount eligible for prepayment. Prepayment must be paid in full by November 15th of the current year.

Please call the City of Saint Paul General Assessment line for payoff amounts or additional information concerning any Saint Paul assessment. You can reach them at 651-266-8858 or go to [Assessment Lookup](#).

Suburban property owners should call 651-266-2000 for detailed assessment information.

Tax Transaction History

Tax Year	Business Date	Effective Date	Transaction Type	Tax Amount	Special Assessment	Penalty	Interest	Fees	Overpayment	Total
2020	2/23/2020		Original Charge	\$10,952.60	\$103.40	\$0.00	\$0.00	\$0.00	\$0.00	\$11,056.00
2019	10/16/2019	10/15/2019	Payment	(\$5,584.24)	(\$45.76)	\$0.00	\$0.00	\$0.00	\$0.00	(\$5,630.00)
2019	5/16/2019	5/15/2019	Payment	(\$5,584.24)	(\$45.76)	\$0.00	\$0.00	\$0.00	\$0.00	(\$5,630.00)
2019	2/28/2019		Original Charge	\$11,168.48	\$91.52	\$0.00	\$0.00	\$0.00	\$0.00	\$11,260.00
2018	10/18/2018	10/15/2018	Payment	(\$5,357.36)	(\$24.64)	\$0.00	\$0.00	\$0.00	\$0.00	(\$5,382.00)
2018	5/16/2018	5/15/2018	Payment	(\$5,357.36)	(\$24.64)	\$0.00	\$0.00	\$0.00	\$0.00	(\$5,382.00)
2018	2/28/2018		Original Charge	\$10,714.72	\$49.28	\$0.00	\$0.00	\$0.00	\$0.00	\$10,764.00

Sales

Date	eCRV #	Sale Price	State Study Recommendation	State Study Reject Reason	Cnty Stdy Rec
10/1/1994	-	\$135,000	N		N
1/23/2004	-	\$125,000	N	14-CONTRACT FOR DEED PAYOFF/MORT. ASSUMPT.	N

Pay Property Tax

[Pay Property Taxes](#)

Statements and Notices

2020

[Value Notice](#)
[Tax Statement](#)
[Tax Statement](#)
[Payment Stub](#)
[Proposed Tax Statement](#)

2019

[Value Notice](#)
[Tax Statement](#)
[Tax Statement](#)
[Payment Stub](#)
[Proposed Tax Statement](#)

2018

[Value Notice](#)
[Tax Statement](#)
[Payment Stub](#)
[Proposed Tax Statement](#)

2017

[Value Notice](#)
[Tax Statement](#)
[Payment Stub](#)
[Proposed Tax Statement](#)

2016

[Value Notice](#)
[Tax Statement](#)

State of Minnesota

The Property Tax Refund Program is administered by the State of Minnesota. For information regarding the program, please call 651-296-3781 or visit the website [here](#).

[Form M1PR\(Property Tax Refund\)](#)

No data available for the following modules: Delinquent Taxes, Service Company and Lender, Photos.

The information in this web site represents current data from a working file which is updated daily (see Last Data Upload at bottom of page for the timing of the last update). Information is believed reliable, but its accuracy cannot be guaranteed. No warranty, expressed or implied, is provided for the data herein or its use.

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Developed by



Version 2.3.62



By: Quality Business Plan by Paul Borosky, MBA., Doctoral Candidate.

Date: 3/27/20

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Confidentiality and Disclaimer Statement

The market analysis and financial projections presented herein represent the company's best judgment and reasonable assumptions of future events and circumstances. All other information contained has been obtained from sources deemed reliable. However, no warranty or representation, expressed or implied, is made as to the accuracy or completeness of the information contained.

We are providing you with specific information regarding our business to assist you in making a business decision. This information will be provided, and discussions between us will occur, based on your agreement not to utilize or disclose to others the concepts and information we disclose to you.

In consideration of our providing you with such information, to set forth a clear understanding of the mutual rights and obligations, and intending to be legally bound, the parties agree as follows:

1. You agree to maintain in confidence all information which we provide to you relating to our business, including, but not limited to, data, designs, know-how, technical and non-technical materials, equipment, software, schematics, drawings, specifications, samples, and prototypes.
2. You will not use the Information except to evaluate our business for the purposes of a business decision, and you will not use the Information for your own, or another's benefit, or for our detriment.
3. You will not reproduce, duplicate, or make additional copies of the Information in any manner, without our written permission.
4. You will disclose the Information only to your employees who are directly concerned with evaluating a business decision on a need-to-know basis, and you will inform them of the confidential treatment to be given the Information. You agree to take reasonable measures to restrain such employees from prohibited or unauthorized disclosures or use of the Information. In any event, you will be liable and responsible for any breach of this agreement by you or any of your employees. You will not disclose the Information to any third party without our prior written permission.
5. All Information and the Product will remain our property. You shall return it all to us immediately upon our request

Executive Summary

Company and Product: Hue Senior Services will be an S Corporation located in St. Paul, MN. Our firm will be an adult daycare. Our adult daycare will offer seniors a comfortable place to relax and socialize on a daily basis. Popular amenities and services at our adult daycare may include meals and snacks, arts and crafts, gardening, periodic community outings, daily pick up and drop off services, and numerous other services that are detailed in appendix A. An important differentiating factor for our company would be that our firm offers extended service hours as compared to other competitors in the area. This includes Saturday morning availability.

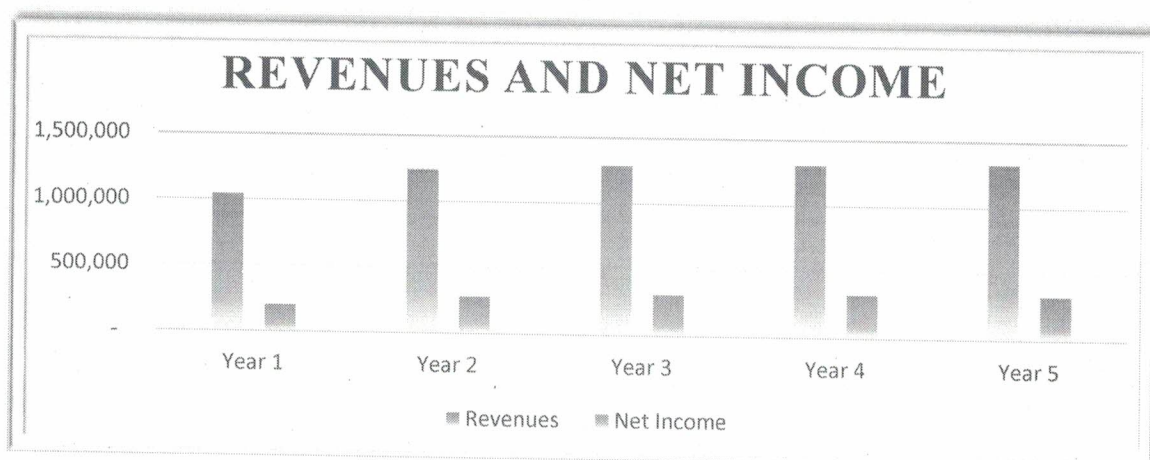
Competitive Advantages:

Individual care plans and one-on-one attention.

Extended hours of operations.

Target Market: Our target market will be 50 to 90 years old individuals in the North St. Paul, Minnesota, metropolitan area. This demographic was chosen due to their propensity for needing or wanting adult care services.

Financial Highlights: The financial projections are based on market research and empirical examination of the assisted living/adult daycare industry. For the first year, we project revenues of approximately \$1,044,760. The estimated expense costs will be \$752,910. After taxes, we expect a net profit of \$197,889. This leads to a profit margin of approximately 18.94%.



Funding: To start servicing our adult daycare customers, funding of \$640,000 in debt and or equity from a lending institution or equity investor is needed. Terms for an equity or debt position are negotiable. Debt funding is anticipated to have a term of 15 to 25 years with an interest rate between 5% to 7%. Principle and interest payments will be made monthly, using cash flows from the organization. For an equity position, the percentage of ownership in the company will be negotiated between the current owner(s) and investor. Investors will be compensated through quarterly dividend payments.

Company Description

Business Concept and Summary

Hue Senior Center will be an S corporation adult daycare located in St. Paul, Minnesota. Our main services will be providing seniors with a comfortable and active place for socializing and daily care, while family members are at work, school, or doing other activities. Popular amenities in our facility will include meals and snacks, counseling, exercise programs, dry sauna, and a host of other activities and services.

Our future location will be between approximately 7,000 to 10,000 ft.². As for a competitive advantage, our company will offer daily pickup and drop off for senior visitors (additional charges apply). In starting the company, we intend to employ eight people in job positions ranging from CEO to personal care assistants. Once our business models are optimized, we intend to explore possible expansions to other destinations like California, Florida, or Hawaii.

Product/Services Description

Daily Visits:

Our main revenue generator will be daily visit charges. Visit charges may be hourly or daily. Senior visitors may self-pay, have insurance cover the costs, or Medicare/Medicaid may provide financial coverage.

Transportation:

A second revenue generator for our organization will be transportation charges. Transportation will include picking up senior visitors at their residence and transporting them to our facility and then back to their home residents at agreed-upon times later in the afternoon or evening.

Individual Care Plan:

Individual care plans are created based on a meticulous evaluation of each visitor's needs, medical history, and personal strengths. This plan is the foundation for which care is provided, helping us create long and short-term goals for senior daily visitors. Also, this plan will be updated periodically with family members and visitor's input for refinement.

Other Services and Amenities:

Other services and amenities provided by our facility may include:

- Meals and snacks.
- Educational and counseling resources and referrals.
- Personal care.
- Dry sauna.
- Periodic outings to local malls, parks, or other popular places.

More details about our care plan, services, and amenities are located in appendix A.

Competitive Advantages

Hue Senior Center will have specific competitive advantages once our firm starts operations. First, our adult daycare center will specialize in offering one-on-one attention. What this means is that our staff will know each daily visitor on a personal level. This knowledge will include visitors' habits, medication needs, food preferences, and family history.

A final competitive advantage is that our organization will offer extended hours of operation. Most competitors operate between 8:00 AM to approximately 6 PM. Also, no other competitors in the area offer Saturday services. In contrast, our operating hours will be from 8 AM to 8 PM, with the facility available for visitation on Saturday mornings.

Individual care plans and one-on-one attention.

Extended hours of operations.

Pricing

Our pricing structure will be focused on the best value strategy. For this strategy, our management team will continually research the prices of comparable adult daycares in the area. From this

research, we will create base daily visits pricing using the averages of competitors. Next, our organization will make various price adjustments based on the quality of the competitor brand, ambiance, and overall amenities as compared to ours. The end objective is to have all of our adult day care pricing structures competitively set using a best value strategic model.

Future Plans

Once this business is fully operational and business models optimized, we intend to explore adult daycare business opportunities in other states such as California, Florida, and Hawaii.

Location

As previously stated, our location will be North St. Paul, Minnesota. The proposed location size will be about between 7,000 to 10,000 square feet. Approximately three-quarters of the area will be dedicated to amenities, dining sections, common areas, and restroom facilities. The rest of the area will be devoted to the back of the house operations like office space and storage.

About the general location, the exterior of the building may have ample parking and a covered drive-up ramp for daycare visitors to easily enter and exit transportation vehicles. Further, the area is close to major thoroughfares, such as Interstate 3 and Interstate 94. These major thoroughfares make our business easily accessible to St. Paul residents, which is part of the demographic our firm wishes to target.

Hours of Operations

Our hours of operations business model will be structured to ensure our adult day care visitors' needs are met at a convenient time. From this, our organization will be open from 9 AM to 8 PM Monday through Friday. On Saturdays, our facility will be available from 10 AM to 4 PM.

Personnel

In starting our adult daycare business, we intend to employ eight individuals, which includes the owner. Positions may include CEO, manager, patient care assistant, transportation driver, and

food prep/cook. As our organization grows, we will hire additional staff and management to meet operational demands.

Business Objectives and Timeline

1 - 3 Months

- Obtain bank or investor funding.
- Identify facility and negotiate the purchase agreement.
- Engage in buildout activities and hire employees.
- Obtain furnishings and necessary licenses.
- Implement marketing strategy.
- Open for business.

3 – 6 Months

- Build reputation, brand, and public awareness for the organization.
- Evaluate marketing strategy and implement it.
- Optimize business model.
- Community involvement.

6 – 12 Months

- Expand online presence through target marketing.
- Increase social media and traditional marketing activities.
- Examine the external environment for market opportunities.

