

3800 Laverne Avenue North
Lake Elmo, MN 55042

(651) 747-3900
www.lakeelmo.org

NOTICE OF MEETING

The City of Lake Elmo
Planning Commission will conduct a meeting on
Monday January 24, 2022
at 7:00 p.m.

AGENDA

1. Pledge of Allegiance
2. Approve Agenda
3. Approve Minutes
 - a. December 13, 2021
4. Public Hearings
 - a. Applicants Carolyn and Brett Horttor, owners of property on the southwest corner of Lake Elmo Avenue and 32nd Street (PID #13.029.21.33.0042), are seeking a 45-foot rear setback variance. The applicants would like to construct a four-season porch as part of their new home construction that would encroach on the required 195-foot setback from the ordinary high water level (OHWL) of Lake Elmo. The applicants propose the main structure be 195 feet from the OHWL and the four-season porch be 175 feet from the OHWL.
5. New/Unfinished Business
 - a. Minor Update to City of Lake Elmo Design Guidelines & Standards Manual
6. Communications/Updates
 - a. City Council Update
1-4-2022 – Reappointed Planning Commissioners Risner and Steil and approved PC Work Plan
 - b. Staff Updates
 1. Training Opportunity – Your Role in Land Use Decision-Making & Regulation February 1 9:00 am <https://www.lmc.org/learning-events/events/league-events/land-use-regulation-for-local-officials/>
 2. New hire
 - c. Upcoming PC Meetings:
 1. February 14, 2022
 2. February 28, 2022
7. Adjourn

***Note: Every effort will be made to accommodate person or persons that need special considerations to attend this meeting due to a health condition or disability. Please contact the Lake Elmo City Clerk if you are in need of special accommodations.



**City of Lake Elmo Planning Commission
Meeting
Minutes of December 13, 2021**

Commission Chair Risner called to order the meeting of the Lake Elmo Planning Commission at 7:00 p.m.

COMMISSIONERS PRESENT: Risner, Graen, Mueller, Steil, Vrieze

COMMISSIONERS ABSENT: Rehkamp

STAFF PRESENT: Planning Director Just

Pledge of Allegiance at 7:00 PM

Approve Agenda:

M/S/P: Graen/Mueller moved to approve the agenda. **Vote: 5-0, motion carried unanimously.**

Approve Minutes:

M/S/P: Steil/Mueller moved to approve the Planning Commission minutes of November 22nd, 2021.

Vote: 5-0, motion carried unanimously.

Public Hearings: None

New/Unfinished Business:

- a. 2022 Planning Department Work Plan:
Planning Director Just gave staff presentation.

Staff is requesting that the Planning Commission review and recommend adoption of the proposed Planning Commission Work Plan for 2022 to the City Council.

There was some discussion regarding the city demoing/replacing trees during utility projects.

M/S/P: Steil/Risner moved to approve the Planning Commission Work Plan for 2022. **Vote: 5-0, motion carried unanimously.**

- b. Training – Needs & Wants

Director Just spoke about what training is necessary, such as the role of the Planning Commission and the basics of planning, and what training is optional based on member interest.

Director Just will send out a survey asking what additional training each commissioner would like to learn about.

Communications/Updates

- a. City Council Update
 - 12-7-21 Meeting – Crossroads East Development Agreement - Approved
 - 12-7-21 Meeting – Royal Golf 4th Addition Final Outlot Plat - Approved
 - 12-7-21 Meeting – Granted additional time to Applewood Pointe to submit Final Plat/PUD - Approved

b. Staff Updates
None

c. Upcoming PC Meetings:
1. January 10, 2022
2. January 24, 2022

Meeting adjourned at 8:00 PM.

Respectfully submitted,

Diane Wendt
Permit Technician



STAFF REPORT

DATE: 01/24/2022

REGULAR

ITEM#: 4 – PUBLIC HEARING

MOTION

TO: Planning Commission
FROM: Corrin Bemis, Planning Consultant
AGENDA ITEM: **Minor Subdivision and Variance Condition Amendment Request**
REVIEWED BY: Molly Just, Planning Director

INTRODUCTION:

Carolyn Horttor recently submitted an application for a 45-foot setback variance on Parcel 13.029.21.33.0042 at the southwest corner of Lake Elmo Avenue N and 32nd Street N (Subject Property). If approved, the variance request would amend the Minor Subdivision and Lot Width Variance for 3200 Lake Elmo Avenue by removing one of the conditions of approval. In 2007, the city approved Resolution No. 2007-033, creating the subject property. One of the conditions of approval stated in the resolution prohibits structures on the parcel from being closer than 195 feet from the Ordinary High-Water level (OHWL) of Lake Elmo. The applicant is now requesting to amend the 2007 resolution by removing this condition of approval.

ISSUE BEFORE PLANNING COMMISSION:

The Commission is being asked to hold a public hearing, review, and make a recommendation on the request to amend Resolution No. 2007-033 approving a minor subdivision and lot width variance for 3200 Lake Elmo Avenue by removing Condition of Approval #8.

VARIANCE REQUEST DETAILS/ANALYSIS:

Address: None
PID: 13.029.21.33.0042
Existing Zoning: Rural Single Family
Surrounding Zoning: North, South, East, & West: Rural Single Family
Deadline for Action: Application Complete – 12/20/2021
60 Day Deadline – 2/18/2022
Extension Letter Mailed – N/A
120 Day Deadline – N/A

Applicable Regulations: Article V - Zoning Administration and Enforcement
Article XVIII – Shoreland Management Overlay District
Article XI – Rural Districts

Reason for Request. The applicant is asking the City to amend Resolution No. 2007-033 to reduce the setback requirement so the landowner may add a four-season porch structure and deck to the proposed main structure of a new home. The subject property does not currently contain

any structures besides a small accessory storage shed. To provide the space necessary for the four-season porch and deck, the applicant is requesting a change in the setback requirement from 195 feet to 150 feet. The subject property is currently regulated by City of Lake Elmo in Resolution No. 2007-033. This resolution approved a Minor Subdivision and Lot Width Variance for 3200 Lake Elmo Avenue on April 17, 2007. At the time the Parent Parcel was split into two parcels named "F" and "G." As part of the split, all structures proposed on parcel "F" would have a minimum setback of 195 feet from OHWL of Lake Elmo. While the Lake Elmo Zoning Code only requires a 75-foot rear setback on this property, the applicant is requesting a variance due to the 2007 resolution.

Minimum Setback from OHWL (105.12.1260)	Setback Required by Resolution No. 2007-033	Proposed Setback
75 feet	195 feet	150 feet

Resolution No. 2007-033 Conditions to be Amended as Follows:

1. The existing driveway shall be relocated onto 32nd Street to a location subject to approval by the City Engineer, in accordance with the requirements of City Code chapter 14;
2. All above ground utilities servicing the existing home (if any) shall be placed underground prior to accepting an application for final plat;
3. Standard drainage and utility easements shall be provided to the City around the boundaries of all lots, wetlands, and lakes as guided by the City Engineer. Such easements shall be legally conveyed to the City before issuance of any future building permits.
4. Installation of two new septic systems at this time shall not exclude both properties from hooking up to the municipal system if mandated by the City in the future.
5. Silt fence shall be shown at the construction limits for the proposed house, driveway and street that will be constructed with this development;
6. The applicant shall obtain and adhere to all necessary permits and approvals from the VBWD;
7. The applicant shall pay a cash-in-lieu fee of \$3500 to satisfy the city's park dedication requirements.
8. ~~All structures on proposed parcel "F" shall be a minimum of 195 feet from the OHW of Lake Elmo.~~
9. Compliance with any additional requirements established by the City Engineer and City Attorney.

REVIEW AND ANALYSIS/DRAFT FINDINGS:

An applicant must establish and demonstrate compliance with the variance criteria set forth in Lake Elmo City Code Section 105.12.320 before the City may grant an exception or modification to city code requirements. These criteria are listed below, along with comments from Staff about the applicability of these criteria to the applicant's request.

- 1) **Practical Difficulties.** A variance to the provision of this chapter may be granted by the Board of Adjustment upon the application by the owner of the affected property where the strict enforcement of this chapter would cause practical difficulties because of circumstances

unique to the individual property under consideration and then only when it is demonstrated that such actions will be in keeping with the spirit and intent of this chapter. Definition of practical difficulties - "Practical difficulties" as used in connection with the granting of a variance, means that the property owner proposes to use the property in a reasonable manner not permitted by an official control.

FINDINGS:

The proposed structure complies with the minimum setback requirements outlined in Section 105.04.680 of the Lake Elmo City Code. The Shoreland Standards ordinance states parcels with connection to city sewer on lakes classified as recreational development shall have a setback of 75 feet from the OHWL. The new construction will be connected to city sewer and water. The subject property has had its septic area filled and will be connected to public utilities so there is no longer a need for a designated septic area requiring a 195-foot setback.

- 2) Unique Circumstances.** The plight of the landowner is due to circumstances unique to the property not created by the landowner.

