



CITY COUNCIL AGENDA

Updated 2/28/25

Monday, March 3, 2025

***City Council: Mayor Rafferty, Councilmembers Cavegn, Lyden, Ruhland and Stoesz
Interim City Administrator: Dave Pecchia***

COUNCIL WORK SESSION, 6:00 P.M.

Council Chambers (Not televised) | No Public Comment allowed per the Rules of Decorum

Item #	Topic	Time (Estimated)
1.	Call to Order and Roll Call	6:00 PM
2.	Setting the Agenda: Addition or Deletion of Agenda Items	6:00 PM
3.	Administration Update, Dave Pecchia	6:00 PM – 6:15 PM
4.	<u>Update on City Administrator Search, Meg Sawyer</u>	6:15 PM – 6:35 PM
5.	Burque Estates PUD Concept Plan, Katie Larsen	6:35 PM – 7 :05 PM
6.	Public Works Facility, Const. Manager RFQ/RFP, Michael Grochala	7:05 PM – 7:20PM
7.	Backup Building Insp. & Plan Review Service, Michael Grochala	7:20 PM – 7:35 PM
8.	<u>Public Safety Department Q4 Update, Curt Boehme</u>	7:35 PM – 7:45 PM
9.	Notices and Communications, City Council	7:45 PM – 8:00 PM

ADJOURNMENT

TIMELINE

This timeline is tentative. The final timeline will be set after the City Council's decision to proceed.

ITEM	TASK	COMPLETION DATE
Decision by Council to proceed		December 23, 2024
Project Kick-off & Information gathering	<ul style="list-style-type: none"> Meet with staff, stakeholders, and each member of the Council Gather all pertinent background information Gather salary information and review job description Review scope of process 	January 8, 2025
Professional position profile	Develop position profile and advertisement.	January 20, 2025
Approve position profile and scope of work	Council approves profile, job description, salary range, scope of work, and timeline.	January 27, 2025
Candidate recruitment	<ul style="list-style-type: none"> Post position upon approval of profile Comprehensively advertise Direct outreach and recruitment of prospective candidates 	January 28, 2025-February 25, 2025
Screening of applicants	DDA HR will review and rank applicants based on job related criteria & desired attributes and select semifinalists.	February 26, 2025
Personality Index	DDA HR will administer a Work Personality Index Select to all semifinalists.	March 16, 2025
Video interview	Each semifinalist will complete a video interview.	March 16, 2025
Selection of finalists	<ul style="list-style-type: none"> Council selects finalists for interviews. DDA HR will notify candidates not selected as finalists. 	March 24, 2025
Background check of all finalists	Includes: <ul style="list-style-type: none"> Criminal background: county, state, national Sex offender registry Social Security number verification Education verification Credit check 	April 7, 2025
Reference check on all finalists	DDA HR will conduct reference checks with current and/or former employers on all finalists assessing each candidate's: <ul style="list-style-type: none"> Role and responsibilities Performance and strengths Leadership and management style Communication and interpersonal skills Community engagement Areas for improvement Overall fit with organization 	April 7, 2025
Intellect profile	DDA HR will administer an intellect profile measuring verbal reasoning, mathematical and logical reasoning, and overall mental aptitude.	April 7, 2025
Finalist packet	DDA HR will provide the Council information including: <ul style="list-style-type: none"> Summary of references Results of background checks Intellect Profile and Work Personality Index Select reports Video interview Resumes, etc. 	April 8, 2025
Interviews	DDA HR will prepare all interview materials and be present at all interviews and other functions to assist in facilitation. It is recommended that Council interviews be at a special meeting.	April 15, 2025 Special Meeting
Decision	Council will select candidate for offer.	April 15, 2025
Offer and agreement	DDA HR will present offer to and negotiate an agreement with the recommended candidate based on the parameters established by Council	April 18, 2025
Projected start date	New Administrator begins.	May 2025

**CITY COUNCIL
WORK SESSION STAFF REPORT
ITEM NO. 5**

STAFF ORIGINATOR: Katie Larsen, City Planner

WORK SESSION DATE: March 3, 2025

TOPIC: Burque Estates PUD Concept Plan

BACKGROUND

Review Schedule:

Complete Application Date:	January 14, 2025
60-Day Deadline:	March 15, 2025
Environmental Board Meeting:	January 29, 2025
Park Board Meeting:	February 5, 2025
Planning & Zoning Board Meeting:	February 12, 2025
City Council Work Session:	March 3, 2025
City Council Meeting:	NA

The applicant, Lino Lakes Partners, LLC, is proposing a residential development south of North Pointe, east of CSAH 54 (20th Avenue) and west of I-35E. The development contains three (3) parcels totaling approximately 59 gross acres and 58 housing units. The proposed development is called Burque Estates.

The Land Use Application is for the following:

- PUD Concept Plan/Concept Plan (“concept plan”)

Future land use applications may include:

- Rezone property from R, Rural to R2, Two-Family Residential or PUD, Planned Unit Development
- PUD Preliminary Plan/Preliminary Plat
- PUD Final Plan/Final Plat

This staff report is based on the following submittals:

- Applicant Narrative received on January 13, 2025

- Burque Estates Concept Plan and Plan Sheets prepared by Larson Engineering, Inc. dated January 13, 2025
- Wetland Investigation prepared by CDC Consulting, LLC dated October 30, 2024

BACKGROUND

Current Proposal

The proposed Burque Estates consists of 58 single-family detached dwellings. See the attached applicant's narrative for a detailed description of the development.

ANALYSIS

Existing Conditions

The existing site consists of three (3) parcels totaling 59.32 acres. Per the January 29, 2025 Environmental Board staff report, there is one home on the site, a large wetland area, mowed fields, several small ponds, and a private ditch. The existing house and accessory structures would be removed.

Surrounding Zoning and Land Use

Direction	Zoning	Current Land Use	2040 Future Land Use
North	PUD	Single Family Residential	Medium Density
South	R, Rural	Rural Residential	Urban Reserve
East	PUD and R-X, Rural Executive	Rural Residential and Single Family Residential	Single Family and Urban Reserve
West	R, Rural	Agricultural	Urban Reserve

Comprehensive Plan

Land Use

The site has two (2) land use designations per the City's 2040 Comprehensive Plan: the two (2) north lots are low density residential and the one (1) south lot is urban reserve.

Staff Comments:

1. A comprehensive plan amendment would be required to re-guide the urban reserve lot to low density residential.
2. The comprehensive plan amendment would need to demonstrate that overall City wide density meets the minimum 3.0 units per acre.

Per the 2040 Comprehensive Plan, the site is in Planning District 3. There are no specific planning goals or issues that need to be addressed for this site.

Density

The following chart is a preliminary density analysis using Met Council's density formula:

Gross Area (acres)	59.32
Wetlands & Water Bodies	(28.06)
Public Parks & Open Space	0.00
Arterial ROW	(2.14)
Other (Utility Transmission Easement)	0.00
Other (Wetland Buffer Area)	(5.78)
Net Area (acres)	23.34
# of Units	58
Gross Density (units/acre)	0.98
Net Density (units/acre)	2.49

As noted above, the site consists of two (2) land use designations, low density residential and urban reserve. A comprehensive plan amendment would be required to change the urban reserve lot to low density. This density analysis is based on the assumption the plan is amended to low density which is consistent with the full build-land use plan. Low density residential development requires 1.6 to 3.0 units per acres. The proposed development would be 2.49 units per acre which is consistent with land use and density requirements.

Growth Management Strategy

Page 3-17 of the 2040 Comprehensive Plan details the City's Growth Management Strategy. The strategy works in conjunction with the City's utility staging plan.

The City will plan to accommodate an annual average of 230 units per year over each 5-year phasing period not to exceed 345 units in any one year. From 2010 to 2024, the City's average annual number of units is 123. This is less the allowed 230 unit annual allocation.

The proposed 58 lot development would be consistent with the growth management strategy.

Current Zoning and Land Use

Current Zoning	R, Rural
Current Land Use	Agricultural
Future Land Use per 2040 Comp Plan	Low Density Residential and Urban Reserve
Utility Staging Area	Stage 1B (2025-2030) Stage 3 (Post 2040)

Rezoning

The property is currently zoned R, Rural. The R, Rural zoning is a holding district until municipal water and sanitary sewer are available to the site and the property owner is interested in having the property developed.

Initial staff meetings with the developer indicated the possible need for PUD, Planned Unit Development zoning to allow for lot width and lot depth flexibility. However, it appears both the 60 lot-Yield Plan (60 ft wide lots) and the 58 lot Concept Plan (65ft wide lots) meet the minimum R-2, Two Family Residential zoning requirements; therefore, PUD rezoning is not needed.

Per City Code Section 1007.112(1), land that is guided low density residential may be zoned R-2. The following table analyzes the R-2 requirements for the single family lots in the proposed Yield Plan and Concept Plan.

	R-2 Requirements	Proposed Yield Plan (60 lots)	Proposed Concept Plan (58 lots)
Min. Lot Size	7,500 sf	7,500 – 21,159 sf	7,825 – 21,159 sf
Min. Lot Width			
--Interior Lot	60 ft	60 ft	65 ft
--Corner Lot	80 ft	80 ft	80 ft

Min. Lot Depth	125 ft	125 ft	125 ft
--Double Frontage	135 ft	180 ft	180 ft
Building Setback (ft)			
-From Streets Lois Lane and Arlo Lane (Both Minor Collector)	25 ft	25 ft	25 ft
-Rear Yard			
--Principal	25 ft	25 ft	25 ft
-Accessory	5 ft	5 ft	5 ft
-Side Yard			
--Principal	10 ft	10 ft	10 ft
--Accessory	5 ft	5 ft	5 ft
Buffer Abutting Arterial St	15 ft wide	Required	Required
Impervious Surface	65%	Evaluated w/building permit	Evaluated w/ building permit

Note that lot widths are measured at the minimum front yard setback.

The proposed yield plan and concept plan meets or exceeds the minimum R-2 lot width and lot size requirements.

Building Design Standards and Other Performance Standards

Building and architectural design standard review is not required at concept plan level. City Code Section 1007.043 details minimum residential building design standard requirements. City Code Section 1007.112(4) details minimum R-2 building requirements as well.

Staff Comment:

1. All building design standards requirements shall be met.

Subdivision Ordinance

Blocks and Lots

The concept plan proposes 58 residential lots and eight (8) outlots. Outlots would contain wetlands, buffers, stormwater ponds etc.

Streets and Alleys

CSAH 54 (20th Ave N) is an A-Minor Arterial Reliever road. Sixty (60) feet of road right-of-way is being dedicated along CSAH 54 from the section line. Thirty (30) feet of road right-of-way is also being dedicated along a section of the north lot line for future extension and connection of CSAH 34 (Birch Street) and Cypress Street. This would be a future Anoka County Highway Department and/or City project. Internal streets have 60ft wide road right-of-way and are 32ft wide.

Staff Comments:

1. Street and utilities shall be stubbed south to the lot line of 6468 20th Avenue for future development.
2. Sidewalk shall be installed along the street in Block 1.
3. A traffic study shall be required.
4. A noise study shall be required.

Easements

Staff Comments:

1. Standard drainage and utility easements at least 10 feet wide shall be provided along all lot lines.
2. Drainage and utility easements shall also be dedicated over stormwater management facilities.
3. Conservation easements and wetland buffers shall be required over wetlands, ditches, and greenway corridors.

Stormwater Management and Erosion and Sediment Control

The concept plan shows four (4) stormwater ponds throughout the development. They are part of the multi-purpose greenway corridor incorporating trails, stormwater management, floodplain, ditches, and open space.

Public Utilities

Public water, sanitary, and storm sewer utilities will be installed within the development.

The site is in Sanitary Sewer District 3 (Sub-district 3C). Flow from these areas, including that from Centerville, is collected along East Cedar Street and conveyed east to MCES Meter M220 and Gravity Interceptor 802325.

The site is in both Utility Staging Area 1B (2025-2030) and 3 (Post 2040).

The City's water supply system well firm capacity is currently constrained by poor water quality in some wells, the White Bear Lake court orders and ongoing litigation, and annual variability in water use due to drought and other factors. Based on the water supply capacity and well trigger analysis completed in April 2024, the city may need to add an additional well to accommodate this development or the development may be deemed premature. The City is currently working through this process with MNDNR.

The site provides opportunity to implement a stormwater reuse system for irrigation purposes. The system should be evaluated and implemented to the extent feasible to offset the use of municipal water for irrigation.

Staff Comments:

1. The water supply issue needs to be addressed prior to preliminary plat submittal.
2. A Comprehensive Plan Amendment is required to amend the utility staging areas.

