

HENNEPIN COUNTY

MINNESOTA

October 15, 2021

City of Minneapolis
Community Planning and Economic Development
Public Service Building
505 4th Avenue South
Room 320
Minneapolis, MN 55415

Dear Mr. Hanauer,

RE: General Land Use Application, Conditional Use Permit – 2400 Stevens Avenue

Attached you will find an application for a conditional use permit for the property located at 2400 Stevens Avenue. This property is presently owned by the NB Property1, LLC, “NB Property” et.al. and defined as PID – 3402924130150. Hennepin County is working with NB Property to acquire the property so that it may be used for an emergency shelter for individuals who identify as female.

No physical changes are proposed to either the outside or inside of the property.

In support of this application the following information is included:

- Completed general land use application, checklist and application worksheet
- Consent letter from NB Property
- Copies of letters to the Whittier Alliance and Council President Lisa Bender
- Statement of proposed use and description of the project
- Management Plan of Salvation Army and General House Rules
- Specific land use application requirements and statement of required findings
- Legal description of the property
- Photos of property and existing structure
- Site diagram of the property showing existing condition that will not be altered
- Floor plans of the interior of the property

A check in the amount of \$875 will be sent to you under separate cover.



Please contact me or Spencer Agnew (spencer.agnew@hennepin.us), the county's Real Estate Manager, if there are any other materials needed for the application.

Thank you in advance for your consideration.

A handwritten signature in black ink, appearing to read 'Margo Geffen'.

Margo Geffen
Director, Facility Services

Encls.

GENERAL LAND USE APPLICATION

This application packet is used to file any land use application(s) that requires approval by the Minneapolis City Planning Commission or the Zoning Board of Adjustment. The packet is a tool for gathering property-related information relevant to a land use application. It contains a checklist of materials required for a land use application and a worksheet to be completed by the applicant.

The Minneapolis Zoning Code (Chapter 525, Section 140) governs the land use application process.

525.140. Application procedures.

- (a) *In general.* All applications submitted shall be processed by the zoning administrator, who shall make a preliminary investigation, in accordance with the procedures set forth in this chapter.
- (b) *Determination of completeness of application.* The zoning administrator shall review all applications and determine whether such applications are complete. Applications shall not be accepted as complete until the applicant has complied with all of the following:
- (1) A pre-application meeting with city staff during which the appropriate application procedures, requirements and applicable zoning ordinance provisions are reviewed and explained.
 - (2) Submittal of all required application forms relating to the application, including all additional applications, as required in sections 525.20 and 525.30.
 - (3) Submittal of all supporting information required by city ordinance, the zoning administrator, the planning director, the application forms, or by law.
 - (4) Submittal of all fees.
 - (5) Submittal of all required environmental reviews.
 - (6) Submittal of all required state and federal permits for uses located in the FP Floodplain Overlay District.
 - (7) For all land use applications requiring a public hearing as set forth in this zoning ordinance, except appeals of decisions of the city planning commission or board of adjustment, submittal of evidence that notification of the application has been mailed or delivered to the ward council office and the neighborhood group(s) for the area in which the property is located. For all applications for administrative site plan review as set forth in Chapter 530, submittal of evidence that notification of the application has been mailed or delivered to the neighborhood group(s) for the area in which the property is located. The neighborhood group(s) to be notified are those organizations that appear on the list maintained by the planning department for this purpose. The notification shall include the following information: a description of the project; the zoning approvals that the applicant is aware are needed for the project; the address of the property for which zoning approval is sought; and the applicant's name, address, telephone number, and e-mail address, if available. Where the property for which zoning approval is sought is located on a public street that acts as a boundary between two (2) neighborhoods, the above information shall also be provided to the neighborhood group(s) representing the adjacent area(s).

For reasonable accommodations or alternative formats please contact 311 at 612-673-3000. People who are deaf or hard of hearing can use a relay service to call 311 at 612-673-3000. TTY users call 612-673-2157 or 612-673-2626. Para asistencia 612-673-2700 - Rau kev pab 612-673-2800 - Hadii aad Caawimaad u baahantahay 612-673-3500.

- (c) *Incomplete applications.* If after the application has been accepted, the zoning administrator determines that the application is not complete, the zoning administrator shall notify the applicant in writing within fifteen (15) business days of receipt, specifying any deficiencies of the application, including any additional information which must be supplied, and that no further action shall be taken by the city on the application until the deficiencies are corrected.
- (d) *Remedy of deficiencies.* If the applicant fails to correct the specified deficiencies within thirty (30) days of the notification of deficiency, the application shall be deemed withdrawn and will be returned to the applicant.
- (e) *Extensions of time.* Upon written request by the applicant, the zoning administrator may, for good cause shown and without any notice or hearing, grant extensions of any time limit imposed on an applicant by these application procedures.

GENERAL LAND USE APPLICATION REQUIREMENTS CHECKLIST

Staff will accept only complete applications that include all of the items listed below and any specific application requirements. If any of the items are missing at the time of submittal, the application will be deemed incomplete and staff will not accept the application.¹

Pre-application meeting.
Electronic submittal meeting ePlan submittal guidelines (attached).
Completed Application Worksheet.
Correct fees paid.
A letter from the property owner, if other than the applicant, authorizing the application.
Copy of a letter or email, sent to the applicable neighborhood group(s) and city council office(s), explaining the proposed project. The letter must contain the following information: <ol style="list-style-type: none"> 1. Description of the project. 2. Land use applications that the applicant is aware are needed for the project. 3. Address of the property for which zoning approval is sought. 4. Applicant's name, address, telephone number, and e-mail address, if available. <p>Where the property for which zoning approval is sought is located on a public street that acts as a boundary between two neighborhoods, the above information shall also be provided to the neighborhood group(s) representing the adjacent area(s).</p>
Statement of proposed use and description of the project.
Specific land use application requirements. (<i>See attached pages 5-8</i>)

Additional requirements, as applicable

One copy (plus one 8 ½ x 11) of a survey prepared by a licensed land surveyor (always required if applying for a variance of a required yard).
Electronic copy of the existing and/or proposed legal descriptions in a Microsoft Word document (for rezonings and conditional use permits).
Photos of the property and existing structures.
One copy (plus one 8 ½ x 11) of a scaled and dimensioned site plan. ²
One copy (plus one 8 ½ x 11) of scaled and dimensioned floor plans showing all floors (include property lines and roof plan).
One copy (plus one 8 ½ x 11) of a landscaping plan showing existing and proposed shrubs and trees (location, type, number and overall amount).
One copy (plus one 8 ½ x 11) of scaled and dimensioned elevations of each façade, including a table that lists the square footage and percentage of each exterior building material per elevation (for new construction).
One copy (plus one 8 ½ x 11) of colored elevations and/or renderings (for new construction).
Shadow and context studies for large scale projects.
Material and color samples.
One copy (plus one 8 ½ x 11) of scaled and dimensioned signs (locations, types and dimensions).

¹ City staff will review the initial application submission to determine completeness and will notify the applicant of what, if any, additional information must be submitted. Please be aware that supplemental information may also be requested during the evaluation and hearing process.

Checklist continued.

Completed Floor Area Ratio Premiums Application.
A travel demand management (TDM) plan, when proposing 100,000 square feet or more of new or additional non-residential gross floor area or as required by the zoning district.
A unit matrix with net residential area for projects with 20 dwelling units or more.
An approved waiver from the restrictions of any applicable interim ordinance.
Completed Preliminary Development Review submittal.
If the property is a locally designated historic landmark and the development project requires a Certificate of Appropriateness, the General Land Use Application may be deemed incomplete until a complete Certificate of Appropriateness application has been submitted to CPED.
If the property is not already locally designated and the proposed development project requires demolition of an existing structure, a General Land Use Application may be deemed incomplete until a Historic Review Letter is obtained from CPED in order to determine whether the structure is a historic resource and may be eligible for local historic designation.
No new application for zoning approval for the same project or proposal shall be accepted or deemed complete, until all previous applications for such project or proposal have been finally acted upon or withdrawn. No new application for zoning approval for the same project or proposal shall be accepted or deemed complete, if at the time of application such property is not in compliance with the requirements of a previous land use approval by the zoning administrator, planning director, board of adjustment, city planning commission or city council.
Comprehensive plan amendments must be finalized prior to deeming the land use application complete.