Target Market

Currently, over a million Americans live, or visit daily, in some type of senior community, and that number is expected to double by the year 2030. After all, with the "Baby Boomer" generation approaching retirement age, innovations in healthcare, and today's seniors living longer, more active and healthier lives, 80 is the new 65. By the year 2040, the 85+ population is expected to triple from 5.7 million. There were in 2011 to 14.1 million people. Because of these facts, the Hue Senior Center will focus on a broad target market because of the high demand for our adult daycare concept. However, our organization will also exploit specific niches, primary, and secondary markets, as well.

Primary Target Market

Our target market will be 70 to 90 years old individuals in the St. Paul, Minnesota, metropolitan area. This demographic was chosen due to their propensity for needing or wanting adult care services.

Secondary Target Market

Our secondary target market will be family members of our primary target market. Family members often conduct research and select adult daycare facilities for elderly parents or other family members.

Market Analysis

In this market analysis, the industry, economy, and overall risk for the company will be analyzed for a better understanding of our external environment.

Industry: Retirement Communities and Adult Daycares

The retirement community and adult daycare industry provide residential/daily and individual care services for seniors and other people who are unable to fully care for themselves. The industry does not include firms that mostly provide inpatient nursing, skilled nursing, rehabilitative services, or other similar services.

Summary:

Industry experts predict that the retirement community industry will enjoy above-average growth in the next 20 years. Driving factors for this projection would include an aging population and a growing need for mental health-related care. Competitors in the retirement communities provide many services to assist seniors that suffer from chronic illnesses or to assist with activities of daily living. In the last several years, the number of assisted living/adult daycares facilities that provide mental health care has grown as a segment of total facilities. While the industry shows some immunity to economic downturns at a national level, the poor housing market hampered individuals' ability to move into a community because many seniors finance the expenses of retirement communities through selling their houses. However, since reaching a bottom in the market, occupancy rates have been growing at a respectable pace across the industry, benefiting from the correlated increases in housing prices that began in 2011¹.

Market Segmentation

The main competitors in the industry would include continuing care retirement communities. This market segment is approximately 50%. Another 34% of the market segment would be allocated to assisted living facilities and homes for the elderly. The final 16% of the market competitors would include other types of retirement home living competitors and adult daycares.

Products and Services Segmentation

¹ IBIS World.

Segment	Percent
Continuing Care	50.00%
Assisted living	34.00%
Other (Including Adult Daycare)	16%

Key Statistics:

In 2019, revenues for the retirement community and adult daycare industry were approximately \$71 billion. In the last five years, this industry has grown by around 3% annually. Industry experts predict that this growth rate will decrease slightly to 2.8%. Approximately 40,000 businesses compete in this industry. These businesses pay out approximately \$27.1 million in wages ². This leaves firms with profits of about \$5.5 billion.

Revenues:

- \$72 Billion

Historical Growth:

- 3%

Projected Growth Rate:

- 2.8%

Profits:

- \$5.6 Billion

Wages:

- \$27 Billion

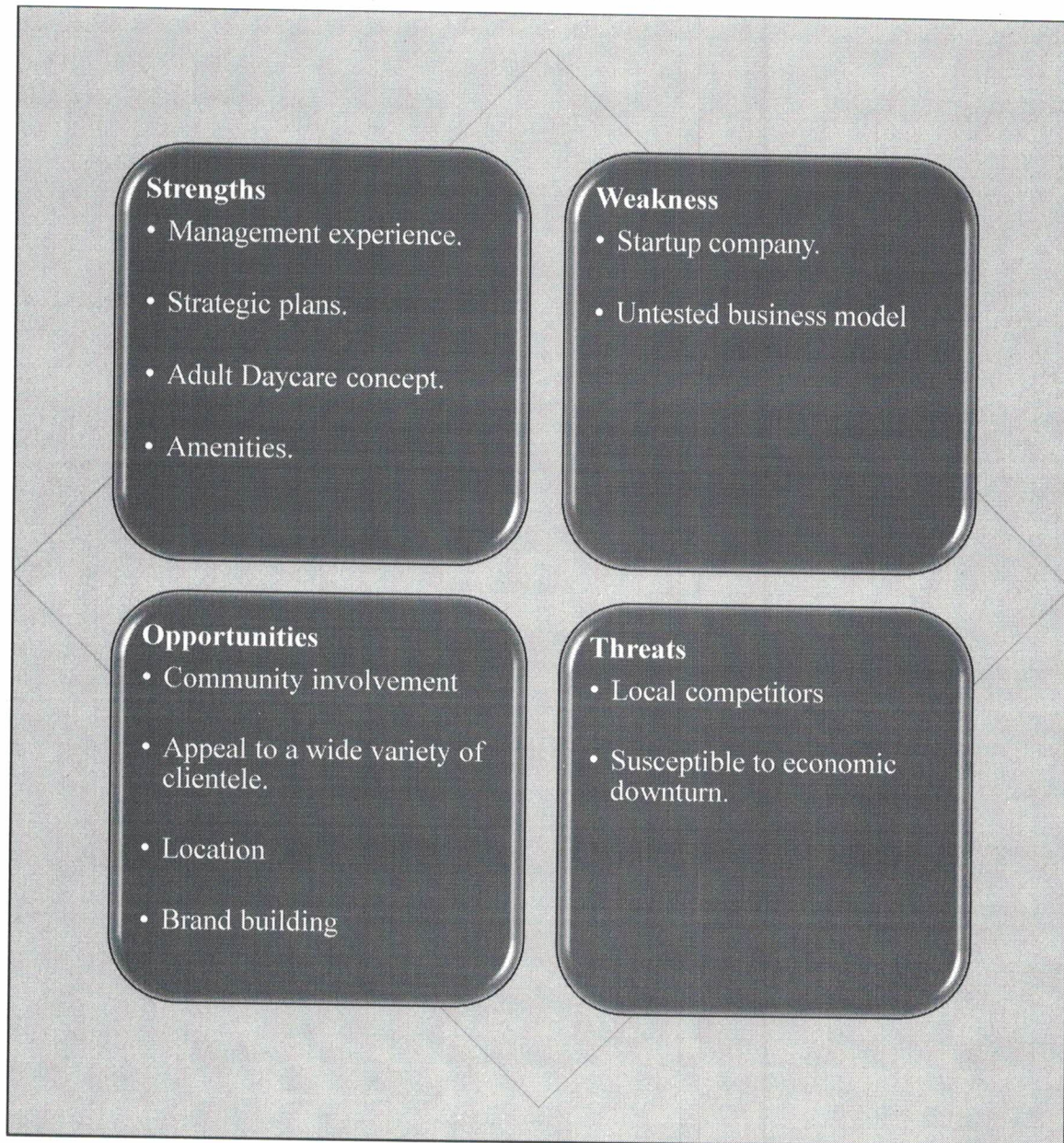
Businesses:

- 40,000

² IBIS World

Detailed SWOT Analysis

Hue Senior Center SWOT analysis:



Competition

Roitenberg Family Adult Day Center

Website: <https://sholom.com/services/adult-day-care.com>
 Location: 730 Kay Ave. St. Paul, MN. 55102
 Hours of Operation: Monday – Friday: 7:30 to 4:30PM.

Summary:

Roitenberg Family Adult Day Care is part of the Sholom corporation of adult services. At this facility, daily visitors may have the opportunity to socialize, have their health monitored, and participate in individual as well as group wellness activities. The main objective for the Dell daycare is to offer participants daytime activities, emotional support, and professional assistance with healthcare issues³.

An important aspect of any adult daycare is their amenities offered. For this particular competitor, amenities may include skilled nursing services, medication assistance, kosher meals, health monitoring, and spiritual growth activities.

Aspen Adult Daycare Center

Website: <https://aspenadultdaycarecenterllc.business.site/>
 Location: 1821 University Ave. St. Paul, MN. 55104.
 Hours of Operation: Monday – Friday: 8:00 to 6:00 PM.

Summary:

Aspen Adult Daycare Center's mission is to provide outstanding and accessible amenities and resources that help improve the quality of life for elderly adults throughout the community. An important concept that the organization embraces is its mission, which is to support independent, joyful, and healthy well beings of older adults⁴. Based on a quick Google and Facebook search, the organization has had no reviews posted.

³ <https://www.sholom.com/services/adult-day-care.html>

⁴ <https://aspenadultdaycarecenterllc.business.site/>

Organization & Management

Ownership

Hue Senior Center will be an adult daycare located in the North St. Paul, MN. area. The company will be held as an S-Corporation.

Job Responsibilities

CEO:

- Create and execute marketing strategies for business growth.
- Align business strategies with the vision statement.
- Negotiating contracts with vendors.
- Ensure legal compliance for the business.
- Continually examine the firm's external environment for new market opportunities.

Manager:

- Directs and coordinates day-to-day operations of the Adult Daycare Facility.
- Adhere to written policies regarding responsibilities and activities.
- Establish systems to enforce facility policies and procedures.
- Operate the adult daycare community in a manner, which will ensure company profitability by meeting all community budget and census goals.
- Ensures that all invoices for products and services are verified, coded, and submitted for payment on time⁵.

Patient Care Assistants:

- Transports patients to and from rooms when needed.
- Helps with bathroom needs and grooming tasks.
- Assists patients who need help walking or standing.
- Feeds patients, ensuring that any special dietary needs are strictly adhered to.

⁵ <https://www.indeed.com/q-Assisted-Living-Facility-Manager-jobs>.

- Aids people in the use of any medical devices and equipment required for their specific condition.
- Assists individuals with taking medication when needed⁶.

Cook and Food Prep:

- Follow and prepare daily food menu items.
- Label and stock all ingredients on shelves to ensure easy accessibility.
- Measure ingredients and seasonings to be used in cooking.
- Prepare cooking ingredients by washing and chopping vegetables, cutting meat, etc.
- Undertake basic cooking duties such as reducing sauces, parboiling food, etc.
- Prepare entrees following supplied recipes⁷.

Maintenance worker:

- Perform cleaning activities such as dusting, mopping, etc.
- Perform minor fixes such as repairing broken locks, filling gaps on walls, etc.
- Check control panels and electrical wiring to identify issues
- Install appliances and equipment
- Do garden/yard upkeep by mowing the lawn, collecting trash, etc⁸.

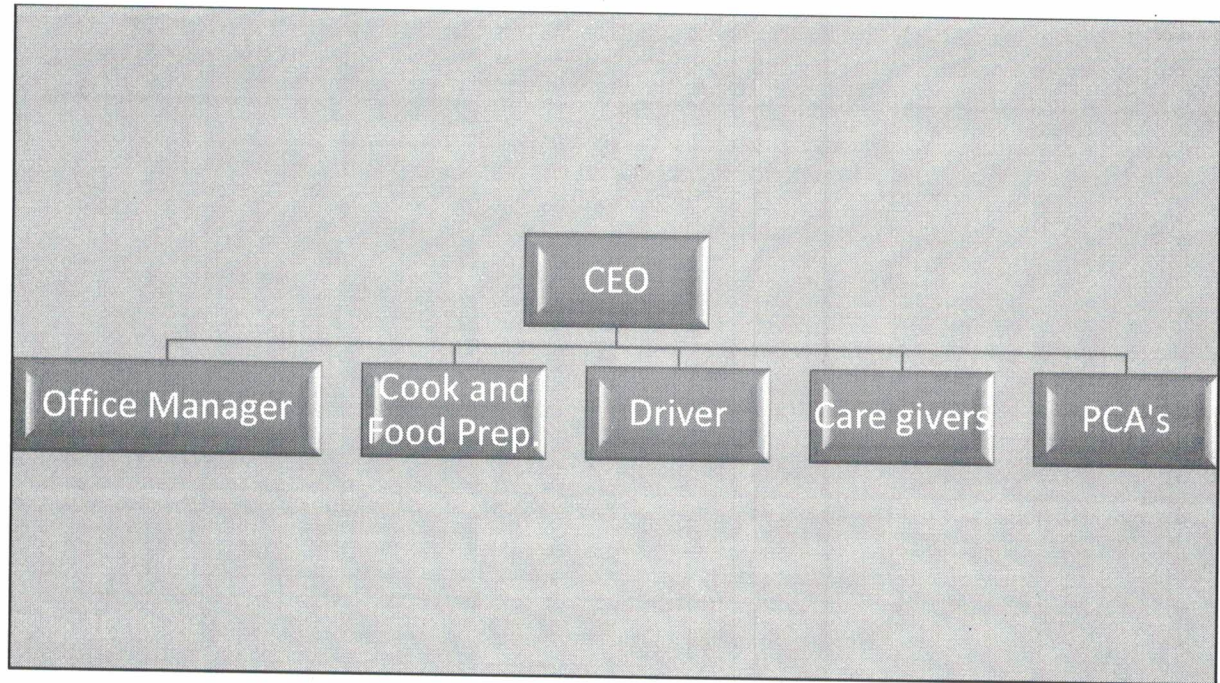
⁶ <https://www.greatsampleresume.com/job-descriptions/patient-care-assistant-job-description/>