Yield Plan

Initial staff meetings with the developer indicated the possible need for PUD, Planned Unit Development zoning to allow for lot width and lot depth flexibility. As required per City Code Section 1001.026(4) for a PUD, the applicant submitted the attached yield plan. The yield plan shows the maximum number of dwelling units that would be permitted given the minimum lot size and lot widths for conventional subdivisions and other requirements of the Lino Lakes Zoning and Subdivision Chapters.

After review, it appears both the 60 lot Yield Plan (60 ft wide lots) and the 58 lot Concept Plan (65ft wide lots) meet the minimum R-2, Two Family Residential zoning requirements; therefore, PUD rezoning and yield plan are not needed.

Phasing Plan

A phasing plan was not submitted but it is anticipated that the development would be built in one (1) phase.

Traffic Study

A traffic study is required at the time of preliminary plat submittal.

Staff Comments:

1. The applicant shall work with Anoka County Highway Department regarding access and turn lanes on CSAH 54 (20th Avenue).

Parks, Greenways and Trail Plan

Per Figure 10-2: Neighborhood Service Areas of the 2024 Comprehensive Plan, the development is within the neighborhood service area of North Pointe Park. The greenway system extends through the site and a proposed trail connection is required from the existing trail in North Pointe Park to CSAH 54 (20th Avenue) and CSAH 34 (Birch Street).

Staff Comments:

1. Trail corridor options shall be explored per the attached Public Services Director/Park Board memo.
2. If a trail is constructed along the wetland, a connection shall be made between Lot 8-9, Block 1 to the street.
3. Trail corridors should be a minimum 20 feet in width above the high water level.

Tree Preservation and Landscaping

A Tree Preservation Plan and Landscape Plan in compliance with Section 1007.043(17), Required Screening, Landscaping and Buffer Yards shall be submitted with the preliminary plat application.

Staff Comments:

1. A landscaping screen and minimum 15 ft wide buffer will be required along the I-35E.
2. A noise study will be required with the preliminary plat.
3. Berm and/or any noise mitigation requirements shall be measured from side or rear yard ground elevations to top of berm or fence.

EQB Environmental Review

An Environmental Assessment Worksheet is not mandated. The 58 lot, unattached residential units are under the 250 unattached unit threshold required for a mandatory EAW.

Wetlands

The site includes 28 acres of wetland and a 30 ft wide buffer is provided. An approved wetland delineation will be required. The applicant will need to work with VLAMWO for Wetland Conservation Act regulations.

Floodplain

The 2015 FEMA Floodplain Map indicates Zone A flood plain over a majority of the wetlands on site.

Staff Comments:

1. Any floodplain impacts are subject to City requirements per City Code Chapter 1103.
2. A Base Flood Elevation is required to be determined, using detailed methods acceptable by the Federal Emergency Management Agency (FEMA).
3. A FEMA CLOMR and LOMR may be required for development if there are floodplain impacts.

Additional City and Government Agency Review Comments

Anoka County

Anoka County Highway Department comments are in the attached email.

School District

Centennial ISD#12 did not provide comments.

Lino Lakes Public Safety

Police Division had no comments.

Fire Division reviewed the concept plan and no issues.

City Engineer

City Engineer comments are in the attached memo.

Environmental Board

The Environmental Board reviewed the concept plan on January 29, 2025 and their comments are in the attached memo.

Park Board

The Park Board reviewed the concept plan on February 5, 2025 and their comments are in the attached memo.

Planning & Zoning Board

The Planning & Zoning Board reviewed the concept plan on February 12, 2025. They were generally supportive of the concept plan. Their comments include:

- Supported straight R2, Two Family Residential zoning and comprehensive plan amendment.

- Traffic impacts with right in/right out only access onto 20th Avenue and no access at Birch Street needs be evaluated.
- Recommended a neighborhood meeting.
- Preferred trail construction along wetland.

Preliminary Plat

The City's review and comments on the concept plan's relation to the 2040 Comprehensive Plan and development regulations does not grant any rights to the applicant to develop the property as depicted by the concept plan.

A land use application for preliminary plat shall be required. The city strongly recommends the property owner/applicant hold a neighborhood meeting for informal comment and feedback prior to preliminary plat application.

RECOMMENDATION

Staff is requesting feedback from the City Council:

1. Thoughts on comprehensive plan amendment to land use designation (Urban Reserve to Low Density Residential) and utility staging areas (Post 2040 to Stage 1B).

Additional Staff Comments:

1. All plan sheets:
 - a. Lot widths shall be measured at the minimum front yard setback.
2. Yield Plan:
 - a. The total number of units shall be shown.
 - b. Under Existing Wetlands, show both sq. ft. and acres.
3. Concept Plan:
 - a. The total number of units shall be shown.
 - b. Under Existing Wetlands, show both sq. ft. and acres.
4. Sheet C100, Concept Subdivision Plan:
 - a. Density chart is incorrect. Revise chart to match page 4 of this staff report.
 - b. Under Single Family Home Lot Density chart, show wetlands in both sq. ft. and acres.

ATTACHMENTS

1. Site Location & Aerial Map
2. Land Use Plan Map
3. Utility Staging Plan Map
4. Applicant's Narrative
5. Concept Plan Set

6. City Engineer Memo dated February 5, 2025
7. Environmental Memo dated January 29, 2025
8. Public Services Director/Park Board Memo dated February 6, 2025
9. Anoka County Comments dated January 29, 2025

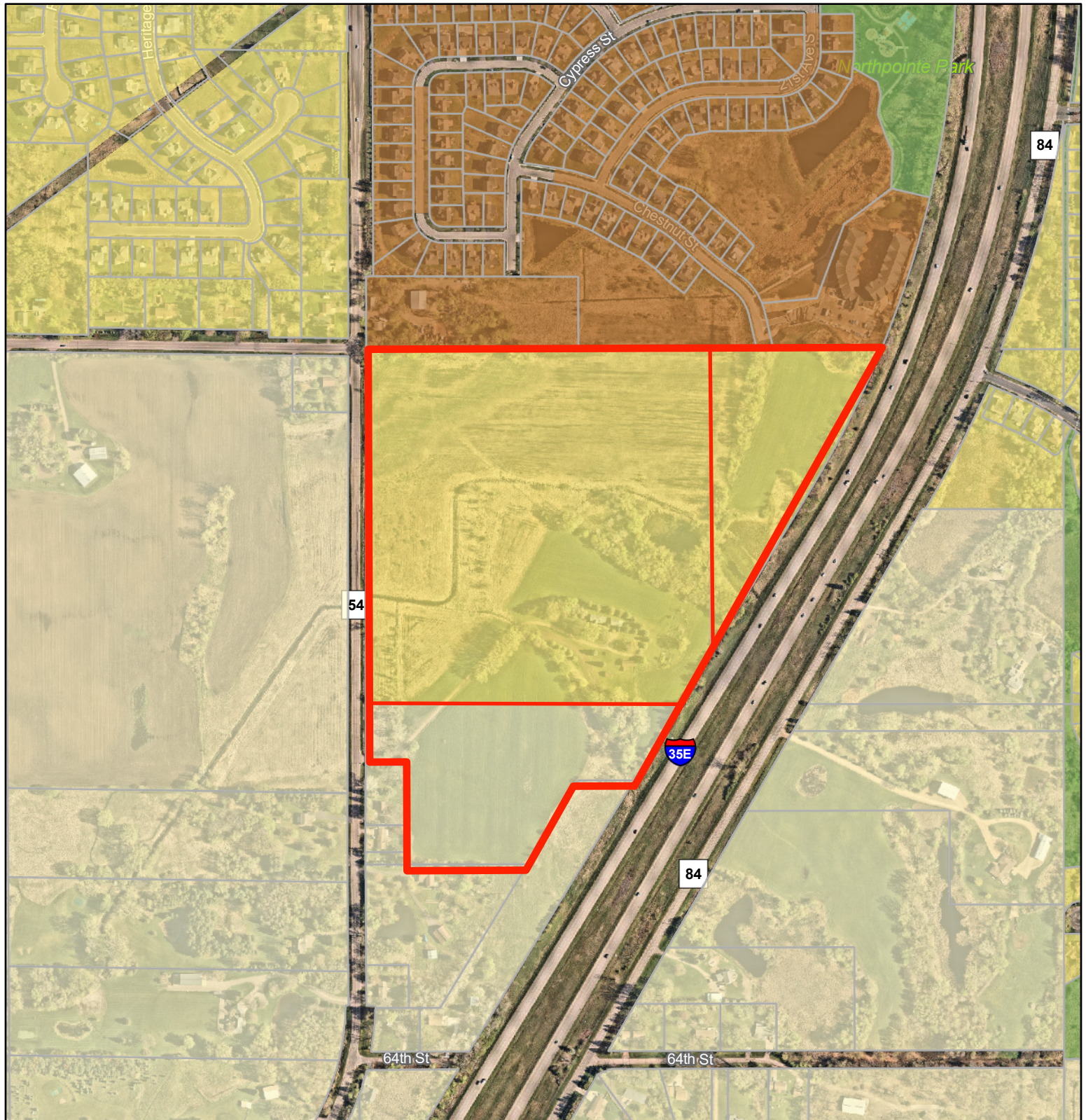
Burque Estates








1 in = 500 Ft

 Parcels

Burque Estates-Land Use Plan



1 in = 500 Ft

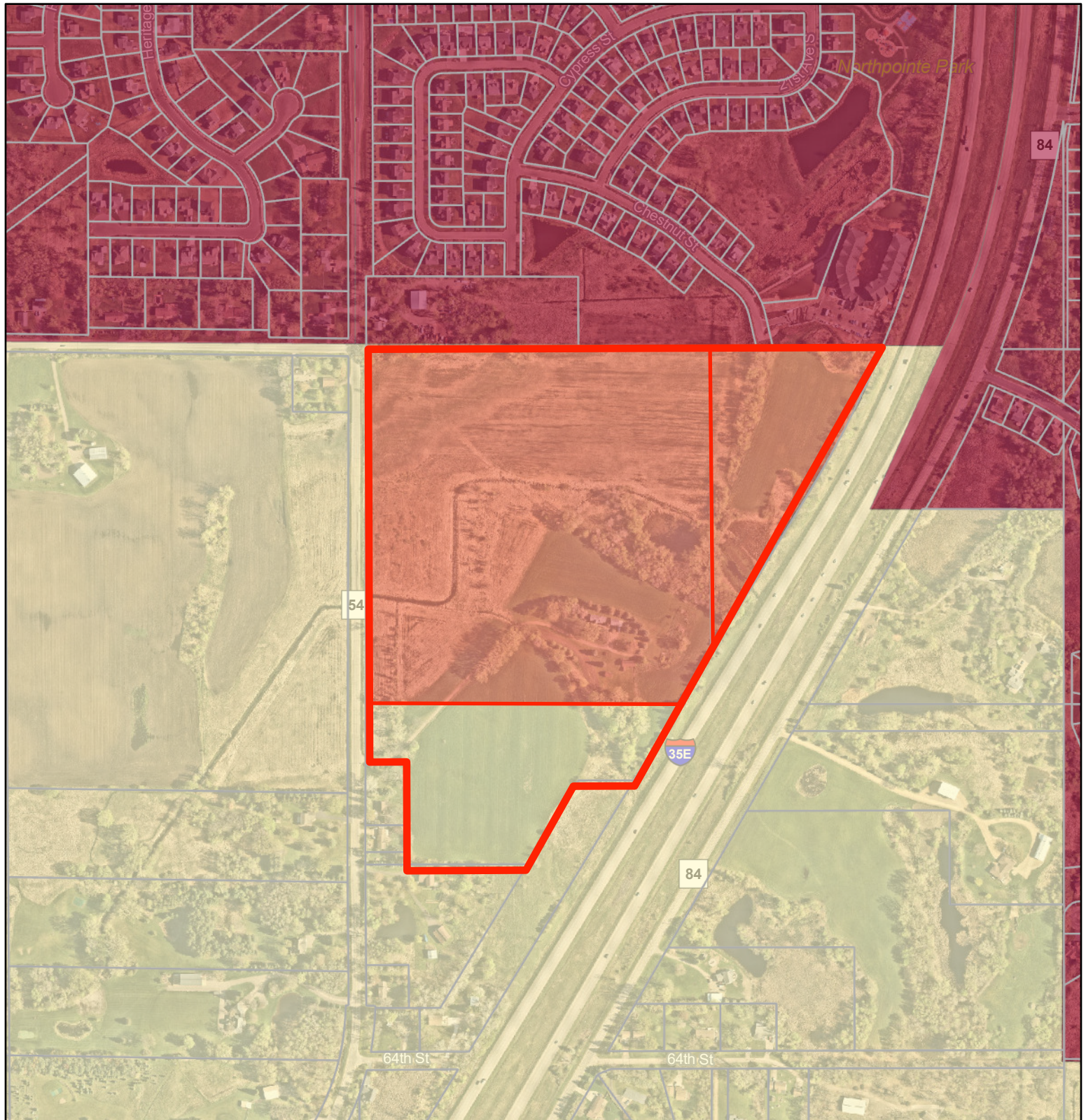
-  Parcels
-  Urban Reserve
-  Low Density Residential
-  Medium Density Residential
-  Parks and Open Space







N
January 30, 2025
Map Powered By Datafi



Burque Estates-Utility Staging Plan



1 in = 500 Ft

-  Parcels
-  Stage 1A Planned Service Area (2018 - 2025)
-  Stage 1B Planned Service Area (2025 - 2030)
-  Stage 3 Planned Service Area (Post 2040)



N
January 30, 2025
Map Powered By Datafi



Burque Estates

Narrative

Burque Estates is 50 acres of land. Its easterly boundary is 35E, the westerly boundary is Centerville Road, and it lies south of the Northpointe Development. The property consists of several acres of wetlands (see concept plan). There is a 30' wetland buffer that has been taken into consideration in the design. The area for building is mostly open grass with one single family home that will be removed. There is a flowage area across outlot "C" for 35E. There are 15 acres of developable land after subtracting the wetlands, R/W and outlots. There are 58 homes total creating a density of 3.67 homes per acre.