² The site plan must be prepared by a certified architect, landscape architect, engineer, or land surveyor that is licensed in the State of Minnesota. A license stamp, or registration number, whichever is applicable, together with the signature, shall be provided on the face of the site plan. Site plan information may be combined with the survey of the property. The requirement that one of the above professionals prepare the site plan may be waived by the Zoning Administrator, Planning Director or their authorized representative where the application does not involve a new principal structure, provided the plan is accurately dimensioned and is drawn to an architectural or engineering scale. Applications will not be accepted and permits will not be issued for a new principal structure if a survey is not provided. If the project is subject to Chapter 530, Site Plan Review, it is recommended that the applicant provide a copy of the site plan review ordinance to the registered professional prior to preparation of a site plan. Site plans must include the following items:

- All property lines (existing and proposed).
- Streets, sidewalks and alleys, include existing and proposed curb cuts. If public areas are to be vacated, indicate this.
- Indicate traffic flow on streets, alleys and drive aisles.
- Adjacent uses (show location and identify).
- Building footprints (including garages and other accessory structures) and square footages.
- Other impervious surfaces (walkways, decks, patios, etc.) and square footages.
- Structure encroachments (including areaways, balconies, door swings, etc.) in the right-of-way.
- Dimensioned parking, including handicap accessible spaces, and loading spaces (all parking and loading areas serving the property). Indicate how the parking and loading areas will be designed (curbing, wheel stops, etc).
- Bicycle parking spaces.
- Indicate snow storage area or propose a snow removal plan.
- Walls, screens and fences (show location, type and height).
- Mechanical equipment (air conditioning units, electrical transformers, private or public utilities, etc.)
- Fire hydrants, transit stops, public plazas, trash enclosures, trees in the public right-of-way.
- Proposed and existing lighting (location, type and size).
- Natural features and topography.
- Indicate the direction of water drainage from the site and building (downspouts, roof drains, etc.).
- Stormwater management plan for sites over one acre.
- Erosion control plan for sites where more than 5,000 square feet of dirt is disturbed.
- Indicate north arrow and date the plan was drawn.

SPECIFIC LAND USE APPLICATION REQUIREMENTS CHECKLIST

In addition to the General Application Requirements, the following may also be required:

Identified applications (subject to change):

CONDITIONAL USE PERMIT	CERTIFICATE OF NONCONFORMING USE	CHANGE OF NONCONFORMING USE	EXPANSION OR ALTERATION OF NONCONFORMING USE
REZONING	SITE PLAN REVIEW	VARIANCE	HEIGHT INCREASE

CONDITIONAL USE PERMIT

Note: After a conditional use permit has been approved by the City of Minneapolis and the action has become final, such conditional use permit shall be recorded with the Hennepin County Recorder (abstract property) or Registrar of Titles (Torrens property).

ALL CONDITIONAL USE PERMITS: *A statement by the applicant which addresses the following required findings:*

- (1) The establishment, maintenance or operation of the conditional use will not be detrimental to or endanger the public health, safety, comfort or general welfare.
- (2) The conditional use will not be injurious to the use and enjoyment of other property in the vicinity and will not impede the normal and orderly development and improvement of surrounding property for uses permitted in the district.
- (3) Adequate utilities, access roads, drainage, necessary facilities or other measures, have been or will be provided.
- (4) Adequate measures have been or will be taken to minimize traffic congestion in the public streets.
- (5) The conditional use is consistent with the applicable policies of the comprehensive plan.
- (6) The conditional use shall, in all other respects, conform to the applicable regulations of the district in which it is located.

SIGN ADJUSTMENTS: *In addition, the following findings must be addressed:*

- (1) The sign adjustment will not significantly increase or lead to sign clutter in the area or result in a sign that is inconsistent with the purpose of the zoning district in which the property is located.
- (2) The sign adjustment will allow a sign that relates in size, shape, materials, color, illumination and character to the function and architectural character of the building or property on which the sign will be located.

COMMUNICATION TOWERS, ANTENNAS AND BASE UNITS: *In addition, the following information must be submitted:*

- (1) Responses to Sections 535.530 and 535.540.
- (2) A photo simulation of the proposed communications tower and/or antennas.
- (3) Photograph of the base equipment.
- (4) Proof of the FCC license.
- (5) Letter from the State Historic Preservation Office.
- (6) Certified property survey.
- (7) Map showing the distance from all surrounding residential structures.

- (8) Map showing the existing communication towers within a one-mile radius of the site and an explanation of why the existing communications towers cannot be used for co-location.

PLANNED UNIT DEVELOPMENT: *In addition, submit the required items found in the Planned Unit Development Application Packet.*

SHORELAND OVERLAY DISTRICT: *The following findings must be addressed for a conditional use permit required by the Shoreland Overlay District:*

- (1) The prevention of soil erosion or other possible pollution of public waters, both during and after construction.
- (2) Limiting the visibility of structures and other development from protected waters.
- (3) The suitability of the protected water to safely accommodate the types, uses and numbers of watercraft that the development may generate.

HEIGHT INCREASE IN THE SHORELAND OVERLAY DISTRICT: *The zoning administrator is required to find the following to increase the height of a principal structure, as applicable, per section 551.1540 of the zoning code:*

- (1) The building furthers principles of human scale design and massing, particularly facing the public realm in the lower floors of the building.
- (2) The portion of the building receiving the height increase responds to a change in built form on adjacent properties in less intense built form overlay districts with a gradual transition in height and scale.
- (3) The building form and massing is distributed and oriented in a manner appropriate to the scale and proportion of the built surroundings to reasonably address the impact of shadowing on adjacent properties, the public realm, and existing solar energy systems, and to allow access to light and air of adjacent properties.
- (4) Exterior materials are consistent and compatible on all sides of the building.

OTHER CONDITIONAL USE PERMITS: *In addition, findings must be submitted if applying for any of the following:*

- A conditional use permit for a **home occupation to be separate from the dwelling unit in a building of five units or more** (Section 535.450).
- A conditional use permit to **increase the floor area of warehousing and distribution uses in the I1 district** (Section 550.230).
- A conditional use permit to **increase the gross vehicle weight of commercial vehicles allowed to be parked within a certain distance of a Residence or Office Residence district** (Section 550.110).
- A conditional use permit to **allow exterior lighting in the** that is noncompliant with the standards of Section 551.1880.
- Any conditional use permit required by the **Mississippi River Corridor Critical Area Overlay District** (Section 551.1820(c)) or **Floodplain Overlay District** (Section 551.1650(d)).
- *Note:* The findings for the conditional use permits listed above will be provided to the applicant by staff.

CERTIFICATE OF NONCONFORMING USE

Documents and/or affidavits showing continuous use of the property back to a time when the use was a legal, conforming use. Examples of supportive documents may include building permit records, business records, lease agreements, tax statements, etc.

CHANGE OF NONCONFORMING USE

A statement by the applicant which addresses the following aspects of the proposed change:

- (1) Hours of operation.
- (2) Signage.
- (3) Traffic generation.
- (4) Off-street parking and loading.
- (5) Nature of business operations.
- (6) Number of employees.
- (7) Building bulk.
- (8) Aesthetic impacts on surrounding property.
- (9) Lighting, noise, odor, heat, glare and vibration.

