

Commissioners:

Sharon Brown
James Bull
James Daire
Chuck Gitzen
Julie Kimble
Robert Murphy
Peter Sparby



**Planning Commission
Agenda**
Wednesday, November 1,
2017
6:30pm

Address:
2660 Civic Center Dr.
Roseville, MN 55113

Phone:
651-792-7080

Website:
www.cityofroseville.com/pc

1. Call To Order
2. Roll Call
3. Approval Of Agenda
4. Review Of Minutes
- 4.A. Minutes September 6, 2017

Documents:

[PLANNING COMMISSION MINUTES_SEPTEMBER 6, 2017.PDF](#)

5. Communications And Recognitions
- 5.A. From The Public:
Public comment pertaining to general land use issues not on this agenda, including the 2040 Comprehensive Plan Update
- 5.B. From The Commission Or Staff:
Information about assorted business not already on this agenda, including a brief update on the 2040 Comprehensive Plan Update process
- 5.C. Follow-Up On Items From Previous Meetings
6. Public Hearing
- 6.A. Consider Design And Dimensional Standards To Support Multi-Family Uses In The Regional Business District (PROJ17_Amdt32).

Documents:

[6A REPORT AND ATTACHMENT.PDF](#)

- 6.B. Consideration Of Zoning Code Text Amendments To Permit A Contractor Yard As A Permitted Or Conditional Use In The Office Business Park District (PF17-018)

Documents:

[6B REPORT.PDF](#)

- 6.C. Community Workshop 2
Review materials and plan presented at the meeting for the community engagement events schedule for November 8 and November 9
7. Other Business

7.A. Discuss 2018 Planning Commission Dates

Documents:

[2018 PC DATES MEMO.PDF](#)

8. Adjourn



**Planning Commission Regular Meeting
City Council Chambers, 2660 Civic Center Drive
Minutes – Wednesday, September 6, 2017 – 6:30 p.m.**

1. Call to Order

Chair Murphy called to order the regular meeting of the Planning Commission meeting at approximately 6:30 p.m. and reviewed the role and purpose of the Planning Commission.

2. Roll Call

At the request of Chair Murphy, City Planner Thomas Paschke called the Roll.

Members Present: Chair Robert Murphy; Vice Chair James Bull; and Commissioners Sharon Brown, James Daire, Chuck Gitzen, Julie Kimble and Peter Sparby

Staff Present: Community Development Director Kari Collins and City Planner Thomas Paschke

3. Review of Minutes

a. August 2, 2017, Regular Meeting Minutes

MOTION

Member Bull moved, seconded by Member Brown to approve the August 2, 2017 meeting minutes.

Ayes: 7

Nays: 0

Motion carried.

4. Communications and Recognitions:

a. From the Public: Public comment pertaining to land use issues not on this agenda, including the 2040 Comprehensive Plan Update
None.

b. From the Commission or Staff: Information about assorted business not already on this agenda, including a brief update on the 2040 Comprehensive Plan Update process.

Member Bull commented they had previously discussed having additional agenda line items added to approve the agenda and provide follow up discussion to questions raised a previous meetings.

Chair Murphy stated they included it in the Comprehensive Plan meeting agenda, but not yet at this meeting.

Community Development Director Collins noted it will be included on future agendas.

MOTION

Member Bull moved, seconded by Member Sparby to approve the agenda as presented.

Ayes: 7

Nays: 0

Motion carried.

5. Public Hearing

- a. Planning File 17-014: Request by Centre Point, LLC (University of Northwestern, St. Paul) to amend Centre Pointe Planned Unit Development (PUD) Agreement 1177 to allow College or post-secondary school, office-based, as a permitted use on 2955 Centre Point Drive**

Due to his interest on this item, Member Daire recused himself and stepped down from the dais. Prior to the meeting, he presented a letter to Chair Murphy outlining his reasons for recusal.

Chair Murphy opened the public hearing for Planning File 17-014 at approximately 6:36 p.m. He advised this item will be on the September 25, 2017 City Council agenda.

City Planner Paschke summarized the request as detailed in the staff report dated September 6, 2017. The University of Northwestern owns the property at 2955 Centre Pointe Drive and wishes to expand its engineering and science program. It will include classrooms, laboratories, and research facilities. He highlighted the uses currently permitted in the Centre Pointe Business Park, and stated the University of Northwestern is requesting consideration of an amendment to the Centre Pointe Business Park Planned Unit Development (PUD) to allow college or post-secondary school, office based as a permitted use.

Mr. Paschke reported there are letters of support and one letter of opposition to this proposal included in the meeting packet. The Planning Division recommends the Planning Commission consider the following two options:

- a. Recommend approval of a PUD amendment that would modify the permitted uses on the subject property to include college or post-secondary school, office-based, as defined by Section 1001.10 of the Zoning Code.
- b. Recommend denial of the request as the suggested uses including classroom, laboratories, and research facilities affiliated with a college or post-secondary school are deemed not appropriate for the Centre Pointe Business Park.

Member Kimble referred to line No. 55 of the staff report, and inquired what Exhibit E-2 was.

Mr. Paschke responded Exhibit E-2 includes the chart that is included on page 2 of the staff report. It highlights select uses that were in the previous B-4 district, which no longer exists.

Chair Murphy confirmed he tracked down Exhibit E-2 on the website prior to the meeting, and it included this chart as Mr. Paschke had stated.

Member Kimble commented that many of the uses listed are common to all office projects, are not unique, and could be considered 100% office.

Member Bull inquired about the proposed building.

Mr. Paschke explained it is a two-story building and may have a basement. Northwestern would be the tenant and he is unsure if they were planning to include any additional tenants. It could be parceled off if all of it was not needed by Northwestern since office is a permitted use.

Member Sparby inquired if there is an option to consider a comprehensive review of this PUD.

Mr. Paschke responded there currently in not a plan to consider that, but it may take place in the future. It would help eliminate inconsistencies between the PUD, what the current code allows for, and how the property is guided.

Commissioner Gitzen inquired about parking requirements and future studies needed for approval.

Mr. Paschke responded he believes it would meet the parking requirements. The laboratory space would have different calculations than an office building would have. If this is approved, they will look more closely at it so there are no parking issues. When this office park was first developed, traffic was a concern because it was new to the area. However, it is no longer a concern and he is not aware of any other studies needed for approval.

Member Kimble inquired about the square footage of the building and if the building is exempt from real estate taxes since Northwestern already owns the building.

