

**MINUTES OF THE MAPLEWOOD COMMUNITY DESIGN REVIEW BOARD  
1830 COUNTY ROAD B EAST, MAPLEWOOD, MINNESOTA  
TUESDAY, SEPTEMBER 21, 2021  
5:00 P.M.**

**A. CALL TO ORDER**

Boardmember Shankar called the meeting to order at 5:01 p.m.

**B. ROLL CALL**

Chairperson, Bill Kempe	<b>Absent</b>
Boardmember, Jason Lamers	Present
Boardmember, Ananth Shankar	Present

**Staff Present:** Michael Martin, Assistant Community Development Director  
Steven Love, Public Works Director/City Engineer  
Elizabeth Hammond, Planner

**C. APPROVAL OF AGENDA**

Boardmember Lamers moved to approve the agenda as presented.

Seconded by Boardmember Shankar. Ayes - All

The motion passed.

**D. APPROVAL OF MINUTES**

Boardmember Lamers moved to approve the July 27, 2021, CDRB minutes as submitted.

Seconded by Boardmember Shankar. Ayes – All

The motion passed.

**E. NEW BUSINESS**

**1. Design Review, Lower Afton Apartments, 2501 Londin Lane**

- i. Michael Martin, Assistant Community Development Director, gave the report on the Design Review for Lower Afton Apartments, 2501 Londin Lane.
- ii. Alex Bisanz, Real Estate Equities, addressed the board and answered questions.
- iii. Petro Megits, Kaas Wilson Architects, addressed the board and answered questions.
- iv. Josh McKinney, Sambatek, Inc., addressed the board and answered questions.

Boardmembers Lamers and Shankar made friendly amendments that are reflected in the motion below in bold and underlined.

Boardmember Lamers made a motion to approve the plans date stamped September 3, 2021 section 3.01 items 1-12 with additional items 13 and 14. (changes to the staff conditions are underlined and in bold:

1. Obtain a conditional use permit from the city council for this project.
2. Repeat this review in two years if the city has not issued a building permit for this project.
3. All requirements of the fire marshal and building official must be met.
4. Satisfy the requirements set forth in the engineering review authored by Jon Jarosch, dated September 9, 2021.
5. Satisfy the requirements set forth in the environmental review authored by Shann Finwall and Carole Gernes, dated September 13, 2021.
6. The applicant shall obtain all required permits from the Ramsey-Washington Metro Watershed District.
7. Rooftop vents and equipment shall be located out of view from all sides of the property.
8. Any identification or monument signs for the project must meet the requirements of the city's sign ordinance. Identification or monument signs shall be designed to be consistent with the project's building materials and colors.
9. Prior to the issuance of a building permit, the applicant shall submit for staff approval the following items:
  - a. The applicant shall provide the city with a cash escrow or an irrevocable letter of credit for all required exterior improvements. The amount shall be 150 percent of the cost of the work.
  - b. Submit to staff a screening plan detailing that all ordinance requirements are met in terms of screening on the west side of the west parking lot.
10. The applicant shall complete the following before occupying the building:
  - a. Replace any property irons removed because of this construction.
  - b. Provide continuous concrete curb and gutter around the parking lots and driveways.
  - c. Install all required landscaping and an in-ground lawn irrigation system for all landscaped areas.
  - d. Install all required outdoor lighting.
  - e. Install all required sidewalks and trails.
11. If any required work is not done, the city may allow temporary occupancy if:
  - a. The city determines that the work is not essential to public health, safety or welfare.
  - b. The above-required letter of credit or cash escrow is held by the City of Maplewood for all required exterior improvements. The owner or contractor shall complete any unfinished exterior improvements by June 1 of the following year if occupancy of the building is in the

fall or winter or within six weeks of occupancy of the building if occupancy is in the spring or summer.

12. All work shall follow the approved plans. The director of community development may approve minor changes.
13. **The applicant shall submit revised elevations showing the color-matched down spouts along with a transition band between the seam in the block and the upper building materials to ensure there is a nice transition.**
14. **The City Engineer shall review and make a determination on the need of a crosswalk from Sterling Street across Londin Lane to the development site.**

Seconded by Vice Chairperson Shankar.