EXPANSION OR ALTERATION OF NONCONFORMING USE

A statement by the applicant which addresses the following required findings:

- (1) A rezoning of the property would be inappropriate.
- (2) The enlargement, expansion, relocation, structural alteration or intensification will be compatible with adjacent property and the neighborhood.
- (3) The enlargement, expansion, relocation, structural alteration or intensification will not result in significant increases of adverse off-site impacts such as traffic, noise, dust, odors and parking congestion.
- (4) The enlargement, expansion, relocation, structural alteration or intensification, because of improvements to the property, will improve the appearance or stability of the neighborhood.
- (5) In districts in which residential uses are allowed, the enlargement, expansion, relocation, structural alteration or intensification will not result in the creation or presence of more dwelling units or rooming units on the subject property than is allowed by the regulations of the district in which the property is located.
- (6) The enlargement, expansion, relocation, structural alteration or intensification will not be located in the Floodway District.

REZONING

Complete Forms A through C, as required, found in the Zoning Application, Petitions and Affidavits Packet.

- If signatures are required, complete Forms D and E, and possibly Forms F and G, and obtain a list and map of property owners within 100 feet from the boundaries of the entire property and all contiguous property under the same ownership as the property in question. The map shall include underlying platted lots.

SITE PLAN REVIEW

See Chapter 530 Site Plan Review standards.

VARIANCE

ALL VARIANCES: *A statement by the applicant which addresses the following required findings:*

- (1) Practical difficulties exist in complying with the ordinance because of circumstances unique to the property. The unique circumstances were not created by persons presently having an interest in the property and are not based on economic considerations alone.
- (2) The property owner or authorized applicant proposes to use the property in a reasonable manner that will be in keeping with the spirit and intent of the ordinance and the comprehensive plan.
- (3) The proposed variance will not alter the essential character of the locality or be injurious to the use or enjoyment of other property in the vicinity. If granted, the proposed variance will not be detrimental to the health, safety, or welfare of the general public or of those utilizing the property or nearby properties.

SIGN VARIANCE: *In addition, the following findings must be addressed if applying for a sign variance:*

- (1) The sign adjustment will not significantly increase or lead to sign clutter in the area or result in a sign that is inconsistent with the purpose of the zoning district in which the property is located.
- (2) The sign adjustment will allow a sign that relates in size, shape, materials, color, illumination and character to the function and architectural character of the building or property on which the sign will be located.

SHORELAND OVERLAY DISTRICT: *In addition, the following findings must be addressed for a variance required by the Shoreland Overlay District:*

- (1) The prevention of soil erosion or other possible pollution of public waters, both during and after construction.
- (2) Limiting the visibility of structures and other development from protected waters.
- (3) The suitability of the protected water to safely accommodate the types, uses and numbers of watercraft that the development may generate.

ADDITIONAL STANDARDS TO PERMIT DEVELOPMENT ON A STEEP SLOPE, WITHIN 40 FEET OF THE TOP OF A STEEP SLOPE OR BLUFF, OR WITHIN 50 FEET OF THE ORDINARY HIGH WATER MARK OF ANY PROTECTED WATER IN THE SH SHORELAND OVERLAY DISTRICT:

- (1) Development must currently exist on the steep slope or within forty (40) feet of the top of a steep slope within five hundred (500) feet of the proposed development.
- (2) The foundation and underlying material shall be adequate for the slope condition and soil type.
- (3) The development shall present no danger of falling rock, mud, uprooted trees or other materials.
- (4) The view of the developed slope from the protected water shall be consistent with the natural appearance of the slope, with any historic areas, and with the surrounding physical context.

OTHER VARIANCES: *In addition, findings must be submitted if applying for any of the following:*

- Any variance required by the **MR Mississippi River Critical Area Overlay District** (Section 551.1820(b)) or **Floodplain Overlay District** (Section 551.1650). The findings will be provided to the applicant by staff.

HEIGHT INCREASE

Where eligible, complete the Height Increase Application to apply to increase height, as authorized by Chapter 552, Built Form Overlay Districts.

FEES

APPLICATION TYPE		FEE (DOLLARS)	FEE (DOLLARS)
Administrative reviews to increase height as authorized by Chapter 552, Built Form Overlay Districts:	0 – 9,999 square feet of lot area	525	
	10,000 – 43,559 square feet of lot area	780	
	43,560 square feet of lot area or more	1,000	
Administrative review of plazas		450	
Administrative review of skyways		450	
Appeals of the ruling of the board of adjustment or city planning commission		450	
Appeals of the ruling of the zoning administrator, planning director or other official involved in the administration or the enforcement of this zoning ordinance		450	
Certificates of nonconforming use		620	
Conditional use permits	0 – 9,999 square feet of lot area	650	
	10,000 – 43,559 square feet of lot area	875	
	43,560 square feet of lot area or more	1,085	
Conditional use permits for the following uses:	Signs	670	
	Planned unit developments	2,570	
	Wind energy conversion systems	670	
Environmental reviews		615**	
Expansion or change of nonconforming use		720	
Future land use map amendments		1,100	
Interim uses		780	
Minor subdivision		365	
Preliminary and final plat or registered land survey		1,035	
Shared parking		260	
Site plan reviews:	0 – 9,999 square feet of lot area	950	
	10,000 – 43,559 square feet of lot area	1,400	
	43,560 square feet of lot area or more	1,850	
	Amendment to approved plan	450	
Temporary uses		140	
Transfer of development rights		450	
Travel demand management plans		620	
Variances*:	0 – 9,999 square feet of lot area	525	
	10,000 – 43,559 square feet of lot area	780	
	43,560 square feet of lot area or more	1,000	
Variances involving residential uses on reverse corner lots or through lots having less than 10,000 square feet of lot area		220	
Waiver of restrictions of interim ordinances		450	
Zoning amendments:	0 – 9,999 square feet of lot area	840	
	10,000 – 43,559 square feet of lot area	1,110	
	43,560 square feet of lot area or more	1,400	
TOTAL FEES			

*Fees are not collected for variances of the subdivision ordinance.

**Or the actual costs of environmental review processes as determined by the planning director, whichever is greater

NOTE: After notification of a public hearing has taken place, a request by the applicant to continue an application to a subsequent public hearing of the city planning commission or board of adjustment shall be charged a fee totaling one hundred fifty dollars (\$150.00) when such request is granted. The fee shall be applied on a project-by-project basis and only when the continuance was requested by the applicant for the sole benefit of the applicant and when the Zoning Administrator determines that substantial additional staff time is required to review the project.