⁷ <https://resources.workable.com/prep-cook-job-description>

⁸ <https://resources.workable.com/maintenance-worker-job-description>

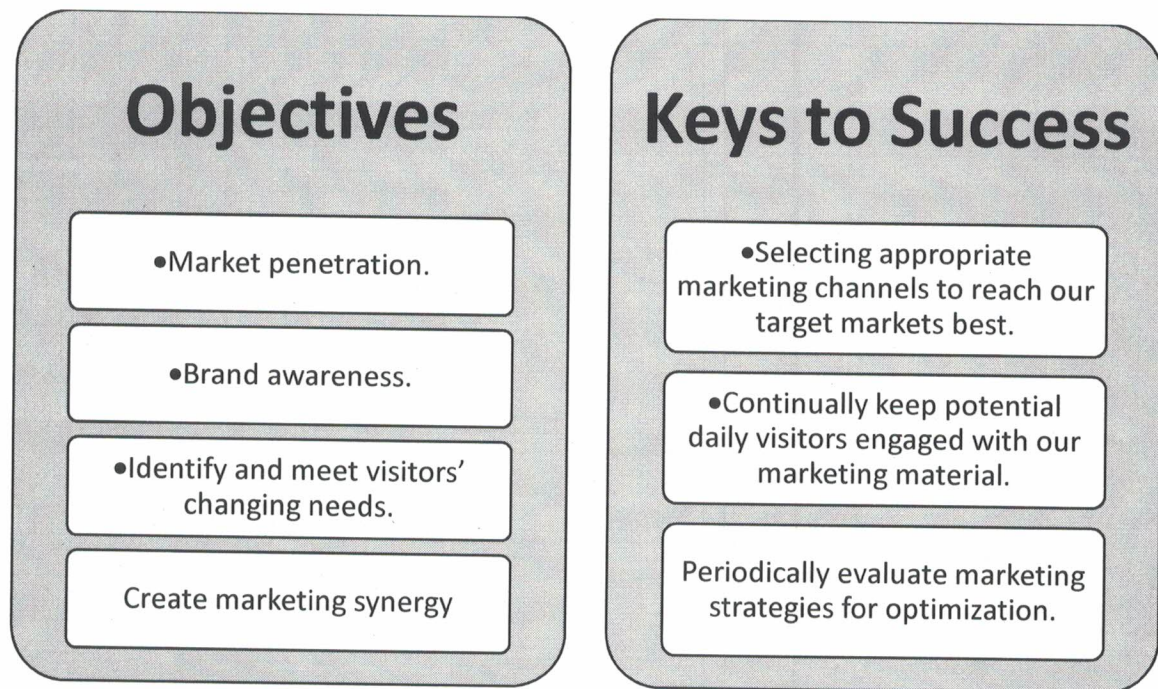
Organizational Structure

The business structure is as follows:



Marketing & Sales

The marketing strategy for Hue Senior Center will include traditional, social media, and online methods to ensure maximum penetration in the industry. Further, our marketing plan will create a competitive advantage by intertwining traditional, social media, and online marketing methods with a focused message to our target market. The objective of the company's marketing plan is to first educate our target market regarding our presence in the area. The long-term objective is to continually remind potential daily visitors of our presence with creative ads and announcements.



Networking

Chamber of Commerce: By joining the St. Paul Area Chamber of Commerce, our firm will be able to build backlinks to our website through our business listing in their directory. This should improve our SEO and web ranking for keywords like 'assisted living facility' and 'adult daycare.'

Further, we will also participate in periodic chamber meetings, which will enable us to meet other business leaders, increase brand recognition, and possibly develop strategic partnerships. Strategic partners may include potential subcontractors as well as healthcare professionals who may refer daily visitors to our facility.

Traditional

Mailers: The mailers will be trifold, a full-color pamphlet with the facility's amenities listed, and other benefits included. By doing this, potential daily visitors will be educated as to our services. Further, this action will be designed to build interest in visiting our convenient location.

Word of Mouth: One of the cheapest traditional marketing practices is the utilization and nurturing of 'word-of-mouth' advertising. To exploit this opportunity, we will encourage family members of daily visitors to share their experiences with our firm with friends, coworkers, and other family members. In doing this, not only will our firm improve brand recognition, but we also expect to save on advertising costs and increase net sales.

Social Media

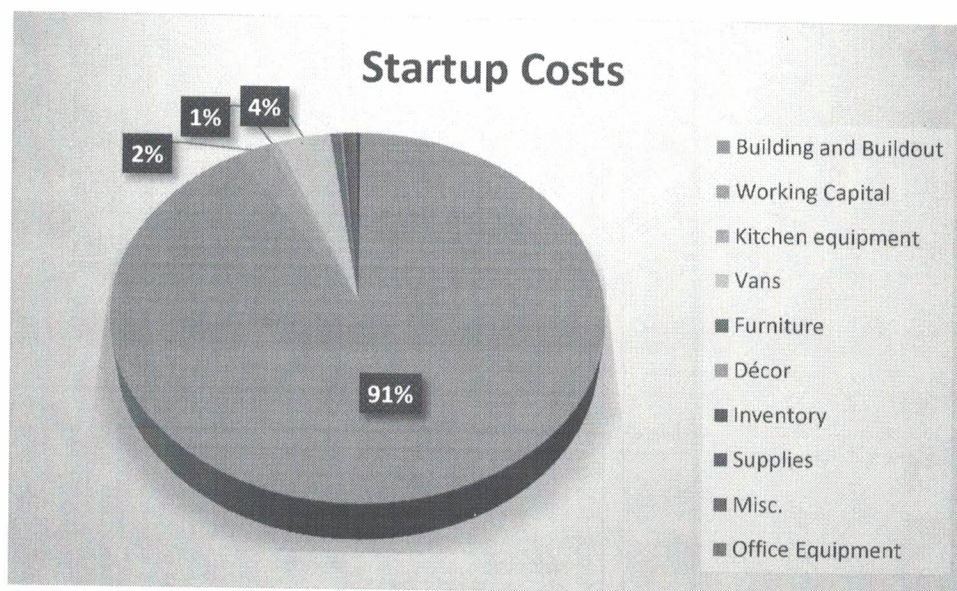
Social media advertising for Hue Senior Center will include Instagram, Twitter, and Facebook. By using all major social media channels, our firm's message will reach a broad audience. Also, we anticipate that future daily visitors and their family members will receive our advertising messages on some or all of the social media outlets. The objective of this action is to enhance brand recognition.

Website

Having a professionally developed website is an important foundation for most businesses. With this said, Hue Senior Center will employ a professional website company to create, optimize, and sustain our site. Also, links to our social media channels will be easily found to offer additional information.

Funding Request

To start servicing our adult daycare customers, funding of \$640,000 in debt and or equity from a lending institution or equity investor is needed. Terms for an equity or debt position are negotiable. Debt funding is anticipated to have a term of 15 to 25 years with an interest rate between 5% to 7%. Principle and interest payments will be made monthly, using cash flows from the organization. For an equity position, the percentage of ownership in the company will be negotiated between the current owner(s) and investor. Investors will be compensated through quarterly dividend payments. With this funding, our organization will better serve our future adult daycare customers as well as create a solid foundation for future growth and prosperity. Invested capital will be used as follows:

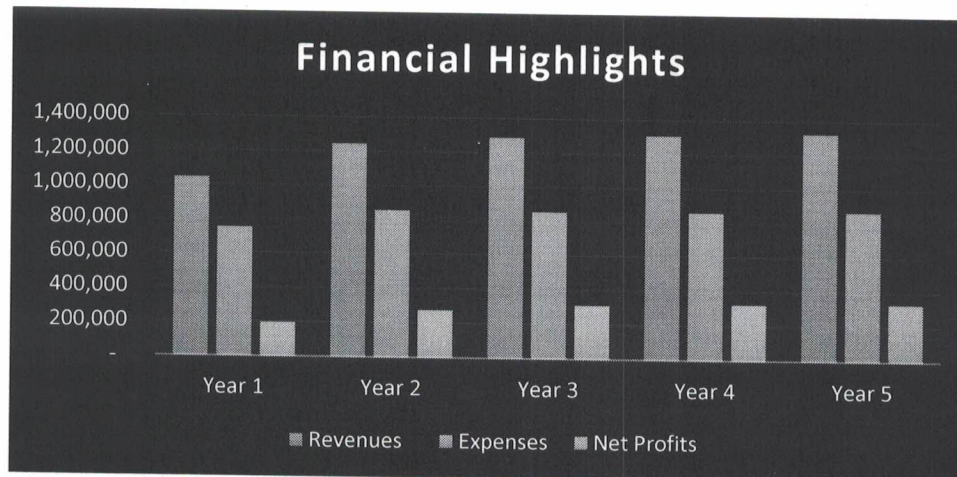


Startup Costs	
Category	Estimate
Equity Investment	415,000.00
Loan	640,000.00
Building and Buildout	960,000.00
Working Capital	25,000.00
Kitchen equipment	7,500.00
Vans	40,000.00
Furniture	7,500.00
Décor	2,000.00
Inventory	2,500.00

Supplies	1,500.00
Misc.	4,500.00
Office Equipment	2,000.00
Misc. Licenses	2,500.00
Total	1,055,000.00

Financial Projections

The financial projections are based on market research and empirical examination of the assisted living/adult daycare industry. For the first year, we project revenues of approximately \$1,044,760. The estimated expense costs will be \$752,910. After taxes, we expect a net profit of \$197,889. This leads to a profit margin of approximately 18.94%. As our brand continues to grow, second-year progression is anticipated to yield a net income of about \$276,339. Within five years, net income should exceed \$333,031.



Assumptions

Our financial projections have several assumptions based on research and management's expectation of potential sales and costs.

- All financial projections are based on management and or owner(s) professional expectations of sales and expenses for the foreseeable future.
- In the first 12 months, sales should increase by approximately 3% each month. In months 13 to 24, sales growth should slow to around .29% per month. For years three through five, sales are expected to grow by 3.5%.
- The cost of goods or variable costs are expected to be approximately 17.61% of total sales.
- The initial advertising budget will be \$1,500. Advertising is projected to increase by approximately 1% per year. This is to ensure maximum utilization of the firm's property and equipment.

- Cost projections were calculated using a common size model. This practice is typical for financial modeling.
- The tax rate was assumed to be 20%. Fluctuation in the tax rate will have a direct impact on net profits.
- The initial funding needed is \$1,055,000. An increase/decrease in amount will impact the net present value and internal rate of return.
- The starting cash balance needed is \$25,000 for working capital.
- A cash account was used to balance assets with liabilities and equity.

Initial Daily Sales

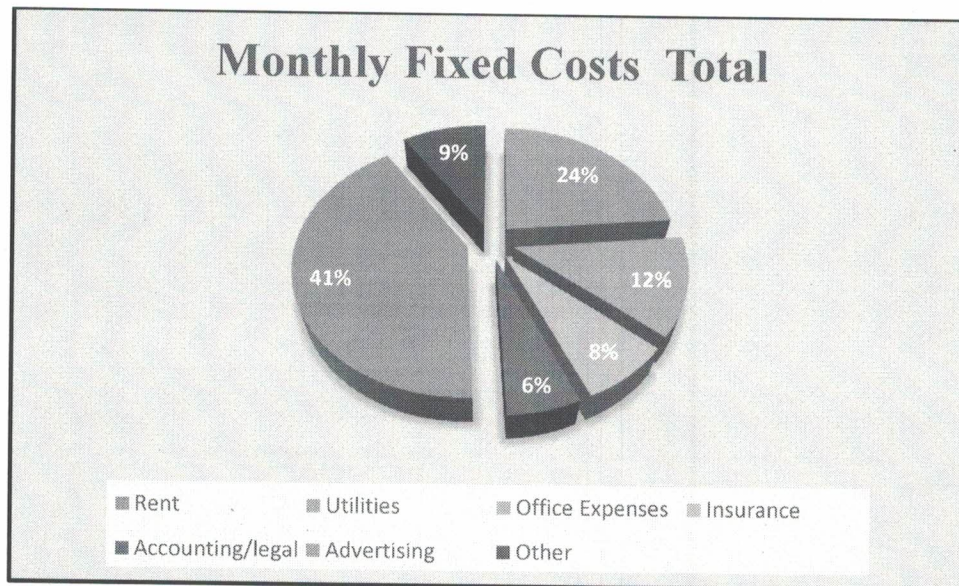
Revenue Generators - Daily Sales						
Daily Sales	% Sales	Num.	Price	Cost	Profit	Total Rev.
Section I						
Private Pay Daily Care	15%	12	136.00	20.40	115.60	1,632.00
Medicaid Daily Care	19%	15	108.80	20.67	88.13	1,632.00
Transportation Fee	30%	8	20.00	6.00	14.00	160.00
					Total	3,424.00