FINDINGS:

The unique shape, topography and location of the lot influence the placement of the home.

- 3) Character of Locality.** The proposed variance will not alter the essential character of the locality in which the property in question is located.

FINDINGS:

The variance would allow the property owner to use the property in accordance with uses permitted in the Rural Single Family District without altering the essential character of the locality. The proposed setback is behind existing adjacent property structures. Many homes on Lake Elmo are closer to the shoreland than the proposed 150 feet setback. With the setback reduced to 150 feet, the foremost portion of the proposed sunroom structure would remain farther from the shoreland than the neighboring adjacent structures. The proposed variance conforms to the setbacks of structures that exist on both sides of the proposed addition of the four-season porch and deck.

- 4) Adjacent Properties and Traffic.** The proposed variance will not impair an adequate supply of light and air to properties adjacent to the property in question or substantially increase the congestion of the public streets or substantially diminish or impair property values within the neighborhood.

FINDINGS:

The proposed variance does not substantially diminish or impair adjacent properties. The proposed minimum setback is farther from the OHWL than that of adjacent homes. Supporting emails from neighbors are included in Attachment 5.

MINNESOTA DEPARTMENT OF NATURAL RESOURCES REVIEW:

Consultant staff sent a notice and request for comments to the Commissioner and Area Hydrologist of the Minnesota DNR on January 13, 2022. Staff has not received any comments from the DNR at this time.

CITY AGENCY REVIEW:

This request has been distributed to several agencies and city departments for review.

PUBLIC COMMENT:

A hearing notice was sent to surrounding properties on December 29, 2021. A hearing notice was published in the local newspaper on January 12, 2022. At this time, staff has not received any comments from the public on the requested variance.

FISCAL IMPACT:

None

OPTIONS:

The Planning Commission may:

- Recommend approval of the proposed amendment.
- Recommend approval of the proposed amendment with conditions.
- Recommend denial of the amendment, citing recommended findings of fact for denial.

RECOMMENDATION:

Staff recommends that the Planning Commission recommend approval of the subject amendment.

“Move to recommend APPROVAL of the request from Carolyn Horttor to amend Resolution No. 2007-033 approving a minor subdivision and lot width variance for 3200 Lake Elmo Avenue by removing Condition of Approval #8 and allowing a setback of 150 feet from the Ordinary High Water Level of Lake Elmo.”

ATTACHMENTS:

- 1) Land Use Application
- 2) Written Statements
- 3) Certificate of Survey
- 4) Resolution No. 2007-033
- 5) Supporting Emails from Neighbors

Date Received: _____
Received By: _____
Permit #: _____



651-747-3900
3800 Laverne Avenue North
Lake Elmo, MN 55042

LAND USE APPLICATION

- Comprehensive Plan Zoning District Amend Zoning Text Amend Variance*(see below) Zoning Appeal
- Conditional Use Permit (C.U.P.) Flood Plain C.U.P. Interim Use Permit (I.U.P.) Excavating/Grading
- Lot Line Adjustment Minor Subdivision Residential Subdivision Sketch/Concept Plan
- PUD Concept Plan PUD Preliminary Plan PUD Final Plan Wireless Communications

Applicant: Carolyn Horttor
Address: 1959 N Park Dr., Saint Paul, MN 55119
Phone # 651-592-3339
Email Address: horttors@comcast.net

Fee Owner: Carolyn Horttor
Address: 1959 N Park Dr., Saint Paul, MN 55119
Phone # 651-592-3339
Email Address: horttors@cocmast.net

Property Location (Address): corner of 32nd Street and Lake Elmo Avenue in Lake Elmo, 55042
(Complete (long) Legal Description): Located in Exhibit A

PID#: 13.029.21.33.0042

Detailed Reason for Request: Located in Exhibit B

*Variance Requests: As outlined in Section 301.060 C. of the Lake Elmo Municipal Code, the applicant must demonstrate practical difficulties before a variance can be granted. The practical difficulties related to this application are as follows:
Located in Exhibit C

In signing this application, I hereby acknowledge that I have read and fully understand the applicable provisions of the Zoning ordinance and current administrative procedures. I further acknowledge the fee explanation as outlined in the application procedures and hereby agree to pay all statements received from the City pertaining to additional application expense.

Signature of applicant: *Carolyn Horttor* Date: 10-22-21
Signature of fee owner: *Carolyn Horttor* Date: 10-22-21

RECEIVED
OCT 22 2021
BY: *Diane Weacht*

RECEIVED
OCT 22 2021

WRITTEN STATEMENTS

Item #2, statements a – h:

- a. Provided in labels envelope
- b. Please see Exhibit A.
 - 1. Parcel identification number: 13.029.21.22.0042
 - 2. Parcel size: 1.892 acres
 - 3. Existing use: residential
- c. ARTICLE XX. SHORELAND MANAGEMENT OVERLAY DISTRICT, § 154.800 SHORELAND MANAGEMENT OVERLAY DISTRICT. Table 17-3: Shoreland Standards.
- d. Please see Exhibit B.
- e. N/A
- f. Please see Exhibit C.
- g. Please see Exhibit C.
- h. Please see Exhibit C.

EXHIBIT B

Detailed Reason for Request:

The request of the property owner is for the City to grant a variance to reduce the setback requirement so the landowner may expand their proposed home towards the shoreland. The property owner seeks to add a four-season porch structure and deck to the main structure of the proposed home. Lake Frontage is subject to the shoreland management ordinance. To provide the space necessary for an addition to the proposed main structure's, a change in the setback requirement from 195 feet to 150 feet is requested. The proposed main home structure's current setback is 195 feet per the City of Lake Elmo in Resolution No. 2007-033. This resolution approved a "Minor Subdivision and Lot Width Variance for 3200 Lake Elmo Avenue" on April 17, 2001. At this time the Parent Parcel was split into two parcels named "F" and "G." As part of the split, all structures proposed on parcel "F" have a minimum setback requirement of 195 feet from Ordinary High-Water level (OHWL) of Lake Elmo in the City of Lake Elmo. The proposed main home structure build is setback at least 195 feet as currently required.

The proposed home is situated on top of a steep hill and setback further from the shoreland than neighboring homes. The property owner proposes to add a four-season porch and deck to the proposed main home structure to provide easier access to the shoreland and lake for the residents of the home and guests. Granting the variance request, provides greater access to the land. Guests and residents will not be forced to traverse a steep hill to access the shoreland and lake. The ability to build the four-season porch and deck within a requested 150 feet setback minimum distance effectively makes the land less restrictive. Access to the shoreland and lake will be easier, flatter, and a shorter distance from the main home because the four-season porch and deck will be closer to the shoreland. The reduction in the setback allows all individuals, especially those with disabilities, better access to enjoy the lake and its shoreland without having to manage forty additional feet of significant elevation change from home to shoreland. Thus, the proposed variance makes the property more usable. In addition, the septic requirements no longer exist because the property will have sewer and water.

EXHIBIT C

***Variance Requests: As outlined in Section 301.060 C. of the Lake Elmo Municipal Code, the applicant must demonstrate practical difficulties before a variance can be granted. The practical difficulties related to this application are as follows:**

The City may grant a proposed variance in limited instances where the strict enforcement of a building requirement:

- causes practical difficulties;
- the circumstances are unique to the individual property;
- the proposed action must be in keeping with the spirit of granting a variance;
- the proposed action does not change the essential character of the location; and
- the proposed action must not impair adjacent properties

Here, the property owner's variance request to reduce the 195 feet minimum setback requirement to 150 feet meets the limited instances required:

- The property will have sewer.
- The property has a steep hill.
- The proposed setback is behind existing adjacent property structures.
- Granting the variance is timely because it allows the construction of the four-season porch and deck to coincide with the proposed main structure build and minimizes impact on the property and adjacent properties.

Practical Difficulties

Strict enforcement of the minimum setback requirement causes practical difficulty, meaning the property owner proposes to use the property in a reasonable manner not permitted by an official control. The home has an existing OHWL setback of 195 feet.

The property has sewer access.

The proposed main home structure is setback within the minimum setback requirement. The standard city ordinance for a structure setback classified as recreational development with a sewer is a setback of 75 feet. Here, the original plat required a septic system and space for a septic system. This is no longer an issue on the property because the property owner has applied and paid for city sewer. The new construction will be connected to city sewer and water. Further, the property adjacent originally required a septic system. The property owner's land originally contained an easement for the adjacent property's septic system. Now the adjacent house at 3200 Lake Elmo Avenue (the home south of property owner) no longer has a septic system on its property and is

connected to City sewer. This adjacent property's septic system was removed and filled. There is no longer a designated septic area preventing the variance request, and the land is open. Please see Drainage and Utility Easement #1178922 and City of Lake Elmo Resolution No. 2007-033.

Reasonable use

The proposed variance provides the property owner the ability to build a four-season porch and deck addition to the main home structure to better enjoy and access its shoreland property. Here, the property owner proposes to use the property in a reasonable manner. Homes with decks and four-season porches are common on Lake Elmo lakeshore property and many homes. Adding a four-season porch and deck to the sides or streetside portion of this main home structure is not feasible due to lot width constraints.