GENERAL LAND USE APPLICATION WORKSHEET

Name of Proposed Project or Subdivision				
Property Owner/Applicant	Name			
	Mailing Address Including City, State and Zip Code			
	Phone Number			
	Email			
Applicant's Representative <i>This person will be the primary contact for staff, and is the authorized agent in place of the property owner</i>	Name			
	Mailing Address Including City, State and Zip Code			
	Phone Number			
	Email			
Neighborhood Group Contact <i>Be sure to include a copy of the letter or e-mail that was sent</i>	Organization			
	Contact Name			
	Phone Number			
	Date letter/e-mail sent			
Council Member Contact <i>Be sure to include a copy of the letter or e-mail that was sent</i>	Name			
	Ward			
	Phone Number			
	Date letter/e-mail sent			
Property Information <i>Provide a separate sheet, if needed</i>	Address(es)			
	Identification Number(s)			
	Lot Area (sq ft)			
	Zoning classification(s)			
Building Data <i>Fill in existing & proposed even when no change is proposed</i>	<i>Gross floor area (square feet)</i>	Existing to remain:	Proposed new:	Total:
	<i>Building footprint area (square feet)</i>	Existing to remain:	Proposed new:	Total:

	<i>Building height</i>	Existing stories:	Proposed stories:
		Existing feet:	Proposed feet:
	<i>Dwelling units</i>	Existing:	Proposed:
	<i>Net residential area</i>		Proposed:
Parking Data	<i>Total number of spaces</i>	Existing:	Proposed:
	<i>Number of standard spaces</i>	Proposed:	
	<i>Number of compact spaces</i>	Proposed:	
	<i>Number of handicap spaces</i>	Proposed:	
	<i>Number of bicycle spaces</i>	Proposed:	
	<i>Number of loading spaces</i>	Proposed:	
Landscaping Data	<i>Landscaped area (square feet)</i>	Existing:	Proposed:
Impervious Surface Data	<i>Impervious surfaces (square feet)</i>	Existing:	Proposed:
Property History	Name of current business:	Beginning / end dates:	Type of business / use:
Fence Data <i>Indicate location on site plan</i>	First fence (check one): Existing / Proposed	Type / material (i.e. wood, chain-link):	Length (feet):
			Height (feet):
	Second fence (check one): Existing / Proposed	Type / material (i.e. wood, chain-link):	Length (feet):
			Height (feet):
Sign Data <i>Include a sign plan with elevations for new signage</i>	<i>Number of signs</i>	Existing:	Proposed:
	First sign (check one): Existing / Proposed	Type of sign (circle one): Freestanding / Mounted	Length x Width (feet):
		If lit, how?	Area (square feet):
			Height above grade (feet):
	Second sign (check one): Existing / Proposed	Type of sign (circle one): Freestanding / Mounted	Length x Width (feet):
		If lit, how?	Area (square feet):
			Height above grade (feet):

LAND USE APPLICATION(S)

Do not complete the following section (*Staff will do this*) PLAN _____

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

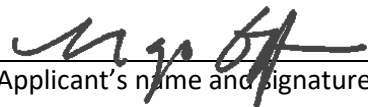
7. _____

8. _____

9. _____

10. _____

I understand that I must file the land use application(s) listed above with the Community Planning and Economic Development Department – Development Services Division and obtain approval of these applications by the Minneapolis City Planning Commission or the Zoning Board of Adjustment in order to conform with the zoning ordinances of the City of Minneapolis. I certify that the information which I have supplied in submitting these application(s) is correct and accurate to the best of my knowledge. When I submit this application along with the required application fee(s) and *a properly scaled and dimensioned plan* of the subject property, I authorize the Community Planning and Economic Development Department – Development Services Division to process the land use application(s) listed above.

 _____
Applicant's name and signature Date

- ❖ Must be signed and dated by the applicant before the application(s) will be processed.
- ❖ Applications received after 3:30 p.m. will be processed as received on the following business day.
- ❖ Development Services staff may identify additional land use applications upon further analysis of the proposed project.

Electronic Plan Review (ePlan) Submittal Guidelines

- 4" x 4" clear stamp area in upper right quadrant of ALL sheets
- Searchable vector PDFs or DWF drawing files
- One plan sheet per digital file
- Landscape orientation
- File name to identify discipline and match sheet index name and sort order
- Corrected sheets must be named exactly as the original sheet

PLAN SHEET STAMPING AREA

All sheets must have a 4" x 4" clear area in the upper right quadrant of the sheet for the City of Minneapolis electronic approval stamp.

PLAN SHEET FILE FORMAT STANDARDS

Plans must be submitted in a searchable vector PDF format (non-scanned) or as a DWF file. Each plan sheet must be uploaded as a single file. Files must be landscape orientation, monochrome with white background and print ready. DWF files must be AutoCAD version 10 or lower and cannot be 3D.

FILE NAMING

Plan file names and sort order **must** match the sheet index. ePlan software sorts numeric to alpha. To ensure proper sorting, we require numbering the sheet before the name with 001, 002, 010, 011, 099, 100, etc. Example: 001-Cover Sheet, 002-Survey, 003-A1.0, 004-A2.0, ..., 008-C1.0, 009-S1.0, 010-S2.0, etc. **Corrected or revised submissions must use the EXACT same file name as the original submittal to ensure proper versioning of your files and to help expedite the review process.** The digital file name (e.g. A1.0) must match the plan sheet name to which it corresponds. If a new sheet needs to be inserted **between** sheets 010 and 011, it can be numbered 010A or 010.1.

PLAN SHEET SIZE

The following list indicates plan sheet sizes that can be submitted electronically. (See individual plan checklists for additional sizing requirements).

8 ½" x 11"	11" x 17"
24" x 36"	30" x 42"
36" x 48"	

GRAPHIC SCALE

Each sheet must illustrate a typical graphic scale. If more than one scale is used on a sheet, an independent graphic scale must accompany the applicable detail. All plans must be drawn to scale.

UPLOADING FILES

"DRAWINGS FOLDER"	Should contain plan sheet drawings
"DOCUMENTS FOLDER"	Should contain all calculations, photos, checklists, and other supporting documents

These guidelines are critical to ensuring your review is completed in a timely manner. Failure to follow the required guidelines will result in your plan submittal being rejected.

September 20, 2021

City of Minneapolis
Community Planning and Economic Development
Public Service Building
505 4th Avenue South
Minneapolis MN 55415

Re: Hennepin County application for conditional use permit 2400 Stevens Avenue

To whom it may concern:

NB Property 1, LLC is the owner of the property located at 2400 Stevens Avenue. NB Property 1, LLC is working with Hennepin County/ Hennepin County Housing and Redevelopment Authority (HCHRA) on the purchase of the property. NB Property 1, LLC authorizes and consent to Hennepin County submitting applications to the City of Minneapolis for a conditional use permit for the use of the property as an emergency shelter. NB Property 1, LLC also authorizes the use and adaptation of any and all architectural drawings for the purpose of the application.

Sincerely,



Daniel Oberpriller
NB Property 1, LLC

HENNEPIN COUNTY
MINNESOTA

October 15, 2021

Kaley Brown,
Executive Director
Whittier Alliance Community Organization
10 E 25th Street
Minneapolis, MN 55404

RE: Application for Municipal Approval for a Conditional Use Permit – 2400 Stevens Avenue

Dear Ms. Brown,

Hennepin County is in the process of submitting an application for municipal approval of a conditional use permit for 2400 Stevens Avenue so that it may be used as an emergency shelter. The property is currently owned by NB Property1, LLC et al and is operated as a hostel. As the property was recently renovated, the county is not proposing changes to the interior or exterior of the property.

This application supports the goal of providing emergency shelter for 30 individuals experiencing homelessness who identify as female. The shelter service provider is the Salvation Army, which has operated the shelter for the last year in temporary locations.

The county and the Salvation Army look forward to working with you on neighborhood engagement and look forward to presenting at the Housing and Land Use Committee next week.

A copy of the conditional use permit application is attached.

Please feel to contact me at (612) 543-1965 or margo.geffen@hennepin.us if you have any questions.

Thank you for your consideration.



Margo Geffen (she/her/hers)
Director, Facility Services

Encls.



HENNEPIN COUNTY
MINNESOTA

October 15, 2021

Council President Lisa Bender,
Ward 10, City of Minneapolis
350 South 5th Street
Room 307
Minneapolis, MN 55415

Dear Council President Bender,

RE: Application for Municipal Approval for a Conditional Use Permit – 2400 Stevens Avenue

Hennepin County is in the process of submitting an application for municipal approval of a conditional use permit for 2400 Stevens Avenue so that it may be used as an emergency shelter. This application supports the goal of providing emergency shelter for 30 individuals who are experiencing homelessness who identify as female. The shelter service provider will be Salvation Army which has successfully operated the shelter for the last year in temporary locations.