Initial Monthly Labor

Labor				
Employee	Number	Rate	Monthly Hours	Total Pay
Salary		n/a	n/a	4,000
Employees	8	25.00	172	34,400
			Total	34,400.00

Initial Monthly Fixed Costs

Monthly Fixed Costs	
Monthly Costs	Monthly Total
Rent	-
Utilities	850
Office Expenses	450
Insurance	270
Accounting/legal	210
Advertising	1,500
Other	340
Monthly Total	3,620.00



Profit and Loss Year 1

Quarter 1:

Pro Forma Income Statement Year 1 Quarter 1				
Income Statement	Month 1	Month 2	Month 3	Quarter 1
Revenues	73,616	75,824	78,099	227,540
COGS	12,962	13,351	13,751	40,064
Gross Profit	60,654	62,474	64,348	187,476
Expenses				
Salary	4,000	4,000	4,000	12,000
Labor	34,400	34,400	34,400	103,200
Advertising	1,500	1,500	1,500	4,500
Office Expen.	450	464	477	1,391
Rent	-	-	-	-
Utilities	850	876	902	2,627
Legal / Account	210	210	210	630
Insurance	270	270	270	810
Depreciation	5,167	5,167	5,167	15,500
Other	340	340	340	1,020
Total Expenses	47,187	47,226	47,266	141,678
EBIT	13,467	15,248	17,082	45,798
Interest Expense	3,733	3,729	3,724	11,186
EBT	9,734	11,519	13,358	34,611
Taxes	1,947	2,304	2,672	6,922
Net Income	7,787	9,215	10,686	27,689

Quarter 2:

Pro Forma Income Statement Year 1 Quarter 2				
Income Statement	Month 4	Month 5	Month 6	Quarter 2
Revenues	80,442	82,855	85,341	248,639
COGS	14,164	14,589	15,026	43,779
Gross Profit	66,278	68,267	70,315	204,860
Expenses				
Salary	4,000	4,000	4,000	12,000
Labor	34,400	34,400	34,400	103,200
Advertising	1,500	1,500	1,500	4,500
Office Expen.	477	506	522	1,506
Rent	-	-	-	-
Utilities	902	957	985	2,844
Legal / Account	210	210	210	630
Insurance	270	270	270	810
Depreciation	5,167	5,167	5,167	15,500
Other	340	340	340	1,020
Total Expenses	47,266	47,350	47,394	142,009
EBIT	19,013	20,917	22,921	62,850
Interest Expense	3,719	3,715	3,710	11,144
EBT	15,293	17,202	19,211	51,706
Taxes	3,059	3,440	3,842	10,341
Net Income	12,234	13,762	15,369	41,365

Quarter 3:

Pro Forma Income Statement Year 1 Quarter 3				
Income Statement	Month 7	Month 8	Month 9	Quarter 3
Revenues	87,901	90,538	93,255	271,694
COGS	15,477	15,942	16,420	47,839
Gross Profit	72,424	74,597	76,835	223,856
Expenses				
Salary	4,000	4,000	4,000	12,000
Labor	34,400	34,400	34,400	103,200
Advertising	1,500	1,500	1,500	4,500
Office Expen.	522	553	570	1,645
Rent	-	-	-	-
Utilities	985	1,045	1,077	3,108
Legal / Account	210	210	210	630
Insurance	270	270	270	810
Depreciation	5,167	5,167	5,167	15,500
Other	340	340	340	1,020
Total Expenses	47,394	47,486	47,533	142,413
EBIT	25,030	27,111	29,301	81,443
Interest Expense	3,705	3,701	3,696	11,101
EBT	21,325	23,411	25,606	70,342
Taxes	4,265	4,682	5,121	14,068
Net Income	17,060	18,729	20,484	56,273

Quarter 4:

Pro Forma Income Statement Year 1 Quarter 4				
Income Statement	Month 10	Month 11	Month 12	Quarter 4
Revenues	96,052	98,934	101,902	296,888
COGS	16,912	17,420	17,942	52,274
Gross Profit	79,140	81,514	83,959	244,613
Expenses				
Salary	4,000	4,000	4,000	12,000
Labor	34,400	34,400	34,400	103,200
Advertising	1,500	1,500	1,500	4,500
Office Expen.	570	605	623	1,798
Rent	-	-	-	-
Utilities	1,077	1,142	1,177	3,396
Legal / Account	210	210	210	630
Insurance	270	270	270	810
Depreciation	5,167	5,167	5,167	15,500
Other	340	340	340	1,020
Total Expenses	47,533	47,634	47,686	142,853
EBIT	31,606	33,880	36,273	101,760
Interest Expense	3,691	3,686	3,681	11,058
EBT	27,915	30,194	32,592	90,702
Taxes	5,583	6,039	6,518	18,140
Net Income	22,332	24,155	26,074	72,561

Income Statement

Pro Forma Income Statement - Base					
Income Statement	Year 1	Year 2	Year 3	Year 4	Year 5
Revenues	1,044,760	1,246,254	1,289,872	1,309,220	1,328,859
COGS	183,956	219,434	222,725	226,066	229,457
Gross Profit	860,804	1,026,820	1,067,147	1,083,154	1,099,402
Expenses					
Salary	48,000	48,720	49,451	50,193	50,945
Labor	412,800	425,184	437,940	451,078	464,610
Advertising	18,000	18,180	18,362	18,545	18,731
Office Expenses	6,339	7,613	7,689	7,766	7,843
Rent	-	-	-	-	-
Utilities	11,974	14,379	14,523	14,668	14,815
Legal / Accounting	2,520	2,545	2,571	2,596	2,622
Insurance	3,240	3,272	3,305	3,338	3,372
Depreciation	62,000	113,600	95,520	81,984	74,592
Other	4,080	4,121	4,162	4,204	4,246
Total Expenses	568,954	637,614	633,522	634,372	641,776
EBIT	291,851	389,206	433,625	448,783	457,626
Interest Expense	44,490	43,782	43,023	42,209	41,337
Earnings before taxes	247,361	345,423	390,602	406,573	416,289
Taxes	49,472	69,085	78,120	81,315	83,258
Net Income	197,889	276,339	312,482	325,259	333,031

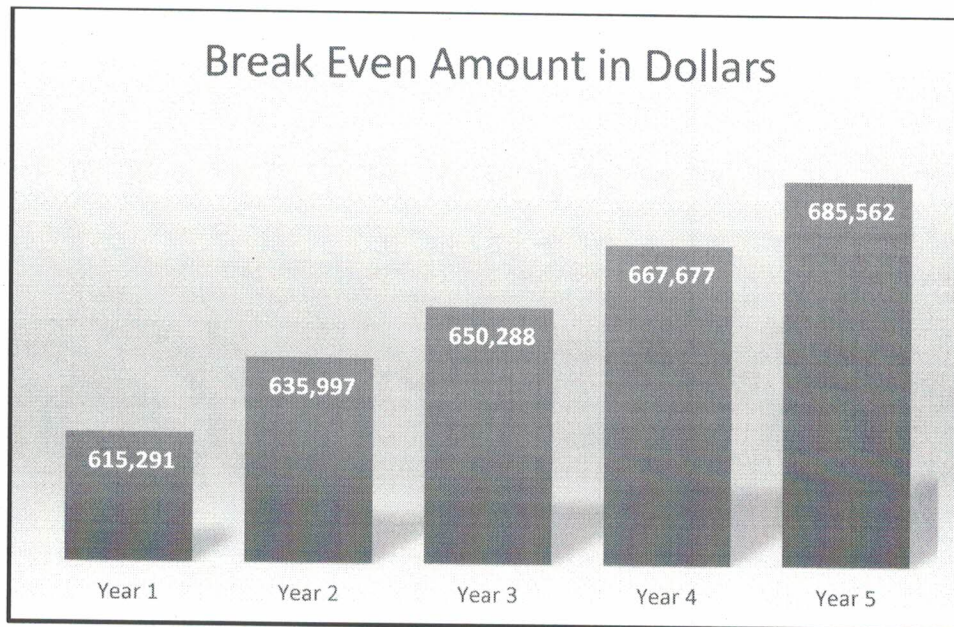
Balance Sheet

Balance Sheet - Pro Forma					
Assets	Year 1	Year 2	Year 3	Year 4	Year 5
Cash	319,705	700,179	1,097,984	1,494,244	1,891,154
Accts Receiv.	-	-	-	-	-
Inventories	15,330	18,286	18,560	18,839	19,121
Total Curr. Assets	335,035	718,465	1,116,544	1,513,083	1,910,276
PP&E	1,027,500	1,027,500	1,027,500	1,027,500	1,027,500
Less Deprec.	62,000	175,600	271,120	353,104	427,696
Net PP&E	965,500	851,900	756,380	674,396	599,804
Total Assets	1,300,535	1,570,365	1,872,924	2,187,479	2,510,080

Balance Sheet - Pro Forma					
Liabilities	Year 1	Year 2	Year 3	Year 4	Year 5
Accounts Pay	15,330	18,286	18,560	18,839	19,121
Notes Payable	3,707	3,649	3,585	3,517	3,445
Accruals	38,400	39,492	40,616	41,773	42,963
Total Current Liab.	57,437	61,427	62,762	64,129	65,529
Loans	630,209	619,711	608,453	596,382	584,551
Total Liabilities	687,646	681,137	671,215	660,511	650,080
Common Stock	415,000	415,000	415,000	415,000	415,000
Retained Earnings	197,889	474,228	786,709	1,111,968	1,444,999
Total Com. Equity	612,889	889,228	1,201,709	1,526,968	1,859,999
Total Liab & Equity	1,300,535	1,570,365	1,872,924	2,187,479	2,510,080

Break-even Analysis

Annual Break-Even Analysis					
Annual Break Even	Year 1	Year 2	Year 3	Year 4	Year 5
Annual Revenues	1,044,760	1,246,254	1,289,872	1,309,220	1,328,859
Cost of Sales	183,956	219,434	222,725	226,066	229,457
Gross Margin	860,804	1,026,820	1,067,147	1,083,154	1,099,402
Fixed Costs	506,954	524,014	538,002	552,388	567,184
Gross Margin Percent	82.39%	82.39%	82.73%	82.73%	82.73%
Break-Even in Dollars	615,291	635,997	650,288	667,677	685,562



Appendix A: Senior Center Services

Hue Senior Center Services

Individualized Care Plan

The program services are individualized based on a systematic evaluation of each person's needs and strengths. Care is guided by an individual plan, which outlines long and short-term goals. The plan is reviewed periodically with family members for refinement and adjustment.

Program Services

- Counseling
- Educational programs or mental stimulation
- Exercise programs
- Health monitoring (i.e. blood pressure, food or liquid intake)
- Personal Care Assistance (i.e. assistance with bathing, eating, taking medicines, toileting, and/or walking)
- Daily nutritionist meals and snacks provided
- Social activities
- Therapy (occupational, physical, speech, etc.)
- Medical transportation and interpreting services are available for participant's appointments
- Door-to-door transportation services

AADCS provide social activities such as:

- Crafts
- Cooking
- Exercise
- Field trips
- Games
- Gardening
- Holiday parties
- Relaxation techniques
- Birthday Celebrations

