

Commissioner Zimmerman commented this situation would require flexibility on an ongoing basis. He supported the homeowners association come forward and asking to change the requirements for lot sizes and setbacks for the overall development in order to eliminate the need for future variances within Hunter's Park.

Chair Vijums stated he understood this concern but reported this neighborhood would still require variances because the lots would never comply with City requirements. He believed it would be very difficult to establish any type of rules at this point for the Hunters Park development.

Commissioner Wicklund moved and Commissioner Blilie seconded a motion to recommend approval of Planning Case 22-004 for a Variance at 1152 Benton Way based on the findings of fact and the submitted plans, as amended by the two (2) conditions in the May 4, 2022, report to the Planning Commission. The motion carried unanimously (6-0).

B. Planning Case 22-007; 4440 Round Lake Road West – Site Plan Review – Public Hearing Not Required

City Planner Jagoe stated at their March 21, 2022 meeting the City Council reviewed a concept plan for a company called Saltbox. Saltbox offers flexible warehouse and office suites that are leased by individual businesses, usually startup/small digital commerce companies. The intent of Saltbox is to provide an all-inclusive collaborative workspace to small businesses by providing the essential operations and logistical infrastructure that enables a business to start and scale its growth.

City Planner Jagoe reported Saltbox will be remodeling the interior of the building to construct flexible work spaces that can be used as either warehouse, office, or some combination of the two. Suites will range in size from 76 sq. ft. up to approx. 2,000 sq. ft. The suites are constructed with 10' high modular walls that are open above with no ceilings. Each suite is equipped with power, HVAC, and Wi-Fi as well as access to a shared central loading dock for shipping/delivery needs. Each Saltbox facility is designed with conference rooms, huddle rooms/lounges, bathrooms, main entry/welcoming area, and a break room that are shared by the small business tenants. The facility is open seven (7) days a week from 6 AM to 11 PM.

City Planner Jagoe explained Saltbox employs Operations Specialists that handle the on-demand logistical services for receipt and delivery of packages, plus they are able to provide order fulfillment assistance to the small business owners. A package that is delivered to Saltbox is received by the Operations Specialist at the loading dock. The Saltbox employee then distributes smaller boxes to the individual suites or there is secured warehouse space for larger packages. Saltbox employees are onsite from 8 AM to 6 PM. The Applicant has stated this window of time is when 95% of their activity is expected to occur.

City Planner Jagoe indicated the Arden Hills location would be for 214 warehouse and office suites with an estimated maximum occupancy of 398 members and 15 Saltbox employees. Saltbox would say that their flexible business model means that the 398 members would not be at the facility at the same time, but rather come and go at the needs of their individual business. As part of the improvements to the property, the Applicant is proposing to reconfigure the parking lot layout that would result in the immediate addition of 36 parking spaces and also

identifies an area as proof of parking as a placeholder for future installation of parking spaces. Therefore, the Applicant is pursuing the Site Plan Review for the additional parking spaces.

City Planner Jagoe reviewed the Plan Evaluation and provided the Findings of Fact for review:

1. The Applicant has submitted an application for Site Plan Review to install striping for additional parking spaces at the subject property 4440 Round Lake Road W.
2. The Subject Property is located with the Gateway Business District and is guided as Light Industrial & Office on the 2040 Land Use Plan.
3. The Subject Property was developed prior to the City’s creation of the Gateway Business District and is considered to be legal nonconforming.
4. The Applicant intends to continue the utilization of the existing 113,565 square foot building for office and warehouse purposes in a manner consistent with the nonconforming regulations.
5. The Applicant will be reconfiguring the parking lot layout within the boundaries of the existing parking lot.
6. The proposed plan does not conflict with the general purpose and intent of the Zoning Code or the Comprehensive Development Plan for the City.
7. The application is not anticipated to create a negative impact on the immediate area or the community as a whole.
8. The proposed plan will not produce any permanent noise, odors, vibration, smoke, dust, air pollution, heat, liquid, or solid waste, and other nuisance characteristics.
9. The proposed plan is not anticipated to have any impact on traffic or parking conditions.
10. A public hearing is not required for Site Plan Review.

City Planner Jagoe reviewed the options available to the Planning Commission on this matter:

1. Recommend Approval with Conditions
2. Recommend Approval as Submitted
3. Recommend Denial
4. Table

Chair Vijums opened the floor to Commissioner comments.

Commissioner Wicklund requested further information on the proof of parking.

City Planner Jagoe discussed the area that had been selected for proof of parking noting it would not be striped at this time, but could be in the future, if there was the need for additional parking.

Commissioner Collins asked if the 36 parking stalls would be in addition to the 108 existing stalls.

City Planner Jagoe reported this was the case.

Chair Vijums asked if there was any overflow parking for this property.

City Planner Jagoe commented there was no overflow parking lot. She noted there was not a lot of additional space on the property for parking. She reported on-street parking was not allowed on Round Lake Road. She explained Saltbox was aware of the number of parking stalls that was available to them and indicated Saltbox plans to manage the parking situation with their members through issuing access passes.

Chair Vijums requested further information on the history of this building.

City Planner Jagoe stated this building was previously owned by Deluxe Corporation and has been vacant for several years. She understood the interior of the building was being demoed in order to complete the buildout for Saltbox.

Chair Vijums commented Saltbox would not utilize the full 108 parking spaces from day one but rather would be building their clientele over time.

David Sorensen, Project Manager for Saltbox, reported this was the case. He explained the plans for the building were at about 90% and he has not yet applied for a building permit. He commented on the parking studies that were completed for the Dallas, Atlanta, Denver and LA Saltbox locations and noted the 108 spaces would be sufficient for the Arden Hills site. He indicated he supported adding the 36 striped spaces in order to more closely align with the City's parking requirements.

Commissioner Wicklund moved and Commissioner Zimmerman seconded a motion to recommend approval of Planning Case 22-007 for Site Plan review at 4440 Round Lake Road West based on the findings of fact and the submitted plans, as amended by the four (4) conditions in the May 4, 2022, report to the Planning Commission. The motion carried unanimously (6-0).

UNFINISHED AND NEW BUSINESS

None.

REPORTS

A. Report from the City Council

Councilmember Holmes provided the Commission with an update from the City Council. She explained the Council approved the CUP for the home occupation the Commission considered in April. She thanked the Commission and all of the residents for their comments regarding the home occupation. She noted the Council would be discussing food trucks at a future worksession meeting. She stated summer hours would begin after Memorial Day and City Hall would be open Monday through Thursday from 7:30 a.m. to 5:00 p.m. and on Fridays from 7:30 a.m. to 11:30 a.m. She explained the City added a new tab on its website for resident resources. She indicated the Council approved an EAB contract with Rainbow Tree which would include discounted tree removal services for residents. She then discussed the major street reconstruction projects that would be completed this summer, which included the parking lot at City Hall. She invited the public to attend the Touch a Truck event on Saturday, May 21 that would be held at Perry Park from 10:00 a.m. to 1:00 p.m. She encouraged the public to attend Scoops for Troops