



Planning Case #22-007 – No Public Hearing Required
Applicant: Baker Hostetler LLP on behalf of Saltbox
Property Location: 4440 Round Lake Road W.
Request: Site Plan Review

Location Map



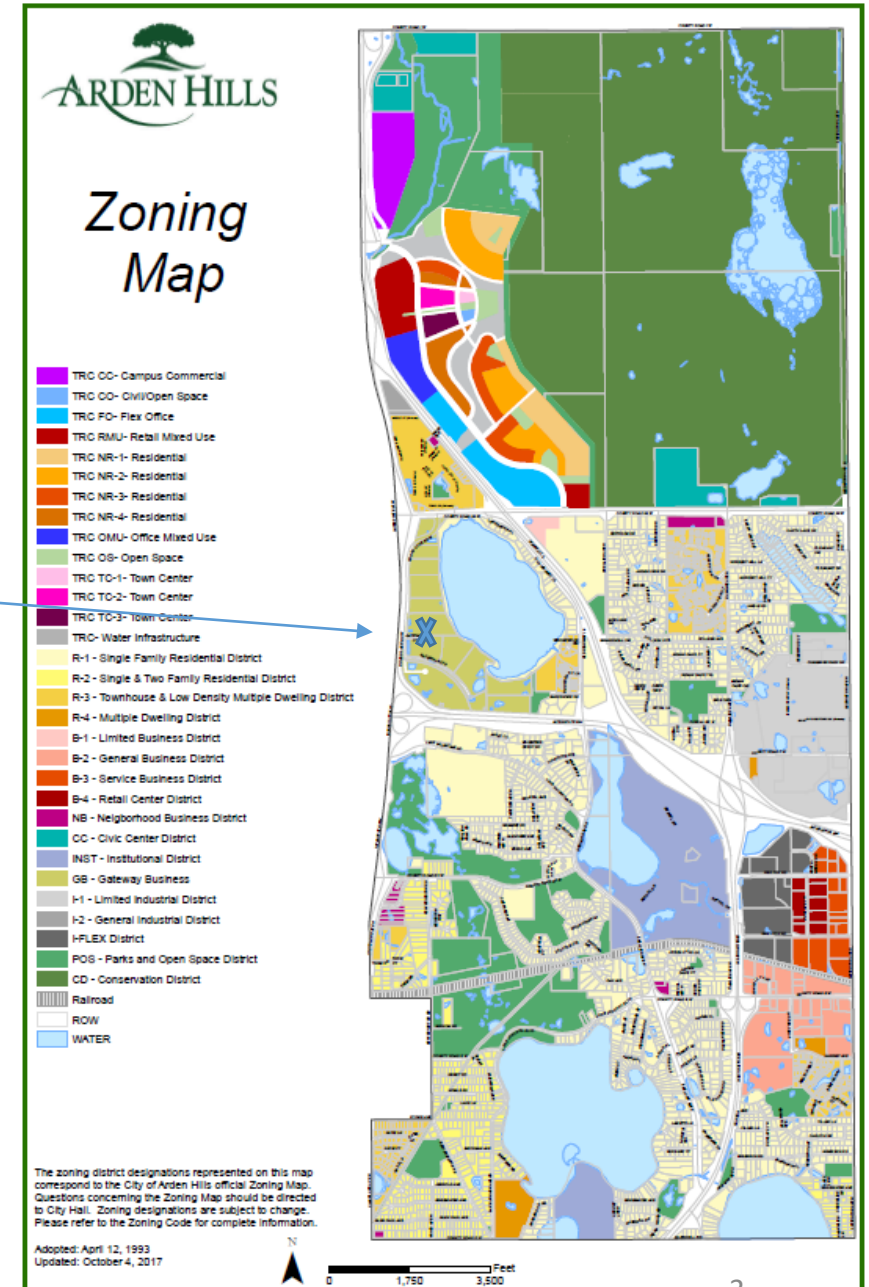
Attachment I

Overview Request

- On March 21, 2022 meeting the City Council reviewed a concept plan for a company called Saltbox.
- Overall feedback of the City Council was generally supportive of the Saltbox proposal.
- Applicant identified a willingness to install additional parking based on tenant occupancy and demand of future utilization.
 - Paving of 36 new parking spaces
 - Proof of Parking for 20 future parking spaces, as needed