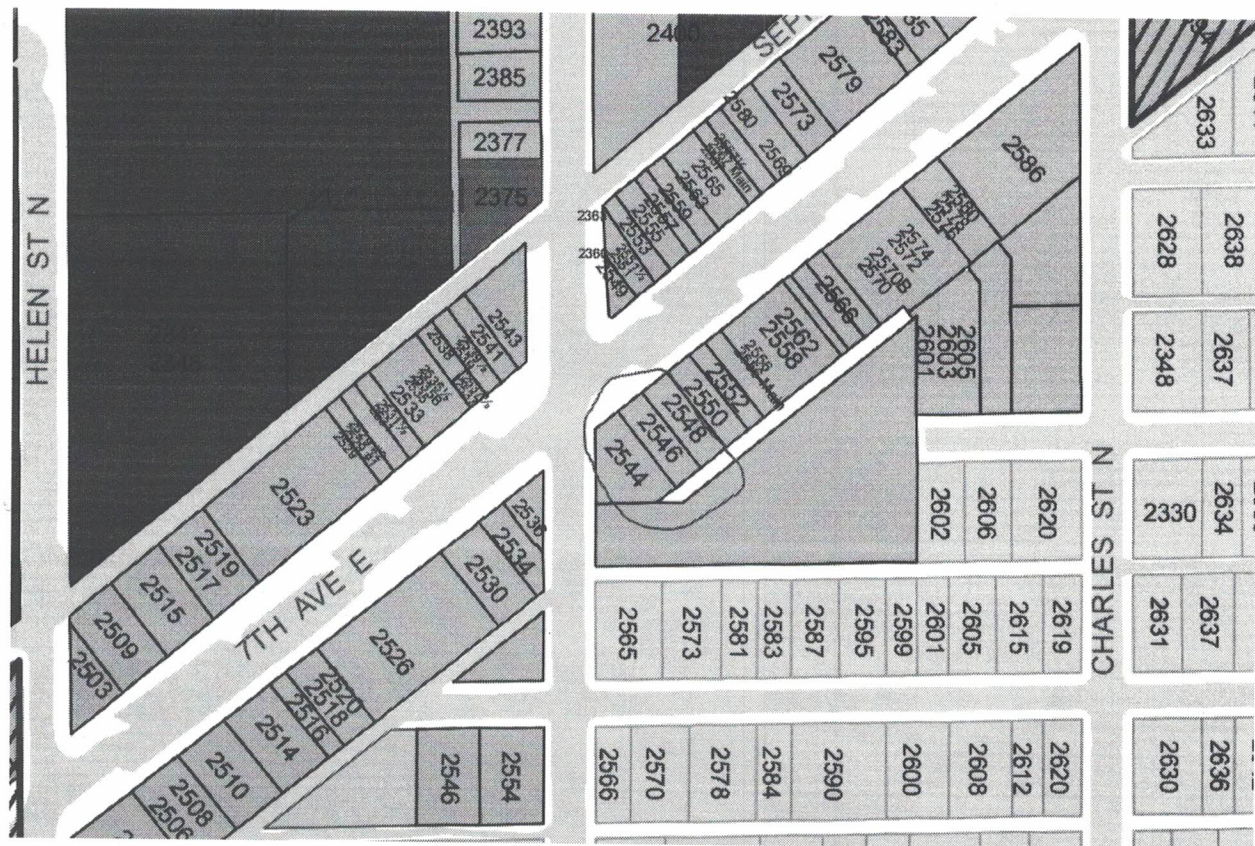
Elaboration of Detailed Services and Activities

Participants generally take part in the program on a scheduled basis and the services that are offered which include the following:

- **Education/Counseling/Resources/Referral:** A Registered Nurse is available to provide information on additional community resources and to assist in accessing resource services. Individual and group

counseling are also available. In addition, nutrition education and individual client nutritional counseling are provided.

- **Recreation /Exercise/Physical therapy/ Social Activities:** A variety of structured activities are planned daily. Activities include arts and crafts, musical entertainment and sing-a-longs, mental stimulation games such as BINGO, discussion groups (books, films, current events), holiday and birthday celebrations. Local outings, stretching or other structured exercises under consultation with a physical therapist.
- **Health screening/ Medical care/Medication Management-Assistance:** A registered nurse is on site during program operating hours to assess individual needs and evaluation and skilled care are arranged for by the center either with medical consultants, or appropriate referral to community resources. Staff can help assist with participant's medication if needed and medical appointments can be arranged.
- **Personal Care:** Trained Staff assist participants with day bath and other personal care needs based on the participant's care plan.
- **Dry Sauna:** Participants may use our dry sauna during program hours. Regular sauna bathing may benefit participants with risk factors for heart disease, such as high cholesterol, high blood pressure, and diabetes.
- **Meals:** Healthy snacks (offered in the morning and after lunch) and a nutritious lunch is provided daily. Nutritious meals that accommodate special diets are typically included with the assistance from our dietitian.
- **Specialized Concentration Programming for Participants with Alzheimer's Disease/Memory Loss:** We specialized in caring and providing services for those with Alzheimer's disease, Parkinson's disease, and other medical conditions.
- **Transportation Service:** Door-to-door transportation is provided to the participants. Program operated wheelchair accessible vehicles provide roundtrip transportation to and from the center each day.



Date: May 27th 2020
To: City of North St. Paul
Subject: Conditional Use Permit

K&J Catering is giving our potential buyer, True Yang, permission to seek a Conditional Use Permit for our 3 buildings located in North St. Paul, that is 2544 7th Ave E, 2546 7th Ave E and 2548 7th Ave E.

Please let us know if you have any questions.

Kurt & Jean Adamson
K&J Catering

Authentisign
Kurt F Adamson
5/27/2020 3:02:00 PM CDT

05/27/2020

Kurt F Adamson

Authentisign
Jean M Adamson
5/27/2020 3:01:27 PM CDT

05/27/2020

Jean M Adamson

Agenda Information Memorandum
North St. Paul Planning Commission
July 2, 2020

VIII. REPORTS FROM STAFF

A. 2020 Zoning Updates Discussion

ACTION TO BE CONSIDERED

Provide feedback on proposed use tables and accompanying definitions, and proposed Two-family, Townhome, and alternative neighborhood ordinances.

FACTS

This memo provides background information and recommendations on the following:

- Revised use tables and definitions based on prior discussions
- Revised housing sections:
 - Two-Family Dwelling
 - Townhomes
 - Alternative Neighborhoods (cottage developments, special infill housing)

Use Table:

The proposed changes to the Use Table include an updated table organization, updated design and eliminating, combining, or adding uses. The following changes simplify the table and maximizes the ease of use.

- Table organization: There are two distinct Use Tables in the current zoning ordinance, separated by Residential Use Districts and Mixed-Use Districts. The proposed use table combines these two tables and allows a user to reference one table where they will find all categories of uses and all zoning districts in one table, as well as if the use has supplemental regulations. The broader categories are organized to follow a logical order: Residential, Civic and Institutional, Medical, Utility, Commercial, Production/Processing/Storage, Other, and Accessory Uses. These categories are further grouped as needed into subcategories.
- Table design: Design changes include an updated color scheme that clearly identifies broad categories, sub-categories, and individual uses, making the table much easier to read. The top row of the table is also repeated as you move down in the table for convenience.
- Eliminating, combining, and adding uses: Unnecessary uses were eliminated or combined for simplification. For example, “restaurant-tavern” was eliminated because this use fits under the “restaurant” use. Uses within the “retail sales and services” category in the existing table were combined and simplified into a broader “personal services” type of use. “Self-service storage facility” is an example of a new use that was necessary to add to the table.
- Definitions for new uses, or old ones requiring some clarity, have also been added. We will not review these definitions in detail at the meeting, except for any that you flag for questions.

Housing-related Ordinance Sections:

Two-family dwellings

- Separated two-family architectural requirements from a group also containing townhouse dwellings.
- Carried over existing requirement regarding building materials and architectural compatibility.
- Added restriction on amount of frontage of a building that can contain garage doors, and a requirement to have units facing separate streets on corner lots. Staff proposes these to reinforce Comprehensive Plan guidance regarding well-designed residential development.
- Added a supplemental standards section that:
 - Restricts groupings of two-family units in the R-1 district to those approved by PUD
 - Requires attachment with common wall.
- Landscaping and Parking requirements are unchanged but are provided for context.
- Added minimum floor space requirement for two-family units in R-1.

Townhouse dwellings

- Added as permitted in the MU-1 and MU-2 Districts
- Usable open space changed from 500 sf per unit to 25% of each lot containing a townhome unit
- Deleted the restriction on maximum 5 units per building
- Deleted “Modulation, length” and “Diversity” requirements. Added requirements for varied exterior walls, and design features.
- Added restriction on amount of frontage of a building that can contain garage doors. Again, this is to reinforce Comprehensive Plan guidance regarding well-designed residential development.
- Landscaping and Parking requirements are unchanged but are provided for context.

Alternative Neighborhoods:

- *Cottage Development:* The attached draft ordinance contains cottage development standards modeled off Kirkland, WA
 - Proposed to be permitted in the R-2 and R-3 Zoning District. This would allow developments consisting of 8 units per acre or greater, which seems to be the minimum needed based on existing developments. Conversely, the R-1 district is guided with a maximum density of 5.5 units per acre, which would likely be insufficient.
 - Standards in the “Supplemental regulations” section would address density and lot area, building heights, lot coverage and building floor area, porches, setbacks, provision of open space, and parking location.
 - A usable open space requirement would be added for cottage developments of at least 25 percent of the site within a minimum of one contiguous area at least 3,000 square feet in size. Since the supplemental requirements included a requirement for a certain number of units to be facing a common open space
 - A parking requirement of 1.25 stalls per unit is proposed.
- Special Infill Housing: the attached draft ordinance includes a modification to the Special Infill Housing standards to allow a smaller sized dwelling than what is otherwise permitted.

changes in **bold**

P: Permitted C: Conditional Use I: Interim Use X: See Section 154.010 (D) for requirements	R-1	R-2	R-3	MU-1	MU-2	MU-3	Supplemental Regulations
RESIDENTIAL							
Household Living							
Single Family Dwelling	P	P	P				
Two Family Dwelling	P	P	P				
Multiple Family Dwelling			P			P	X
Townhouse Dwelling		P	P	P	P	P	X
Live/Work Unit				C	C	C	
Manufactured Housing (Home Parks)	C	C	C				
Modular Building	P	P	P				
Special Infill Housing	C	C	C				X
Group Living							
Lodging House			P		C	C	
Assisted Living and/or Memory Care Facility			C			C	X
Residential Unit over Nonresidential Use				P	P	P	
Senior Housing			C	C		C	X
Senior Housing with Services			C	C		C	X
State Licensed Residential Facility (serving six or fewer persons)	P	P	P	C	C	C	X
State Licensed Residential Facility (serving from 7- 16 persons)			P	C	C	C	
P: Permitted C: Conditional Use I: Interim Use X: See Section 154.010 (D) for requirements	R-1	R-2	R-3	MU-1	MU-2	MU-3	Supplemental Regulations
CIVIC & INSTITUTIONAL							
Cemetery	C	C	C				
Day Care Facility and Day Nursery	C	C	C	C	C	C	X
Institutions	C	C	C	C	C	C	X
Municipal Administrative Building, Fire Station or other Public Safety or Service Facilities	P	P	P	P		P	X
School, Elementary or Secondary	C	C	C	P	P	P	X
Public Park or Playground and Open Space	P	P	P	P	P	P	
Community Garden	I	I	I				
MEDICAL							
Clinic				P	P	P	
Hospital						P	X
Animal or Veterinary Hospital or Clinic						P	
Medical Cannabis Facility						C	
UTILITY							
Essential Service Structure, including but not limited to buildings such as Telephone Exchange Substations, Booster or Pressure Regulating Stations, Wells and Pumping Stations and Elevated Tanks	C	C	C	P	P	P	X

P: Permitted C: Conditional Use I: Interim Use X: See Section 154.010 (D) for requirements	R-1	R-2	R-3	MU-1	MU-2	MU-3	Supplemental Regulations
COMMERCIAL							
Lodging							
Bed and Breakfast Establishment					P	P	X
Hotel					C	P	
Short-term rental							
Indoor Entertainment, Recreation, Food, and Beverage							
Adult Uses						C	X
Brewery, Micro-Brewery, Micro-Distillery, Micro-Winery, or Tap Room				P	P	P	
Catering				P	P	P	
Club or Lodge				P	C	C	X
Coffee Shop or Tea House				P	P	P	
Cultural Center				P	P	P	
Indoor Recreation				P	P	P	X
Restaurant				P	P	P	
Service or Workplace							
Animal Boarding Facility						C	X
Animal Grooming				P	P	P	X
Artisan Studio / Makerspace				P	P	P	
Bank, Financial Institutions				P	P	P	X
Business Sales or Services				P	P	P	
Personal Services				P	P	P	
Educational Services				P	P	P	
Contractor's Business with Showroom or Workshop						P	
Drive-In or Self-Service Business				C	P	P	X
Lab, Research				P	P	P	
Funeral Home			P	C	C	C	
Office				P	P	P	X
P: Permitted C: Conditional Use I: Interim Use X: See Section 154.010 (D) for requirements	R-1	R-2	R-3	MU-1	MU-2	MU-3	Supplemental Regulations
Retail							
Farmer's Market				P	P	P	
Garden Material Sales				C	C	P	X
Grocery				P	P	P	
Liquor Store				P	P	P	
Retail Sales				P	P	P	X
Outdoor Recreation							
Outdoor Recreation	C	C	C				X
Golf Course	C	C	C				X
Automobile, Parking, Transportation							
Automobile Service or Repair						C	X
Car Wash						C	X
Automobile Sales and Rental						C	X
Automobile Service Station/Convenience Store				C	C	C	X
Parking Facility				P	P	P	