Mr. Paschke advised the size of the building is not referenced in the staff report and confirmed Northwestern is exempt from real estate taxes.

Chair Murphy inquired about proposed changes to the exterior, how Lydia Avenue and Center Pointe Drive are classified, and if college office use is a permitted use.

Mr. Paschke commented the applicant can speak to the changes on the building. Center Pointe Drive and Lydia Avenue act as interior roads and take the traffic from inside the office park and move it out onto Cleveland Avenue. There is no need for further modifications to these roads. This area shows up as office business park on the zoning map and is guided as such. An office based use is a permitted use within an office business park district.

Member Bull inquired if an impact study has been done on the pathways master plan.

Mr. Paschke stated this type of study has not been done. There are sidewalks and pathways within the Centre Pointe Business Park, but there may not be connections along Cleveland Avenue which is a County road.

Chair Murphy commented it may be a challenge for people to get across Cleveland Avenue at certain times of the day.

Mr. Paschke stated there are plans in place related to the Twin Lakes redevelopment area that a connection be made from Cleveland Avenue toward the park on County Road C2.

Member Sparby inquired what the ratio is between classroom and student activity versus administration, if they plan to see an increase in traffic to the building, and if there is concern with left turns onto Cleveland Avenue out of the office park.

Mr. Paschke responded there would be an increase in traffic within Centre Pointe Business Park because this building has not been used for a while. He is unsure what the increase would be with this being used as a school based use versus an office use because they do not keep tabs on the number of office workers allowed in the building. The Centre Pointe PUD does state that at some time in the future, the properties may be responsible to assist with a signal light at County Road C2 and Cleveland Avenue, if needed. However, it has not been an issue up to this point and is part of long range plans related to a Twin Lakes area buildout on the east side of Cleveland Avenue.

Doug Schroder, University of Northwestern Vice President of Business/Chief Financial Officer, thanked the staff and Commission for their work on this project. Northwestern has deep roots in the Roseville community, it is the largest private employer in the community with over 800 employees, and they share the same sense of commitment and vibrancy in the community with the City.

Mr. Schroder reported the nursing program at Northwestern has 120 students, and there is a need for expansion. They previously also had a partnership with the University of Minnesota in engineering, but that was discontinued in December of 2015. The demand for nursing and engineering majors is going up and with four percent of their enrollment based in engineering, they need to respond. The Board of Trustees decided to begin a four-year engineering program, but there is no space with their current facilities for this option, nor do they want to take on the debt that would allow it. They need to provide for the educational needs of the community, but it must be affordable to them.

Mr. Schroder reported the property at 2955 Centre Pointe Drive fits their needs, it can be purchased at a reasonable price point, it is close to the main campus, and the underlying zoning district of office business park allows for college office space use. The faculty and students are excited for this opportunity because it puts them right in

the middle of the business community for collaboration and partnerships towards producing job-ready business students. He directed the Commissioners to a document in the meeting packet from Dr. Matt Hyre, head of the Engineering Department at Northwestern, that addresses this. Mr. Schroder stated St. Thomas, Hamline University, and College of St. Scholastica also have satellite locations.

Mr. Schroder reported in the 2007 PUD, the City identified traffic as a concern if the campus continued to grow. Relocating to this area will redistribute traffic and not bring it onto the campus. Laboratory use is a permitted use in the B-4 chart, and is part of a broader office definition. He read the college office based definition found in Ordinance No. 1427 and stated this building would be owner-occupied solely by them. The City has wisely demonstrated flexibility over the past 20 years on how to define an office, the result has provided a healthy business climate within the district, and Northwestern seeks that same flexibility with this request. They have looked over the PUD and laboratory is not defined, but the City has defined laboratory in the zoning statute. If flexibility is applied to the PUD's definition of office to include educational laboratories, then Northwestern's proposed use of the building would be 80 percent office, and no PUD would be required.

Mr. Schroder explained they are requesting an amendment to the original 1997 PUD for the property at 2955 Centre Pointe Drive, to conform it to the City's current zoning code. They are seeking equal consideration from the City to what it has already granted three other accredited degree granting institutions within the City. National American University and Minneapolis Business College are both located in office business districts, and the American Academy of Acupuncture is located in a regional business district. They are proposing to invest in an existing vacant building and will maintain the buildings historic use of having highly educated professionals. He provided a rendering of the minimal changes that will be made to the exterior of the building and the proposed interior layout.

Mr. Schroder explained in order to expand the nursing program, they need to expand the biology program, and it will be done in this facility. There is a link between the vibrancy of Northwestern and the health of the Roseville community and he highlighted examples of this. In addition, they will bring professional, permanent jobs to the site, they will own/occupy the building and invest millions of dollars into it, their presence will attract other businesses who seek to locate in proximity to their programs, and they will continue to provide highly educated nursing and engineering students.

Member Kimble inquired about the conceptual develop schedule and when the building will begin its use.

Mr. Schroder responded they have a need for a laboratory in the fall of 2018 and an additional one in the spring of 2019. Phase I allows these two laboratories to be completed, and Phase II will be completed for use in the fall of 2019. There would be minimal use in the fall of 2018 and the remaining use would begin in the fall of 2019.

Member Bull inquired if a typical student using this building would be there full time or traveling to and from the main campus.

Mr. Schroder responded the students are full time, but may only have classes two or three times a week during the day. They will not all arrive and leave at the same time of the day so the traffic will be distributed throughout the day. They will run a shuttle service to and from the main campus based on the class schedule and require students to use it.

Member Bull inquired if the improvements to the building will be done by Roseville companies.

Mr. Schroder responded the general contractor is PCL, and they could suggest they bid out work to local subcontractors.

Member Bull stated this use does not fit into office business park zoning because of the overlying PUD and its special conditions. In a previous proposal with the storage unit facility, they recommended to the City Council to cancel the PUD and look at the appropriate underlying zoning that the City would like for that area. The City Council decided not to move forward with that recommendation because there were two members absent from the meeting. He inquired about the citizen who wrote in opposition to this request stating Northwestern was in violation of the current PUD with exceeding the enrollment maximum.

Mr. Schroder explained the 2007 PUD allows for 2,400 traditional students enrolled on campus. The official enrollment of traditional students in 2017 is 1,625. The entire enrollment of students is 3,500, which includes 1,300 online students and 500 students that take classes at night.

Chair Murphy inquired what uses Northwestern would use the building for if this is not approved.

