

**MINUTES OF  
PLANNING AND ZONING COMMISSION  
July 1, 2014  
7:00 PM**

The meeting was called to order at 7:00 pm by Chair Marlaine Szurek.

Commission Members present- Little, Kinney, Fiorendino, and Szurek. (Lee arrived at 7:09 pm)

Also present were Joseph Hogeboom (Community Development Director), Elizabeth Holmbeck (Planner), and Shelley Hanson (Secretary).

*Motion by Fiorendino, seconded by Little, to approve the minutes from the meeting of June 3, 2014. All ayes. MOTION PASSED.*

**PUBLIC HEARINGS**

**CASE NUMBER:** 2014-0608 (Continued)  
**APPLICANT:** Ahed Hereimi, Done Right Food/Filfillah Restaurant  
**LOCATION:** 4301 Central Avenue NE.  
**REQUEST:** Site Plan Approval

**INTRODUCTION**

Holmbeck explained that Ahed Hereimi, representing Done Right Food and Filfillah Restaurant has requested Site Plan Approval for a proposal to enclose a portion of the outside walkway/sidewalk in front of the restaurant located at 4301 Central Ave. NE. The applicant was before the Planning and Zoning Commission on June 3, 2014. At that time, the Site Plan submitted was deemed incomplete. At the request of the Planning and Zoning Commission, the applicant has now resubmitted an updated Site Plan. Staff has met with the applicant and toured the site. The addition would add extra seating and additional office space for the restaurant and catering establishment staff. Holmbeck reviewed the drawings provided by the applicant with the members.

**COMPREHENSIVE PLAN**

The Comprehensive Plan guides this area as Commercial. The proposed addition is consistent with the intent of the Comprehensive Plan.

**ZONING ORDINANCE**

The Subject Property is located in the GB, General Business Zoning District. The properties to the north, south, east and west of the Subject Property are also located in the General Business Zoning District.

**DESIGN GUIDELINES**

The proposed addition to the existing commercial building will have no impact on the overall character of the surrounding area.

**FINDINGS OF FACT (Site Plan Approval)**

Section 9.104 (N) of the Zoning Ordinance outlines four findings of fact that must be met in order for the City to approve a site plan. They are as follows:

- a. The site plan conforms to all applicable requirements of this article.  
*The site plan meets the requirements of the Zoning Ordinance.*
- b. The site plan is consistent with the applicable provisions of the city's Comprehensive Plan.  
*This is correct.*
- c. The site plan is consistent with any applicable area plan.  
*There is no area plan for this portion of the city.*
- d. The site plan minimizes any adverse impacts on property in the immediate vicinity and the public right-of-way.  
*This is correct.*

Staff recommends the Planning and Zoning Commission approve the Site Plan for the proposed addition to the property located at 4301 Central Avenue NE. subject to conditions of approval outlined in the recommended motion provided to members.

Questions/comments from members:

Little asked if they would still have windows facing the front exterior. The applicant said they would.

Szurek thanked them for submitting more detailed drawings, so the members knew what they were approving. She asked when construction would begin. The applicant stated he would start when Ramadan is over.

Public Hearing opened.

No one was present to address this issue.

Public Hearing closed.

*Motion by Fiorendino, seconded by Kinney, to waive the reading of Resolution No. 2014-PZ03, there being ample copies available to the public. All ayes. MOTION PASSED.*

*Motion by Fiorendino, seconded by Kinney, to adopt Resolution No. 2014-PZ03, being a resolution approving a site plan, for the proposed addition to the property located at 4301 Central Ave. NE., subject to the following conditions:*

- 1. Applicant shall install signs directing customer and employee parking within the site.*
- 2. The building and site shall meet all requirements found in the Fire Code and the Building Code.*
- 3. All City Storm Water Management requirements, as well as Watershed District requirements, shall be achieved for this property.*
- 4. All other applicable local, state and federal requirements shall be met at all times.*