P: Permitted C: Conditional Use I: Interim Use X: See Section 154.010 (D) for requirements	R-1	R-2	R-3	MU-1	MU-2	MU-3	Supplemental Regulations
LIMITED PRODUCTION, PROCESSING, STORAGE							
Limited Production and Processing				P	P	P	X
Self-Service Storage Facility						C	
Warehousing						P	X
Wholesale Establishment				P	P	P	
OTHER USES							
Uses determined by the Community Development Department to be of similar scale, impact and character.				P	P	P	
Planned Unit Development	P	P	P	P	P	P	
P: Permitted C: Conditional Use I: Interim Use X: See Section 154.010 (D) for requirements	R-1	R-2	R-3	MU-1	MU-2	MU-3	Supplemental Regulations
ACCESSORY USES & STRUCTURES							
Accessory Buildings and Structures	P	P	P			P	X
Accessory Dwelling Unit	C	C	C				X
Dependency Living Arrangement	P	P	P				
Portable Storage Units	P	P	P				X
Temporary Buildings for storage of construction materials and equipment	P	P	P				X
Geothermal Energy Systems	P	P	P	P	P	P	
Solar Energy Systems	P	P	P	P	P	P	X
Wind Energy Systems	C	C	C	P	P	P	X
Wind Energy Systems (excess height)				C	C	C	X
Temporary Outdoor Events	P	P	P	P	P	P	X
Temporary Outdoor Events (greater than 45 days)				C	C	C	X
Composting	P	P	P				
Yard Sales	P	P	P				X
Day Care Facility (serving 12 or fewer persons)	P	P	P	P	P	P	
Day Care Facility (serving from 13 through 16 persons)	P	P	P	P	P	P	
Group Family Day Care serving 14 or fewer children	P	P	P	P	P	P	
Home Occupation	P/I	P/I	P/I	P	P	P	X
Rain Garden	P	P	P	P	P	P	X
Surface Parking	P	P	P				
Outdoor Storage				C	C	C	X
Bulk Storage (liquid)						P	X
Communication Structures	P	P	P	P	P	P	X
Outdoor Seating				P	P	P	X
Outdoor Display				P	P	P	X
Sport Court	P	P	P			P	
Residential Swimming Pools and Hot Tubs	P	P	P			P	X

P: Permitted C: Conditional Use I: Interim Use X: See Section 154.010 (D) for requirements		Suggested Definition	Existing Definition	Comment
RESIDENTIAL				
Household Living				
Single Family Dwelling		A dwelling unit owned in fee and located on an individual lot which is not attached to any other dwelling unit by any means; A detached building on a single lot containing one dwelling unit, or a fac- tory-assembled structure constructed to state building code standards.	A residence structure that is free-standing (detached) and designed for or occupied by one family only.	The existing defintion is pretty standard, I added suggestions from APA Dictionary for reference. If we want to allow two-family dwellings in the R-1 district, can't we just permit duplex's in the R-1 (see highlighted area)? Is it possible to achieve this goal through only an updated definition?
Two Family Dwelling		A residence structure located on a single parcel containing two dwelling units that each have separate housekeeping and cooking facilities, each of which has direct access to the outside.	A residence structure, commonly referred to as a duplex, designed for or occupied by not more than two(2) families, with separate housekeeping and cooking facilities for each (	Warrants further Discussion. What's the issue? I have included more examples from the APA Dictionary get rid of "duplex" ; make clear that you can have 2 units on one parcel
Multiple Family Dwelling		A building, or portion thereof, on one lot, containing three or more dwelling units.	A residence structure designed for or occupied by three or more families, either wholly (attached) or partially (detached), with separate housekeeping and cooking facilities for each.	see other cities def
Townhouse Dwelling		A one-family dwelling unit constructed in a group of two or more similar one-family dwelling units, each with a private entrance that has direct access to the outside, which is part of a structure whose dwelling units are attached and arranged either horizontally or vertically. When arranged horizontally, they may span more than 1 parcel.	A residence structure that is a single-family dwelling unit constructed in a group of two or more similar single-family dwelling units, with no other unit above it or below it, with each unit extending from the foundation to the roof, with each unit having a private entrance, and designed for not more than one family.	Warrants further Discussion see Roseville can be a 2 unit structure; either on 1 or 2 parcels townhouse not required to be horizontally attached each having their own access directly to outdoors
Live/Work Unit		A dwelling unit combining residential use types with commercial- or limited industrial-use types. This use classification includes but is not limited to: office, live/work facilities, or other similar uses.		
Manufactured Housing (Home Parks)			One or more contiguous parcels of land under a single management which have been designed and developed in such a manner as to provide individual manufactured home sites for two or more manufactured homes and includes any building, structures, tent, vehicle or enclosure used or intended for use as part of the equipment of the manufactured home park as defined in M.S. § 327.	
Modular Building				

P: Permitted C: Conditional Use I: Interim Use X: See Section 154.010 (D) for requirements		Suggested Definition	Existing Definition	Comment
Special Infill Housing			Quality housing which may be suitable in development or redevelopment of parcels.	
Cottage Development		A development comprised of at least four cottages (single-family dwelling units) arranged on at least two sides of a common open space with a maximum of 12 cottages per development		From Langley, WA
Group Living				
Lodging House			Any dwelling other than a hotel or motel where lodgings are provided for compensation for one or more persons, not to exceed eight, pursuant to previous arrangements for definite periods of time.	
Assisted Living and/or Memory Care Facility			A facility registered with the Minnesota Department of Health (DOH) where individualized home care aide services or home management services are provided to residents either by the management or by providers under contract with the management.	
Residential Unit over Nonresidential Use				
Senior Housing			A residential housing development, excluding nursing homes and exclusive of any unit occupied by a caretaker, consisting of units meeting the following requirements: 1) The units are designed for occupancy by individuals over 55 years of age or by a couple with one or both members over 55 years of age; 2) The property owner shall record a covenant to run with the land executed in a form approved by the city which restricts the use of the property to occupancy by senior citizens; 3) Developments which do not consist of townhouses shall provide a lounge or other inside community rooms equal in aggregate size to a minimum of 15 square feet for each dwelling unit.	
Senior Housing with Services			Nursing home, assisted living, and memory care for individuals 55 and older, as defined by M.S. § 144(D) and 144(G), as they may be amended from time to time	
State Licensed Residential Facility (serving six or fewer persons)			A state-licensed and mandatory residential facility occupied by persons in need of specialized treatment or protection and resident staff who live together as a single housekeeping unit, usually for a limited period of time.	
State Licensed Residential Facility (serving from 7- 16 persons)				
P: Permitted C: Conditional Use I: Interim Use X: See Section 154.010 (D) for requirements				
CIVIC & INSTITUTIONAL				

P: Permitted C: Conditional Use I: Interim Use X: See Section 154.010 (D) for requirements		Suggested Definition	Existing Definition	Comment
Cemetery			Any non-publicly owned parcel of land designed, intended to be used, or used for the burial of deceased persons or animals. For purposes of this code, a burial lot and columbarium shall be included in the definition of cemetery.	Removed Mortuary
Day Care Facility and Day Nursery			A facility which provides one of the following services: Care of a child outside the child's own home for gain or otherwise, on a regular basis for any part of a 24-hour day; or care for adults offering a program less than 24 hours per day that provides functionally impaired adults with an individualized and coordinated set of services including health services, social services, and nutritional services.	
Institutions		A use conducted by, or a facility or structure owned or operated by, a nonprofit, religious, or charitable institution that provides educational, cultural, recreational, religious, or other similar types of public services.		
Municipal Administrative Building, Fire Station or other Public Safety or Service Facilities				
School, Elementary or Secondary			Public or private schools which provide an educational program for one or more grades between kindergarten and grade 12 and which are commonly known as elementary schools, grade schools, middle schools, junior high schools, or high schools.	
Public Park or Playground and Open Space				
Community Garden			Any parcel of land, utilizing either individual or shared lots on private or public land. The land may produce fruit, vegetables, and/or ornamentals.	
MEDICAL				
Clinic		An establishment principally engaged in providing therapeutic, preventative, corrective, healing and health-building treatment services on an outpatient basis by physicians, dentists and other practitioners with no overnight boarding. Includes Doctor's Offices, Dental Clinics, medical laboratories, and physical and occupational, and massage therapy facility, Chiropractic care.		
Hospital			An establishment where patients are admitted for medical, surgical, or psychiatric treatment for outpatient and/or inpatient, overnight accommodation.	
Animal or Veterinary Hospital or Clinic			An establishment for the routine examination, medical, or surgical treatment and care of domestic animals, generally with overnight boarding facilities for animals in care.	

P: Permitted C: Conditional Use I: Interim Use X: See Section 154.010 (D) for requirements		Suggested Definition	Existing Definition	Comment
				Other related definitions.
Medical Cannabis Facility		A facility involved in medical cannabis, including a medical cannabis manufacturer, medical cannabis distribution facility, and medical cannabis laboratory		Medical cannabis. Medical cannabis shall mean the definition for same provided under Minn. Stat. § 152.22, subd. 6, as may be amended. Medical cannabis distribution facility. Medical cannabis distribution facility shall mean a facility operated by a medical cannabis manufacturer for purposes of distributing medical cannabis in accordance with Minn. Stat. § 152.29, subd. 1(a), as may be amended, and the requirements of the commissioner of the Minnesota department of Health or other applicable state law. Medical cannabis distribution facilities are prohibited from operating drive-throughs. Medical cannabis laboratory. Medical cannabis laboratory shall mean an independent laboratory permitted to test medical cannabis produced by a medical cannabis manufacturer in accordance with Minn. Stat. § 152.29, subd. 1(b), as may be amended, and the requirements of the commissioner of the Minnesota department of health or other applicable state law. Medical cannabis manufacturer. Medical cannabis manufacturer shall mean the
UTILITY				
Essential Service Structure, including but not limited to buildings such as Telephone Exchange Substations, Booster or Pressure Regulating Stations, Wells and Pumping Stations and Elevated Tanks			Overhead or underground electric, gas, steam or water distribution systems and structures for collection, communication, supply or disposal systems and structures used by public utilities or governmental departments or commissions or as are required for the protection of the public health, safety or general welfare, including towers, poles, wires, mains, drains, sewers, pipes, conduits, cables, fiber alarm boxes, police call boxes and accessories in connection therewith but not including buildings	
P: Permitted C: Conditional Use I: Interim Use X: See Section 154.010 (D) for requirements				
COMMERCIAL				
Lodging				

P: Permitted C: Conditional Use I: Interim Use X: See Section 154.010 (D) for requirements		Suggested Definition	Existing Definition	Comment
Bed and Breakfast Establishment			A commercial facility usually with a private residence therein, providing housing and feeding of transients.	
Hotel			An establishment containing rooming units providing temporary lodging accommodations to the general public, with rooms having access to the outside through an interior hallway connected to the main lobby of the building, and which may provide additional services such as restaurants, meeting rooms, entertainment, and recreational facilities. A hotel shall not include any use which could be defined as a motel.	
Short-term rental		Any dwelling or portion thereof that is available for use or is used for overnight accommodations or lodging to guests for compensation, for periods of less than 30 consecutive days.	None - this is a new term that has been added.	Need to discuss where these will be allowed
Indoor Entertainment, Recreation, Food, and Beverage				
Adult Uses				
Brewery, Micro-Brewery, Micro-Distillery, Micro-Winery, or Tap Room			A small scaled on or off-sale liquor business, located in a building where the primary use is for restaurant, retail, or tasting room, and which specializes in producing limited quantities of wine, beer, or other alcoholic beverages.	
Catering		A facility in which the principal use is the preparation of food and meals on the premises, and where such food and meals are delivered to another location for consumption.		Limit in the MU-1 District. Does not generate pedestrian activity
Club or Lodge			An establishment in which a limited group of people are organized to pursue common social or fraternal goals, interests, or activities, and usually characterized by certain membership restrictions, payment of fees or dues, regular meetings and a constitution or bylaws.	
Coffee Shop or Tea House		An establishment engaged principally in the sale of coffee, tea, and other nonalcoholic beverages for consumption on the premises or for carry out, which may also include the sale of a limited number of food items.		
Cultural Center		A use providing for display, performance, or enjoyment of heritage, history, or the arts. This use includes but is not limited to: museums, arts performance venues, cultural centers, or interpretive sites, but does not include commercially-operated theatres.		
Indoor Recreation		A commercial recreational land use conducted entirely within a building, including arcade, arena, athletic and health clubs, bowling alley, community center, conference center, exhibit hall, gymnasium, movie theater, pool or billiard hall, skating rink, swimming pool, tennis court and the like.		