Mr. Schroder responded they will ask their Board for further direction. They may look at moving other administrative offices or leasing out some of the space.

Member Sparby inquired how they define laboratory as referenced in the PUD language.

Mr. Schroder responded in will include equipment for engineering, traditional laboratories for chemistry and biology, and computer simulation laboratories. It will be both research and classroom style laboratories.

Member Sparby inquired what percentage of the laboratories will be classroom style versus research style.

Mr. Schroder recalled 25 percent of the square footage is classroom and 80 percent of it is office/laboratory. Thirty percent of the square footage in any building is

hallways, stairwells, and bathrooms. They also hope to have public space, which is about 10 percent.

Member Brown inquired if it will be primarily engineering or engineering and nursing.

Mr. Schroder responded the first floor is engineering and the second floor is biology and chemistry. The majority of the students in the biology program are pre-nursing students and they take biology classes during their first two years. During years three and four, they will be considered nursing students and will take classes in the Wilson Center Building on Lincoln Drive, which was formerly Edina Realty.

Member Bull inquired about biohazard management plans within the building, if there will be any outside storage, and about his amendment request being made solely for this property.

Mr. Schroder responded they have an extensive program where they partner with the University of Minnesota to make sure they comply with all the requirements for biohazards and the faculty and students are trained to make sure waste is properly disposed of. There will be no outside storage at this site. Mr. Schroder commented he is interested solely in this site and allowing the college office based definition there.

Public Comment

Dave Erickson, 1251 Josephine Road, on faculty at University of Northwestern, commented he currently works in the Business Department. He supervises 70 interns, half of which are in the Roseville community, and 65 percent of those get employment through their internship. If the Engineering Department is expanded, it will be about the same size as the Business Department and will have the same internship requirement. This will provide people of character and high values as employees within the City.

Kirby Stoll, 1973 Lexington Avenue North, commented his written statement is included in the meeting packet as Appendix H. His son just started at Northwestern and will be studying mechanical engineering, and he is in support of the PUD amendment. Northwestern has been a good neighbor to Roseville. There are vacant office spaces in the City and he likes that Northwestern has the opportunity to own and increase its impact on Roseville and the community.

Micah Stelter, 2818 Virginia Avenue, commented he began as a student at Northwestern in 2005 and has never left. He currently works at the college and many current students, faculty and staff serve in the Roseville community. This is a great opportunity for the community to support this growth and program.

Linda Ashworth, 2583 Dellwood Avenue, commented she used to be the Internship Director at Northwestern and has had conversations with the Engineering Department

on how they can partner with local companies. They need to have a laboratory to equip themselves and she supports approval of this request.

Mark Seignious, 702 Wheaton Avenue, commented he has one child at Northwestern and supports approval of this request. It would be a great gesture in maintaining the good will that Roseville and Northwestern have with one another.

George Palke, 1775 Shorewood Curve, commented he is a close neighbor to Northwestern and had a son graduate from there in 2002. He has seen Northwestern students helping senior citizens with shoveling snow and raking leaves. The Roseville community benefits from services the students provide and he supports anything they can do to enhance Northwestern.

? (1.25.10), 1427 Karma Avenue, commented her Chinese friends have kids that attend Northwestern. They love the school, respect the faculty, and support the educational opportunities it provides. People are very friendly and the school is a good bridge between China and the United States.

Meagan Struck ?, (1.26.50), 570 Sandhurst Drive, commented she is a former student and currently on staff at Northwestern, and supports approval of this request.

Benjamin Struck, 570 Sandhurst Drive, alumni of the Biochemistry Program at Northwestern, commented he supports the growth of Northwestern and approval of this request.

Mia Madison, 2610 Snelling Curve, Northwestern alumni, commented she is glad Northwestern can support a nursing program, is excited to see it grow, loves Roseville, and supports approval of this request.

Oscar Knudson, 2749 Woodbridge Street, commented he has worked with Northwestern in his former business and supports approval of this request.

Chair Murphy explained the Planning Commission cannot approve or deny the request, but can recommend actions to the City Council. He stated there are some Commission openings with the City and encourage the residents in attendance to consider serving in that way.

With no one further coming forward to speak for or against this request, Chair Murphy closed the public hearing at approximately 8:01 p.m.

Commission Deliberation

MOTION

Chair Murphy moved, seconded by Member Gitzen, to recommend to the City Council approval of a PUD amendment that would modify the permitted uses on the subject property to include college or post-secondary school, office-based, as defined by Section 1001.10 of the Zoning Code.

In response to Member Kimble, Mr. Paschke confirmed the motion is specific to the property at 2955 Centre Pointe Drive and not the PUD as a whole.

Member Bull commented he supports what Northwestern is trying to do and would like to see them succeed with it. However, similar to a previous proposal, he recommends cancelling the PUD and have underlying zoning appropriate for the site. They should not be making individual amendments for a single property and the right method is to have the City Council determine if the PUD is still appropriate.

Member Sparby commented it is up to the Planning Commission to recommend approval or denial of PUD amendments and they are working with a PUD that has no purpose at this point. He is upset the City has forced the applicants to come through this process rather than addressing the PUD itself. They have had multiple requests on this and they have yet to decide if the PUD even makes sense at this time. He supports looking comprehensively at the PUD and opening it up for all types of development.

Member Bull commented they are required to take action within a certain period of time.

Member Gitzen commented the PUD has been amended over time. This use is a good fit for the site and supports this application.

Chair Murphy agreed this PUD has a history and is dated. The history of amendments, underlying zoning, and the 2012 added definition of college/post-secondary school office based use supports this use. It is compatible with the office uses in the district today as permitted uses.

Member Kimble agreed with Chair Murphy and supports the motion.

Member Brown also agreed with Chair Murphy. She added it will bring stability to the area and she supports the motion.

Member Sparby requested a friendly amendment to the motion to recommend cancelation of the PUD with an alternative of approval of the amendment to the PUD. If the Council does not cancel the PUD, the alternative would be to support this application and the approval of the amendment to the PUD. He wants to make it clear their preference is to cancel the PUD to allow for this use and other uses.

Chair Murphy inquired if they could direct staff to come up with appropriate alternatives, but not cancel the PUD.

Mr. Paschke responded no, as it relates to this request. In 2010, they eliminated the PUD process when they adopted a new zoning code. The PUD process never allowed for a cancellation and there are other active PUDs. The process has always allowed for amendments to PUDs where deemed appropriate. It is up to the Council to

determine what to do long term with this PUD and the others. A PUD cancellation will require a lot of work and staff time because of all the nuances and restrictions and how they fit in with the existing code.