Unique circumstance

The minimum setback requirement is unique to this individual property, and the property owner did not create the unique circumstances.

The Property has a steep hill.

The unique circumstance of the steep elevation from the lake and shoreland to the existing home is unique to the property and not caused by the property owner.

Essential character

The variance does not alter the essential character of the locality in anyway. The main home structure meets the 195 feet setback requirement as planned on the property. The variance allows the property owner to use the property in accordance with the use of the property as a homestead and provides a flat useable area for living in the home and enjoying the property by offering greater accessibility to the lake and shoreland.

The variance is in harmony with the purpose and intent of the ordinance. The standard city ordinance for a structure setback classified as recreational development with a sewer is a setback of 75 feet. The proposed reduction is double the minimum standard for minimum shoreland setback requirements and comports with the purpose of shoreland recreational development.

The proposed setback is behind existing adjacent property structures.

The neighboring homes are not setback as far as the property owner's home. A vast majority of homes on Lake Elmo are closer to the shoreland than the proposed 150 feet setback. In fact, even with the reduced setback to 150 feet, the *foremost portion* of the

proposed sunroom structure remains *behind* the *back most* line of the neighboring adjacent structures.

In addition, according to the City Shoreland Standards:

“Where structures exist on both sides of a proposed building site, structure setbacks may be altered without a variance to conform to the adjoining setbacks from the Ordinary High Water Level (OHWL), provided the proposed building is not located in a shore impact zone or bluff impact zone.” See ARTICLE XX. SHORELAND MANAGEMENT OVERLAY DISTRICT, § 154.800 SHORELAND MANAGEMENT OVERLAY DISTRICT. Table 17-3: Shoreland Standards. Subd. (b).

Here, the proposed variance conforms to the setbacks of structures that exist on both sides of the proposed addition of the four-season porch and deck, and the variance clearly conforms with the adjoining setbacks.

Adjacent Properties

The proposed variance does not impair adjacent properties. Not only is the proposed minimum setback behind adjacent homes. Here, the proposed four-season porch and deck do not obstruct the views of adjacent neighbors’ homes to the property. The property owner spoke with the adjacent neighbors and was told the adjacent neighbors do not object to the addition of a four-season porch and deck or variance request. The neighbors reacted positively during these neighborly discussions. Please see attached supporting emails from neighbors.

In the Spirit of Granting a Variance

The proposed minimum setback variance is in keeping with the spirit of granting a variance.

The request is timely.

The variance request is consistent with the comprehensive plan. Granting the variance now minimizes any building impact on the property and adjacent properties. The proposed placement of the four-season porch and deck will coincide with the building of the proposed home and avoids the most damage to mature trees and land as part of the building of the main home structure. The exterior colors of the proposed four-season porch and deck will match or be complimentary to the proposed main structure home.

For these reasons, the property owner respectfully requests the city grant the variance and reduce the minimum setback requirement on the property from 195 feet to 150 feet to allow the addition of a four-season porch and deck to the proposed main home.

CERTIFICATE OF SURVEY

PART OF LOTS 1, 2 & 3, BLOCK 1, LAKE ELMO PARK,
CITY OF LAKE ELMO, WASHINGTON COUNTY, MINNESOTA

Reference RESOLUTION FROM CITY OF LAKE ELMO,
Document Number 117892J for additional requirements.

BUILDING SETBACKS	
FRONT	30 FEET
SIDE	10 FEET
SIDE CORNER	26 FEET
REAR	40 FEET
COUNTY STREET	50 FEET
City per City Resolution, Dec. No. 117892J	76 FEET

SURVEY PREPARED FOR:

CAROLYN SMITH HORTTOR
P.O. Box 156
Lake Elmo, Minnesota 55042

SITE ADDRESS:
UNASSIGNED
Lake Elmo, Minnesota 55042

PID: 13.029.21.33.0042
ZONING: RS - RURAL SINGLE FAMILY
PARCEL AREA: 88 ACRES
82,022 SQUARE FEET
(ABOVE ORDINARY HIGH WATER LINE)

- NOTES:
- Field measurements and data published by the Minnesota Department of Natural Resources confirm a local datum difference of approximately 0.01 feet between the National Geodetic Vertical Datum of 1929 (N.G.V.D. 29) and the North American Vertical Datum of 1988 (N.A.V.D. 88).
 - The approximate invert of the sanitary sewer connection was interpolated from plan sheet SANITARY SEWER AND WATER MAIN 32ND ST. OLD VILLAGE PHASE 2 & IMPROVEMENTS dated 12/15/2020. Latest revision date 1/25/21. Field measurements of structures and found construction stakes indicate a datum difference of 0.08 feet between the National Geodetic Vertical Datum of 1929 (N.G.V.D. 29) and the City project datum.
 - Flood plain boundary depicted at the 889 foot contour (N.A.V.D. 88) per FEMA FIRM, Map Number 271603D032, effective date February 3, 2010.
 - Proposed house depicted per plan prepared by MICHAEL LEE HOMES, dated 06/28/21. See plans for exact dimensions. Said plans do not show the proposed deck as dimensioned herein.

PROPOSED BUILDING ELEVATIONS

LOW FLOOR	= 918.00
MAIN FLOOR	= 928.23
GARAGE FLOOR	= 926.30
TOP OF FOUNDATION	= 925.71
LOW DECK	= 917.90
ROOF RIDGE	= 948.00

PROPOSED COVERAGE (SQUARE FEET)

HOUSE, GARAGE AND ENTRANCE	2,890
DECK WITH PORCH ABOVE	1,000
DRIVEWAY AND ENTRANCE WALKWAY	8,496
CONCRETE SURFACE NEAR LAKE	184
TOTAL COVERED	12,572
15.3% OF PARCEL IS COVERED	
OPEN SPACE	69,450

EXISTING DRIVEWAY:

Upon completion of the proposed house and driveway, a curb will be installed westerly of the Lake Elmo Avenue right of way, across the existing driveway. This entrance on Lake Elmo Avenue will no longer be used as an ingress or egress.

**Certificate of Title
Certificate Number: 64410**

That part of Lots 1, 2 and 3, Block 1,
LAKE ELMO PARK,
According to the plat thereof, on file and of record in the office of the County Recorder, Washington County, Minnesota described as follows:
Commencing at the northeast corner of said Lot 1; thence South 87 degrees 08 minutes 37 seconds West, bearings are based on the Washington County Coordinate System, South Zone, along the north line of said Lot 1, a distance of 179.93 feet to the most easterly corner of said Lot 2; thence South 66 degrees 07 minutes 57 seconds West, a distance of 357.21 feet to the point of beginning of the parcel (to be described); thence North 66 degrees 07 minutes 57 seconds East, a distance of 357.21 feet to said most easterly corner of Lot 2; thence North 87 degrees 08 minutes 37 seconds East, along said north line of Lot 1, a distance of 179.93 feet to said northeast corner of Lot 1; thence South 09 degrees 17 minutes 37 seconds East, along the east line of said Lot 1, a distance of 141.39 feet; thence North 89 degrees 36 minutes 04 seconds West, a distance of 204.23 feet; thence South 53 degrees 07 minutes 00 seconds West, a distance of 230.93 feet; thence South 37 degrees 20 minutes 41 seconds West, a distance of 217 feet, more or less, to the shore of Lake Elmo; thence northwesterly along said shore of Lake Elmo, a distance of 68 feet, more or less, to its intersection with a line that bears South 22 degrees 18 minutes 25 seconds West from the point of beginning; thence North 22 degrees 18 minutes 25 seconds East, a distance of 286 feet, more or less, to the point of beginning.
This parcel contains 1.898 acres, more or less and is together with and subject to a drainage and utility easement granted to the City of Lake Elmo.

PROPOSED INGRESS, EGRESS AND UTILITY EASEMENT

A 50.00 foot wide easement for ingress, egress and utility purposes, under and across part of Lot 2, Block 1, LAKE ELMO PARK, according to the plat thereof, on file and of record in the Office of the County Recorder, Washington County, Minnesota. The center line of said easement is described as follows:
Commencing at the northeast corner of Lot 1, Block 1, said LAKE ELMO PARK; thence South 87 degrees 08 minutes 37 seconds West, assumed bearing along the north line of said Lot 1, a distance of 179.93 feet to the most easterly corner of said Lot 2; thence continuing South 87 degrees 08 minutes 37 seconds West, along the north line of said Lot 2, a distance of 61.24 feet to the point of beginning of said easement centerline; thence South 02 degrees 51 minutes 23 seconds East a distance of 23.52 feet to a northeasterly line of the real property described on Certificate of Title, Certificate Number 64410; and said centerline thence terminating.
The side lines of said easement are prolonged or shortened to terminate on said north line of Lot 2 and are prolonged or shortened to terminate on said northeasterly line of the real property described on Certificate of Title, Certificate Number 64410.