P: Permitted C: Conditional Use I: Interim Use X: See Section 154.010 (D) for requirements		Suggested Definition	Existing Definition	Comment
Restaurant		An establishment that involves the preparation of food and drink, served to and consumed by patrons primarily on the premises or for carry out.		
Service or Workplace				
Animal Boarding Facility			Any lot or premises on which dogs, cats, and/or other household pets are kept, boarded, or raised for sale or adoption. Also known as 'Animal Day Care', 'Animal Kennel', or 'Animal Shelter.'	
Animal Grooming		An establishment, public or private, where animals are bathed, clipped, or combed for the purpose of enhancing their aesthetic value or health and for which a fee is charged.		
Artisan Studio / Makerspace		An establishment where hand-tools, mechanical tools and electronic tools are shared or individually used for the manufacture of artisan finished products or parts including design, processing, fabrication, assembly, treatment, and packaging of products; as well as the incidental storage, sales and distribution of such products. Typical artisan manufacturing uses include, but are not limited to: electronic goods, food and bakery products; non-alcoholic beverages; printmaking; household appliances; leather products; jewelry and clothing/apparel; metal work; furniture; glass or ceramic production; paper manufacturing.		
Bank, Financial Institutions		A financial institution, with or without a drive-up window, for the custody, loan, or exchange of money; for the extension of credit; and for facilitating the transmission of funds. Does not include payday loan business.		
Business Sales or Services		Establishments primarily engaged in rendering services to other business establishments on a fee or contract basis, such as advertising and mailing; building maintenance; personnel and employment services; management and consulting services; protective services; equipment rental and leasing; photo finishing; copying and printing; travel; office supply; and similar services.		
Personal Services		Establishments providing nonmedically related services, including salons, spas (with or without massage), barber shops, garment tailoring or repair, laundry and dry cleaning establishments, body art establishments, and post offices. These uses may also include accessory retail sales of products related to the services provided.		

P: Permitted C: Conditional Use I: Interim Use X: See Section 154.010 (D) for requirements		Suggested Definition	Existing Definition	Comment
Educational Services		A business, professional, or other specialty school. This term includes, but is not limited to, a school offering instruction in music, art, dance, martial arts, computer use or programming, and cosmetology.		
Contractor's Business with Showroom or Workshop		An establishment providing general contracting, building/site maintenance, or building construction services. Outdoor storage of equipment and materials shall be consistent with the requirements of this Ordinance.		
Drive-In or Self-Service Business			A facility which accommodates automobiles and from which the occupants of the automobiles may make purchases or transact business, including the stacking spaces in which automobiles wait.	Should they be conditional in all districts to address any traffic or compatibility issues?
Lab, Research		A building or group of buildings in which are located facilities for technological or scientific research, investigation, testing, or experimentation, but not facilities for the manufacture or sale of products, except as incidental to the main purpose of the laboratory.		
Funeral Home			A building used for the preparation of the deceased for burial and display of the deceased and rituals connected therewith before burial or cremation. For purposes of this code, a FUNERAL HOME may not include a crematory but may include a columbarium.	
Office		Administrative, executive, professional, or similar organizations, providing direct services to consumers provided that no merchandise or merchandising services are sold on the premises, except such as are incidental or accessory to the principal permissible use. Examples include, but are not limited to, firms providing architectural, computer software consulting, data management, academic instruction, engineering, interior design, graphic design, or legal services.		
P: Permitted C: Conditional Use I: Interim Use X: See Section 154.010 (D) for requirements				
Retail				
Farmer's Market		The seasonal selling or offering for sale at retail of vegetables or produce, occurring in a pre-designated area, where the vendors are generally individuals who have raised the vegetables or produce or have taken the same on consignment for retail sale.		

P: Permitted C: Conditional Use I: Interim Use X: See Section 154.010 (D) for requirements		Suggested Definition	Existing Definition	Comment
Garden Material Sales		A place of business where retail and wholesale products and produce are sold to the consumer. These centers, which may include a nursery and/or greenhouses, import most of the items sold, and may include plants, plant nursery products and stock, potting soil, hardware, power equipment and machinery, hoes, rakes, shovels, and other garden and farm variety tools and utensils.		
Grocery		Stores where most of the floor area is devoted to the sale of food products for home preparation and consumption, which typically also offer other home care and personal care products, and which are substantially larger and carry a broader range of merchandise than convenience stores.		
Liquor Store		Establishments that sell alcoholic beverages for off-premises consumption.		
Retail Sales		A commercial enterprise that provides goods and/or services directly to the consumer, where such goods are available for immediate purchase and removal from the premises by the purchaser.		
Outdoor Recreation				
Outdoor Recreation		A commercial recreation facility that is primarily an open air facility, such as baseball fields, swimming pools, skating rinks, golf driving ranges, or miniature golf facilities.		
Golf Course		A tract of land laid out with at least nine holes for playing a game of golf and improved with tees, greens, fairways, and hazards. A golf course includes a clubhouse and shelters as accessory uses.		
Automobile, Parking, Transportation				
Automobile Service or Repair		General repair, rebuilding, or reconditioning of engines, motor vehicles, or trailers, including body work, framework, welding, and major painting service.		
Car Wash		An establishment where the principal use includes washing, drying, polishing, or vacuuming of an automobile or other motor vehicle done by service personnel, the driver, or by automated machinery.		
Automobile Sales and Rental		Storage and display for sale of more than two motor vehicles or any type of trailer provided the trailer is unoccupied, and where repair or body work is incidental to the operation of the new or used vehicle sales. Motor vehicles sales includes motor vehicle retail, rental, or wholesale sales.		

P: Permitted C: Conditional Use I: Interim Use X: See Section 154.010 (D) for requirements		Suggested Definition	Existing Definition	Comment
Automobile Service Station/Convenience Store			Any building or premises used for the dispensing or sale of automobile fuels, lubricating oil or grease, tires, batteries or minor automobile accessories. Services offered may include the installation of tires, batteries and minor accessories; minor automobile repairs; and greasing or washing of individual automobiles.	
Parking Facility		A commercial parking facility owned and operated by the city or by a private entity, designed to accommodate the off street parking of motor vehicles. Such parking may be located in a structured parking facility, a surface lot or a combination thereof.	MUNICIPAL PARKING FACILITY. A commercial parking facility owned and operated by the city, and designed to accommodate the off street parking of motor vehicles as a capital improvement. Such parking may be located in a structured parking facility, a surface lot or a combination thereof.	
P: Permitted C: Conditional Use I: Interim Use X: See Section 154.010 (D) for requirements				
LIMITED PRODUCTION, PROCESSING, STORAGE				
Limited Production and Processing		Small-scale assembly, disassembly, fabrication, manufacture, cleaning, servicing, packaging, sorting or other handling of goods or materials, either as an intermediate input for further production or processing, or for final sale, use or consumption.		Production and processing already defined
Self-Service Storage Facility		A building or group of buildings in a controlled-access, screened, and secured compound that contains individual compartmentalized and controlled-access storage spaces of varying sizes which are leased or rented for storage purposes on an individual basis.		"Mini-Warehouse"
Warehousing		A facility for the storage, packing, and crating of materials or equipment within an enclosed building or structure awaiting shipment to other premises.		Edit to "Warehousing"
Wholesale Establishment			A business establishment engaged primarily in selling to retailers for resale.	
OTHER USES				
Uses determined by the Community Development Department to be of similar scale, impact and character.				
Planned Unit Development			A large area of land under unified control that is planned and developed as a whole through a single development operation or programmed series of development phases, in accord with the master plan for the purpose of encouraging design flexibility, mix of land uses, housing types, density, sustainability and creativity in land planning. The development may include streets, sidewalks, utilities, buildings, open space and other site features and improvements.	Moved from Residential

P: Permitted C: Conditional Use I: Interim Use X: See Section 154.010 (D) for requirements		Suggested Definition	Existing Definition	Comment
P: Permitted C: Conditional Use I: Interim Use X: See Section 154.010 (D) for requirements				
ACCESSORY USES & STRUCTURES				
Accessory Buildings and Structures			A structure detached from a principal structure, incidental and subordinate to the principal structure or use, including, but not limited to garages and storage sheds	
Accessory Dwelling Unit			Also known as a "granny flat," "mother-in-law apartment" or "carriage house" - is a self-contained living unit that can be located within the walls of an existing or newly constructed home, or that can be an addition to an existing home. It can also be a freestanding structure on the same lot as the main house.	
Dependency Living Arrangement		A living arrangement which permits a person with a physical or mental disability to live in a temporary separate living area within a single-family dwelling unit or permits a relative or paid attendant of a person with such a disability to live in a temporary separate living area within a single-family dwelling unit. Such living area may include a separate bath and separate kitchen facilities which permit a degree of independence. Ingress and egress for such a living area is from within the principal dwelling unit.		
Portable Storage Units			A non-permanent, non-habitable, self-contained structure designed for temporary placement on and subsequent removal from a parcel for the purpose of facilitating off-site storage.	
Temporary Buildings for storage of construction materials and equipment				Inherently defined in the description
Geothermal Energy Systems			A system that uses the relatively constant temperature of the stored energy of the earth or a body of water to provide heating in the winter and cooling in the summer. System components include open or closed loops of pipe, coils or plates; a fluid that absorbs and transfers heat; and a heat pump unit that processes heat for use or disperses heat for cooling; and an air distribution system. Also called a ground source heat pump system.	
Solar Energy Systems			A device or structural design feature, a substantial purpose of which is to provide daylight for interior lighting or provide for the collection, storage and distribution of solar energy for space heating or cooling, electricity generation or water heating.	
Wind Energy Systems			An electrical generating facility that consists of a wind turbine, feeder line(s), associated controls and may include a tower.	
Wind Energy Systems (excess height)				

P: Permitted C: Conditional Use I: Interim Use X: See Section 154.010 (D) for requirements		Suggested Definition	Existing Definition	Comment
Temporary Outdoor Events				Defined in the Supplemental Regulations: Events include, but not limited to: Christmas tree sales, pumpkin sales, church, neighborhood or community events, traveling carnivals, and promotional events.
Temporary Outdoor Events (greater than 45 days)				
Composting				
Yard Sales		The sale or offering for sale to the general public of over five items of personal property on any portion of a lot in a residential zoning district, whether within or outside any building.		
Day Care Facility (serving 12 or fewer persons)				
Day Care Facility (serving from 13 through 16 persons)				
Group Family Day Care serving 14 or fewer children				
Home Occupation		An occupation, profession, activity, or use conducted for financial gain or profits on a residential property that is clearly secondary to the residential use of the dwelling not including a yard sale.		
Rain Garden				
Surface Parking				
Outdoor Storage			Permanent storage of goods, materials, equipment, or fleet or service vehicles outside of an enclosed building.	
Bulk Storage (liquid)		Bulk storage of flammable or combustible liquids or gases for use in industrial processes.		
Communication Structures			A structure that is intended to support equipment used to transmit or receive telecommunications signals. Examples of such towers include monopoles and lattice steel structures.	
Outdoor Seating			A commercial seating area for business patrons.	
Outdoor Display			Land devoted to the display of goods, products or merchandise for sale, rent, lease or trade where such goods are not enclosed within a building. This can also include the selling of goods or products outside.	
Sport Court		An outdoor play surface intended for use in sports. This term includes outdoor tennis courts, basketball courts, volleyball courts, and similar uses		
Residential Swimming Pools and Hot Tubs			SWIMMING POOL. Any basin or tank, above ground level or below ground level, containing an artificial body of water sufficiently deep for swimming. HOT TUB. A tub or small pool, usually made of wood or fiberglass, in which heated water is maintained for recreational or therapeutic activities, including, but not limited to Jacuzzis, whirlpools and spas.	

TWO-FAMILY DWELLINGS

§ 154.010 GENERAL REGULATIONS (E) Architectural requirements.

4. *Architectural control.* In all districts, buildings and structures must comply with the following:

(a) Single-family dwelling.

i. Shall be designed to consist of exterior materials compatible with residential development in the area with due regard to architectural quality and the massing of structures.

(b) Two-family dwelling.

i. Shall be designed to consist of exterior materials compatible with residential development in the area with due regard to architectural quality and the massing of structures.

ii. Garage frontage. Two-family dwelling garage doors facing a public or private street is limited to 40% of the structure width facing the same street.

iii. When a two-family dwelling is on a corner lot adjacent to two local streets as classified by the Comprehensive Plan, the garage for each unit must face a separate street.

(b c) ~~Two-family dwelling~~, Townhouse dwelling and modular housing. (See Townhouse Ordinance)

NOTE: Existing (b) through (e) will be renumbered to reflect proposed subdivision (b).

§ 154.010 GENERAL REGULATIONS (D) Supplemental regulations

46. Two-Family dwelling.

(a) Because groupings of two-family dwellings have higher levels of neighborhood impact than stand alone, infill two-family dwellings, approval of groupings of two-family dwellings warrants a higher level of review and discretion. Plans for groupings of two-family dwellings within the R-1 District may only be approved when a planned unit development overlay zoning district has first been approved by the City Council. Two-family dwellings qualify as a grouping when the parcel on which a two-family dwelling is proposed within 500 feet of a parcel occupied by an existing or proposed two-family dwelling, measured along existing or proposed public streets.