Ms. Collins commented the Council is still interested in looking at some of the outdated PUDs and exploring cancellation or amendments to them. They would not be comfortable cancelling a PUD until they look at all the various land use tables and identify what uses they are comfortable with.

Mr. Paschke stated they are also in a Comprehensive Plan update that may make some minor changes to what some of the land use designations are called and update the zoning code. It may be two or three years before they consider how the older PUDs should be amended or cancelled in the future. It is a complicated process.

Chair Murphy inquired if the topic of PUD cancellations is developed enough to have a joint meeting with the City Council.

Ms. Collins suggested when this recommendation comes before the City Council on September 25, 2017, they will see this dialogue and provide direction to the Planning Commission on how they would like to proceed.

Member Sparby commented with the previous application, it was frustrating when they were given an option to recommend cancellation of the PUD. It went forward to the City Council and cancellation was never really a consideration. Now that they know it is not an option, he feels comfortable supporting or denying these applications going forward, and he supports this application.

Member Kimble commented the request is to study this issue and they cannot make a recommendation to cancel this PUD.

Member Bull agreed with Member Sparby, and commented a Councilmember pointed out they were not comfortable moving forward with the application because they did not have enough Councilmembers present. If approving this is the right thing to do, he does not feel it is specific to this one property.

MOTION TO AMEND

Member Bull moved, seconded by Member Sparby, to amend the main motion to include the entire development within PUD #1177.

Member Gitzen commented he does not support the requested amendment. He does not want to jeopardize the application by having the Council look all the properties associated with this PUD.

Member Kimble and Member Brown agreed with Member Gitzen, and do not support the amendment.

Member Sparby commented if they are looking at office/classroom usage in the area, it makes sense to open it up to other potential schools and broaden the PUD as a whole.

Chair Murphy commented he does not support the amendment. When the Council reads the minutes from this meeting, they will see the discussion and have the ability to open it up to include the entire PUD at their discretion.

Ayes: 2
Nays: 4 (Kimble, Gitzen, Murphy, and Brown)
Motion failed.

There was no further discussion and the Council voted on the main motion.

Ayes: 5
Nays: 1 (Bull)
Motion carried.

6. Adjourn

MOTION
Member Kimble moved, seconded by Member Bull adjournment of the meeting at approximately 8:24 p.m.

Ayes: 6
Nays: 0
Motion carried.

REQUEST FOR PLANNING COMMISSION ACTION

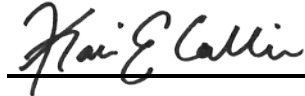
Agenda Date: **11/01/17**

Agenda Item: **6a**

Prepared By

Agenda Section
Public Hearings

Department Approval



Item Description: Consider Design and Dimensional Standards to support Multi-Family Uses in the Regional Business District (**PROJ17_Amdt32**).

INTRODUCTION

On Wednesday, August 8, the Roseville Planning Commission received a report and presentation regarding possible amendments to Table 1005-1 supporting multi-family within the Regional Business District and to modify existing allowances within the Neighborhood and Community Business Districts. The Commission voted 7-0 to recommend that “permitted” allowances in the Neighborhood and Community Business District become “Conditional”; that the stand-alone 8 or more units per building become “Conditional” as opposed to the existing “not permitted”; and both the mixed-use with residential in upper floors and stand-alone 8 or more units per building become “Conditional” as opposed to the current “not permitted”.

On Monday, September 11, the City Council considered the recommendation of the Planning Commission concerning modifications to Table 1005-1 for inclusion of multi-family residential use in Commercial and Mixed-Use Districts and specifically the Regional Business (RB) District. The City Council supported the changes to the Regional Business Districts, but decided to hold-off any action on the recommended changes to the Neighborhood or Community Business Districts until after the Comprehensive Plan Update process was completed.

The City Council also discussed with the City Planner the need for standards, such as, height, density and setbacks, that would need to be amended into the Code to provide clear direction for developers. The City Council recommended that the High Density Residential-2 standards be reviewed and considered as an appropriate option, as most of the standards are fairly similar to the Regional Business Dimensional Standards (next page).

REVIEW OF STANDARDS

The Planning Division has reviewed Chapter 1005, Commercial and Mixed-Use District, to determine what standards or areas of standards need to be modified in order to support multi-family in the Regional Business District. The Division began by reviewing the Purpose Statement to determine whether amendments needed to be proposed to better address multi-family, whether stand-alone or a mixed-use project. The existing Purpose standards are found on the following page:

31 **1005.01 Statement of Purpose**

32 The commercial and mixed-use districts are designed to:

- 33 A. Promote an appropriate mix of commercial development types within the
34 community;
- 35 B. Provide attractive, inviting, high-quality retail shopping and service areas that are
36 conveniently and safely accessible by multiple travel modes including transit,
37 walking, and bicycling;
- 38 C. Improve the community's mix of land uses by encouraging mixed medium- and
39 high-density residential uses with high quality commercial and employment uses
40 in designated areas;
- 41 D. Encourage appropriate transitions between higher-intensity uses within
42 commercial and mixed use centers and adjacent lower-density residential
43 districts; and
- 44 E. Encourage sustainable design practices that apply to buildings, private
45 development sites, and the public realm in order to enhance the natural
46 environment.

47 In review of these purpose statements, the Planning Division would suggest the
48 following amendments be considered:

- 49 A. Promote an appropriate mix of commercial, **office, and residential**
50 development types within the community;
- 51 B. Improve the community's mix of land uses by encouraging mixed medium- and
52 high-density residential uses with high quality commercial and employment uses
53 in designated areas;
- 54 C. Provide attractive, inviting, high-quality retail shopping and service areas,
55 **vertical mixed-use sites, and medium and high-density residential**
56 **projects** that are conveniently and safely accessible by multiple travel modes
57 including transit, walking, and bicycling;

58 Next, the Planning Division reviewed the Design Standards sections (1005.02 and
59 1005.06) to determine what changes needed to be proposed to better address multi-
60 family uses with the Commercial and Mixed-Use Districts and the Regional Business
61 District.