We are proposing a single-family development with an R2 zoning designation. The southerly portion has a standard lot size of 65' X 125'. Some of the homes will back up to 35E. We will work with city staff to provide a sound buffer for the homes.

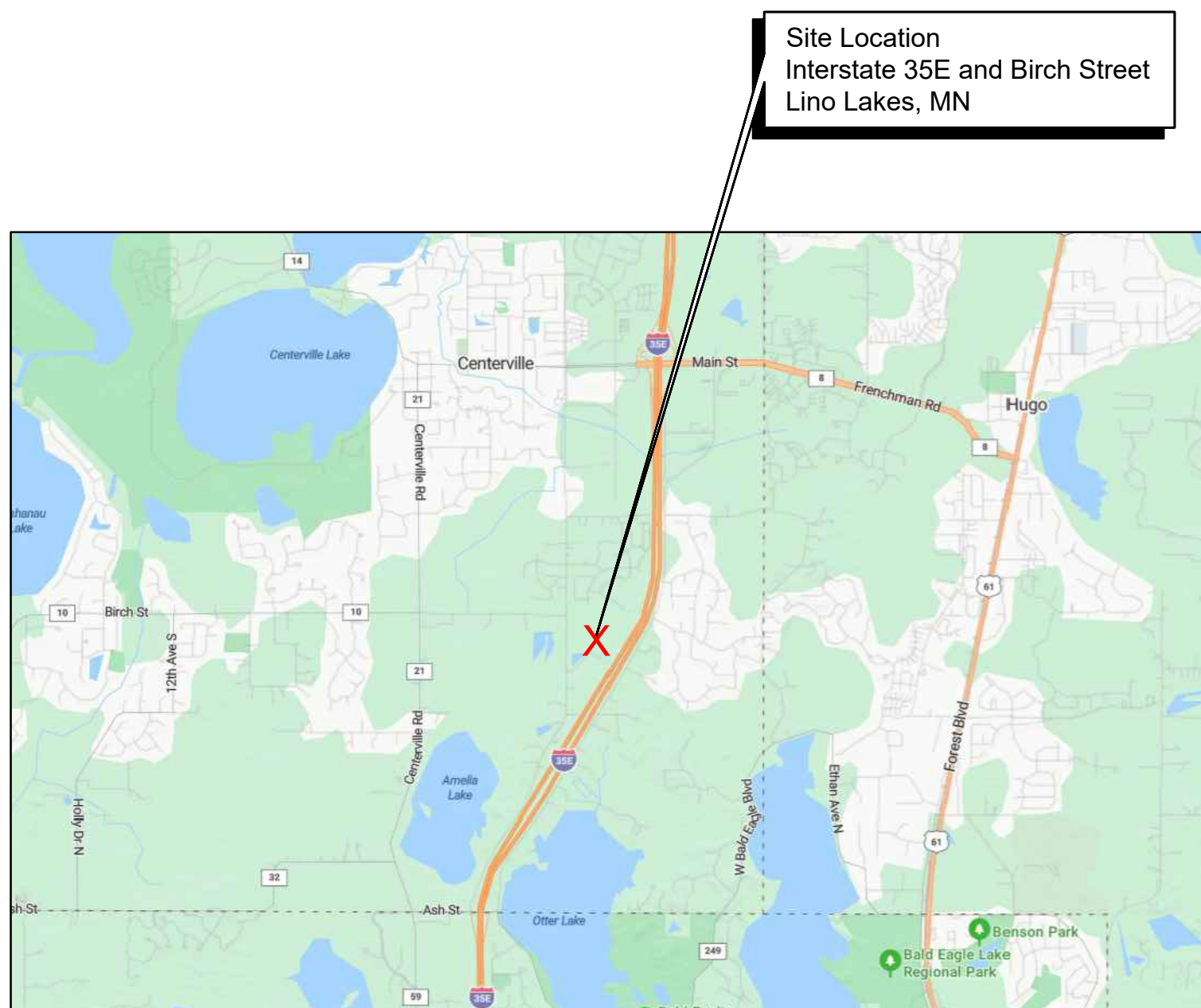
We are extending Chestnut Street south as planned in the city transportation plan, it will exit onto 20th Avenue. We will work with Washington County Highway Department to determine what needs to be provided for a turn lane. Property is being dedicated to R/W for a future connection with Birch Street and Cyprus. Property is also being dedicated for a future roundabout at 20th Avenue and Birch Street.

The Project would be built this year with construction starting in June of 2025.

PROJECT:
BURQUE ESTATES
LINO LAKES, MN

LINO LAKES PARTNERS, LLC
6150 202ND STREET
FOREST LAKE, MN 55025

VICINITY MAP



INDEX OF DRAWINGS

T	Title Sheet
-	Existing Conditions - Tree Survey (Cornerstone Land Surveying, Inc.)
-	Existing Conditions - Flood Plain (Cornerstone Land Surveying, Inc.)
-	Yield Plan (Cornerstone Land Surveying, Inc.)
-	Concept Plan (Cornerstone Land Surveying, Inc.)
C100	Concept Subdivision Plan
C200	Neighborhood Plan
C300	Resource Inventory Plan

PROJECT CONTACTS

Civil Engineer:
Tom Herkenhoff, P.E.
Larson Engineering, Inc.
3524 Labore Road
White Bear Lake, MN 55110
651.481.9120

PRELIMINARY NOT FOR CONSTRUCTION

**LINO LAKES
PARTNERS, LLC**
6150 202ND STREET
FOREST LAKE, MN 55025

BURQUE ESTATES
LINO LAKES, MN

Larson
Engineering, Inc.
3524 Labore Road
White Bear Lake, MN 55110
651.481.9120
www.larsonengr.com

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I hereby certify that this plan, specifications or report was prepared by me or under my direct supervision and that I am a duly licensed Professional Engineer under the laws of the state of Minnesota.

Thomas G. DeLoach

Thomas J. Herkenhoff, P.E.

Date: 01.08.25 Lic. No.: 25520

Rev.	Date	Description
1	01.13.25	City Re-Submittal

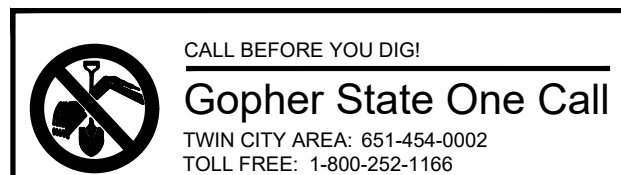
Project #: 12246099
Drawn By: TJR/KBK
Checked By: TJH
Issue Date: 12.09.24

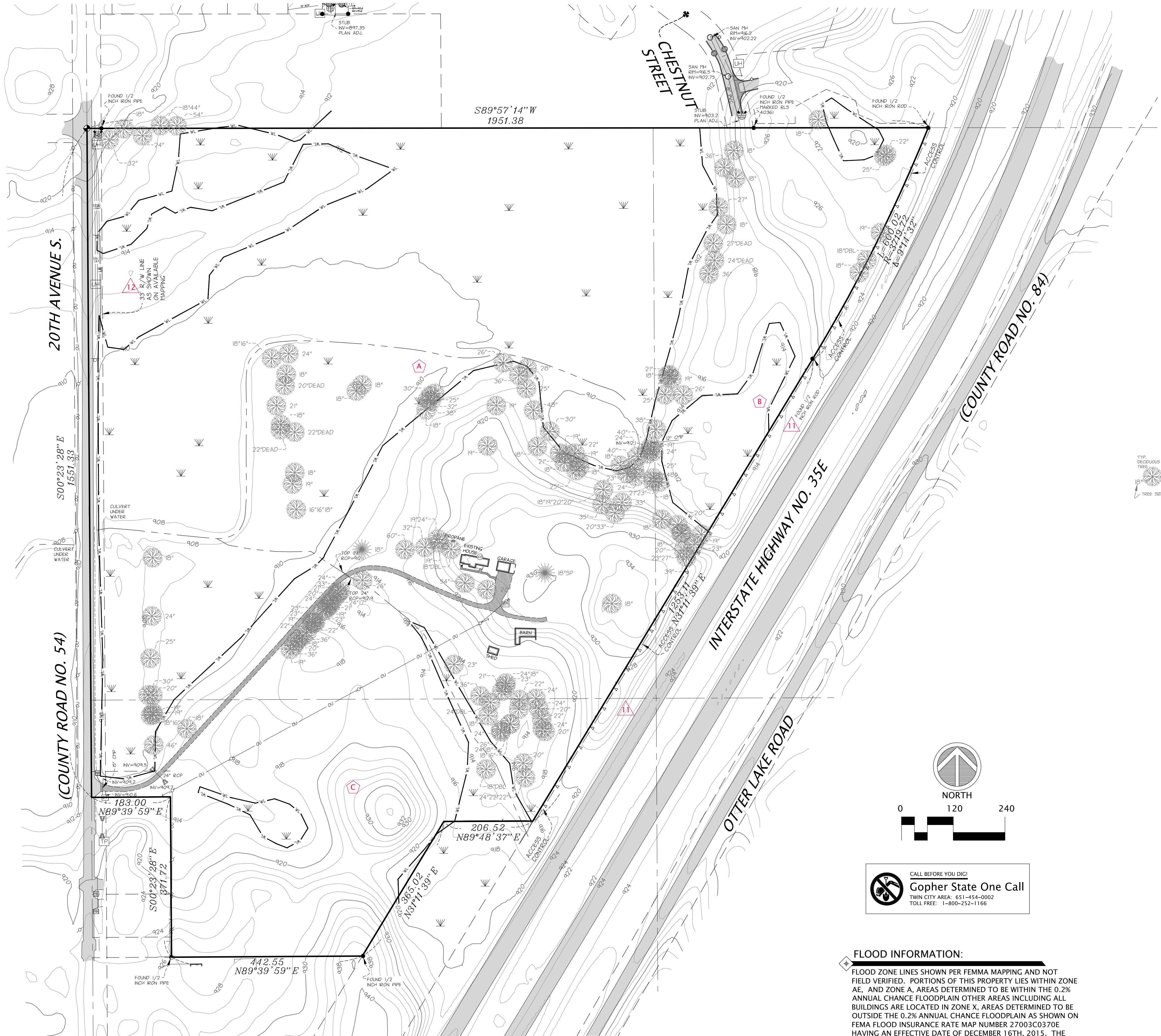
Sheet Title:

TITLE SHEET

Sheet:

T





CALL BEFORE YOU DIG!
Gopher State One Call
TWIN CITY AREA: 651-454-0002
TOLL FREE: 1-800-252-1166

FLOOD INFORMATION:
FLOOD ZONE LINES SHOWN PER FEMA MAPPING AND NOT FIELD VERIFIED. PORTIONS OF THIS PROPERTY LIES WITHIN ZONE AE, AND ZONE A. AREAS DETERMINED TO BE WITHIN THE 0.2% ANNUAL CHANCE FLOODPLAIN OTHER AREAS INCLUDING ALL BUILDINGS ARE LOCATED IN ZONE X. AREAS DETERMINED TO BE OUTSIDE THE 0.2% ANNUAL CHANCE FLOODPLAIN AS SHOWN ON FEMA FLOOD INSURANCE RATE MAP NUMBER 27003C0370E HAVING AN EFFECTIVE DATE OF DECEMBER 16TH, 2015. THE BASE FLOOD ELEVATION OF 912.0 (ZONE AE) IS SHOWN ON THE SURVEY FOR REFERENCE PURPOSES ONLY.