*All ayes. MOTION PASSED.*

**RESOLUTION NO. 2014-PZ03**

**RESOLUTION OF THE PLANNING AND ZONING COMMISSION APPROVING A SITE PLAN FOR AN ADDITION TO THE EXISTING BUILDING LOCATED AT 4301 CENTRAL AVENUE NE.**

**WHEREAS**, a proposal (Case #2014-0608) has been submitted by Ahed Hereimi representing Done Right Food & Filfillah Restaurant, to the Planning and Zoning Commission requesting site plan approval from the City of Columbia Heights at the following site:

ADDRESS: 4301 Central Avenue NE

LEGAL DESCRIPTION: On file at City Hall.

THE APPLICANT SEEKS THE FOLLOWING: Site Plan Approval for an addition to the existing building located at 4301 Central Avenue. NE.

**WHEREAS**, the Planning Commission has held a public hearing as required by the City Zoning Code on July 1, 2014;

**WHEREAS**, the Planning and Zoning Commission has considered the advice and recommendations of the City staff regarding the effect of the proposed site plan upon the health, safety, and welfare of the community and its Comprehensive Plan, as well as any concerns related to compatibility of uses, traffic, property values, light, air, danger of fire, and risk to public safety in the surrounding areas; and

**NOW, THEREFORE, BE IT RESOLVED** by the Planning and Zoning Commission of the City of Columbia Heights after reviewing the proposal and the recommendation of the Planning and Zoning Commission, that the Planning and Zoning Commission accepts and adopts the following findings:

1. The site plan conforms to all applicable requirements of this article.
2. The site plan is consistent with the applicable provisions of the city's comprehensive plan.
3. The site plan is consistent with any applicable area plan.
4. The site plan minimizes any adverse impacts on property in the immediate vicinity and the public right-of-way.

**FURTHER, BE IT RESOLVED**, that the attached conditions, maps, and other information shall become part of this permit and approval; and in granting this permit the city and the applicant agree that this permit shall become null and void if the project has not been completed within one (1) calendar year after the approval date, subject to petition for renewal of the permit.

**CONDITIONS ATTACHED:**

1. Applicant shall install signs directing customer and employee parking within the site.
2. The building and site shall meet all requirements found in the Fire Code and the Building Code.
3. All City Storm Water Management requirements, as well as Watershed District requirements, shall be achieved for this property.
4. All other applicable local, state and federal requirements shall be met at all times.

Passed this 1<sup>st</sup> day of July, 2014

Offered by: Fiorendino  
Seconded by: Kinney  
Roll Call: All ayes

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Marlaine Szurek  
Chair

*Attest:*

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Shelley Hanson  
Secretary

**Other New Business**

A memo was enclosed in the packets along with the handout that staff has prepared for applicants who will be seeking a Site Plan approval. It will achieve consistency and ensure quality information is provided to the commission for their review. Hogeboom explained that applicants will need to provide accurately scaled drawings, showing dimensions of existing and proposed buildings, topography, access to and from site, parking, landscaping plans, elevation drawings, and dimensions of doors and windows. Staff will review applications and if the plans are missing information they will be deemed incomplete and the applicant will be notified within 10 days.

Little suggested that maybe the setbacks should also be noted. He thinks the handout will help applicants provide the information the members need to review before approving projects. There was a discussion about when surveys would be required versus just locating property irons as part of the building permit and construction process.

Szurek agreed that the handout will be a good tool for all those involved. She then asked Hogeboom the status of the new restaurant at 49<sup>th</sup> and Central. Hogeboom told her that the project has just about been completed and the owner is working on additional financing so it has stalled the opening, but it should be soon. She then asked about the project at 40<sup>th</sup> and University that has been very slow to progress. He told her the delay in that project is due to the owners not providing the proper documents and plans to the various parties and that he can't decide what type of business he wants to pursue at that location.

It was noted the next meeting would be Wednesday, August 6th.

The meeting was adjourned at 7:25 pm.

Respectfully submitted,

Shelley Hanson  
Secretary