62 In reviewing the overall standards, it was evident that there need to be standards added
63 that address the inclusion of high-density residential use within the chapter. As such,
64 there needs to be a distinction between non-residential and residential use standards, as
65 the Code currently looks at these development types slightly differently. Therefore, the
66 Division would seek the addition of the Multi-Family Design Standards of 1004.06 be
67 added directly after the Commercial and Mixed-Use Design Standards creating an "A"
68 for nonresidential and a "B" for multi-family projects.

69 Next, the Division believes that "change in use" needs to be added as a trigger to meet
70 the standards. There have been a number of projects over the years that have made
71 improvements to the structure, and the City was unable to seek higher quality design or
72 improvements because such projects did not meet the current threshold. One such
73 project is the former Hom site that became Acorn mini-storage. The improvements were
74 not an expansion that constituted a 50% increase, or more, of the floor area. As building

75 conversions become more attractive, the Planning Division believes it is essential that
76 change in use also be a trigger requiring compliance with the design standards.

77 Based on these two items, the Planning Division would recommend the following
78 modifications:

79 **1005.02.A Design Standards – Nonresidential and Mixed Use Projects**

80 The following standards apply to new buildings, ~~and~~ major expansions of existing
81 buildings (i.e., expansions that constitute 50% or more of building floor area), **and**
82 **change in use** in all commercial and mixed-use districts. Design standards apply only
83 to the portion of the building or site that is undergoing alteration.

84 **1005.02.B Design Standards – Multi-Family Projects**

85 The standards in this Section are applicable to all structures that contain three or more
86 units. Their intent is to encourage multi-family building design that respects its context,
87 incorporates some of the features of one family dwellings within the surrounding
88 neighborhood, and imparts a sense of individuality rather than uniformity.

89 The following standards apply to new buildings ~~and~~ major expansions (i.e., expansions
90 that constitute 50% or more of building floor area), **and changes in use**. Design
91 standards apply only to the portion of the building or site that is undergoing alteration.

92 **A. Orientation of Buildings to Streets:** Buildings shall be oriented so that a
93 primary entrance faces one of the abutting streets. In the case of corner lots, a primary
94 entrance shall face the street from which the building is addressed. Primary entrances
95 shall be defined by scale and design.

96 **B. Street-facing Facade Design:** No blank walls are permitted to face public streets,
97 walkways, or public open space. Street-facing facades shall incorporate off sets in the
98 form of projections and/or recesses in the facade plane at least every 40 feet of facade
99 frontage. Wall off sets shall have a minimum depth of 2 feet. Open porches and
100 balconies are encouraged on building fronts and may extend up to 8 feet into the
101 required setbacks.

102 In addition, at least one of the following design features shall be applied on a street-
103 facing facade to create visual interest:

- 104 • Dormer windows or cupolas;
- 105 • Recessed entrances;
- 106 • Covered porches or stoops;
- 107 • Bay windows with a minimum 12-inch projection from the facade plane;
- 108 • Eaves with a minimum 6 inch projection from the facade plane; or
- 109 • Changes in materials, textures, or colors.

110 **C. Four-sided Design:** Building design shall provide consistent architectural
111 treatment on all building walls. All sides of a building must display compatible
112 materials, although decorative elements and materials may be concentrated on street-
113 facing facades. All facades shall contain window openings.

114 **D. Maximum Length:** Building length parallel to the primary abutting street shall not
115 exceed 160 feet without a visual break such as a courtyard or recessed entry.

116 **E. Landscaping of Yards:** Front yards must be landscaped according to Chapter 1011,
117 Property Performance Standards.

118 **F. Detached Garages:** The exterior materials, design features, and roof forms of
119 garages shall be compatible with the principal building served.

120 **G. Attached Garages:** Garage design shall be set back and defer to the primary
121 building face. Front loaded garages (toward the front street), if provided shall be set
122 back a minimum of 5 Tuck-under garages take access from rear of building All sides of
123 building display compatible materials and consistent detailing; all sides have windows
124 Building entrances oriented to the street; facades are articulated Building with street-
125 facing façade articulated by off sets, changes in materials, and window placement feet
126 from the predominant portion of the principal use. (Ord. 1405, 2-28-2011)

127 **H. Surface Parking:** Surface parking shall not be located between a principal building
128 front and the abutting primary street except for drive/circulation lanes and/or
129 handicapped parking spaces. Surface parking adjacent to the primary street shall occupy
130 a maximum of 40% of the primary street frontage and shall be landscaped according to
131 Chapter 1019, Parking and Loading Areas.

132 **I. Exterior Wall Finishes:** All exterior wall finishes on any building must be a
133 combination of the following materials: face brick, natural or cultured stone, textured
134 concrete block, stucco, wood, vinyl, siding, fiber-reinforced cement board and
135 prefinished metal, or similar materials approved by the Community Development
136 Department. (Ord. 1494A, 2-22-2016)

137 Other area requiring consideration is the existing Dimensional Standards (pertaining to
138 building height and setbacks) of both types of uses. The standards for Regional
139 Business District are below:

140 C. Dimensional Standards:

Table 1005-4	
Minimum lot area	No requirement
Maximum building height	65 feet; taller buildings may be allowed as conditional use
Minimum front yard building setback	No requirement (see frontage requirement below)
Minimum side yard building setback	6 feet where windows are located on a side wall or on an adjacent wall of an abutting property 20 feet or 50% of building height, whichever is greater, from residential lot boundary Otherwise not required
Minimum rear yard building setback	25 feet or 50% of building height, whichever is greater, from residential lot boundary 10 feet from nonresidential boundary ^a
Minimum surface parking setback	5 feet
Ord. 1511, 10-24-2016	

141 ^a Unless greater setbacks are required under Section 1011.12 E.1. of this Title.