The property is currently owned by NB Property1, LLC et al and is operated as a hostel. As the property was recently renovated, the county is not proposing and changes to the interior or exterior of the property. The county intends to enter into a purchase agreement for the property which will allow a due diligence period. During this time, the county, and the service provider, the Salvation Army, will meet with the neighborhood group and other interested parties.

A copy of the application letter to the City is attached.

Thank you for your consideration of this acquisition as it will provide a permanent shelter location for female-identifying individuals.

Please feel to contact me at (612) 543-1965 or margo.geffen@hennepin.us if you have any questions.



Margo Geffen (she/her/hers)
Director, Facility Services

Encls.



2400 Stevens Proposed Use and Description of Property

Statement of proposed use:

The proposed use is an emergency shelter for individuals experiencing homelessness. Use of the property is targeted to individuals who identify as females. The shelter will provide temporary accommodation with the goal of assisting shelter guests in transitioning to safe and stable permanent housing.

The 2400 Stevens Avenue property is presently being used as a hostel. We understand that it has a capacity of 67 guests in individual rooms and dormitory accommodation. It is proposed that the shelter would accommodate 30 individuals.

This application seeks to advance a conditional use permit for the permanent use of the property for an emergency shelter.

Description of project:

Hennepin County is in the process of acquiring 2400 Stevens Avenue for an emergency shelter. The property was recently renovated will not be further altered and it is proposed that the property will be used in the “as is” condition.

Shelter guests will be referred to the property by Adult Shelter Connection. The county has an operational agreement with the Salvation Army to act as the shelter provider. The shelter provider will utilize Homeless Management Information System (HMIS) to track stays and service transactions. Case management will be on site to provide assistance to shelter guests. Case management staffing will be on site and provided a roughly one individual for every 20 guests.

The shelter provider will oversee all day-to-day operations including shelter operational staff, case management personnel and other support staff to assist with donations and volunteer coordination. Shelter guests will be provided with a clean and safe shelter facility, have access to a bed, clean linens, food and nutrition service, case management support and on-site storage. Meals will be delivered from Harbor Lights, where Salvation Army has a kitchen. There will be laundry, bedroom and shower facilities available for all guests. The intention is to operate the facility in a manner consistent with the definition of an emergency shelter as contained in the City’s zoning ordinance. The shelter provider will also be asked to ensure that guests have a systematic means of providing input and feedback on their experience and this feedback will be used to adjust operations.

The intention of all emergency shelter programs is to make each shelter guest’s homeless experience rare, brief and non-recurring while providing safe shelter and basic needs while a guest.

2400 Stevens Emergency Shelter Management Plan

- Who is residing at the shelter?
Single adult female-identified individuals experiencing homelessness. Occupancy is proposed to be 30 individuals based on need and funding. However, if those factors change, that number could be increased to will be limited to no more than 50 individuals.
- How are residents able to access or be placed in the shelter? What happens if there is overflow?
Shelter guests will be referred to the shelter by the Adult Shelter Connect (ASC) (which acts as the front door to all single adult shelter programs). The provider will coordinate with the ASC staff around available capacity and how best to book the space (i.e. over-booking, thoughtful referrals, etc.). Occupancy of space within the shelter is by referral only. The shelter will utilize Homeless Management Information System (HMIS), so the ASC will have real time access to open beds in order to fill the space and refer clients to the appropriate shelter location. If the shelter is full, clients will be referred to open beds in other shelter settings.
- How is the shelter staffed (intake, security, etc...)? What time is staff present? What hours of the day?
Shelter hours will be daily (24 hours a day, 7 days a week, 365 days a year). Staff will be present whenever the shelter is open. Under the current operating hours staff on site would include:
 - Advocate 8.0 FTE
 - Case Manager 2.0 FTE
 - Program Manager 1.0 FTE
 - Security Monitor 4.5 FTE
 - Kitchen staff 0.5 FTE
(food will not be prepared on site but will be delivered and distributed to residents)

2400 Stevens Emergency Shelter Management Plan

- What is the duration of stay for the residents?

The space will serve as an emergency shelter for female identified individuals who are experiencing homelessness. The ultimate goal of each person's stay will be to transition into stable and safe housing (whatever that looks like for each individual). The range of housing options includes permanent supportive housing, market rate housing, dedicated housing, board and lodging accommodation, customized living, scattered site vouchers, public housing, senior housing, etc.... The case managers will work with each individual to come up with an individualized housing plan and will assist each individual in accessing housing for which they are eligible, that is available, that is safe, and is a space/place/setting to which they desire to move. As the provider plans to take a person-centered approach to each guest there is no set duration of stay. That being said, there is a goal for short stays and quick transitions into housing. This program seeks to create a temporary community for female identified single adults, wherein expectations for clients and staff are clear and respectful, and there is opportunity for community meetings/relationship development and practicing interpersonal communication skills, as well as for process improvement.

Guests are welcome to stay until they are able to transition in to safe, stable housing. Some guests may choose to leave before they are able to move into housing, and some guests may be discharged. Discharges result for the following reasons:

- A. Client achieves goals and is ready to move into housing.
- B. Client no longer wants to stay at the facility and receive services.
- C. Client refuses to adhere to the policies and procedures of the facility (e.g. violent behavior or weapons possession).
- D. Client has needs that exceed the resources and expertise of the facility (ex: not independent in ADL's, requires more intensive psychological support, etc.).

If a guest feels like the program is not a good fit, they are free to leave the program and will be assisted and supported in finding other shelter or housing.

2400 Stevens Emergency Shelter Management Plan

- What are the services provided to the residents? Who provides the services?
On-site housing-focused case management services will be available on site to all shelter guests. Discussions are underway with Harbor Light Case Managers to provide services and management of the shelter.

Group facilitation and community building provided by Program Manager. The service provider will bring service providers onsite and/or provide bus/transportation vouchers to assist/support participants in meeting their goals.

The Salvation Army/Harbor Light Center has current relationship with the following providers:

- Life Development Resources, providers of mental health and chemical health treatment services specializing in treating trauma and emotional dysregulation (MOU)
 - Healthcare for the Homeless
 - Northwestern Health Sciences University (acupuncture and chiropractic care)
 - RISE supported employment services
-
- What are the conditions of residency/house rules?
Upon intake into the program each guest will have the shelter rules explained to them in detail which they will sign. A sample general rules are attached.

2400 Stevens General House Rules

Hennepin County Shelter Female Identified Single Adults

2400 Stevens is a shelter for female identified single adults needing shelter in Hennepin County

A. Tennesen Warning

- Staff will ask you questions about yourself. You may choose not to answer or give information. This may limit or prevent us from providing certain services.

B. Curfew

- Curfew is at 10pm. Residents will be inside, and doors will lock.
- Clients working after 10pm will notify program staff and receive a work late pass.

C. Grievances

- Grievances may be submitted in writing to shelter staff or placed in the grievance box

D. Prohibited Behaviors

1. Illegal Drugs/Alcohol
 - Possession in the building of alcohol, illegal drugs or paraphernalia regardless of quantity
2. Residents are not allowed to give or sell medication on premises
3. Smoking tobacco outside designated areas
4. Physical Disrespect Towards Others
 - Physical contact/fighting (mutual contact)
 - The use of a weapon/use of an object as a weapon towards another or the possession of a weapon
 - Exploitation (forcing someone to take money, drugs, sexual favors, bribes or other prohibitive activities)
 - Physical and/or sexual harassment
 - Predatory behavior/intimidation (the pursuit of an individual through physical or by any other means that cause the victim physical, emotional, or mental stress, (i.e.) fear, anxiety, panic, etc.)
 - Inappropriate sexual conduct
 - Racial harassment
 - Verbal abuse, harassment, threats (name calling, bias language, and/or discriminatory language and other personal verbal abuses)
5. Vandalism/Theft
 - Terrorist threats toward any client, staff
 - Intentional destruction of property/vandalism
 - Theft from the facility or an individual

2400 Stevens Land Use Requirements & Required Findings

The application for conditional use permit seeks the approval to use the property at 2400 Stevens Avenue as an emergency shelter. The shelter will be located in the property that has been recently developed and fully renovated as Minneapolis Hostel. The use of the property as an emergency shelter will not make any changes to either the exterior or interior of the property.