Land Use Chart

- 2040 Comprehensive Plan guided towards Light Industrial and Office
- Zoning District – GB, Gateway Business
- Property was developed in 1979 prior to the City's creation of the Gateway Business Zoning District
- Historically property has continuously been utilized for office and warehouse use



Nonconforming Uses, Section 1350

- Mirrors language in State Statute 462.357 for determining what type(s) of activity (i.e. continuation, rebuild, maintenance, expansion, etc.) may or may not be allowed.
- Nonconformities are simply any land uses, structures or lots that do not comply with the current zoning ordinance of a City.
- Legal nonconformities are those uses, buildings, or lots that were legal when the zoning ordinance or amendment was adopted, in that they complied with then existing ordinance.
- Intent of these regulations is to allow a nonconforming use of land or building to be continued, including through repair, replacement, restoration, maintenance, or improvement, but not including expansion.

Saltbox



Warehouse Suites

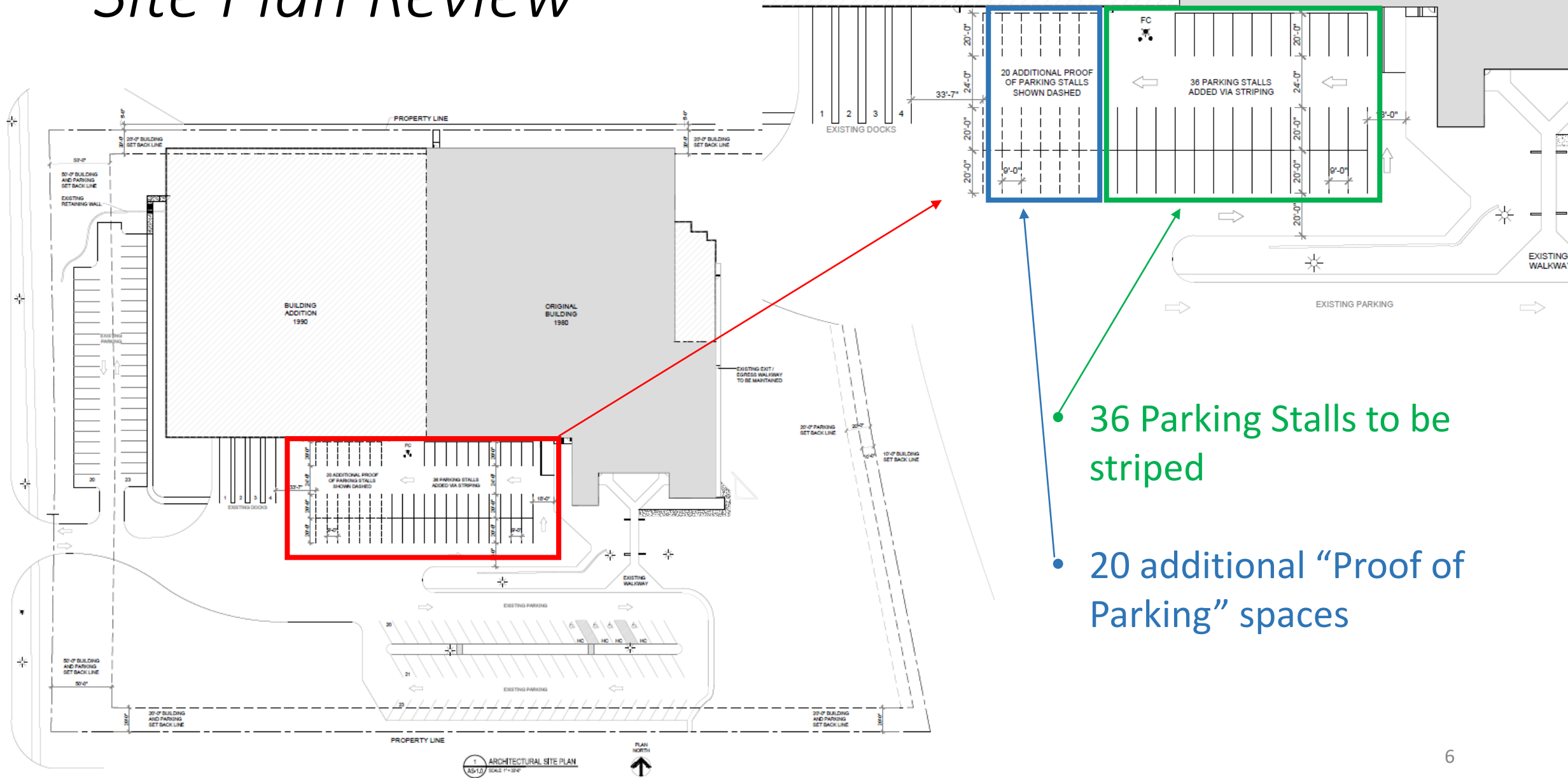


Office Suites

- Flexible warehouse and office suites that are leased by individual businesses, usually startup/small digital commerce companies.
 - Suites will range in size from 76 sq. ft. up to approx. 2,000 sq. ft.
 - 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.
- All-inclusive collaborative workspace with shared conference rooms, huddle rooms/lounges, bathrooms, main entry/welcoming area, and a break room.
- Saltbox employs Operations Specialists that handle the on-demand logistical services for receipt and delivery of packages, plus order fulfillment assistance.
- Arden Hills location for 214 warehouse and office suites with an estimated maximum occupancy of 398 members and 15 Saltbox employees.
- Flexible business model means that all members would not be at the facility at the same time, but rather come and go at the needs of their individual business.



Site Plan Review



- 36 Parking Stalls to be striped
- 20 additional "Proof of Parking" spaces

Off-Street Parking

| Land Use | Parking Requirement | Required Number of Spaces by Use | Total Spaces Required at 10%/90% | Number of Existing Spaces | Current Parking Deficiency |
|---|--|----------------------------------|----------------------------------|---------------------------|----------------------------|
| Business & Professional Office @ 10% or 11,356 sq. ft. | 1 for each 250 sq. ft. of floor area | 45.4 spaces | 147.6 spaces | 108 spaces | -39.6 spaces |
| Other Business and Industry at 90% warehouse or 102,209 sq. ft. | 1 for each 1,000 sq. ft. of floor area | 102.2 spaces | | | |

- Determination made that use is a continuation of not more than 10% office and 90% warehouse.
- Parking Analysis conducted studying Saltbox Texas location.
- Saltbox monitors parking through issuance of access passes to members.