142 On October 24, 2016, the City Council adopted revised High Density Residential
 143 Dimensional Standards that specifically modified setbacks, height, and density, and
 144 created a two-tiered approach - permitted and conditional – these can be found below:

145 B. Dimensional Standards:

Table 1004-6	HDR-1		HDR-2
	Attached	Multifamily	Multifamily
Maximum density	24 Units/net acre ^b		36 Units/net acre ^c
Minimum density	12 Units/net acre		24 Units/net acre
Maximum building height	35 Feet	45 Feet ^d	65 Feet ^e
Maximum improvement area	75%	75%	85%
Minimum front yard building setback			
Street	30 Feet	30 Feet	10 Feet
Interior courtyard	10 Feet	10 Feet	15 Feet
Minimum side yard building setback			
Interior - adjacent to LDR-1, LDR-2, and MDR	8 Feet (end unit)	20 feet or 50% of building height, whichever is greater	20 feet or 50% of building height, whichever is greater ^a
Interior - adjacent all other districts	8 Feet (end unit)	10 feet or 50% of building height, whichever is greater	10 feet or 50% of building height, whichever is greater ^a
Corner	15 Feet	20 Feet	20% Height of the building ^a
Minimum rear yard building setback	30 Feet	30 Feet	20 feet or 50% of building height, whichever is greater ^a
a The City may require a greater or lesser setback based on surrounding land uses. b Density in the HDR-1 district may be increased to 36 units/net acre with approved conditional use. c Density in the HDR-2 district may be increased to more than 36 units/net acre with approved conditional use. d Building height over 45 feet and under 65 feet requires an approved conditional use in the HDR-1. e Building height over 65 feet requires an approved conditional use in HDR-2. (Ord. 1411, 6-13-2011); (Ord. 1405, 2-28-2011); (Ord. 1511, 10-24			

146 In review of both sets of dimensional standards, the City Planner proposed the following
 147 Table and suggested modifications to replace existing Table 1005-4:

Table 1005-4	Non-Residential and Mixed-Uses	Multi-Family Uses
Minimum lot area	No requirement	No requirement
Maximum improvement area	85%	85%
Minimum density	NA	24 Units/net acre
Maximum density	NA	36 Units/net acre ^b
Maximum building height	6 stories or 65 feet whichever is greater	6 stories or 65 feet whichever is greater
Minimum front yard building setback		
Street	No requirement (see frontage requirement below)	10 Feet
Interior courtyard	NA	15 Feet
Minimum side yard building setback		

Interior	6 feet where windows are located on a side wall or on an adjacent wall of an abutting property 20 feet or 50% of building height, whichever is greater, from residential lot boundary Otherwise not required	NA
Interior - adjacent to LDR-1, LDR-2, and MDR	NA	20 feet or 50% of building height, whichever is greater ^a
Interior - adjacent all other districts	NA	10 feet or 50% of building height, whichever is greater ^a
Corner	NA	20% Height of the building ^a
Minimum rear yard building setback		
Minimum rear yard building setback	25 feet or 50% of building height, whichever is greater, from residential lot boundary 10 feet from nonresidential boundary ^a	20 feet or 50% of building height, whichever is greater ^a
Minimum surface parking setback	5 feet	5 feet
<p>a The City may require a greater or lesser setback based on surrounding land uses.</p> <p>b Density may be increased to more than 36 units/net acre with approved conditional use.</p> <p>c A story is deemed to be between 9 and 12 feet in height, however can be greater in mixed vertical development</p>		

148 **SUGGESTED PLANNING COMMISSION RECOMMENDATION**
149 **Based on the project report, public comments, and Planning Commissioner input,**
150 **consider recommending approval of amendments to Section 1005.02 and Table 1005-4**
151 **of the Roseville Zoning Code.**

152 **ALTERNATIVE ACTIONS**

- 153 **a. Pass a motion to table the item for future action. An action to table must be tied to**
154 **the need for clarity, analysis and/or information necessary to make a**
155 **recommendation on the request.**
- 156 **b. Pass a motion recommending denial of the proposal. A motion to deny must include**
157 **findings of fact germane to the request.**

Report prepared by: Thomas Paschke, City Planner 651-792-7074 | thomas.paschke@cityofroseville.com

Attachment A. City Council minutes

Extract of the Roseville City Council Meeting Minutes of September 11, 2017**d. Adopt an Ordinance Amending Table 1005-1 to Include Multi-Family Uses as an Option in the Regional Business District (PROJ17-Amdt32)**

City Planner Thomas Paschke reviewed recommendations of staff and the Planning Commission to the City Council's request for a review to modification to Table 1005-1 to include multi-family residential uses in Commercial and Mixed-Use Districts, specifically in the Regional Business (RB) District. With provision of proposed changes to the table, Mr. Paschke advised that staff was seeking further guidance related to setback standards. Before drafting an ordinance for potential enactment, Mr. Paschke asked if these design standards would be addressed at the City Council level or referred back to the Planning Commission for zoning code amendment (e.g. density), specifically for Neighborhood Business (NB) and Regional Business (RB) districts.

Since he had initiated this, Mayor Roe referenced the High Density Residential (HDR) table (Table 1004.06) for density, height limitations and suggested they would be a good starting point, while some may not apply to RB with more previous coverage. Mayor Roe opined that the setbacks were especially applicable adjacent to Low Density (LDR) and Medium Density (MDR) residential properties.

Mr. Paschke referenced the most recent amendments made to the modified tables and permitted and conditional use (CU) applications, noting that in mixed use developments that height allowance could also be applied.

Mayor Roe concurred, and suggested HDR-1 as a good basis for CB and NB, with HDR-2 applicable to RB allowing for more height as a possible consideration after more thought.

Councilmember McGehee agreed that would be a good starting point, stating that she'd like to see it more concretely than in this brief discussion. Specific to NB, Councilmember McGehee opined that there was a need to think more about nodes in small areas with services for small neighborhoods within walking distance, and consideration of housing above that in the 3-8 unit category and two-story application. While still under a CU, Councilmember McGehee stated they should not be ruled out especially for housing around the Rosedale Center and its satellites and commercial areas with good transit. Under those circumstances, Councilmember McGehee opined that it would be reasonable to discuss 10% to 20% affordable housing requirements.

Mayor Roe clarified that this may or may not be a zoning question.

Councilmember Etten agreed with Mayor Roe's overall source as a starting point. Councilmember Etten stated that he didn't worry about RB except on the north side of the Rosedale Center complex abutting single-family residential. Councilmember Etten noted that height and density had been talked about extensively over the last few months, and would support such a recommendation.

Mayor Roe concurred with Councilmember McGehee about CU for multi-family uses of 3-8 units in NB with smaller buildings.

39 Councilmember Willmus stated that he wouldn't support a use under CU in NB, opining that
40 the crux of this much-discussed issue was what the city wanted as a permitted use in RB
41 areas. With prompting by Mayor Roe, Councilmember Willmus clarified that the city should
42 hold off on NB and CB completely at this time.

43 Councilmember Laliberte agreed with that, stating her preference to focus on RB unless the
44 Planning Commission wouldn't be aware of this NB and CB discussion, especially since the
45 city was currently in the middle of the comprehensive plan process.