DRAINAGE AND UTILITY EASEMENT, Document No. 117892J

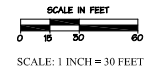
A drainage and utility easement over, under and across that part of Lots 1, 2 and 3, Block 1, LAKE ELMO PARK, according to the plat thereof on file and of record in the Office of the County Recorder, Washington County, Minnesota described as follows:

- The north 5.00 feet of said Lot 1. The side lines of said easement are prolonged or shortened to terminate on the east and west lines of said Lot 1.
The east 5.00 feet of said Lot 1. The side lines of said easement are prolonged or shortened to terminate on the north and southerly lines of said Lot 1.
A strip of land 5.00 feet wide over, under and across the southeast side of said Lot 1 with the southeast line of said 5.00 feet wide strip of land being the southeast line of said Lot 1 and the northwest line of said 5.00 feet wide strip of land being parallel with and measured 5.00 feet northwesterly from and perpendicular to said southeast line of Lot 1. The side lines of said easement are prolonged or shortened to terminate on the east line of said Lot 1 and are prolonged or shortened to terminate on the shore of Lake Elmo.
A strip of land 10.00 feet wide over, under and across that part of said Lot 1, 2 and 3, Block 1. The centerline is described as follows: Commencing at the northeast corner of said Lot 1, thence South 09 degrees 17 minutes 37 seconds East, bearings are based on the Washington County Coordinate System, South Zone, along the east line of said Lot 1, a distance of 141.39 feet to the point of beginning of the line to be described; thence North 89 degrees 36 minutes 04 seconds West, a distance of 204.23 feet; thence South 53 degrees 07 minutes 00 seconds West, a distance of 230.93 feet; thence South 37 degrees 20 minutes 41 seconds West, a distance of 217 feet, more or less, to the shore of Lake Elmo; and said described line thence terminating. The side lines of said easement are to be prolonged or shortened to terminate on said north line of Lot 1 and are to be prolonged or shortened to terminate on the shore of Lake Elmo.
A strip of land 5.00 feet wide over, under and across that part of said Lot 1, 2 and 3, Block 1, that lies southerly and southwesterly of the following described line: Commencing at the northeast corner of said Lot 1, thence South 87 degrees 08 minutes 37 seconds West, bearings are based on the Washington County Coordinate System, South Zone, along the north line of said Lot 1, a distance of 179.93 feet to the most easterly corner of said Lot 2; thence South 66 degrees 07 minutes 57 seconds West, a distance of 357.21 feet; thence North 66 degrees 07 minutes 57 seconds East, a distance of 357.21 feet to the point of beginning of the line to be described; thence North 66 degrees 07 minutes 57 seconds East, a distance of 357.21 feet to the point of beginning of the line to be described; thence South 66 degrees 07 minutes 57 seconds West, a distance of 357.21 feet to its intersection with the southerly line of said Lot 1 and said described line thence terminating. Said easement also lies easterly and southerly of a southeasterly projection of said Lot 1.

**EASEMENT AGREEMENT FOR DOCK PURPOSES
Document No. 1257149**

That part of Lot 2, Block 1, LAKE ELMO PARK, according to the plat thereof on file and of record in the Office of the County Recorder, Washington County, Minnesota described as follows:

Commencing at the northeast corner of Lot 1, Block One, of said LAKE ELMO PARK; thence South 09 degrees 17 minutes 37 seconds East, bearings are based on the Washington County Coordinate System, South Zone, along the east line of said Lot 1, a distance of 141.39 feet; thence North 89 degrees 36 minutes 04 seconds West, a distance of 204.23 feet; thence South 53 degrees 07 minutes 00 seconds West, a distance of 230.93 feet; thence South 37 degrees 20 minutes 41 seconds West, a distance of 217 feet, more or less, to the shore of Lake Elmo; thence northwesterly along said shore of Lake Elmo, a distance of 68 feet, more or less, to its intersection with a line that bears South 22 degrees 18 minutes 25 seconds West from said point of beginning; thence North 22 degrees 18 minutes 25 seconds East, a distance of 286 feet, more or less, to the point of beginning.



LANDMARK SURVEYING, INC.
21070 Olinda Trail North - P.O. Box 65
Scandia, Minnesota 55073
Office number: 651-435-3421
Cell number: 651-765-5760
E-mail address: info@landmarksurveying.us

LEGEND

Orientation of the bearings are based on the north line of Lot 1, Block 1, LAKE ELMO PARK, assumed to bear S87°09'17.37"E.

Elevations and contours are based on the National Geodetic Vertical Datum of 1929.

Distances are in feet and hundredths of a foot.

Distances shown as 10, 33, 60, etc., are exact integer values.

- Denotes a found 1/2 inch iron pipe monument marked with a plastic cap License No.13775, unless noted otherwise.
- Denotes a dimension of record per plot of LAKE ELMO PARK.
- Denotes culchure surface.
- Denotes bitumeneous surface.
- Denotes existing spot elevation.
- Denotes proposed spot elevation.
- Denotes 4 inch diameter pipe.
- Denotes sewer tank.
- Denotes utility pole.
- Denotes man hole.
- Denotes catch basin.
- Denotes set wood hole.
- Denotes curb stop valve.
- Denotes water valve.
- Denotes fire hydrant.
- Denotes gas pipeline marker sign.
- Denotes existing drainage and utility easement boundary line.
- Denotes building setback line.
- Denotes proposed driveway slope.
- Denotes proposed contour.
- Denotes general direction of surface water flow.
- Denotes existing deciduous tree as noted.
- Denotes existing coniferous tree as noted.
- Denotes coniferous tree to be removed.

Official copies of this map are crimp sealed.
I hereby certify that this survey plan 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.
Landmark Surveying, Inc.
Job Number 2021-22

Michael H. Horak Job Number 2021-22
Michael H. Horak Minnesota License No. 52577 Date
Revised October 21, 2021 - PROPOSED CONDITIONS
Revised December 17, 2021 - PROPOSED CONDITIONS

RESOLUTION NO. 2007-033

**RESOLUTION APPROVING A MINOR SUBDIVISION AND LOT WIDTH
VARIANCES FOR 3200 LAKE ELMO AVENUE**

WHEREAS, the City of Lake Elmo is a municipal corporation, organized and existing under the laws of the State of Minnesota; and,

WHEREAS, the City Council of the City of Lake Elmo has adopted zoning regulations in the Municipal Code to promote orderly development and utilization of land within the city; and,

WHEREAS, Constance Smith ("Applicant") is owner of property ("property") in Lake Elmo which is legally described as follows:

Parent Parcel
Certificate of the Title No. 34018

That part of Lots 1, 2 and 3, Block 1, LAKE ELMO PARK, according to the plat thereof on the file and of record in the office of the County Recorder, Washington County, Minnesota described as follows:

Commencing at the northeast corner of said Lot 1, thence South 87 degrees 08 minutes 37 seconds West, bearings are based on the Washington County Coordinate System, South Zone, along the north line of said Lot 1, a distance of 139.93 to the most easterly corner of said Lot 2; thence South 66 degrees 07 minutes and 57 seconds West, a distance of 357.21 feet to the point of beginning; thence North 66 degrees 07 minutes 57 seconds East, a distance of 357.21 feet to said most easterly corner of Lot 2; thence North 87 degrees 08 minutes 37 seconds East along the north line of said Lot 1, a distance of 139.93 feet to the northeast corner of said Lot 1; thence South 00 degrees 37 minutes 37 seconds East, along the east line of said Lot 1, a distance of 275.39 feet to the southeast corner of said Lot 1; thence South 56 degrees 49 minutes 39 seconds West, along the southeasterly line of said Lot 1, a distance of 546 feet, more or less to the shore of Lake Elmo; thence northerly and northwesterly, along said shore of Lake Elmo, a distance of 225 feet, more or less, to its intersection with a line that bears South 22 degrees 38 minutes 25 seconds West from the point of beginning; thence North 22 degrees 38 minutes 25 seconds East, a distance of 267 feet, more or less to the point of beginning. This parcel contains 4.38 acres, more or less.

WHEREAS, the property is located within the R-1 zoning district; and,

WHEREAS, the Applicant is requesting approval of a minor subdivision to create two lots on the property; and,

WHEREAS, proposed parcel "F" is to be legally described as follows:

PARCEL F

That part of Lots 1, 2, and 3, Block 1, LAKE ELMO PARK, according to the plat thereof, on file and of record in the Office of the County Recorder, Washington County, Minnesota described as follows:

Commencing at the northeast corner of said Lot 1; thence South 87 degrees 08 minutes 37 seconds West, bearings are based on the Washington County Coordinate System, South Zone, along the north line of said Lot 1, a distance of 139.93 feet to the most easterly corner of said Lot 2; thence South 66 degrees 07 minutes 57 seconds West, a distance of 357.21 feet to the point of beginning of the parcel of land to be described; thence North 66 degrees 07 minutes 57 seconds East, a distance of 357.21 feet to said most easterly corner of Lot 2; thence North 87 degrees 08 minutes 37 seconds East, along said north line of Lot 1, a distance of 139.93 feet to said northeast corner of Lot 1; thence South 00 degrees 37 minutes 37 seconds East, along the east line of said Lot 1, a distance of 141.39 feet; thence North 89 degrees 36 minutes 04 seconds West, a distance of 204.23 feet; thence South 53 degrees 07 minutes 00 seconds West, a distance of 230.93 feet; thence South 37 degrees 20 minutes 41 seconds West, a distance of 217 feet, more or less, to the shore of Lake Elmo; thence northwesterly, along said shore of Lake Elmo, a distance of 68 feet, more or less, to its intersection with a line that bears South 22 degrees 38 minutes 25 seconds West from the point of beginning; thence North 22 degrees 38 minutes 25 seconds East, a distance of 286 feet, more or less, to the point of beginning.