TREES:
DENOTES TREES LOCATED BY:
CORNERSTONE LAND SURVEYING, INC.
ON 1-8-2025
TREES 18" DIAMETER OR GREATER (CONCEPT PLAN REQUIREMENT)
144 TREES SHOWN
INCLUDING 5 DEAD TREES
INCLUDING 3 OUTSIDE OF PARCEL

- SURVEY NOTES:**
1. BEARINGS ARE BASED ON THE ANOKA COUNTY COORDINATE SYSTEM. DATE OF PUBLISHED COORDINATES = SEPTEMBER 1ST, 2015
 2. UNDERGROUND UTILITIES SHOWN PER FIELD LOCATES AND GIS MAPPING PROVIDED BY THE CITY OF LINO LAKES. THERE MAY SOME UNDERGROUND UTILITIES, GAS, ELECTRIC, ETC. NOT SHOWN OR LOCATED.
 3. CONTOURS SHOWN PER LIDAR DATA OBTAINED FROM THE DNR MNTPO WEBSITE. NOT FIELD VERIFIED.
 4. ELEVATIONS BASED ON GPS DERIVED VALUES FOR NAVD 88
 5. PORTIONS OF THIS PROPERTY LIES WITHIN ZONE A, ZONE AE, AREAS DETERMINED TO BE WITHIN THE 0.2% ANNUAL CHANCE FLOODPLAIN OTHER AREAS INCLUDING BUILDINGS. OTHER AREAS ARE LOCATED IN SHADED ZONE X, AND UNSHADED ZOINE X. AREAS DETERMINED TO BE OUTSIDE THE 0.2% ANNUAL CHANCE FLOODPLAIN AS SHOWN ON FEMA FLOOD INSURANCE RATE MAP NUMBER 27003C0370E HAVING AN EFFECTIVE DATE OF DECEMBER 16TH, 2015 THE BASE FLOOD ELEVATION FOR ZONE A IS 912.0. NOT FIELD VERIFIED.
 6. WETLANDS DELINEATED BY ANDERSON DATED 9-11-24. WETLAND FLAGS LOCATED BY CORNERSTONE LAND SURVEYING ON 9-16-24.

LEGEND:			
● FOUND MONUMENT	⚡ FIRE DEPT. CONNECTION	—UE—	UNDERGROUND ELECTRIC
○ SET 1/2" IRON PIPE MARKED RLS NO. 25718	⛑ CURB STOP	—UTV—	UNDERGROUND CABLE TV
▢ CABLE TV PEDESTAL	⚡ WATER WELL	—UF—	UNDERGROUND FIBER OPTIC
Ⓜ AIR CONDITIONER	Ⓜ WATER MANHOLE	—UT—	UNDERGROUND TELEPHONE
Ⓜ ELECTRIC MANHOLE	Ⓜ WATER METER	—OU—	OVERHEAD UTILITY
Ⓜ ELECTRIC METER	Ⓜ POST INDICATOR VALVE	—UG—	UNDERGROUND GAS
Ⓜ ELECTRIC PEDESTAL	Ⓜ WATER VALVE	—S—	SANITARY SEWER
Ⓜ ELECTRIC TRANSFORMER	Ⓜ BOLLARD	—SS—	STORM SEWER
Ⓜ LIGHT POLE	Ⓜ FLAG POLE	—W—	WATERMAIN
Ⓜ GUY WIRE	Ⓜ MAIL BOX	—F—	FENCE
Ⓜ POWER POLE	Ⓜ TRAFFIC SIGN	—C—	CURB [TYPICAL]
Ⓜ GAS MANHOLE	Ⓜ UNKNOWN MANHOLE	—CON—	CONCRETE SURFACE
Ⓜ GAS METER	Ⓜ SOIL BORING	—BIT—	BITUMINOUS SURFACE
Ⓜ TELEPHONE MANHOLE	Ⓜ TRAFFIC SIGNAL		
Ⓜ SANITARY CLEANOUT	☀ CONIFEROUS TREE		
Ⓜ SANITARY MANHOLE	☀ DECIDUOUS TREE		
Ⓜ CATCH BASIN			
Ⓜ STORM DRAIN			
Ⓜ FLARED END SECTION			
Ⓜ STORM MANHOLE			

BURQUE ESTATES

CONTACT:
CDC Consulting LLC,
C/O Todd Christenson
todd2414c@aol.com
763-268-9442

COUNTY/CITY:
ANOKA COUNTY
CITY OF LINO LAKES

REVISIONS:	
DATE	REVISION
1-9-25	TREE SURVEY FOR CONCEPT PLAN

CERTIFICATION:
I hereby certify that this plan 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.

Daniel L. Thurmes
Daniel L. Thurmes Registration Number: 25718
Date: 6-29-24

PROJECT LOCATION:
6518
20TH AVE.
PID#25-31-22-32-0001
PID#25-31-22-31-0003
PID#25-31-22-33-0001

Suite #200
1970 Northwestern Ave.
Stillwater, MN 55082
Phone 651.275.8969
dan@cssurvey.net

CORNERSTONE LAND SURVEYING, INC.

FILE NAME SURVCD02
PROJECT NO. CDC2402

EXISTING
CONDITIONS

BURQUE
ESTATES

CONTACT:
CDC Consulting LLC,
C/O Todd Christenson
todd2414c@aol.com
763-268-9442

COUNTY/CITY:
ANOKA COUNTY
CITY OF LINO LAKES

REVISIONS:		
DATE	REVISION	
6-29-24	CONCEPT PLAN	
9-16-24	WETLANDS	
12-3-24	TITLE COMMITMENT	
1-7-25	REVISED	

CERTIFICATION:
I hereby certify that this plan 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.

Daniel L. Thurmes
Daniel L. Thurmes Registration Number: 25718
Date: 6-29-24

PROJECT LOCATION:
6518
20TH AVE.
PID#25-31-22-32-0001
PID#25-31-22-31-0003
PID#25-31-22-33-0001

Suite #200
1970 Northwestern Ave.
Stillwater, MN 55082
Phone 651.275.8969
dan@cssurvey.net

CORNERSTONE
LAND SURVEYING, INC.

FILE NAME SURVCD02
PROJECT NO. CDC2402

EXISTING
CONDITIONS

LEGAL DESCRIPTION:

The following Legal Description is as shown on Land Title, Inc., as agent for First American Title Insurance Company Title Commitment No. 698402, dated September 17th, 2024.

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Abstract Property

EASEMENT NOTES:

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- Subject to road(s) as shown by available maps. (AS SHOWN ON SURVEY)

AREA:

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- CONTOURS SHOWN PER LIDAR DATA OBTAINED FROM THE DNR MNTPO WEBSITE. NOT FIELD VERIFIED.
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- WETLANDS DELINEATED BY ANDERSON DATED 9-11-24. WETLAND FLAGS LOCATED BY CORNERSTONE LAND SURVEYING ON 9-16-24.

LEGEND:

- | | | |
|--|-------------------------|-------------------------------|
| ● FOUND MONUMENT | ✚ FIRE DEPT. CONNECTION | — U— UNDERGROUND ELECTRIC |
| ○ SET 1/2" IRON PIPE MARKED CURS NO. 25718 | ⊙ HYDRANT | — UTV— UNDERGROUND CABLE TV |
| ▢ CABLE TV PEDESTAL | ⊙ CURB STOP | — UF— UNDERGROUND FIBER OPTIC |
| ▢ AIR CONDITIONER | ⊙ WATER WELL | — UT— UNDERGROUND TELEPHONE |
| ▢ ELECTRIC MANHOLE | ⊙ WATER MANHOLE | — UG— OVERHEAD UTILITY |
| ▢ ELECTRIC METER | ⊙ WATER METER | — UG— UNDERGROUND GAS |
| ▢ ELECTRIC PEDESTAL | ⊙ POST INDICATOR VALVE | — S— SANITARY SEWER |
| ▢ ELECTRIC TRANSFORMER | ⊙ WATER VALVE | — S— STORM SEWER |
| — LIGHT POLE | ⊙ BOLLARD | — W— WATERMAIN |
| — GUY WIRE | ⊙ FLAG POLE | — F— FENCE |
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| ⊙ SANITARY MANHOLE | ☀ DECIDUOUS TREE | |
| ⊙ CATCH BASIN | | |
| ⊙ STORM DRAIN | | |
| ⊙ FLARED END SECTION | | |
| ⊙ STORM MANHOLE | | |

FLOOD INFORMATION:

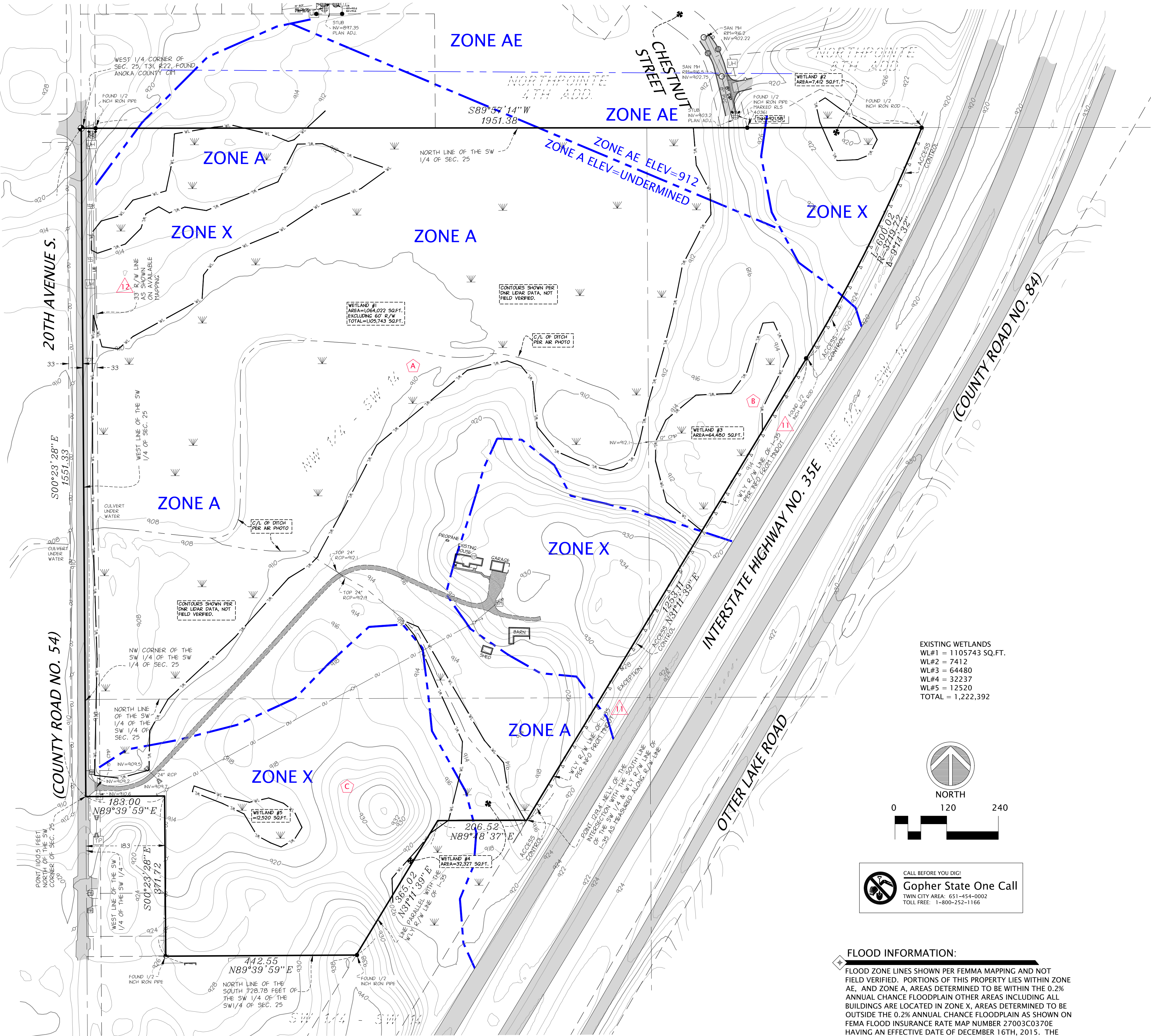
FLOOD ZONE LINES SHOWN PER FEMMA MAPPING AND NOT FIELD VERIFIED. PORTIONS OF THIS PROPERTY LIES WITHIN ZONE AE, AND ZONE A. AREAS DETERMINED TO BE WITHIN THE 0.2% ANNUAL CHANCE FLOODPLAIN OTHER AREAS INCLUDING ALL BUILDINGS ARE LOCATED IN ZONE X, AREAS DETERMINED TO BE OUTSIDE THE 0.2% ANNUAL CHANCE FLOODPLAIN AS SHOWN ON FEMA FLOOD INSURANCE RATE MAP NUMBER 27003C0370E HAVING AN EFFECTIVE DATE OF DECEMBER 16TH, 2015. THE BASE FLOOD ELEVATION OF 912.0 (ZONE AE) IS SHOWN ON THE SURVEY FOR REFERENCE PURPOSES ONLY.