46 Mayor Roe and Councilmember Willmus agreed that timing was a good point to consider.

47 Councilmember Willmus suggested letting the NB discussion flesh itself out be-fore
48 additional things were pulled out of that.

49 In that case, Mayor Roe opined if limiting it to RB, HDR-2 could apply and allow for more
50 density in RB districts. Without objection, Mayor Roe suggested that HDR-2 standards apply
51 for RB in Table 1005-1, unless staff preferred to give further consideration to possible
52 ramifications.

53 Mr. Paschke advised that he would prefer to give it further consideration; and from a process
54 standpoint, confirmed that since it involved a text amendment to zoning code, would require
55 a public hearing before the Planning Commission to address adding those standards.

56 Without objection, council members expressed their preference to consider adoption of all
57 standards and conditional uses at the same time.



REQUEST FOR PLANNING COMMISSION ACTION

Agenda Date: **11/01/17**

Agenda Item: **6b**

Prepared By

Department Approval

Agenda Section
Public Hearings

Item Description: Consideration of Zoning Code Text Amendments to permit a contractor yard as a permitted or conditional use in the Office Business Park District (PF17-018).

1 **APPLICATION INFORMATION**

2 Applicant:	Transwestern
3 Property Owner:	C O Lynch Enterprises, Inc
4 Application Submission:	10/06/17; deemed complete 10/12/17
5 City Action Deadline:	12/05/17

6 **LEVEL OF DISCRETION IN DECISION MAKING:** Actions taken on Zoning Code Text
7 Amendments request are legislative; the City has broad discretion in making land use
8 decisions based on advancing the health, safety, and general welfare of the community.

9 **BACKGROUND**

10 The City Planner has been working with the leasing agent of the subject property for a
11 number of months to find an appropriate use. The area is mostly occupied with light
12 industrial type uses, but the area is guided/zoned Office/Business Park (O/BP). The
13 current property owner, after discussion with leasing agent and potential sale, has
14 requested the City consider broadening the allowable uses to be more in keeping with
15 the light industrial type uses that have not changed since mid-2000.

16 **STAFF REVIEW**

17 When reviewing uses, the main objective is to provide clarity, however, this can be
18 difficult when specific uses are not listed or defined in the Code. Equally as challenging
19 is to have a Code that does not conflict – like where a use is prohibited in one section,
20 but permitted in another. Regarding Employment District uses, the City Planner
21 reviewed specific definitions found in Section 1001, uses contained in Table 1006-1, and
22 performance standards of Section 1011, as a means to clarify a few of the existing
23 inconsistencies in the Zoning Code.

24 One such inconsistency in the Code is related to a “contractor yard.” Although the Use
25 Table for the O/BP district prohibits a “contractor yard” the Table permits a variety
26 outdoor storage, all of which are the types of outdoor storage associated with a
27 contractor yard.

28 Contractor yard is defined as:

29 An establishment providing general contracting or building construction services,
30 including outdoor storage of machinery or equipment.

31 The three outdoor storage allowances found in Table 1006-1 and in Section 1011.12.F are
32 described below (equipment and goods, as well as inoperable vehicles requires an
33 approved CU):

34 **8. Outdoor storage, equipment and goods:** All outdoor storage shall occur on paved
35 surfaces consistent with the parking area requirements of Section 1019.11 of this
36 Title, and shall adhere to the parking area setback requirements in the applicable
37 zoning district except that no outdoor storage shall be allowed between a principal
38 building and the front property line. Areas of outdoor storage shall not obstruct
39 required drive aisles or parking stalls. Greater setbacks shall be considered for
40 pressurized canisters or potentially explosive goods. Equipment and goods shall be
41 screened by screen wall or fence at least 6 feet in height and at least 95% opaque.
42 Equipment available for rent may be displayed without screening in an area not
43 exceeding 10% of the screened outdoor storage area. (Ord. 1451, 8-12-2013)

44 **9. Outdoor storage, fleet vehicles:** All outdoor storage shall occur on paved surfaces
45 consistent with the parking area requirements of Section 1019.11 of this Title, and
46 shall adhere to the parking area setback requirements in the applicable zoning
47 district. Fleet vehicles in active use need not be screened, but inoperable or otherwise
48 out-of-service vehicles (e.g., snow plows in the summer, or “retired” vehicles) shall
49 adhere to the requirements for outdoor storage of inoperable/out-of-service vehicles
50 or equipment. (Ord. 1451, 8-12-2013)

51 **10. Outdoor storage, inoperable/out of service vehicles or equipment:** All outdoor
52 storage shall occur on paved surfaces consistent with the parking area requirements
53 of Section 1019.11 of this Title, and shall adhere to the parking area setback
54 requirements in the applicable zoning district except that no outdoor storage shall be
55 allowed between a principal building and the front property line. All such vehicles or
56 equipment which are inoperable or unused for more than 72 hours shall be screened
57 by screen wall or fence 6-8 feet in height and at least 95% opaque, and an outdoor
58 storage area shall not obstruct required drive aisles or parking stalls. (Ord. 1451, 8-
59 12-2013)

60 Similarly, limited production and processing as well as limited warehousing and
61 distribution, are permitted in the O/BP district and these uses tend to include an
62 outdoor storage and/or fleet vehicle component. As such, the Planning Division believes
63 that a contractor yard with “limited” yard storage/activity would be a consistent use to
64 these uses.

65 To better understand the full scope of warehousing, distribution, and processing the
66 definitions for limited production/processing, limited warehousing and distribution,
67 warehousing, wholesale establishment, and manufacturing, production and processing
68 are defined below:

69 **Limited production/processing - accessory use:** Light manufacturing,
70 fabrication, assembly, processing, packaging, research, development, or similar
71 ancillary or accessory uses which are conducted indoors and which would not be
72 disruptive of, or incompatible with, other office, retail, or service uses that may be in
73 the same building or complex. Limited production/processing generally does not
74 include industrial processing from raw materials. (Ordinance 1445, 7-8-2013)

75 **Limited production/processing - principal use:** Light manufacturing,
76 fabrication, assembly, processing, packaging, research, development, or similar
77 principal or primary uses which are predominately conducted indoors and which
78 would not be disruptive of or incompatible with other office, retail, or service uses
79 that may be in the same building or complex. Limited production/processing as a
80 principal/primary use generally does not include industrial processing from raw
81 materials. (Ordinance 1445, 7-8-2013)

82 **Limited warehousing and distribution:** An establishment providing storage
83 and distribution of merchandise and bulk goods, including those associated with a
84 limited production and processing use, and which use shall involve pick-up, cargo,
85 and/or cube variety trucks to distribute goods. (Ordinance 1446, 7-8-2013)

86 **Warehouse:** An establishment providing storage and distribution of merchandise
87 and bulk goods, typically involving heavy truck and/or freight rail traffic.