This parcel contains 1.896 acres, more or less.

WHEREAS, proposed parcel "G" is to be legally described as follows:

PARCEL G

That part of Lots 1, 2 and 3, Block 1, LAKE ELMO PARK, according to the plat thereof on file and of record in the Office of the County Recorder, Washington County, Minnesota described as follows:

Commencing at the northeast corner of said Lot 1; thence South 00 degrees 37 minutes 37 seconds East, bearings are based on the Washington County Coordinate System, South Zone, along the east line of said Lot 1, a distance of 141.39 feet to the point of beginning of the parcel of land to be described; thence North 89 degrees 36 minutes 04 seconds West, a distance of 204.23 feet; thence South 53 degrees 07 minutes 00 seconds West, a distance of 230.93 feet; thence South 37 degrees 20 minutes 41 seconds West, a distance of 217 feet, more or less, to the shore of Lake Elmo; thence southeasterly, along said shore of Lake Elmo, a distance of 148 feet, more or less, to its intersection with the southeasterly line of said Lot 1; thence North 56 degrees 49 minutes 39 seconds East, along said southeasterly line of Lot 1, a distance of 568 feet, more or less, to the southeast corner of said Lot 1; thence North 00 degrees 37 minutes 37 seconds West, along said east line of Lot 1, a distance of 134.00 feet to the point of beginning.

This parcel contains 2.575 acres, more or less.

WHEREAS, parcel "F" will require a 79.5 foot lot width variance from the required 150 foot lot width requirement at the OHW; and

WHEREAS, parcel "F" will also require a 54 foot lot width variance from the required 150 foot lot width requirement at the lakeshore setback.

WHEREAS, the Planning Commission held a public hearing and reviewed the requested minor subdivision and variances on April 9, 2007, and recommended approval of the requested minor subdivision and variances with conditions; and,

WHEREAS, the City Council reviewed the requests on April 17, 2007, and made the following findings of fact:

1. The land being divided is nearly large enough to support *three* lots based on the minimum lot size requirement of the R-1 district. The two proposed lots resulting from the minor subdivision will still be *the* two largest lots on the NE corner of Lake Elmo. Therefore the proposed use is a reasonable use of the Property.
2. The "pie shape" of the existing property is unique and was not created by the Property owner.
3. Neither City staff nor the DNR find that any environmental impacts will result from the granting of the variance that could not otherwise occur.
4. The development of the property for one additional home site will not change the character of the neighborhood.
5. An access from 32nd Street for the new parcel will increase traffic safety and is required by the City code.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Lake Elmo hereby approves the requested minor subdivision on the property; and, as illustrated and surveyed by Landmark, Inc. on March 21, 2007.

BE IT FURTHER RESOLVED, that the City Council of the City of Lake Elmo hereby approves a 79.5 foot lot width variance from the required 150 foot lot width requirement at the OHW for proposed parcel "F;" and,

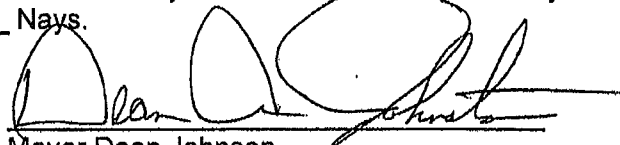
BE IT FURTHER RESOLVED, that the City Council of the City of Lake Elmo hereby approves a 54 foot lot width variance from the required 150 foot lot width requirement at the lakeshore setback for proposed parcel "F;" and,

BE IT FURTHER RESOLVED, that the approval of the requested minor subdivision and variances shall include the following conditions:

1. The existing driveway shall be relocated onto 32nd Street to a location subject to approval by the City Engineer, and in accordance with the requirements of City Code chapter 14;

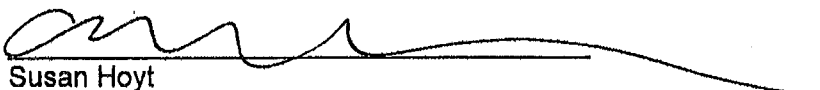
2. All above ground utilities servicing the existing home (if any) shall be placed underground prior to accepting an application for final plat;
3. Standard drainage and utility easements shall be provided to the City around the boundaries of all lots, wetlands, and lakes as guided by the City Engineer. Such easements shall be legally conveyed to the City before issuance of any future building permits.
4. Installation of two new septic systems at this time shall not exclude both properties from hooking up to the municipal system if mandated by the City in the future.
5. Silt fence shall be shown at the construction limits for the proposed house, driveway and street that will be constructed with this development;
6. The applicant shall obtain and adhere to all necessary permits and approvals from the VBWD;
7. The applicant shall pay a cash-in-lieu fee of \$3500 to satisfy the city's park dedication requirements.
8. All structures on proposed parcel "F" shall be a minimum of 195 feet from the OHW of Lake Elmo.
9. Compliance with any additional requirements established by the City Engineer and City Attorney.

This resolution was adopted by the City Council of the City of Lake Elmo on the 17th day of April 2007, by a vote of 4 Ayes and 1 Nays.



Mayor Dean Johnson

ATTEST:



Susan Hoyt
City Administrator

(SEAL)

Support of Variance

 **Amy Knowlan** <amknowlan@yahoo.com>

10/22/2021 12:37 PM 

AK

To horttors@comcast.net, Matt Knowlan, melissa@galowitzolson.com

[Reply](#) [Forward](#) [Delete](#) 

Oct. 22, 2021

To whom it may concern:

In building their new home, we give our consent for the Horttor's to move their minimum building setback from 195 feet forward to 150 feet toward the lake.

Thank you,
Amy and Matt Knowlan

Support of Horttor's variance

 **Mandy Storbakken** <mandyfc@gmail.com>

10/22/2021 6:45 PM 

MS

To horttors@comcast.net, melissa@galowitzolson.com, Loren Storbakken

[Reply](#) [Forward](#) [Delete](#) 

To whom it may concern:

In building their new home, we give our consent for the Horttor's to move their minimum building setback forward by 45 feet;

- from: 195 feet from the high water mark
- to: 150 feet from the high water mark

Thank you,
Loren & Mandy Storbakken
3200 Lake Elmo Ave N,
Lake Elmo, MN 55042
612-386-1041



STAFF REPORT

DATE: 01/24/2022

REGULAR

ITEM#: 5 – NEW BUSINESS

MOTION

TO: Planning Commission
FROM: Molly Just, Planning Director
AGENDA ITEM: **Minor Update to Design Guidelines & Standards Manual**

SUMMARY:

In 2011 the City of Lake Elmo adopted design guidelines and standards for the I-94 corridor and Old Village area. At the time the standards would apply to certain zoning districts in those areas and would not apply two- or single-family homes. The standards would apply to both residential and commercial development and would have the following outcomes:

1. To ensure high quality site design and building materials, supporting both function and form;
2. To provide open space in future areas of growth, building off of Lake Elmo's existing character and environment;
3. To accommodate automobile traffic in a manner that respects the pedestrian environment;
4. To utilize natural and ecological systems into public and private development, particularly in the realm of storm water management;
5. To encourage site design that is mindful and conscientious of the existing landscape and topography; and
6. To foster connections between the new and existing areas of Lake Elmo through consistent standards and theming, resulting in an identity that is unique to this community.

With the growth that has occurred since 2011, with the adoption of the 2040 Comprehensive Plan and the expansion of municipal water and sewer, staff recommends that the standards apply to land within the Municipal Urban Services Area (MUSA). The standards would not change and would still apply to the same types of development, but within the MUSA and not just the I-94 corridor and Old Village.

OPTIONS:

The Planning Commission may:

- Recommend approval of the proposed update.
- Recommend approval of the proposed update with conditions.
- Recommend denial of the amendment, citing recommended findings of fact for denial.

RECOMMENDATION:

Staff recommends that the Planning Commission recommend approval of the update.

“Move to recommend APPROVAL of the staff proposed minor update to the City of Lake Elmo Design Guidelines & Standards Manual.”