1. The subdivision will not be injurious to the use and enjoyment of other property in the immediate vicinity, nor be detrimental to present and potential surrounding land use, not add substantially to congestion in the public streets.

The application will maintain the use and occupancy of the property. The relationship to the adjoining community will not change. No changes will be made to the exterior of the property. The intensity of the proposed use of the property will not add to the congestion of the streets. The establishment of the emergency center will require the securing of the appropriate permits from the city.

2. All land intended for building sites can be used safely without endangering the residents or users of the subdivision or the surrounding area because of flooding, erosion, high water table, soils conditions, improper drainage, steep slopes, rock formations, or other hazards.

There are no site conditions that would endanger residents or users because of flooding, erosion, high water table, soils conditions, improper drainage, steep slopes, rock formations, or other hazards.

3. The lot arrangement is such that there will be no foreseeable difficulties, for reasons of topography or other conditions, in securing building permits and in providing driveway access to buildings on such lots from an approved street. Each lot created through subdivision is suitable in its natural state for the proposed use with minimal alteration.

The site is presently occupied by a building and no alterations to the exterior of the property will take place. Previously the city found that adequate utilities, access roads, drainage and necessary facilities are in existence to support the use of the property.

4. The proposal makes adequate provision for stormwater runoff, and temporary and permanent erosion control in accordance with the rules, regulations and standards of the city engineer and the requirements of these subdivision regulations. To the extent practicable, the amount of stormwater runoff from the site after development will not exceed the amount occurring prior to development. Adequate utilities, access roads, drainage, necessary facilities and other measures have or will be provided.

See comments in items 2 and 3 above. The use of 2400 Stevens Avenue will proceed on available infrastructure without the need for improvement.

2400 Stevens Land Use Requirements & Required Findings

- 5/6. The subdivision is in conformance with land subdivision regulations of the zoning ordinance and policies of the comprehensive plan.

There is no requirement for either a comprehensive plan amendment or change to the city's zoning ordinance. No variance or other approvals are required to accommodate the use of the property as an emergency shelter. minor subdivision.

We would offer the following findings with respect to consistency with the general land use policies of the Comprehensive Plan and the city's zoning ordinance.

Housing policy 3.4: Preserve and increase the supply of safe, stable, and affordable supportive housing opportunities for homeless youth, singles and families.

3.4.1 Promote increased development of housing for very low income households earning 30% or less of the metropolitan median income.

3.4.2 Support of the creation of additional supportive housing units for homeless youth, singles and families.

3.4.3 Support of the creation of additional shelter beds.

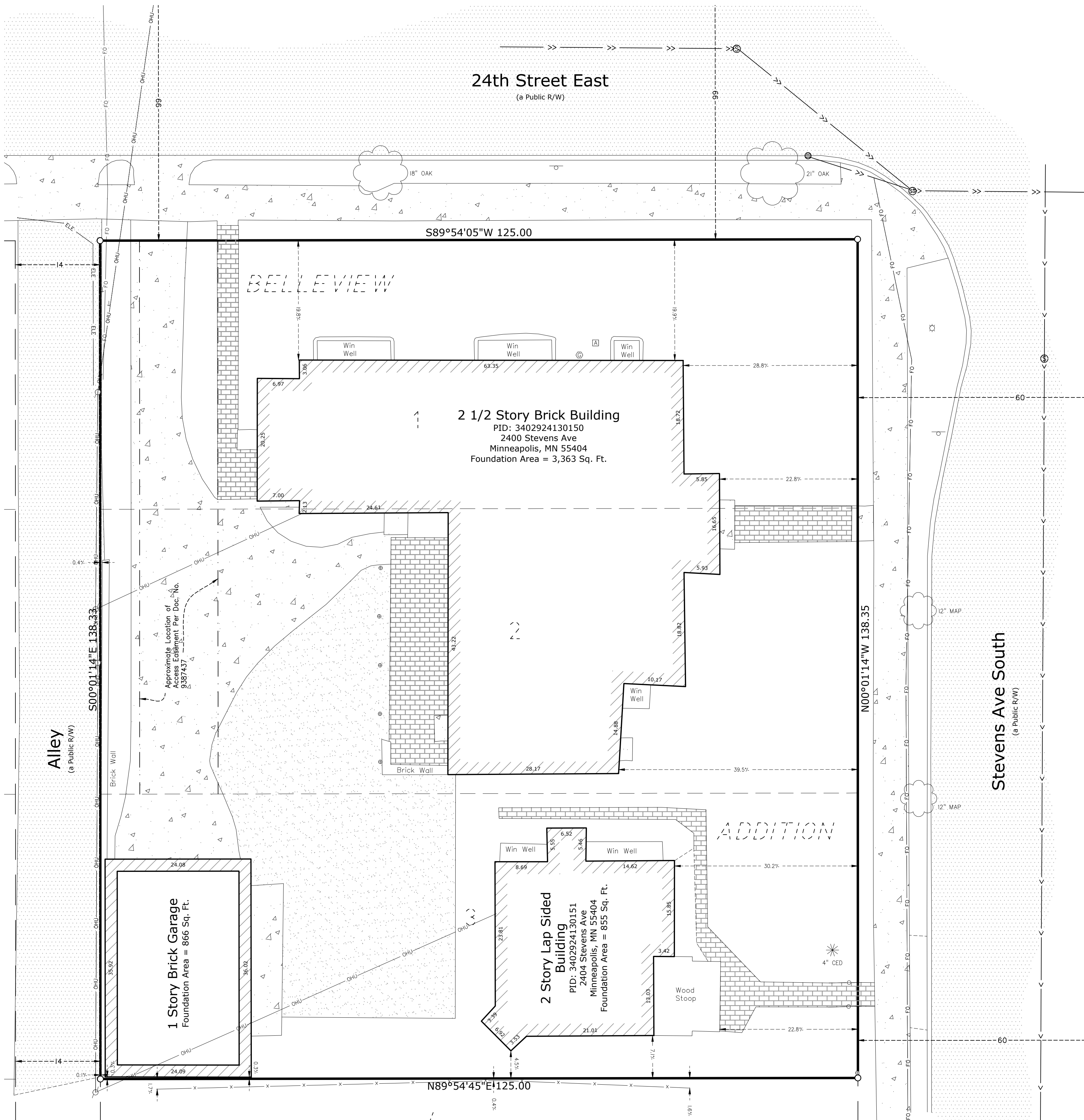
3.4.4 Evaluate City policies and regulations related to the creation of supportive housing and smaller housing units, including Single Room Occupancy (SRO) housing.

3.4.5 Implement and promote additional strategies to reduce homelessness, such as those identified in Heading Home Hennepin.

Housing policy 3.5: Improve the stability and health of communities of concentrated disadvantage through market building strategies, and strategies that preserve and increase home ownership

3.5.1 Work to improve the stability and sustainability of the city's disadvantaged communities by taking measures to diversify the household mix and allay historical patterns of the concentration of poverty.

The proposal will comply with all provisions of the OR1 District and meet the specific provisions of specific development standard of the zoning code.