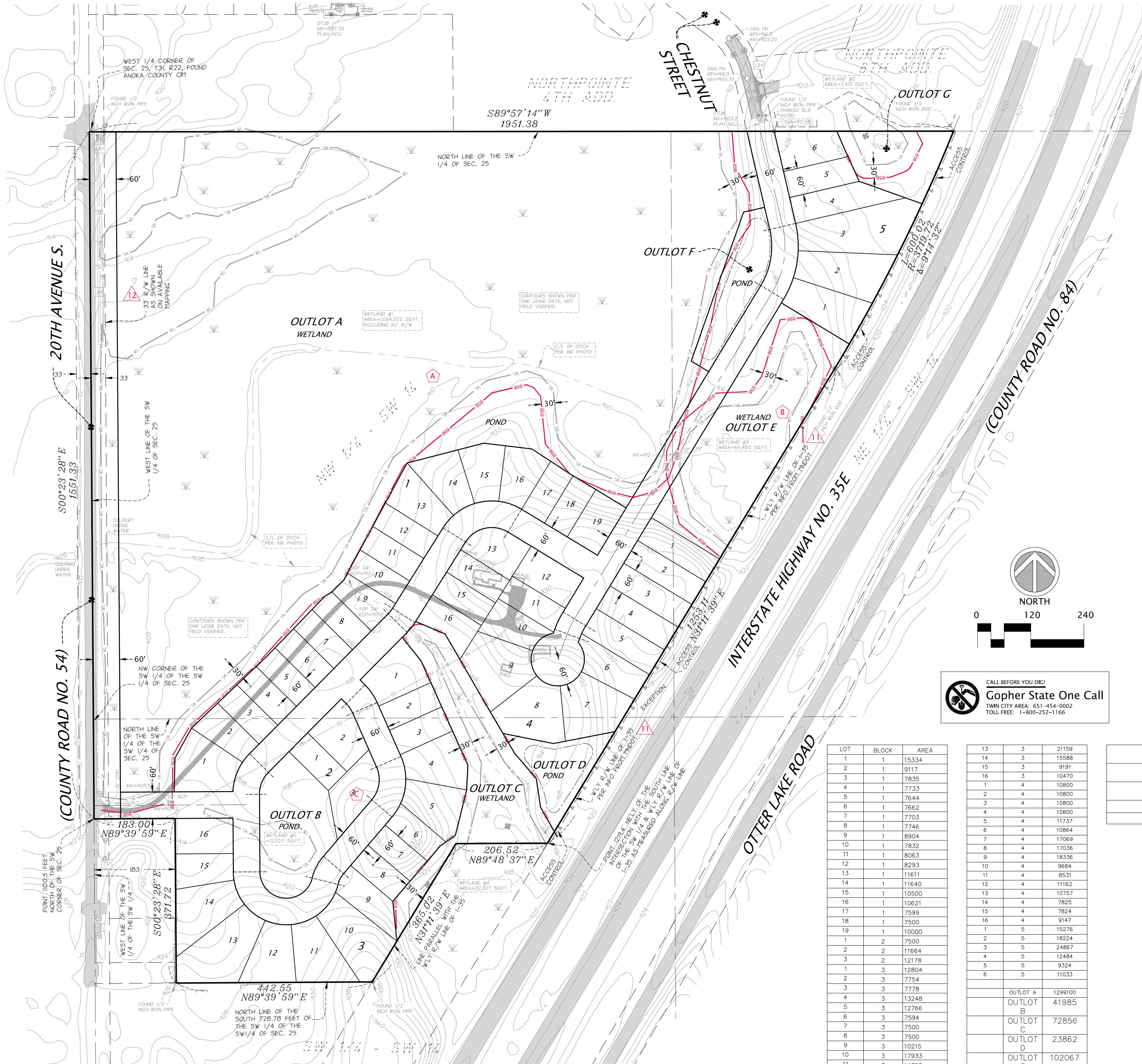


CALL BEFORE YOU DIG!

Gopher State One Call

TWIN CITY AREA: 651-454-0002
TOLL FREE: 1-800-252-1166





LOT	BLOCK	AREA
1	1	15334
2	1	9117
3	1	7835
4	1	7733
5	1	7644
6	1	7662
7	1	7703
8	1	7746
9	1	8904
10	1	7832
11	1	8063
12	1	8293
13	1	11611
14	1	11640
15	1	10500
16	1	10621
17	1	7599
18	1	7500
19	1	10000
1	2	7500
2	2	11664
3	2	12178
1	3	12804
2	3	7754
3	3	7778
4	3	13248
5	3	12766
6	3	7594
7	3	7500
8	3	7500
9	3	10215
10	3	17933
11	3	14398
12	3	12849

13	3	21199
14	3	15588
15	3	9191
16	3	10470
1	4	10800
2	4	10800
3	4	10800
4	4	10800
5	4	11737
6	4	10864
7	4	17069
8	4	17036
9	4	18336
10	4	9684
11	4	8531
12	4	11162
13	4	10757
14	4	7825
15	4	7824
16	4	9147
1	5	15276
2	5	18224
3	5	24867
4	5	12484
5	5	9324
6	5	11033
OUTLOT A		1299100
OUTLOT B		41985
OUTLOT C		72856
OUTLOT D		23862
OUTLOT E		102067

OUTLOT F	28048
OUTLOT G	28501
20TH AVE	93072
R/W	226846
TOTAL	2584143

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LEGEND:

- FOUND MONUMENT
- SET 1/2" IRON PIPE MARKED RLS NO. 25718
- AIR CONDITIONER
- ELECTRIC MANHOLE
- ELECTRIC METER
- ELECTRIC PEDESTAL
- ELECTRIC TRANSFORMER
- LIGHT POLE
- GUY WIRE
- POWER POLE
- GAS MANHOLE
- GAS METER
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- SANITARY MANHOLE
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- STORM DRAIN
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- CONCRETE SURFACE
- BITUMINOUS SURFACE

BURQUE ESTATES

CONTACT:

CDC Consulting LLC,
C/O Todd Christenson
todd2414c@aol.com
763-268-9442

COUNTY/CITY:

ANOKA COUNTY
CITY OF LINO LAKES

REVISIONS:

DATE	REVISION
6-29-24	CONCEPT PLAN
9-16-24	WETLANDS
1-6-25	YIELD PLAN

CERTIFICATION:

I hereby certify that this plan 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.

Daniel L. Thurmes Registration Number: 25718
Date: 6-29-24

PROJECT LOCATION:

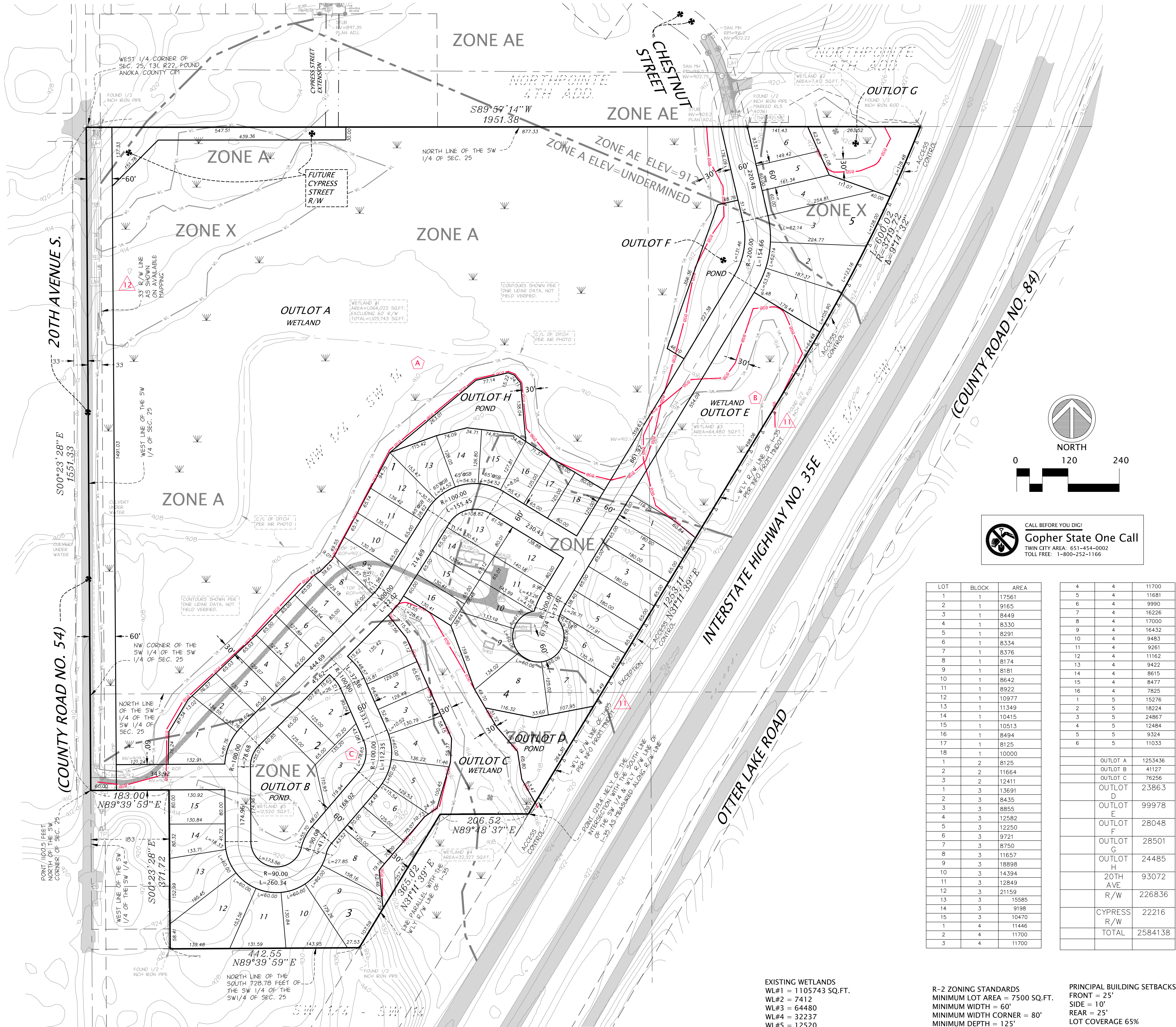
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Phone 651.275.8969
dan@cssurvey.net

CORNERSTONE LAND SURVEYING, INC.

FILE NAME SURVCD02
PROJECT NO. CDC2402

YIELD PLAN



EXISTING WETLANDS
WL#1 = 1105743 SQ.FT.
WL#2 = 7412
WL#3 = 64480
WL#4 = 32237
WL#5 = 12520
TOTAL = 1,222,392

R-2 ZONING STANDARDS
MINIMUM LOT AREA = 7500 SQ.FT.
MINIMUM WIDTH = 60'
MINIMUM WIDTH CORNER = 80'
MINIMUM DEPTH = 125'

PRINCIPAL BUILDING SETBACKS
FRONT = 25'
SIDE = 10'
REAR = 25'
LOT COVERAGE 65%

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BURQUE ESTATES

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C/O Todd Christenson
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763-268-9442

COUNTY/CITY:

ANOKA COUNTY
CITY OF LINO LAKES

REVISIONS:

DATE	REVISION
6-29-24	CONCEPT PLAN
9-16-24	WETLANDS
1-6-25	REVISE
1-10-25	ADD STREET R/W

CERTIFICATION:

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Daniel L. Thurmes Registration Number: 25718
Date: 6-29-24

PROJECT LOCATION:

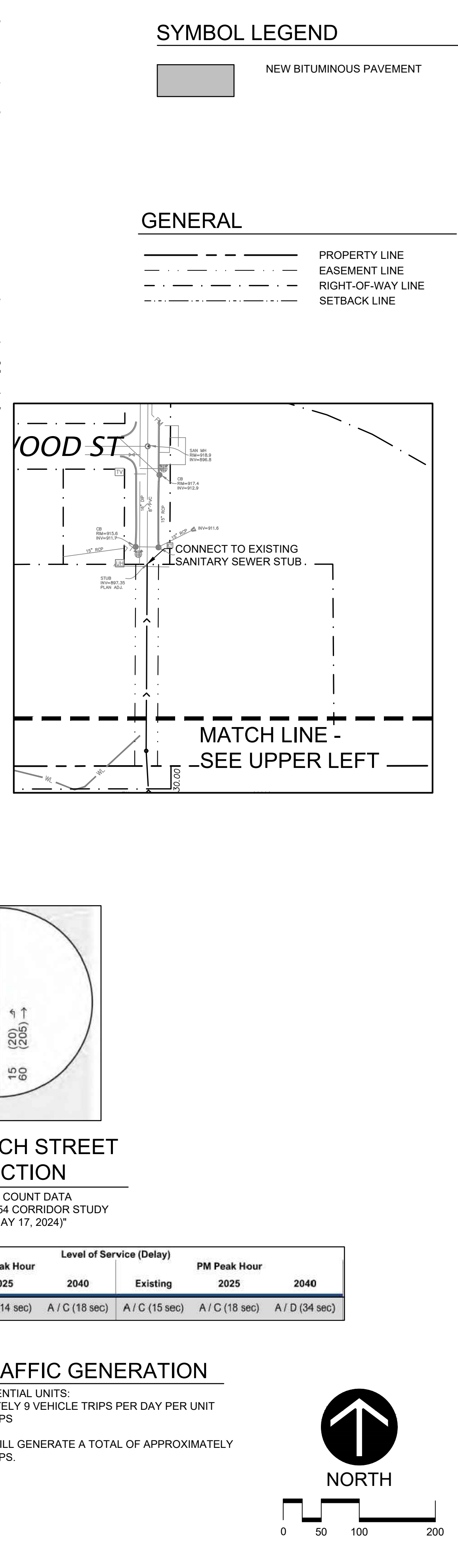
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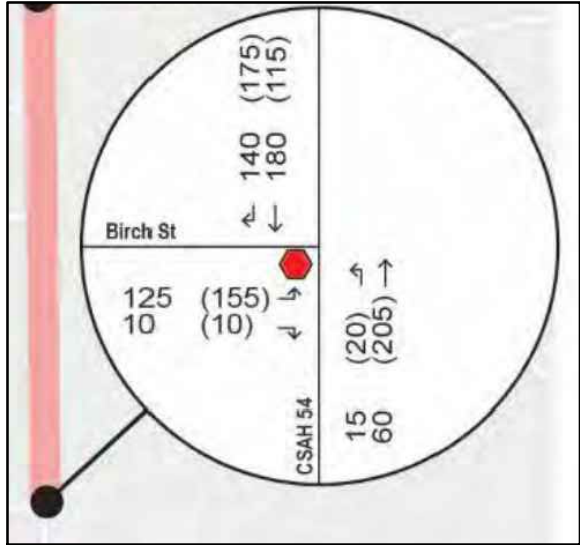
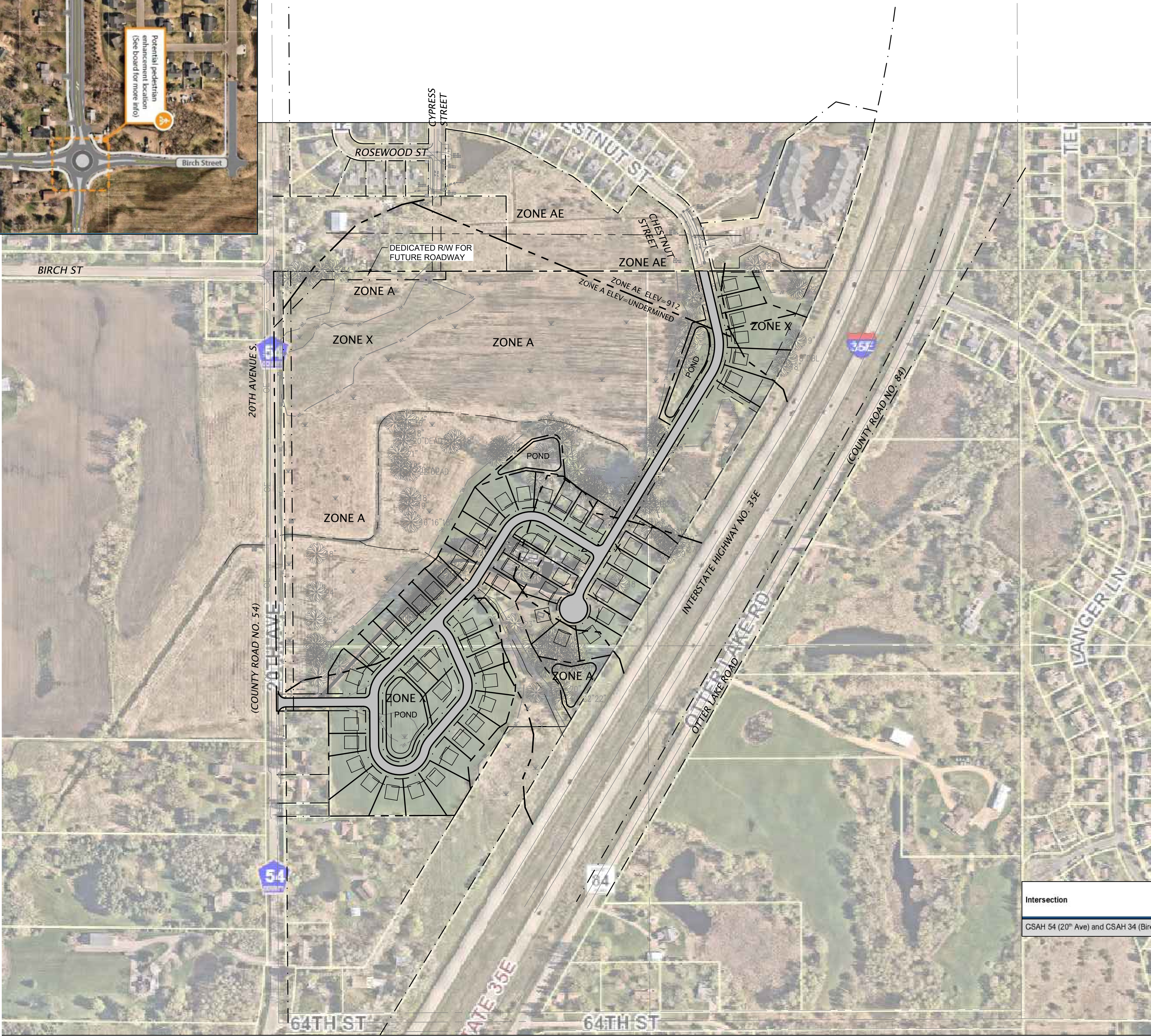
CORNERSTONE LAND SURVEYING, INC.

FILE NAME SURVCD02
PROJECT NO. CDC2402

CONCEPT PLAN



W:\2024\Civil\12246099 - Lino Lakes Burque Subdivision\2. Design\B. Drawing Files\12246099 C100 - Concept Plan.dwg



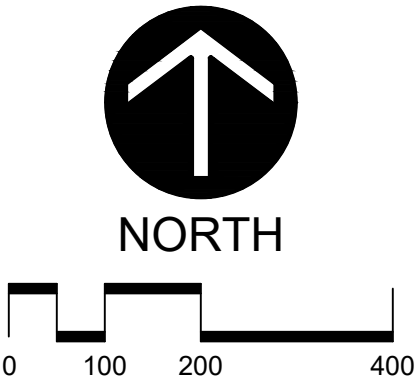
CSAH 54 / BIRCH STREET INTERSECTION

EXISTING TRAFFIC COUNT DATA
(OBTAINED FROM "CSAH 54 CORRIDOR STUDY
FINAL REPORT (MAY 17, 2024)"

Intersection	Traffic Control	Level of Service (Delay)					
		AM Peak Hour			PM Peak Hour		
		Existing	2025	2040	Existing	2025	2040
CSAH 54 (20 th Ave) and CSAH 34 (Birch St)	SSS	A / B (13 sec)	A / B (14 sec)	A / C (18 sec)	A / C (15 sec)	A / C (18 sec)	A / D (34 sec)

PROPOSED TRAFFIC GENERATION

- 1) SINGLE-FAMILY RESIDENTIAL UNITS:
58 UNITS: APPROXIMATELY 9 VEHICLE TRIPS PER DAY PER UNIT
522 DAILY VEHICLE TRIPS
- 2) NEW DEVELOPMENT WILL GENERATE A TOTAL OF APPROXIMATELY
522 DAILY VEHICLE TRIPS.



PRELIMINARY NOT FOR CONSTRUCTION

Client:

Project Title:

I hereby certify that this plan, specifications or report was prepared by me or under my direct supervision and that I am a duly licensed Professional Engineer under the laws of the state of Minnesota.

Thomas J. Herkenhoff

Thomas J. Herkenhoff, P.E.

Date: 01.08.25 Lic. No.: 25520

Rev.	Date	Description
1	01.13.25	City Re-Submittal

Project #: 12246099
Drawn By: TJR/KBK
Checked By: TJH
Issue Date: 12.09.24
Sheet Title:

NEIGHBORHOOD PLAN

Sheet:

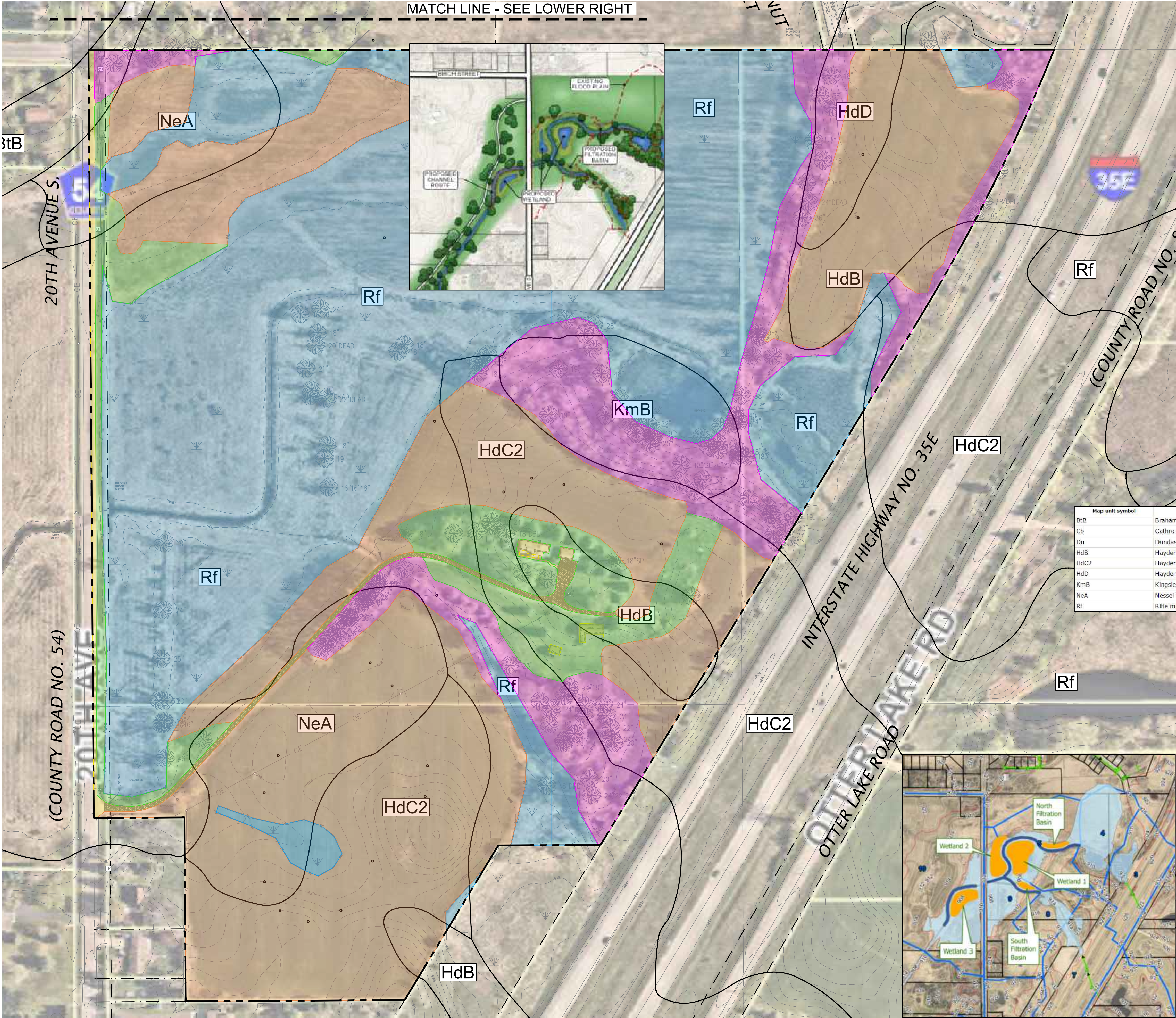
C200

LINO LAKES PARTNERS, LLC
6150 202ND STREET
FOREST LAKE, MN 55025

BURQUE ESTATES
LINO LAKES, MN

Larson Engineering, Inc.
3524 Labore Road
White Bear Lake, MN 55110
651.481.9120
www.larsonengr.com

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SYMBOL LEGEND

- CROPLAND
- GRASSLAND
- WETLANDS
 - WETLAND #1: 1,105,743 SF
 - WETLAND #2: 7,412 SF
 - WETLAND #3: 64,480 SF
 - WETLAND #4: 32,237 SF
 - WETLAND #5: 12,520 SF
 - TOTAL AREA: 1,222,392 SF
 - MITIGATION AREA TO BE DETERMINED
- WOODED AREAS
- PAVED AREAS & BUILDINGS
- PROPERTY LINE
- SOIL BOUNDARY (PER WEB SOIL SURVEY)
- EXISTING TREE