ATTACHMENT:

City of Lake Elmo Design Guidelines & Standards Manual

City of Lake Elmo
DESIGN GUIDELINES & STANDARDS MANUAL



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1 Introduction

Intent and Purpose

The City of Lake Elmo is currently preparing for a significant amount of growth and development in two areas of the city: the I-94 Corridor and Old Village. To ensure that growth is carried out in a manner reflective of the goals and principles of Lake Elmo, measures are being taken to ensure development outcomes of a high quality. Included in these measures is the creation of design standards, establishing requirements and guidelines related to site design and building form. The purpose of these standards is to incorporate the following principles in residential and commercial development outcomes in the ~~I-94 Corridor and Old Village~~ **Municipal Urban Services Area (MUSA)**.

1. To ensure high quality site design and building materials, supporting both function and form
2. To provide open space in future areas of growth, building off of Lake Elmo's existing character and environment
3. To accommodate automobile traffic in a manner that respects the pedestrian environment
4. To utilize natural and ecological systems into public and private development, particularly in the realm of storm water management

5. To encourage site design that is mindful and conscientious of the existing landscape and topography
6. To foster connections between the new and existing areas of Lake Elmo through consistent standards and theming, resulting in an identity that is unique to this community

The ^{largest} two areas guided for sewered residential and commercial development in Lake Elmo are the I-94 Corridor and Old Village. While both of these areas are guided for future growth and have ample greenfield development opportunity, it is important to recognize the differences between these districts as they pertain to geography and character. These differences will play a major role in the types of development that are realized in each area.

Areas of Growth

The **Municipal Urban Services Area** depicts the areas identified for growth.

I-94 Corridor. The I-94 Corridor is geographically bounded by CR-10 (10th St.) and I-94 from north to south and CR-15 (Manning Ave.) to CR-13 (Inwood Ave.) from east to west. The City has guided this corridor for residential development of various densities, as well as commercial and business park development. Given its location and high level of access, the vision for this corridor is more

highway-oriented by nature, offering good opportunities for higher density and commercial development. In addition, the City has envisioned this area to provide increased employment opportunities in Lake Elmo.

Old Village. The Old Village is located in the heart of Lake Elmo, centered along State Highway 5 and bordered to the east by CR-15 (Manning Ave.) and to the south by 30th St. As the historic center of Lake Elmo, the Old Village is guided for residential and mixed-use development types, which are consistent with historic downtown areas. In order to reinforce the identity of the Old Village as a destination, it is the City's goal to emphasize a positive pedestrian environment, consistent with main street character. Given this vision and the historic context, the Old Village will most likely attract different development types than the I-94 Corridor.

Considering the character, geography, and visions for these two growth areas, it is unreasonable to expect that the development types will be the same. However, in order to establish standards for high quality sites and buildings in Lake Elmo, the design standards laid out in this manual will be applicable to development ~~within both the I-94 Corridor and Old Village~~ **within both the I-94 Corridor and Old Village**.

Structure of the Standards

The standards contained within this manual are structured in a manner that establishes standards and desired outcomes for private development sites within ~~four land use types guided for the I-94 Corridor and Old Village.~~ ^{the MUSA} The four land use types, or development types, addressed in this manual are as follows:

1. High Density Residential;
2. Commercial;
3. Business Park; and
4. Mixed-Use.

In addition to land use types, the standards are organized into two primary categories: Site Design and Building Design. The standards contained within these categories are organized using the following sub-categories:

1. Site Design
 - Building Placement
 - Streetscape
 - Landscaping
 - Parking
 - Delivery, Service, Storage and Utility Areas
2. Building Design
 - Form and Facade
 - Building Materials
 - Scale and Mass
 - Roof Design
 - Entries
 - Signage
 - Lighting

These categories and respective sub-categories are intended to organize the specific standards within each land use or development type.

Compliance

As part of the City's development review process, any new development, redevelopment, or major renovation ~~within the I-94 Corridor and Old Village~~ will be reviewed for compliance to the standards contained within this manual. Design review will be completed within the established review process at the stage of final development or building approval. This review will be conducted by the individual or body authorizing the permit or certificate. Exceptions to the standards contained within the manual may be granted by the Review Authority under at least one of, but not limited to, the following circumstances:

- The proposed project is found to be of an architectural value above and beyond the accepted standard and therefore a community asset.
- The proposed project demonstrates a commitment to theming elements and open-space character, thereby supporting Lake Elmo's unique identity.
- The proposed project is found to prioritize pedestrian circulation and safety, including streetscape treatments above the minimum standards that contribute to a positive pedestrian environment.
- The proposed project demonstrates a significant commitment to natural storm water management practices.
- The proposed project includes a significant commitment to sustainable building practices, similar to the standards required for LEED certification.

In order to receive relief or exception to the stan-

dards within the manual, it is the responsibility of the applicant to demonstrate why a specific standard presents an unreasonable burden in the context of the proposed site or project.

2 High Density Residential Development

Low Density Residential (LDR)

Applicable Zoning Districts:

- ~~Urban~~ Medium Density Residential (MDR)
- ~~Urban~~ High Density Residential (HDR)

~~Both the I-94 Corridor and Old Village are expected to experience growth in the form of high density residential development.~~ This growth will be comprised of single-family attached (townhome) development and multi-family residential development, including apartments and condominiums. For residential development, the intent of the design standards is to provide housing of a high aesthetic quality with open or recreational spaces integrated directly into the site.

A. Site Design

Building Placement

Goal: Structures should be located and oriented in a manner that allows for pedestrian accessibility and provides visual interest from the public right of way.

- Buildings are encouraged to be located as close to the public street as possible while still meeting the setback requirement. In addition, the setbacks of adjacent residential buildings are encouraged to be varied slightly to contribute to an interesting streetscape, avoiding monotonous facade or wall depth.
- Buildings should be easily accessed from the street, particularly near commercial or mixed-use development.
- The area fronting the main public street, or front-yard setback area, should be utilized for



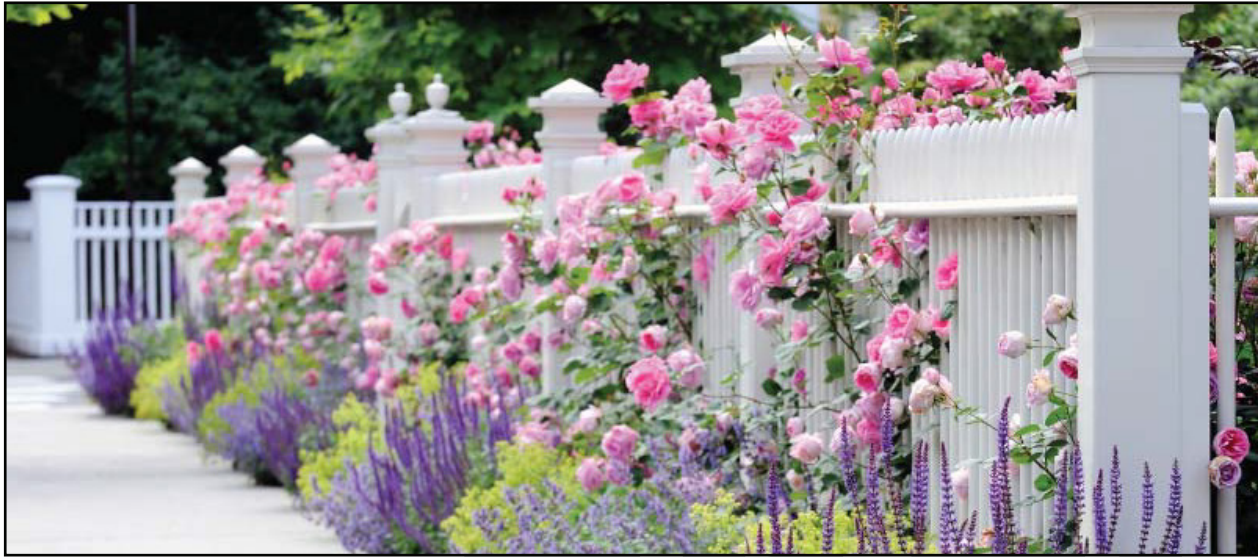
Common open or recreation spaces should be located to the interior or rear of the site.

- entryways, landscaping, porches, patios and other amenities that may be utilized by residents and provide visual interest or a sense of place.
- Recreational and common spaces should be located at the interior or rear of the site to promote access and safety for residents. Keeping these spaces out of the front of the site also helps maintain visual interest and attractive sight lines.
- Some provision of open or common space on the site is required to maintain Lake Elmo's open space character. This provision can be found in ~~§154.454~~ of the Lake Elmo City Code.



Buildings are encouraged to be sited closer to public streets to promote access and visual interest.

HIGH DENSITY RESIDENTIAL DEVELOPMENT



Decorative fencing provides a nice transition from the public right of way to the entryway.



At left: Pedestrian amenities contribute to an inviting and functional streetscape.

Streetscape

Goal: Residential streetscapes should provide for pedestrian accessibility and safety while offering aesthetically pleasing environments.

- a. Sidewalks shall be provided parallel to public streets in order to ensure pedestrian accessibility and circulation.
- b. Sidewalk materials should be attractive and low-maintenance, such as concrete or decorative pavers.
- c. Boulevard areas should be planted with turf grass and/or other attractive, low-maintenance ground cover. In addition, boulevard trees should be provided in regular intervals.
- d. Site furnishings such as benches, pedestrian-scaled lighting, decorative fencing, trash receptacles and other amenities are recommended. Applicants are encouraged to utilize design elements and site amenities from the Lake Elmo Branding & Theming Study.
- e. Paths and access points/entryways should be clearly visible and well lit at night.