- Site Plan Review for parking lot striping that would bring property closer to conformance with current code requirements for the number of spaces required.
- City code requires individual parking spaces to be at least 9 x 18.
- Proposed parking spaces comply at 9 x 20.

Findings of Fact – General Findings

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 within 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.

Deadline for Agency Action

- The City of Arden Hills received the completed application for this request on April 1, 2022. Pursuant to Minnesota State Statute, the City must act on this request by May 30, 2022 (60 days), unless the City provides the petitioner with written reasons for an additional 60-day review period. With consent of the applicant, the City may extend the review period beyond the initial 120 days.

Public Notice

- Notice was published in the *Pioneer Press* on May 12, 2022. Notice was prepared by the City and mailed to property owners within 500 feet of the subject property.
- No comments received regarding this application as of May 18, 2022.

Options and Motion Language

- Approval with Conditions: Motion to adopt Resolution 2022-032, approving Planning Case 22-007, for Site Plan Review at 4440 Round Lake Road W. as presented in the May 23, 2022 Report to the City Council as amended by the conditions below:
 - 1) That the project shall be completed in accordance with the plans submitted. Any significant changes to these plans, as determined by the City Planner, shall require review and approval by the Planning Commission and City Council.
 - 2) The proposed parking spaces and drive aisles shall conform to all other regulations in the City Code.
 - 3) A building permit shall be obtained prior to installation for the parking spaces identified as “Proof of Parking”. Future installation of Proof of Parking area can be processed administratively through the Planning Department as part of the Site Plan approval if completed in accordance with the plans submitted under this review.
 - 4) Saltbox shall be required to maintain a listing of building tenants and provide said listing to the City upon request as needed for verification of occupancy in satisfaction of nonconforming uses.
- Approval: Motion to adopt Resolution 2022-032, approving Planning Case 22-007, for Site Plan Review at 4440 Round Lake Road W. as presented in the May 23, 2022, Report to the City Council.
- Denial: Motion to deny Resolution 2022-032, approving Planning Case 22-007, for Site Plan Review at 4440 Round Lake Road W.: *findings to deny should specifically reference the reasons for denial.*
- Table: Motion to table Resolution 2022-032, approving Planning Case 22-007, for Site Plan Review at 4440 Round Lake Road W.: *the City Council should identify a specific reason and/or information request should be included with a motion to table.*

Questions?

Planning Case 22-007 – Baker Hostetler LLP Site Plan Review