88 **Wholesale establishment:** An establishment providing storage, distribution, and
89 sale of merchandise and bulk goods, including mail order and catalog sales,
90 importing, wholesale, or retail sales of goods received by the establishment but
91 generally not sale of goods for individual consumption.

92 **Manufacturing, production and processing:** Manufacturing, assembly,
93 processing, research, development, or similar uses which may involve raw materials
94 and have the potential to produce objectionable influences on surrounding
95 properties or adverse effects on the environment. Manufacturing, production and
96 processing uses require special measures and careful site selection to ensure
97 compatibility with the surrounding area.

98 Another use that requires discussion and clarification is Indoor Storage. Although the
99 Roseville's warehousing definition (above) encompasses nearly any product/good, it
100 also includes a distribution component of heavy truck or rail traffic, which may not
101 always be the case with such uses. Staff is aware of a few businesses that have
102 warehouse storage and that do not include a heavy truck/rail distribution component.
103 The City Planner reviewed a number of municipal zoning codes and found two
104 definitions for the Planning Commission to consider. The first is a modified definition
105 of warehouse or warehousing that more appropriately defines the primary use of the
106 building to be for storage of goods, material, or other. The second definition is
107 distribution center, which more appropriately defines a warehouse that has a major or
108 heavy distribution component – see below:

109 **Warehouse or warehousing:** The storage of materials or equipment within an
110 enclosed building as a principal use.

111 ***Distribution center:*** A warehouse primarily used for receipt, temporary storage
112 and redistribution of goods, typically involving heavy truck and/or freight rail traffic.

113 **PLANNING DIVISION RECOMMENDATION**

114 The goal of this proposal is to clarify and create greater flexibility in the Code in support
115 of a couple of uses. Specifically, the Planning Division is seeking text amendments to a
116 number of definitions and slight changes in Table 1006-1.

117 As previously discussed, outdoor storage is either permitted or conditional in the O/BP,
118 except for loose materials. Similarly, there are very comparable uses (limited
119 production/processing and limited warehousing and distribution) that are permitted
120 and traditionally have outdoor storage and fleet vehicles As such, the Planning Division
121 would recommend that the definition of “contractor yard”, become a two tier use with a
122 limited and an unlimited or heavy version. This proposed change will better align the
123 use with those that are permitted and consistent with light industrial, as well as
124 establish a use that would better suit the industrial zoned areas of Roseville. The
125 proposed definitions are below:

126 Contractor yard – **limited**: An establishment providing general contracting,
127 **building/site maintenance**, or building construction services, including **(but not**
128 **limited to) fleet vehicles (pick-up, cargo, and/or cube variety trucks)**,
129 outdoor storage of **trailers or machinery and/or seasonal** equipment. **Outdoor**
130 **storage of these items shall be consistent with the requirements of Table**
131 **1006-1 and Section 1011.12.F.8, 9, and 10.**

132 Contractor yard – **unlimited**: An establishment providing general contracting,
133 **building/site maintenance**, or building construction services, including **(but not**
134 **limited to) outdoor storage of large construction equipment or machinery**
135 **(loader, grader, bulldozer, scraper, crane or similar) trailers and/or**
136 **seasonal** equipment, **and loose materials. Outdoor storage of these items**
137 **shall be consistent with the requirements of Table 1006-1 and Section**
138 **1011.12.F.8, 9, and 10.**

139 **Warehouse:** An establishment providing storage and distribution of merchandise
140 and bulk goods, typically involving heavy truck and/or freight rail traffic.

141 **Warehouse or warehousing: The storage of materials or equipment**
142 **within an enclosed building as a principal use.**

143 **Distribution center: A warehouse primarily used for receipt, temporary**
144 **storage and redistribution of goods, typically involving heavy truck**
145 **and/or freight rail traffic.**

146 The next proposal is to amend the use table, Table 1006-1, to include the two-tiered
147 contractor yard uses, changes in outdoor storage, and the inclusion of distribution
148 center. These proposed changes can be found on the next page:

Table 1006-1	O/BP	I	Standards
Manufacturing, Research, and Wholesale Uses			
Contractor's yard - limited	NP P	P	
Contractor's yard - unlimited	NP	P	
Distribution center	NP	P	
Outdoor storage, equipment and goods	€ P	P	Y
Outdoor storage, fleet vehicles	P	P	Y
Outdoor storage, inoperable/out of service vehicles or equipment	€ P	P	Y
Outdoor storage, loose materials	NP	C	Y

149

150 **SUGGESTED PLANNING COMMISSION ACTION**

151 Discuss amendments to the definition of Contractor Yard, other definitional
 152 amendments, and amendments to Table 1006-1 regulating Contractor's yard/storage
 153 uses.

154 **ALTERNATIVE ACTIONS**

155 **a.** Pass a motion to table the item for future action. An action to table must be tied to
 156 the need for clarity, analysis, and/or information necessary to make a
 157 recommendation on the request.

158 **b.** Pass a motion recommending denial of the proposal. A motion to deny must include
 159 findings of fact germane to the request.

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Community Development Department

Memo

To: Roseville Planning Commission
cc:
From: Bryan Lloyd, Senior Planner
Date: October 27, 2017
Re: 2018 Planning Commission meeting dates

Commissioners,

The 2018 first-Wednesday, regular meeting dates are:

January 3	April 4	July 4	October 3
February 7	May 2	August 1	November 7
March 7	June 6	September 5	December 5

Because City Hall is closed in observance of Independence Day, which falls on the first Wednesday in July 2018, this meeting will need to be rescheduled. Conventional practice is to shift the meeting one week later; in this case staff recommends scheduling the regular meeting for July 11, 2018. Staff did not find any other meeting dates that directly conflict with holidays.

There will also be work related to the comprehensive plan update left to be completed in 2018. The 2018 fourth-Wednesday special meeting dates for comprehensive plan update work are:

January 24	April 25
February 28	May 23
March 28	June 27

Staff did not find any meeting dates that directly conflict with holidays.

A handwritten signature in red ink, appearing to read "Bryan Lloyd".