(b) Attachment required. The two units in a two-family dwelling must have a common wall of at least ten feet in length or be oriented in an over/under relationship.

NOTE: Existing (46) through (50) will be renumbered to reflect proposed subdivision (46).

§ 154.010 GENERAL REGULATIONS (F) Landscaping and screening.

3. *Tree requirements.*

(a) Number of trees. Trees must be planted within the property lines and in a location as not to interfere with sight line visibility at maturity. The minimum number of trees of any given site shall be as follows:

- i. Single- and two-family uses. A minimum of one tree per parcel.

§ 154.006 RESIDENTIAL ZONES. (C) Use, lot and design requirements. 1. Permitted, conditional and interim uses.

Table 3. Residential Use Districts

Residential - Family Living	R-1	R-2	R-3	Supplemental Regulations
Two Family Dwelling	<u>P</u>	P	P	<u>X</u>

§ 154.006 RESIDENTIAL ZONES. (C) Use, lot and design requirements. 4. Design requirements.

Table 5. Residential Districts Design Requirements

District	Maximum Height	Lot Coverage	Density	Minimum Livable Floor Space	Limit of Surfacing in Front Yard
R-1 Single Family Residential District	Two (2) stories or 35 ft. in height , except flag poles, monuments and chimneys, church spires, belfries or domes which do not contain usable spaces, and radio and TV reception towers may extend to a maximum height of 45 ft. above the ground, City Water towers may extend to a height of 140 ft. Senior Housing: Three (3) stories or 35 ft. in height.	40%	Low (3 - 5.5 units/acre)	Single Family: One Story: 900 sq. ft. Two Story: 1,200 sq. ft. <u>Two Family: 900 sq. ft. per unit</u>	40%

R-2 Mixed Residential District	Accessory Building: 15 ft. except for Accessory Dwelling Unit, then 20 ft.	50%	Medium (5.6 - 7.3 units/acre)	Single Family: One Story: 900 sq. ft. Two Story: 1,200 sq. ft. Two Family: 900 sq. ft.	
R-3 Multiple Family Residential District	Three (3) stories or 35 ft. in height, except flag poles, monuments and chimneys, church spires, belfries or domes which do not contain usable spaces, and radio and TV reception towers may extend to a maximum height of 45 ft. above the ground, City Water towers may extend to a height of 140 ft. Separate height restrictions exist for accessory buildings.		High (7.4 - 22 units/acre)	Multiple Family: Efficiency Unit: 400 sq. ft. One Bedroom: 550 sq. ft. Two Bedroom: 700 sq. ft. Three Bedroom: 850 sq. ft. Four Bedroom: 1000 sq. ft. Two Family: 900 sq. ft.	

§ 154.010 GENERAL REGULATIONS (J) Off street parking & loading.

Table 8. Off-Street Parking and Loading Requirements

Residential		
Two Family Dwelling Residential- Family Living	Single Family Dwelling Unit Multifamily Dwelling Unit	2 per dwelling unit

TOWNHOUSE AMENDMENTS

§ 154.010 GENERAL REGULATIONS (E) Architectural requirements.

4. *Architectural control.* In all districts, buildings and structures must comply with the following:

(b) Two-family dwelling.... (See Two-family Ordinance)

(b c) Two-family dwelling, t-Townhouse dwelling and modular housing.

i. Shall be designed to consist of exterior materials compatible with residential development in the area with due regard to architectural quality and the massing of structures.

~~ii. Number of units. There shall be no more than five townhouse units attached in any one group or building. For unique designs involving special circumstances, a greater number may be allowed, provided views, windows (in at least three directions for each unit), privacy and line of sight are preserved in the design.~~

iii. Variation of exterior walls. No more than two adjacent townhouse units may have front facades in the same vertical plane. Where a variation in front façade plane is required, the variation shall be a minimum of three feet. Modulation, length. The building and units shall be modulated to provide interest.

iv. Design features. At least two of the following design features shall be provided for visual relief along all facades of each townhome structure:

(a) Roof dormers;

(b) Gables;

(c) Recessed entries;

(d) Covered porches;

(e) Bay windows;

(f) Eaves of at least 12 inches beyond the building wall or a parapet wall with an articulated design (decorative cornice, etc.);

~~(g) Recesses/shadow lines. Diversity. Townhouse groupings shall provide diversity in terms of size, type and building orientation and form.~~

v. ii. Garage frontage. Townhouse dwelling unit garage doors facing a public or private street are limited to 40% of the structure width facing the same street.

vi. Equipment. All building equipment shall be hidden from view. Building vents and chimneys shall consist of similar materials to the building roof and the sides of the building.

§ 154.010 GENERAL REGULATIONS. (B) Usable open space.

1. Residential.

(d) Townhouse. Each lot shall contain at least ~~500 square feet~~ 25 percent of usable open space ~~for each unit~~.

§ 154.010 GENERAL REGULATIONS. (D) Supplemental regulations

45. Townhouse dwelling.

(a) Access. Each townhouse unit shall have direct vehicle access from the garage and driveway to a public road or to an improved private road meeting the requirements of the city.

(b) Drainage. Drainage shall be provided as required consistent with the city and Watershed District requirements. Any required NURP ponds shall be integrated into the overall plan and proper easement and maintenance agreements shall be provided.

(c) Projecting air conditioning and heating units. Air conditioning or heating units shall not project through exterior walls or windows unless located behind a balcony and screened from view.

(d) Transformers. If located outside, shall be screened from view.

(e) Utilities. Building utility services and structures such as meters, transformers, refuse containers, including dumpsters, ancillary equipment and the like shall be either located inside the principal building, inside an accessory building, or, where allowed, be outside and entirely screened from off-site views. For new buildings, all utilities shall be underground.

(f) Density. Townhouses within the Mixed-Use Districts shall be developed in accordance with the density as guided by the Comprehensive Plan.

§ 154.010 GENERAL REGULATIONS (F) Landscaping and screening.

3. *Tree requirements.*

(a) Number of trees. Trees must be planted within the property lines and in a location as not to interfere with sight line visibility at maturity. The minimum number of trees of any given site shall be as follows:

ii. Townhouse and multiple family uses. Residential structures containing two or more units shall contain as a minimum: one tree per dwelling unit.

§ 154.006 RESIDENTIAL ZONES. (C) Use, lot and design requirements. 1. Permitted, conditional and interim uses.

Table 3. Residential Use Districts

Residential - Family Living	R-1	R-2	R-3	Supplemental Regulations
Townhouse Dwelling		P	P	X

§ 154.007 Mixed-Use Districts. (C) Use, lot and design requirements. 1. Permitted, conditional and interim uses.

Table 6. Mixed Use Districts

Residential - Family Living	MU-1	MU-2	MU-3	Supplemental Regulations
Townhouse Dwelling	<u>P</u>	<u>P</u>	P	X

§ 154.006 RESIDENTIAL ZONES. (C) Use, lot and design requirements. 4. Design requirements.

Table 5. Residential Districts Design Requirements

District	Maximum Height	Lot Coverage	Density	Minimum Livable Floor Space	Limit of Surfacing in Front Yard
R-1 Single Family Residential District	Two (2) stories or 35 ft. in height, except flag poles, monuments and chimneys, church spires, belfries or domes which do not contain usable spaces, and radio and TV reception towers may extend to a maximum height of 45 ft. above the ground, City Water towers may extend to a height of 140 ft.	40%	Low (3 - 5.5 units/acre)	Single Family: One Story: 900 sq. ft. Two Story: 1,200 sq. ft.	40%
R-2 Mixed Residential District	Senior Housing: Three (3) stories or 35 ft. in height. Accessory Building: 15 ft. except for Accessory Dwelling Unit, then 20 ft.	50%	Medium (5.6 - 7.3 units/acre)	Single Family: One Story: 900 sq. ft. Two Story: 1,200 sq. ft. Two Family: 900 sq. ft.	

R-3 Multiple Family Residential District	Three (3) stories or 35 ft. in height, except flag poles, monuments and chimneys, church spires, belfries or domes which do not contain usable spaces, and radio and TV reception towers may extend to a maximum height of 45 ft. above the ground, City Water towers may extend to a height of 140 ft. Separate height restrictions exist for accessory buildings.		High (7.4 - 22 units/acre)	Multiple Family: Efficiency Unit: 400 sq. ft. One Bedroom: 550 sq. ft. Two Bedroom: 700 sq. ft. Three Bedroom: 850 sq. ft. Four Bedroom: 1000 sq. ft. Two Family: 900 sq. ft.	
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§ 154.010 GENERAL REGULATIONS (J) Off street parking & loading.

Table 8. Off-Street Parking and Loading Requirements

Residential		
Townhouse Dwelling Residential- Family Living	Single Family Dwelling Unit Multifamily Dwelling Unit	2 per dwelling unit

ALTERNATIVE NEIGHBORHOODS

Cottage Developments

§ 154.010 GENERAL REGULATIONS. (D) Supplemental regulations

Cottage Developments

(a) Density and Minimum Lot Area.

i. In Cottage Developments the permitted density shall be not exceed the density permitted in the underlying Zoning District.

ii.. The minimum total lot area for a Cottage Development shall be 0.5 acres.

iii. On a lot to be used for a Cottage Development, an existing detached single-family residential or two-family dwelling, which may be nonconforming with respect to the standards of this section, shall be permitted to remain, but the extent of the nonconformity may not be increased.

(b) Height Limit and Roof Pitch.

i. The height limit permitted for structures in Cottage Developments shall be 18 feet.

ii. The ridge of pitched roofs with a minimum slope of six to 12 may extend up to 25 feet. All parts of the roof above 18 feet shall be pitched.

(c) Lot Coverage and Floor Area.

i. The maximum lot coverage permitted for principal and accessory structures in Cottage Development shall not exceed 40 percent.

ii. The first floor or main floor area for an individual principal structure in a Cottage Development shall be a minimum of 600 square feet and shall not exceed 1,000 square feet.

iii. The total floor area of each cottage shall not exceed either one and one-half times the area of the main level or 975 square feet, whichever is less.

(d) Setbacks. The setbacks required in the underlying Zoning District shall apply from adjacent property lines along the perimeter of the Cottage Development site to structures, but not internally within the site.

(e) Required Open Space. At least 50 percent of the cottage unit shall abut the common open space, all of the cottage units shall be within 60 feet walking distance of the common open space, and the common open space shall have cottages abutting at least two sides.

(f) Parking Location. Parking shall be on the Cottage Development property and may be in or under a structure or outside a structure; provided, that:

i. The parking is screened from direct street view by one or more street facades, by garage doors, or by a fence and landscaping.

ii. Parking between structures is only allowed when it is located toward the rear of the principal structure and is served by an alley or private driveway.

iii. Parking may not be located in the front yard.

iv. Parking may be located between any structure and the rear lot line of the lot or between any structure and a side lot line, which is not a street side lot line.

(g) Porches. Each unit in the Cottage Development shall have a front porch at least 80 square feet in size, and facing a street or common open space.

§ 154.010 GENERAL REGULATIONS. (B) Usable open space.

1. Residential.

(e) Cottage Developments. 25 percent of the site within a minimum of one contiguous area at least 3,000 square feet in size is required.

§ 154.006 RESIDENTIAL ZONES. (C) Use, lot and design requirements. 1. Permitted, conditional and interim uses.

Table 3. Residential Use Districts

Residential - Family Living	R-1	R-2	R-3	Supplemental Regulations
<u>Cottage Development</u>		<u>P</u>	<u>P</u>	<u>X</u>

§ 154.010 GENERAL REGULATIONS (J) Off street parking & loading.

Table 8. Off-Street Parking and Loading Requirements

Residential		
<u>Cottage Development</u> <u>Residential- Family Living</u>	Single Family Dwelling Unit Multifamily Dwelling Unit	<u>1.25 per dwelling unit</u>

Special Infill Housing

§ 154.010 GENERAL REGULATIONS. (D) Supplemental regulations

41. *Special infill housing.*

(a) The parcel must be within 10% of meeting the conventional minimum lot width and lot area of the zoning district.

(b) The first floor or main floor area for a proposed house shall be a minimum of 600 square feet.

(~~b~~c) Proposed houses must be of quality design, utilize high quality materials and are governed by a superior development plan with respect to design, orientation and location of the house and any accessory garages and building, the location of the driveway, required parking, landscaping, accessory buildings, if any, and other factors and features relevant to the site development and adjacent property.

(~~e~~d) Due regard has been given to adjacent property.