Landscaping

Goal: To enhance the visual aesthetic of the built environment and reduce impervious surface, thereby aiding storm water management practice.

- a. Shade and ornamental trees and other plant material should be installed within the front setback area.
- b. Bare soils should be planted or mulched with bark, stone or other suitable material to avoid unnecessary runoff.
- c. Plant species are encouraged to be native, low-maintenance and suitable to the Lake Elmo climate.
- d. Making use of similar plant materials as adjacent properties and public spaces is encouraged to create continuity.
- e. Mature trees located on building sites should be retained whenever possible.
- f. Service, storage, utility and parking areas should be buffered by plantings to reduce visual impact.
- g. Parking areas should include landscaped islands or plant beds to reduce the visual impact, break up monotonous hardscape and retain storm water.



Lighting should be down-cast and shielded to prevent glare or spill-over onto adjacent properties.

Parking

Goal: To accommodate automobile parking in a manner that reduces visual impact, supports pedestrian circulation and maintains good sight lines along the public right of way.

- a. Parking areas should be located to the rear, side or within primary buildings whenever possible.
- b. Structured or underground parking is encouraged.
- c. The linear measurement of surface parking areas parallel to the public street may not exceed more than 50% of primary street frontages. Sites or projects that are unable to meet this requirement will be required to install berms and/or additional landscaping to buffer areas of surface parking adjacent to the primary street frontage.

- d. Access to parking areas should be designed in a way that does not impede pedestrian traffic.
- e. Parking should be screened from adjacent structures with landscaping strips not exceeding 4 feet in height in order to ensure pedestrian safety.
- f. Lighting must be provided in parking areas at night for safety purposes. However, direct glare, spillover or other forms of light pollution directed at adjacent properties are prohibited.
- g. Parking facilities must be ADA compliant when deemed necessary.

Delivery, Service, Storage and Utility Areas

Goal: To minimize the visual impact of storage and utility areas within residential developments.

- a. Exterior storage and utility areas should be located in low trafficked areas and screened from adjacent properties.
- b. Trash enclosures should be located so that noise and odor do not affect nearby residents or adjacent properties.
- c. Screening of storage and utility areas may include landscaping and architectural features that match the primary structure.
- d. Storage areas should match the architectural design of the primary structure.
- e. Utilize directional signage for storage and trash areas when appropriate.

B. Building Design

Form and Facade

Goal: Standards are intended to ensure high quality design, encourage creativity and promote visually appealing development, thereby cultivating a sense of place and identity.

- a. Blank facades without windows and doors are discouraged. All sides of the structures shall have architectural treatments.
- b. Window and door styles should reflect the prevailing architectural style of the structure.
- c. Window sills and trim are required for all exterior windows.
- d. Flat panel exterior and garage doors are discouraged.
- e. Garages should be recessed from the facade of the principal structure whenever possible to draw visual attention away from parking areas.
- f. If there are multiple garages within a structure, they should be varied in their location to minimize the visual impact of a row of garage doors.



Attached units on a public street benefit from individual entries.

HIGH DENSITY RESIDENTIAL DEVELOPMENT

- g. Detached garages shall be architecturally consistent with the principal structure.
- h. Finished exterior materials shall be applied to all wall facades above 18 inches from the finished grade line, where unfinished exterior foundation may be visible.
- i. Ground level of multi-family structures should be distinguished architecturally from upper levels to provide human-scale elements for pedestrians.
- j. Living space below the main building level, such as a walkout structure, may not be visible from the front side of the structure facing the main public street.
- k. Split entry type structures are discouraged.
- l. Where individual units face a public street, each unit should be designed with a walkway from the sidewalk to the front entry feature.
- m. Entryways to individual units should contain an entryway feature, such as a porch or portico.

Building Materials

Goal: To offer a variety of attractive and quality building materials that will shape the identity and visual interest of residential development in Lake Elmo.

- a. All structure facades should utilize multiple building materials.
- b. Changes in facade building materials should occur at clean horizontal and vertical separations, such as at building levels or architectural features.
- c. Siding materials should emphasize horizontal lines to reduce the appearance of height and mass.
- d. Multiple facade colors are encouraged as long

as they are balanced and consistent.

- e. Primary building materials for residential structures should include brick, finished wood, stone, quality metals, glass, cast-stone, or pre-cast concrete panels with aggregate, banding, texturing, or other similar decorative finish.
- f. Exposed exterior building materials such as brick, stone, wood, or stucco should be authentic. Simulated materials may also be used if demonstrated to be of high quality and approved by the City.
- g. Materials which are prohibited as the primary facade material include the following:
 - Vinyl siding
 - Unpainted galvanized metal
 - Corrugated metal, plastic, or fiberglass
 - Plain, unpainted, or painted concrete block
 - Prefabricated concrete panels
- h. Roofing materials should consist of composition shingles, wood shakes, or clay or stone tiles. Metal used as a roofing material must incorporate ribs or standing seams to be acceptable.

Scale and Mass

Goal: To establish parameters for building horizontally and vertically with a human scale in mind.

- a. Building volume should be broken up with recesses and projections such as balconies, bay windows, dormers, porches, and other features that provide variation and identity.
- b. Mass should be reduced through facade articulation, breaking up the wall area into smaller

sections.

- c. Architectural elements, such as dormers, decorative windows and trim, porch details, decorative shutters, and wainscoting, can reduce the appearance of bulk and mass by providing visual interest.
- d. Building mass should be broken up with multiple roof and ridgelines perpendicular with one another.
- e. Structures of two-stories or higher should have articulated facades to minimize the appearance of mass, as well as multiple roof lines with corresponding gables.
- f. Scale should be reduced by utilizing “step-down” methods towards the public street. Porches, entries, window-bays or bump-out are effective in this regard.



Building Mass is reduced by breaking the building up into smaller sections and “stepping-back” levels above the ground floor. Source: www.minnpost.com

Roof Design

Goal: To break up monotonous roof lines, add architectural detail and screen rooftop equipment.

- a. All rooftop equipment and must be screened using materials consistent with the overall architecture, particularly on roofs that are visible from adjacent buildings.
- b. Multiple peaks and ridgelines are encouraged to promote greater visual interest.
- c. Dormers are encouraged to break up continuous rooftop.
- d. Providing architectural detail on soffits and fascias are encouraged.

Entries

Goal: To encourage entryways of high architectural quality that emphasize access, safety, and a human scale.

- a. Primary building entries shall be visible and connected to the street sidewalk by the most direct route practical. However, some curvature in design for aesthetic purposes is allowed.
- b. Each building should have one or more clearly identifiable “front doors” that address the street and include signage denoting property address.
- c. Building entries should incorporate design elements or architectural treatments, such as awnings, columns or cornices to emphasize the primary entryway.
- d. Primary communal entryways are encouraged to be recessed to offer shelter from inclement weather. Units with individual exterior entries

are encouraged to include porches, covered recesses or covered stoops.

- e. Ground floor residences that adjoin a public street or open space shall have direct access to the public street or open space.
- f. For units with individual exterior entries, small, landscaped private entry yards afford an attractive appearance on the street side and allow residents to take pride in these areas.

Lighting

Goal: To provide for safety and visual interest, while respecting the City’s dark sky ordinance.

- a. Lighting should be provided in all common areas, including parking, vehicular and pedestrian entries, walkways and common facilities (mailboxes, pools, etc.).
- b. Lighting height shall be consistent with the City’s exterior lighting standards.
- c. Service area lighting shall be confined within the service yard boundaries and enclosure walls.
- d. Spill-over light from storage or service areas is not allowed. Lights at service or exit doors shall be limited to low wattage, downcast or low cut-off fixtures that remain on throughout the night.
- e. Accent lighting should be used to draw interest to architectural features or entryways and not to exhibit or advertise buildings. Architectural lighting must be downcast and shielded to prevent light pollution.
- f. Bare bulb or exposed neon lighting is not allowed for accentuating building form.

Signage

Goal: Residential signage should be subtle in nature and utilized to promote building identity and to properly direct automobile and pedestrian traffic.

- a. Signs shall be consistent with the architectural style of the building on which they are placed, including scale, lighting levels, color and material.
- b. Signs shall be constructed of quality materials.
- c. All signage should be illuminated and clearly visible after dark.
- d. Signs are encouraged to be creative in the use of two and three-dimensional forms, lighting and graphic design, and use of color, patterns, typography, and materials.
- e. Interior vehicle and pedestrian routes should be clearly marked.
- f. All buildings are encouraged to incorporate elements of community theming in appropriate signage, supporting district and city identity.