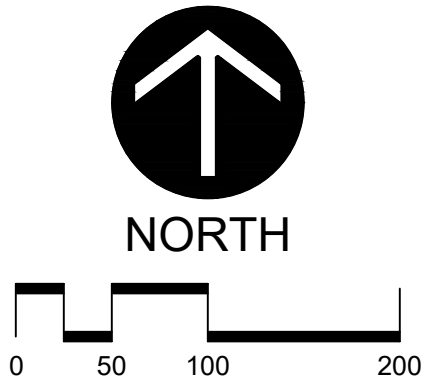
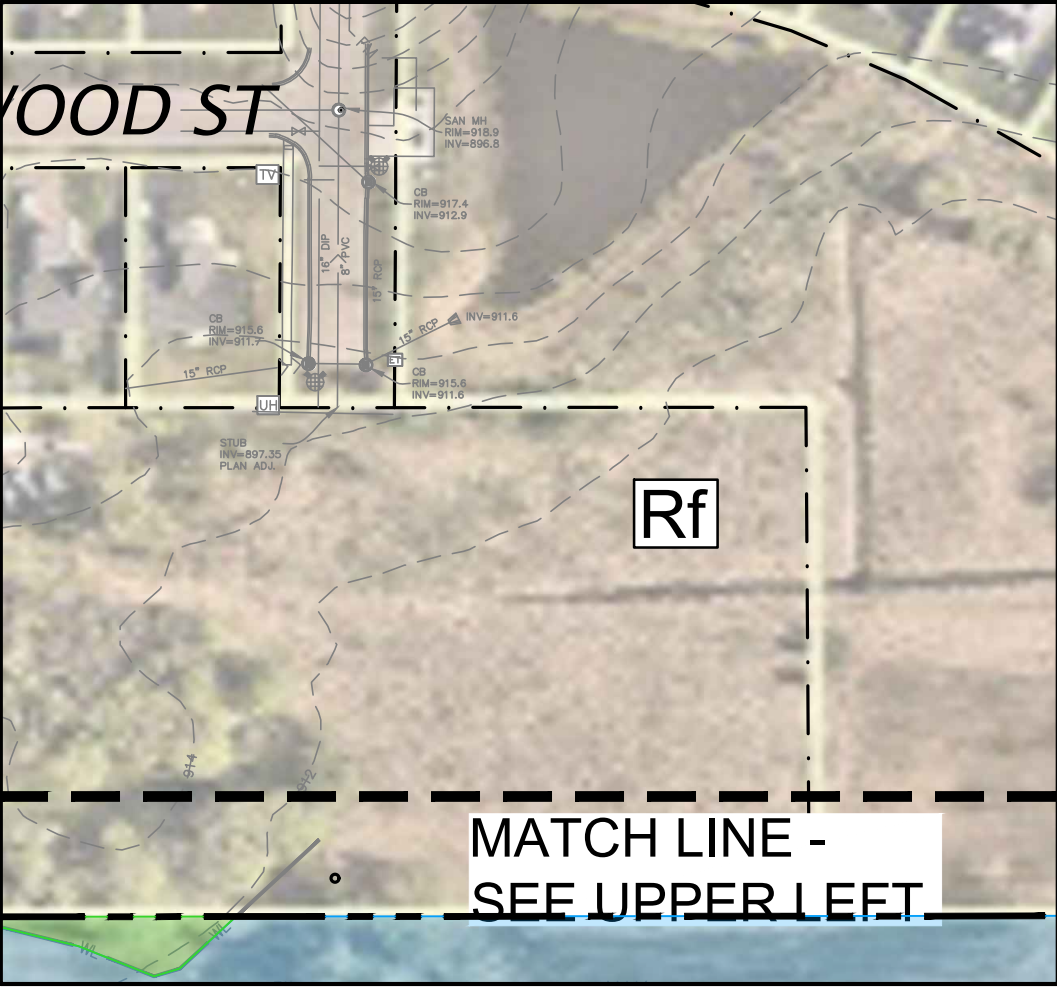
TREE COUNT

TOTAL # OF TREE 18" OR LARGER: 144
ANTICIPATED TREES TO BE REMOVED: 68

NOTES

See Existing Conditions plan prepared by Cornerstone Land Surveying for flood zones.

Map unit symbol	Map unit name	Rating
BtB	Braham loamy fine sand, 2 to 6 percent slopes	A
Cb	Cathro muck	B/D
Du	Dundas loam	B/D
HdB	Hayden fine sandy loam, 2 to 6 percent slopes	B
HdC2	Hayden fine sandy loam, 6 to 12 percent slopes, eroded	B
HdD	Hayden fine sandy loam, 12 to 24 percent slopes	B
KmB	Kingsley fine sandy loam, 2 to 6 percent slopes	C
NeA	Nessel fine sandy loam, 1 to 4 percent slopes	C
Rf	Rifle mucky peat	A/D



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BURQUE ESTATES
LINO LAKES, MN

PRELIMINARY NOT FOR CONSTRUCTION

I hereby certify that this plan, specifications or report was prepared by me or under my direct supervision and that I am a duly licensed Professional Engineer under the laws of the state of Minnesota.

Thomas J. Herkenhoff
Thomas J. Herkenhoff, P.E.
Date: 01.08.25 Lic. No.: 25520

Rev.	Date	Description
1	01.13.25	City Re-Submittal

Project #: 12246099
Drawn By: TJR/KBK
Checked By: TJH
Issue Date: 12.09.24
Sheet Title:

RESOURCE INVENTORY PLAN

Sheet:

C300



Memorandum

To: Katie Larsen, Lino Lakes City Planner

From: Kris Keller PE, WSB
Diane Hankee PE, Lino Lakes City Engineer

Date: February 5, 2025

Re: Burque Estates
Concept Plan Review
027885-000

WSB’s review of the Concept Plans for the Burque Estates development in Lino Lakes, MN, prepared by Larsen Engineering and received January 13, 2025. Our comments were made on the following documents:

- Burque Estates - Concept Plan Submittal prepared by Larsen Engineering, dated January 13, 2025.

The following review comments should be responded to in writing by the applicant.

Engineering

- **General**

The Burque Estates development includes approximately 60 acres between 20th Avenue (CSAH 54) and Interstate 35E, south of Birch Street. The current conceptual project proposes 58 single family units and associated infrastructure.

- **Grading**

The Burque Estates development includes site grading for the 58 units as well as extensions of Chestnut Street, and approximately four local streets that are yet to be named.

- **Stormwater Management**

The Burque owned area of the site, 58.24 acres, overland flows to onsite private ditches that then flow through a culvert under 20th Ave and eventually outlets to Lake Amelia within VLAWMO. There is a culvert under I 35E at the Burque Property that brings water from the east side of I 35E to the site.

The concept plan shows limited stormwater management features. The applicant will be required to meet the City of Lino Lakes stormwater erosion and sediment control ordinance.

Stromwater reuse will be required for all development irrigation.

- **Water Supply**

The City's water supply system well firm capacity should meet or exceed its maximum day demand. This criteria is currently constrained by poor water quality in some wells, the White Bear Lake court orders and ongoing litigation, and annual variability in water use due to drought and other factors. Based on the water supply capacity and well trigger analysis completed in April 2024, excluding Well No. 2 due to poor water quality, if the City is able to add Well No. 7 then the system could serve approximately 7,300 households (about 1,400 households more than the existing 5,900 households) before Well No. 8 is needed. The final number of available households will need to be determined as the project progresses.

The City has begun conversations with the Minnesota Department of Natural Resources (DNR) about permitting Well No. 7 and is awaiting confirmation whether it can be constructed at this time given the ongoing White Bear Lake litigation.

Applicant to verify water pressure is adequate for all locations within the development. All proposed units are required to be on the municipal water supply.

Water infrastructure for the Burque Estates Addition has not yet been designed and will need to be submitted for preliminary plat by the applicant. There is an existing 16-inch diameter trunk watermain within Cypress St that will need to be looped to the existing 16-inch diameter trunk watermain at Birch St. A 12-inch diameter watermain will need to be extended south through the property or along 20th Avenue. It should then loop back to the existing 8-inch diameter watermain within Chestnut St. Otherwise, the development will include a water system with predominately 8- inch diameter ductile iron pipe (DIP) water main with 1-inch Type K copper services being extended to each lot. Water supply will need to be evaluated in conjunction with current pending DNR water appropriation approvals. An additional 12" water stub will need to be extended to the south for future development.

The development is in the City's Drinking Water Study Management Area and has high vulnerability and would be subject to those requirements.

- **Sanitary Sewer**

Sanitary sewer collection for the Burque Estates development has not yet been proposed and will need to be submitted for preliminary plat by the applicant. It is anticipated that the existing 8-inch polyvinyl chloride (PVC) sanitary sewer within Cypress St that will need to be extended south to serve the south portion of the site. The sanitary sewer at Chestnut St is not deep enough to serve the south portion site.

We recommend that the City consider project phasing such that the utilities are extended to the south with the first phase.

The addition will need to be evaluated by the applicant as to whether the existing lift station will need to be oversized to accommodate the proposed development and the remaining sanitary sewer district 3C. Oversizing costs for the remaining sanitary sewer district 3C will be credited by the City. The site will otherwise be served by 8- inch

diameter main along with 4-inch Schedule 40 PVC service pipe to each lot. Additional sanitary sewer stubs will be extended to the south.

- **Transportation**

A general street layout has been proposed with the Concept Plan. The City of Lino Lakes' Comprehensive Plan requires neighborhood street connections. The Burke property is adjacent to I-35E which is a Principal Arterial, 20th Avenue (CSAH 54) which is A-Minor Arterial Reliever, Birch Street (CSAH 34) is a Major Collector road, Cypress Street and Chestnut Street are local roads. The applicant is showing connections with the right of way to Chestnut Street in the northeast portion of the development and 20th Avenue (CSAH 54) in the southwest portion. Cypress Street is planned to be connected to Birch Street as outlined in the City's Comprehensive Plan. A traffic study will be required for the site.

Trails and sidewalks

A trail will be required along the east side of Chestnut Street from the north and then crossing Chestnut and following the wetlands around the back of Block 1. Areas where the trail will be near the wetlands will require an engineered (2') sand subgrade section. Additional sidewalks will be required along the connector roads or as directed by the City Planner.

Comments

1. The traffic study shall include the intersections of Red Oak and 20th Avenue, 21st Avenue and Cedar Street, Birch Street and 20th Avenue and 20th Avenue at the proposed site intersection. The analysis should address the intersection geometrics (i.e. turn lanes) and traffic control needed to accommodate the proposed site development.
2. The traffic study shall meet the requirements outlined in City ordinances. The ten-year forecast review should be 2040 and include a future connection of Birch Street to Cypress Street.
3. The applicant will need to receive approval from Anoka County for the site access to 20th Avenue. The proposed access is approximately 1,300 feet south of Birch Street. It is anticipated that they will require left and right turn lanes on 20th Avenue.
4. Right of way shall be provided at the impacted intersections to accommodate any required or future improvements. In addition, right of way shall be provided east of the Birch Street for the future connection to the existing Northpointe development.
5. A noise study will be required, and noise attenuation should be accounted for in plat layout. Currently there is no space provided for noise attenuation and we anticipate this will impact to the proposed plat layout/ density.
6. Provide traffic calming (narrowed lanes, bump outs, etc.) at the midblock trail crossing on Chestnut Street

- **Wetlands and Environment**

The site includes 35 acres of wetland and buffer. An approved wetland delineation will be required. The applicant will need to work with VLAMWO for Wetland Conservation Act regulations.

The project indicates that there are approximately 28.06 acres of wetland. A wetland replacement plan based on the impacts will need to be submitted, reviewed, and approved through VLAMWO and the City.

The site is located in the Wetland Management Corridor (WMC). Wetland buffers meeting minimum and average requirements will be required around all wetland areas following construction. Any disturbed buffer areas should be seeded with a seed mix containing native, non-invasive, species.

The applicant should verify with the DNR's Natural Heritage Information System database for the potential presence of protected species within and near the project area, including protected plant species. The applicant should coordinate with the DNR on the need for additional studies or surveys as necessary.

The applicant should verify and may need to conduct a Cultural Resource Assessment of the development site through SHPO.

- **Landscaping**

A Landscape Plan for the Burque Estates development has not yet been submitted. One will need to be submitted and reviewed by staff and the City's Environmental Coordinator. The Environmental Coordinator will provide separate comments.

- **Floodplain**

The site includes 60-70% Zone A Floodplain. A Base Flood Elevation will need to be determined and approved by FEMA. A LOMR will be required and floodplain mitigation will be required as applicable.