DESCRIPTION OF PROPERTY SURVEYED

Parcel 1:
Lots 1 and 2, Bellevue Addition to Minneapolis, Hennepin County, Minnesota.
(Abstract Property)

Parcel 2:
Lot 3, Block 1, Bellevue Addition to Minneapolis, Hennepin County, Minnesota.
(Abstract Property)

ALTA/NSPS Land Title Survey Notes
(numbered per Table A)

- Bearings are based on the Hennepin County Coordinate System.
- Site Address: 2400 and 2404 Stevens Avenue South, Minneapolis, MN
- This property is contained in Zone X (area determined to be outside the 0.2% annual chance floodplain) per Flood Insurance Rate Map, Community Panel No. 27053C0359F, a non printed panel.
- The Gross land area is xxxx +/- square feet or xxxx +/- acres.
- The current Zoning for the subject property has not been provided by the insurer. Please note that the general restrictions for the subject property may have been amended through a city process. We could be unaware of such amendments if they are not in a recorded document provided to us. We recommend that a zoning letter be obtained from the Zoning Administrator for the current restrictions for this site.
- We have shown the location of utilities to the best of our ability based on observed evidence together with evidence from the following sources: plans obtained from utility companies, plans provided by client, markings by utility companies and other appropriate sources. We have used this information to develop a view of the underground utilities for this site. However, lacking excavation, the exact location of underground features cannot be accurately, completely and reliably depicted. Where additional or more detailed information is required, the client is advised that excavation may be necessary. Also, please note that seasonal conditions may inhibit our ability to visibly observe all the utilities located on the subject property.

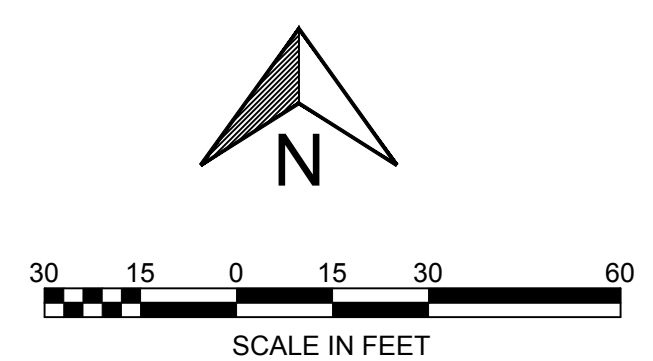
SURVEY REPORT

- This map and report was prepared with the benefit of a Commitment for Title Insurance issued by First American Title Insurance Company, File No. NCS-883744-MPLS, First, dated December 20, 2017 at 7:30 A.M.. We note the following with regards to Schedule B of the herein referenced Title Commitment:
 - Item no.'s 1-9 and 11-15 are not survey related.
 - The following are numbered per the referenced title Commitment:
 - Easement for ingress and egress purposes, including the passage of vehicles, for the benefit of Parcel 2 over a portion of Parcel 1, as set forth in Access Easement Agreement dated May 28, 2009, recorded July 7, 2009, as Document No. A9387437. We have shown the approximate location of this easement over the westerly portion of Lots 1 and 2. Please note that the exhibit in this document does not dimension the easement. We have shown the easement by scaling the graphics shown as shown on said exhibit.

ALTA CERTIFICATION

To: Minneapolis International Hostel, LLC, a Minnesota limited liability company (Parcel 1); Stevens Group, LLC, a Minnesota limited liability company (Parcel 2); North Bay Companies; First American Title Insurance Company:
This is to certify that this map or plat and the survey on which it is based were made in accordance with the 2016 Minimum Standard Detail Requirements for ALTA/NSPS Land Title Surveys, jointly established and adopted by ALTA and NSPS, and includes Items 1, 2, 3, 4, 6, 8, 9, 11(a) of Table A thereof. The field work was completed on June 11, 2018. Dated this 13th day of June, 2017.

Rory L. Synsteliën
rory@civilsitegroup.com
Minnesota License No. 44565



Linetype & Symbol Legend

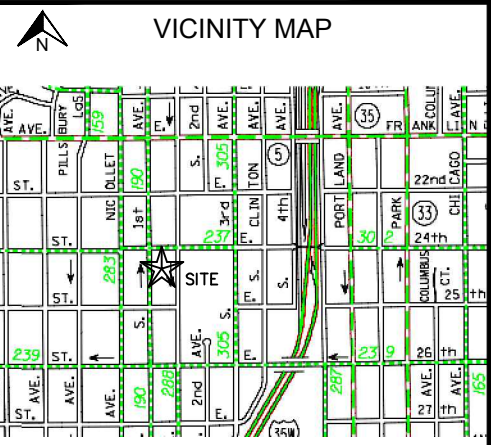
FO	FIBER OPTIC	⊕	SIGN	⊠	AIR CONDITIONER
—	GAS MAIN	⊙	UTILITY MANHOLE	⊙	BOLLARD
—	WATER MAIN	⊙	SANITARY MANHOLE	⊙	ELECTRIC MANHOLE
—	SANITARY SEWER	⊙	STORM MANHOLE	⊙	FLAG POLE
—	STORM SEWER	⊙	CATCH BASIN	⊙	FLARED END SECTION
—	OVERHEAD UTILITIES	⊙	TELEPHONE BOX	⊙	GAS VALVE
—	TELEPHONE LINE	⊙	TELEPHONE MANHOLE	⊙	HANDICAP SYMBOL
—	ELECTRIC LINE	⊙	ELECTRIC TRANSFORMER	⊙	HYDRANT
—	CABLE LINE	⊙	TRAFFIC SIGNAL	⊙	WATER MANHOLE
—	CHAINLINK FENCELINE	⊙	CABLE TV BOX	⊙	WATER VALVE
⊠	CONCRETE SURFACE	⊙	ELECTRICAL METER	⊙	POWER POLE
⊠	PAVER SURFACE	⊙	GAS METER	⊙	GUY WIRE
⊠	BITUMINOUS SURFACE	⊙	FOUND IRON MONUMENT	⊙	CONIFEROUS TREE
⊠	GRAVEL SURFACE	⊙	SET IRON MONUMENT	⊙	DECIDUOUS TREE
⊙		⊙	CAST IRON MONUMENT		

PROJECT
2400 and 2404 Stevens Avenue South, Minneapolis, MN

North Bay Companies
2316 4th Ave South Minneapolis, MN 55404

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED LAND SURVEYOR UNDER THE LAWS OF THE STATE OF MINNESOTA.

RORY L. SYNSTELIËN
DATE 6-13-18 LICENSE NO. 44565



REVISION SUMMARY

DATE	DESCRIPTION

ALTA/ACSM LAND TITLE SURVEY

V1.0

2400 Stevens Legal Description

2400 Stevens Avenue, Minneapolis, MN 55404

Lots 1 and 2, Block 1

Bellevue Addition to Minneapolis, Hennepin County, Minnesota

2400 Stevens Property Photos & Aerial Image



Front and side of property, Looking Southwest



Rear of property, Looking Northeast

2400 Stevens Property Photos & Aerial Image

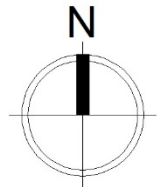


Front (East side of property)






Side and rear of property; Looking Southeast

2400 Stevens Property Photos & Aerial Image



East 24th Street

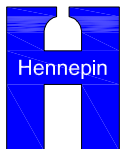
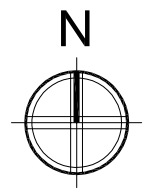


Pervious/Impervious Surface Area		
	Total Lot Area	.25 Acres (11,298 SF)
	Pervious Surfaces	.10 Acres (4,408 SF)
	Impervious Surfaces	.15 Acres (6,890 SF)