Ayes – All

The motion passed.

This item will go before the city council on October 25, 2021.

**2. Design Review, The American Cooperative on Lake Phalen, 1875 East Shore Drive**

- i. Michael Martin, Assistant Community Development Director, gave the report on the Design Review for The American Cooperative on Lake Phalen, 1875 East Shore Drive.
- ii. Mick Conlan, Gramercy Development Companies, addressed the board and answered questions.
- iii. Matt Pavek, Civil Site Group, addressed the board and answered questions.
- iv. Mindy Michael, Kaas Wilson Architects, addressed the board and answered questions.

Boardmember Lamers made a motion to approve the plans date stamped September 3, 2021, section 3.01 items 1-12 as proposed by city staff.

1. Obtain a conditional use permit for a shoreland planned unit development from the city council for this project.
2. Repeat this review in two years if the city has not issued a building permit for this project.
3. All requirements of the fire marshal and building official must be met.
4. Satisfy the requirements set forth in the engineering review authored by Jon Jarosch, dated September 9, 2021.
5. Satisfy the requirements set forth in the environmental review authored by Shann Finwall and Carole Gernes, dated September 13, 2021.
6. The applicant shall obtain all required permits from the Ramsey-Washington Metro Watershed District.
7. Rooftop vents and equipment shall be located out of view from all sides of the property.
8. A comprehensive sign plan is approved for this project, subject to the following conditions:

- a. A single monument sign is approved for this site and must meet the requirements of the city's sign ordinance. The monument sign shall be designed to be consistent with the project's building materials and colors.
  - b. The monument sign must be located within the property boundaries and meet setback requirements.
  - c. The director of community development may approve minor changes.
9. Prior to the issuance of a building permit, the applicant shall submit for staff approval the following items:
- a. The applicant shall provide the city with a cash escrow or an irrevocable letter of credit for all required exterior improvements. The amount shall be 150 percent of the cost of the work.
  - b. Submit to staff a screening plan detailing that all ordinance requirements are met in terms of screening on the west side of the property.
  - c. Submit to staff plans for the proposed pergola on the south portion of the site.
  - d. Submit to staff a revised photometric plan meeting all city requirements.
10. The applicant shall complete the following before occupying the building:
- a. Replace any property irons removed because of this construction.
  - b. Provide continuous concrete curb and gutter around the parking lots and driveways.
  - c. Install all required landscaping and an in-ground lawn irrigation system for all landscaped areas.
  - d. Install all required outdoor lighting.
  - e. Install all required sidewalks and trails.
11. If any required work is not done, the city may allow temporary occupancy if:
- a. The city determines that the work is not essential to public health, safety or welfare.
  - b. The above-required letter of credit or cash escrow is held by the City of Maplewood for all required exterior improvements. The owner or contractor shall complete any unfinished exterior improvements by June 1 of the following year if occupancy of the building is in the fall or winter or within six weeks of occupancy of the building if occupancy is in the spring or summer.
12. All work shall follow the approved plans. The director of community development may approve minor changes.

Seconded by Boardmember Shankar.

Ayes - All

The motion passed.

This item will go before the city council on October 11, 2021.

**3. Zoning Code Text Amendment, Dynamic LED Signs**

- i. Planner, Elizabeth Hammond gave the report on amending the Zoning Code Text.
- ii. Sal Bagley, Wold Architects on behalf of ISD 622, was present to answer questions of the board.

Boardmember Lamers made a motion to approve the draft ordinance amending the city's sign code.

Seconded by Boardmember Shankar.

Ayes - All

The motion passed.

This item will go before the city council on October 11, 2021.

**F. UNFINISHED BUSINESS**

None.

**G. VISITOR PRESENTATIONS**

None.

**H. BOARD PRESENTATIONS**

None.

**I. STAFF PRESENTATIONS**

None.

**J. ADJOURNMENT**

The meeting was adjourned by Boardmember Shankar at 6:42 p.m.