- **Drainage and Utility Easements**

Roadways are proposed within right-of-way and lots include standard drainage and utility easements. Larger drainage and utility easements will be required to be provided over any utilities outside the right of way and any surface water management features. The eastern 75' feet of CSAH 54 should be dedicated as right of way to Anoka County.

Drainage and Utility easements, through 6620 20th Avenue, will be required to extend municipal utilities from Cypress Street to the proposed development. Conservation easements will be required over wetlands. Standard side yard drainage and utility easements and easements over public utilities will be required.

- **Development Agreement**

A development agreement will be required with the final plat.

- **Grading Agreement**

Grading agreement not required at this time.

- **Stormwater Maintenance Agreement**

The stormwater maintenance for public facilities in the Burque Estates development will be covered under the City's Programmatic Stormwater Management Agreement after the facilities have been installed and accepted by the City. Borrow areas / Lakes area will be maintained by the HOA.

- **Permits Required**

Required permits will be determined at the time of preliminary plat submittal. Potential permits may include some of the following and others:

1. NPDES General Construction Permit
2. City of Lino Lakes Zoning Permit for Construction
3. Minnesota Pollution Control Agency Sanitary Sewer Extension Permit
4. Minnesota Department of Health
5. Rice Creek Watershed District Permit
6. Anoka County Right-of-Way Permit
7. USACE for Wetland Fill / Mitigation
8. FEMA LOMR

If you or the applicant have any questions regarding these comments, please contact Kris Keller at (612) 419-3083 or kkeller@wsbeng.com. You may also contact Diane Hankee at (651) 982-2430 or dhankee@linolakes.us.



Environmental Memo

To: Katie Larsen, City Planner
From: Tom Hoffman, Environmental Coordinator
Date: January 29, 2025
Re: Environmental Comments – Burque Estates Concept Plan PUD

Environmental Board had recommended the following at their January 29, 2025 meeting:

1. Tree preservation notes that trees 18" in diameter are shown and make up 144 trees. The requirements of the city is to show deciduous trees 6" or larger in diameter and coniferous trees 12' or taller
 - a. Update the tree preservation plan to include all significant trees as defined in city code 1001.007.
 - b. Provide a table showing each tree by species, diameter/height, condition, and if it is being removed.
 - c. Future submittals shall include calculations for mitigation of trees outside of the basic use area. All removals outside of the basic use area will require mitigation and calculations should be provided on future plans.
 - d. Provide removal of dead ash trees within dedicated park and open space to limit maintenance required by the city once ownership is transferred.
2. Submit a wetland delineation for the site.
 - a. Mitigation will be required for any wetland impacts.
 - b. Avoidance of wetlands should be considered, move stormwater management outside of existing wetlands.
 - c. Rare, unique, and significant resources survey should be performed for impacted wetlands.
3. The site is shown to be within the flood plain. Provide information on base flood elevations for zone A.
 - a. Any impacts to the floodplain will require compensatory storage be provided.
4. Wetland buffers should have a minimum width of 25 feet and be 50 feet wide on average.
5. Submit stormwater modeling for the site

- a. Storm water pond design should take into account the site's location in a highly vulnerable area of the Drinking Water Supply Management Area. This may limit infiltration possibilities on the site.
 - b. A portion of this site is within the Lake Amelia Ditch Study. BMP's should be incorporated into the final design as shown on the study
 - c. Lake Amelia is currently not listed as an impaired water body. The proximity of the project site to the lake and the drainage ditch that flows into the lake is crucial. Extra effort should be taken for stormwater management to protect the existing ditches and downstream resources.
 - d. Water reuse should be explored as an option for any irrigation within the site.
- 6. Maintain the function and flow of the existing ditches within the property. The ditch system drains the site and upstream areas east of the freeway. Existing drainage areas will need to be preserved.
 - a. Opportunities exist for rerouting the ditches with the proposed development along with restoration along the corridor.
- 7. The 2040 Comprehensive plan shows a portion of the site, along both ditches being part of the greenway system.
 - a. Show the greenway system on future submittals and connection to the north to existing parks and trails facilities
 - b. Provide conservation easements over all wetland and open space in the development to ensure connectivity with existing and future development.
- 8. Opportunities for wetland restoration onsite with the development. Potential wetland mitigation onsite. Preserve and enhance all wetlands where feasible.
- 9. The site is located within the Lino Lakes East wellhead protection area. Consideration for the vulnerability of the DWSMA should be considered during future proposals.
- 10. Complete a noise study as part of the development to see if any mitigation will be required.
- 11. The project will disturb more than an acre of soil and will be required to obtain an NPDES permit. Proof of permit shall be required before construction.
- 12. A SWPPP shall be required in additional submittals as required by the MPCA meeting sections 5.2-5.26
 - a. Final erosion and sediment control will be reviewed with future submittals
 - b. Redundant perimeter control will be required around all wetlands onsite where a 50' natural buffer cannot be maintained during construction. Redundant perimeter control should be spaced 3-5' apart.



DATE: February 6, 2025

TO: Katie Larsen, City Planner

FROM: Rick DeGardner, Public Services Director

RE: Burque Estates - Park Dedication Discussion

The Park Boards primary discussion last night revolved around extending the existing trail along Chestnut Street westward to eventually provide pedestrian access to Tower Park, located at Birch Street and Centerville Road. There are two options to explore:

1. Install a boardwalk/trail along the northern boundary of the development from 20th Avenue South to Chestnut Street. The existing future Cyprus Street ROW, along with an 850' boardwalk would extend direct access from the existing trail on Chestnut Street to the Birch Street and 20th Avenue South intersection. The future trail project of extending the trail along westward along the south side of Birch Street will complete the connection to Tower Park.
2. Extend the paved trail southward along the east side of Chestnut Street from the Northpointe Development, then cross Chestnut Street and continue the trail along the wetland buffer. I included an attachment illustrating this.

I think both options merit further investigation and discussion. There are significant pros and cons for each option!



ZONE AE

NORTHPOINTE 4TH ADD.

CHESTNUT STREET

NORTHPOINTE 8TH ADD.

OUTLOT G

S89°59'14"W
1951.38

ZONE AE

ZONE AE ELEV=912
ZONE A ELEV=UNDERMINED

ZONE A

ZONE X

ZONE A

ZONE X

OUTLOT A
WETLAND

OUTLOT F

WETLAND
OUTLOT E

OUTLOT H
POND

OUTLOT C
WETLAND

OUTLOT B
POND

OUTLOT A
POND

INTERSTATE HIGHWAY NO. 35E

OTTER LAKE ROAD

20TH AVENUE S.

S00°23'28"E
1551.33

COUNTY ROAD NO. 54

POINT 1100.5 FEET
NORTH OF THE SW
CORNER OF SEC. 25

WEST 1/4 CORNER OF
SEC. 25, T31, R22, FOUND
ANOKA COUNTY CTR

FOUND 1/2
INCH IRON PIPE

CYPRESS STREET
EXTENSION

FUTURE
CYPRESS
STREET
R/W

WETLAND #1
AREA=1064,022 SQ.FT.
EXCLUDING 60' R/W
TOTAL=1,105,743 SQ.FT.

CONTOURS SHOWN PER
DNR LIDAR DATA, NOT
FIELD VERIFIED.

C/L OF DITCH
PER AIR PHOTO

CONTOURS SHOWN PER
DNR LIDAR DATA, NOT
FIELD VERIFIED.

NORTH LINE OF THE
SW 1/4 OF THE SW
1/4 OF SEC. 25

N89°39'59"E
183.00

S00°23'28"E
371.72

WEST LINE OF THE SW
1/4 OF THE SW 1/4

NORTH LINE OF THE
SOUTH 728.78 FEET OF
THE SW 1/4 OF THE
SW 1/4 OF SEC. 25

N89°48'37"E
206.52

N31°11'39"E
365.02

LINE PARALLEL WITH THE
WLY R/W LINE OF I-35

POINT 1219.4' NELY OF THE
INTERSECTION WITH THE SOUTH LINE
OF THE SW 1/4 & WLY R/W LINE OF
I-35 AS MEASURED ALONG R/W LINE

EXISTING WETLANDS
WL#1 = 1105743 SQ.FT.
WL#2 = 7412
WL#3 = 64480
WL#4 = 32237
WL#5 = 12520
TOTAL = 1,233,292

From: [Logan Keehr](#)
To: [Katie Larsen](#)
Subject: RE: Land Use Application - Burque Estates
Date: Wednesday, January 29, 2025 9:40:24 AM
Attachments: [image001.jpg](#)

Caution: This email originated outside our organization; please use caution.

Hi Katie,

Our comments on this Site Plat are:

Our preferred location for a connection to CSAH 54 (20th Ave.) is directly across from CSAH 34 (Birch St.). This would allow for a full access connection since CSAH 34 will remain a full access intersection. Any access south of CSAH 34 would need to be a right in/right out intersection based on our access spacing guidelines. Any access connection would require a NB right turn lane.

Let me know if you have any questions.

Logan Keehr, PE

Traffic Engineer II

Anoka County Transportation Division
Highway-Transit-Fleet-Surveyor-GIS
1440 Bunker Lake Boulevard NW
Andover, MN 55304
www.anokacountymn.gov

-
Office: 763-324-3100
Direct: 763-324-3183
Fax: 763-324-3020

Our passion is your safe way home!

From: Julie Whitney <JWhitney@linolakes.us>
Sent: Friday, January 17, 2025 12:52 PM
To: metrodevreviews.dot@state.mn.us; Logan Keehr <Logan.Keehr@anokacountymn.gov>; M Eichinger <meichinger@isd12.org>
Cc: Katie Larsen <KLarsen@linolakes.us>
Subject: Land Use Application - Burque Estates

**CITY COUNCIL
WORK SESSION STAFF
REPORT ITEM NO. 6**

STAFF ORIGINATOR: Michael Grochala, Community Development Director

WORK SESSION DATE: March 3, 2025

TOPIC: Public Works Facility Construction Manager as Agent RFQ/RFP

BACKGROUND

Staff is proposing to use the construction manager as agent (CMa) process as part of the public works facility design and construction. Under this process the City would retain a qualified construction management firm to assist with the overall design, management, and construction of the project. They would work hand in hand with City staff, architect, and engineering team to complete the project. Under this process the City would be bidding out components of the project directly rather than relying on a general contractor. The CMa scope of services would include:

Pre-construction activities: these include consulting on aspects of project design with the City and Oertel Architects, creating parameters for quality, cost and time, constructability reviews and cost analysis and management of the overall project budget. This would also include development of a phasing and sequencing plan.

Procurement activities: these would include developing a procurement plan include multiple bid packages, along with bid and award administration.

Construction Phase: these activities would include coordination of all subcontractors, vendors and suppliers, prepare project schedule, lead change order review and dispute resolution in coordination with staff and Oertel Architects, enforcing and maintaining quality of control standards and review of contractor labor, materials and other costs.

Closeout: Management and coordination of final start-up, testing and occupancy, facilitate commissioning process and compile all project documentation.

The CMa essentially covers the day-to-day project management, along with providing another viewpoint during design discussions. We believe this will be extremely important given that we

will be working on the existing Public Works site. The City previously used a construction manager for the City Hall building.

REQUESTED COUNCIL DIRECTION

Staff is requesting direction to seek proposals from qualified firms for providing these services.

ATTACHMENTS

None.

**CITY COUNCIL
WORK SESSION STAFF
REPORT ITEM NO. 7**

STAFF ORIGINATOR: Michael Grochala, Community Development Director

WORK SESSION DATE: March 3, 2025

TOPIC: Backup Building Inspection and Plan Review Services

BACKGROUND

The City entered into a Professional Services contract with MnSpect, LLC in 2020 to provide supplementary building inspection services during periods of peak demand. MnSpect currently provides, on an as needed basis, an inspector with a Limited Building Official certification. This person can complete inspections on one and two-family dwellings. To provide additional redundancy to our Building Department services, staff is proposing to expand the services provided by MnSpect to include:

- Certified Building Official providing inspections on commercial properties. (\$840/day)
- Designated Building Official, for periods when the city doesn't have an internal designee. (\$1,500/week)
- Commercial Plan Review services (\$135/hour)

As noted above these are intended to be supplementary and/or emergency services used as needed to maintain service levels. Staff is still proposing to fill the vacant Building Inspector position. The 2025 building department budget includes \$36,720 for contracted inspection services.

REQUESTED COUNCIL DIRECTION

Staff is requesting City Council direction to bring forward a professional service agreement amendment for consideration.

ATTACHMENTS

None.

**CITY COUNCIL
WORK SESSION STAFF REPORT
ITEM NO. 8**

STAFF ORIGINATOR: Curt Boehme, Interim Public Safety Director

WORK SESSION DATE: March 3, 2025

TOPIC: Public Safety Update

Update

Staff will be on hand to gather feedback on the concept/draft 4th Quarter 2024 Public Safety Update