Stevens Avenue

Existing Garage

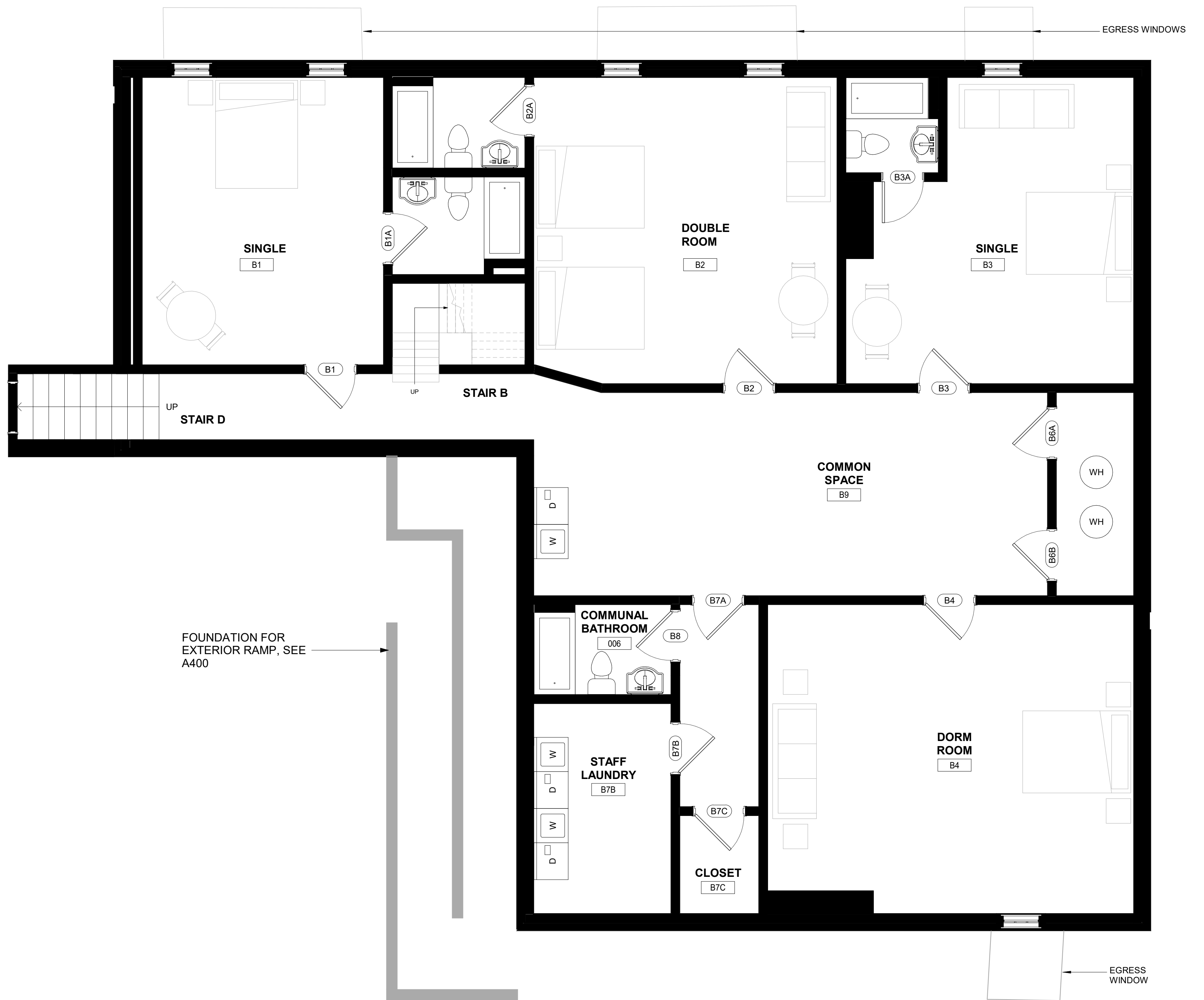
Existing Home

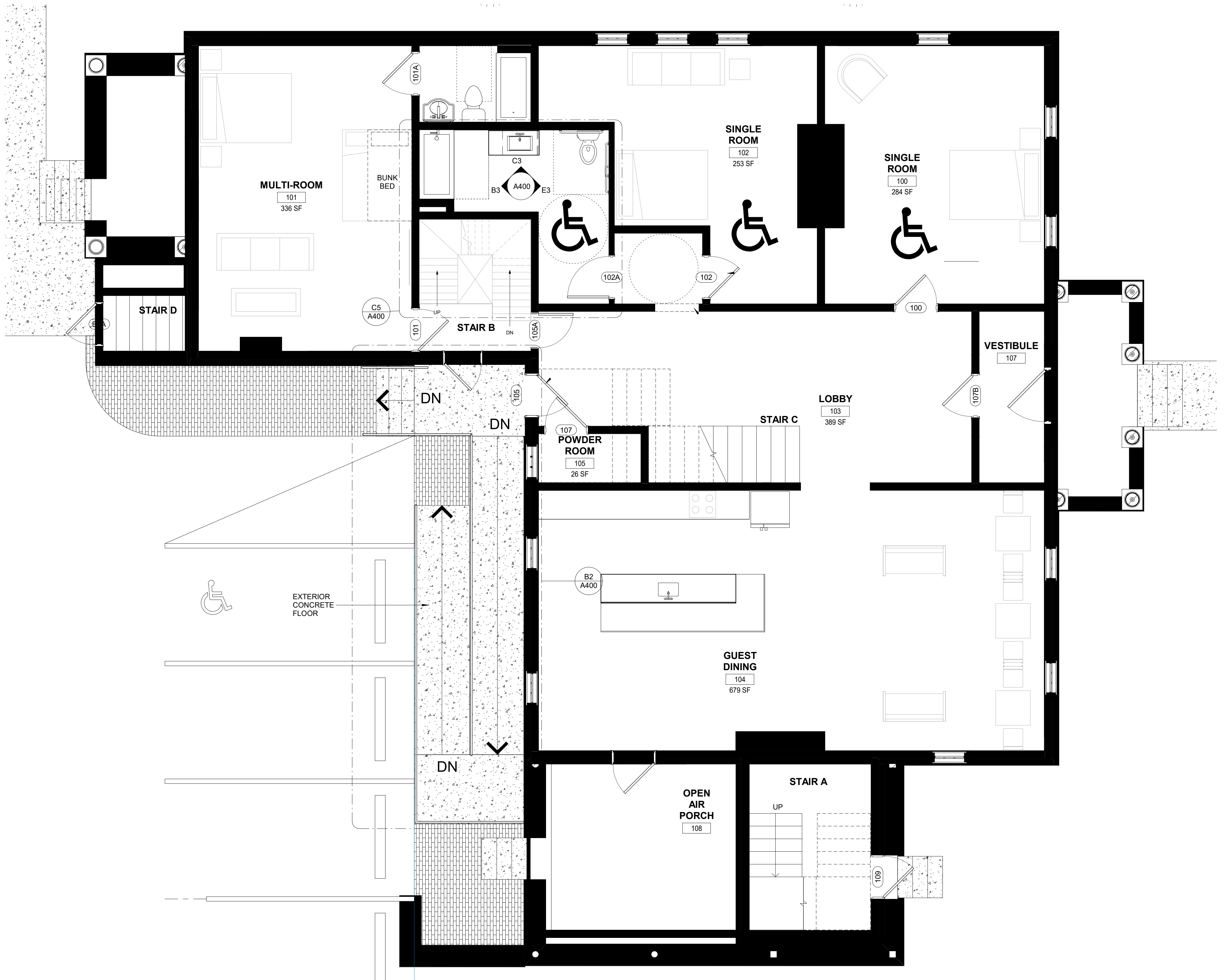


Planning and Project Development Division

2400 Stevens Avenue - Site Diagram

Bill Mallet
Date: Oct 08, 2021
Scale: 1/16" = 1'-0"









A1 **FLOOR PLAN - LEVEL 3**
 1/4" = 1'-0"