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3 Commercial Development

Applicable Zoning Districts:

- Commercial (C)
- Convenience Commercial (CC)

The future commercial areas ~~within the I-94 Corridor and Old Village~~ will include a variety of service, office, retail and other uses that will serve existing and future Lake Elmo residents and beyond. While the differences in character and geography of these two growth areas may attract different types of commercial uses, it is important to establish standards that will ensure quality development outcomes regardless of location and use classification. In the commercial districts, quality development outcomes consist of buildings of high architectural quality and sites that function well for all users, both drivers and pedestrians.

A. Site Design

Building Placement

Goal: To ensure access and circulation for all users in a manner that minimizes traffic disruption and safety concerns, as well as maintains good sightlines from the public street.

- Buildings must be setback at least 30 feet from the public right of way. Buildings are encouraged to be located as close to the public street as possible while still meeting the setback requirement.
- The orientation of multiple buildings on one site must be clearly coordinated.
- Buildings should be oriented parallel or perpendicular to the street they front, promoting continuity of design.
- Buildings should be arranged to provide convenient access to entrances and efficient on-site circulation for vehicles and pedestrians.
- Shared access points from the public ROW are encouraged. Vehicular access points should be limited to minimize traffic disruption.
- For master planned development, the provision of landscaped open or gathering spaces is encouraged within commercial developments.



Landscaped gathering spaces provide a distinctive and welcoming space for visitors.

COMMERCIAL DEVELOPMENT



Fencing around outdoor dining areas helps delineate pedestrian walkways and patio space.



Bollards are an effective tool in delineating the pedestrian space. This style of bollard is drawn from the Lake Elmo Branding and Theming Study.

Streetscape

Goal: To create safe, pleasant and functional pedestrian spaces within commercial development, improving access and district identity.



Streetscapes should include plant beds with trees to provide shade and add aesthetic value along sidewalks.

- a. Sidewalks are required along primary street frontages, unless a suitable alternative that promotes pedestrian access safety is approved. In addition, pedestrian access to the building from the public street shall be provided.
- b. Street trees shall be installed at regular intervals along the public right of way.
- c. Ornamental or bollard lighting is encouraged to increase safety, as well as add visual interest.
- d. Fencing shall be installed around outdoor dining areas that are adjacent to pedestrian areas or streets.
- e. Site furnishings such as decorative fencing, trash receptacles, planters, bicycle racks, and benches are recommended. Applicants are encouraged to utilize design elements and site amenities from the Lake Elmo Branding & Theming Study.

Landscaping

Goal: To ensure development of a high aesthetic quality, and to reduce the amount of impervious surface at commercial sites.

- a. Parking, public and streetscape areas should utilize trees, plant beds, and potted plants to add visual interest and break up continuous hardscape.
- b. Parking, service, storage and utility areas should be buffered by plantings. Near areas of pedestrian circulation, these plantings shall not exceed 4 feet in height for safety purposes.
- c. Hardy and native plant materials that are resistant to the climate, disease and salt are encouraged.
- d. Making use of similar plant materials as adjacent properties and public spaces is encouraged to create continuity.
- e. Mature trees located on building sites should be retained whenever possible.
- f. Bare soils should be planted or mulched with bark, stone or other suitable material to avoid unnecessary runoff.

Parking

Goal: To provide parking facilities that adequately serve the needs of commercial properties, while ensuring pedestrian safety and maintaining a positive visual aesthetic from the public right of way.



Sidewalks within larger parking lots improve pedestrian circulation and safety.



Landscaping strips along public streets add a visual separation between parking areas and the public right-of-way.

- a. The linear measurement of surface parking areas parallel to the public street are encouraged not to exceed more than 60% of primary street frontages. Sites or projects that are unable to meet this guideline are encouraged to install berms and/or additional landscaping along areas of surface parking adjacent to the primary street frontage.
- b. The entrance to parking facilities should be located on secondary streets when possible.
- c. Shared parking facilities between adjacent uses or businesses are encouraged when possible to avoid excessive amounts of parking.
- d. Structure parking is encouraged, and should be located behind or beneath primary buildings when possible.
- e. Structure parking or parking areas located beneath the primary structure should be screened with architectural elements that match the primary building.

- f. Parking areas should be screened from view of public streets by means of grading and/or landscaping.
- g. Parking areas should be screened from adjacent structures with landscaping strips not exceeding 4 feet in height in order to ensure pedestrian safety.
- h. Landscaped islands should be installed within surface parking areas to break up continuous hardscape and reduce concentration of impervious surface.
- i. Lighting must be provided in parking areas at night for safety purposes. However, direct glare, spillover or other forms of light pollution directed at adjacent properties are prohibited.
- j. Parking facilities must be ADA compliant when deemed necessary.

Delivery, Service, Storage and Utility Areas

Goal: To provide physical and visual separation between delivery, service and storage areas and areas of pedestrian and automobile circulation.

- a. Service, storage, maintenance or trash collection areas should be located out of the view from the public right of way, or significantly screened through landscaping or architectural features.
- b. Service, storage and trash collection areas are not allowed in the setback areas.
- c. The location of delivery, storage and service areas should be clearly marked with signage and should not interfere with other automobile or pedestrian circulation.
- d. Storage and delivery areas should be hard surface, minimizing the dispersal of dust.

B. Building Design

Form and Facade

Goal: To ensure structures of high architectural quality that promote visual interest, thereby supporting district identity.

- a. Blank facades without windows and doors are discouraged. All sides of structures should have architectural treatment. Variety and creativity in building facade is encouraged through changes in building materials, fenestration height, and roof lines, especially on primary facades that face the public right of way.
- b. Window and door styles shall reflect the prevailing architectural style of the structure.
- c. Ground level retail and commercial uses should employ a significant amount of transparent glass in the form of windows and doors, particularly near pedestrian entrances.



Facade articulation and windows with architectural detail add visual interest and break up long expanses of continuous façade.

COMMERCIAL DEVELOPMENT



High quality and durable building materials add aesthetic value and create a more attractive environment.

- d. Minimizing continuous expanses of wall through facade articulation, recession and projection is encouraged.
- e. Structures that are oriented towards the public street are encouraged to provide multiple access points or entrances if the parking area is located to the rear of the structure.
- f. Architects and builders are encouraged to incorporate topographical features into the form of the structure when possible, utilizing natural grades to create unique design.

Building Materials

Goal: To promote quality development through durability and visual aesthetics, thereby supporting district identity.

- a. High-quality and durable materials should be used in street facing facades.
- b. Primary building materials for commercial structures should include brick, finished wood,

stone, cast stone, or pre-cast concrete panels with exposed aggregate, banding, texturing, or other similar decorative finish treatment.

- c. High quality synthetic materials that adequately duplicate natural materials may be acceptable if approved by the City, including, but not limited to, thin brick, hardi plank, decorative concrete masonry, and other materials.
- d. The following building materials are not allowed to be used as the primary facade for commercial development:
 - Unpainted galvanized metal
 - Unfinished “green-treated” lumber
 - Unfinished wood
 - Plain or unpainted concrete
 - Painted concrete block may be used on the rear of the building or sides not visible from the public right of way.
 - Vinyl siding
- e. Facade colors should reflect subtle earth tones. However, other primary facade colors will be considered by the Review Authority. Accent materials should complement the colors of the primary facade.

Scale and Mass

Goal: To establish standards for building with a human scale in mind.

- a. Buildings should be broken down into smaller parts to avoid monotonous or continuous design and the appearance of mass.
- b. Exterior design that provides the appearance of multiple structures is encouraged to reduce scale and minimize mass.
- c. Building mass should be broken up with mul-

tle roof and ridgelines perpendicular with one another.

- d. Structures of two-stories or higher should have articulated facades to minimize the appearance of mass, as well as multiple roof lines with corresponding gables.
- e. Scale should be reduced by utilizing “step-down” methods towards the public street. Entries and other bump out features are effective in this regard.



Parapets of varying heights add architectural interest and accentuate building entries.

Roof Design

Goal: To ensure architectural consideration and consistency in roof design in relation to the structure, and to reduce the visual impact of rooftop equipment.

- a. The design of the roof must be consistent with the overall architecture or design of the structure.
- b. Parapets of varying heights are required for large commercial buildings with flat roofs.
- c. Rooftop equipment, particularly on flat roofs, must be screened by the parapet or other architectural features.

Entries

Goal: To provide identifiable entryways that emphasize access, pedestrian safety, architectural quality and a human scale.

- a. Entryways to commercial structures should be accessible for pedestrians from the public right of way. Large retail sites in particular should consider installing a dedicated pedestrian way.
- b. Architectural features should be incorporated into entryways, such as facade detailing or prominent windows.
- c. The use of canopies, awnings and other sheltering features are encouraged.
- d. Pedestrian amenities such as trash receptacles, benches, or lighted bollards are encouraged near entryways to commercial buildings.

Lighting

Goal: To ensure safety of patrons, employees, pedestrians and automobiles, as well as providing visual interest and aesthetic value to a site, while limiting light pollution of the night sky to the best extent possible.

- a. Lighting must be provided in entryways, parking areas, pedestrian ways, storage and service areas, and other locations that require additional safety lighting.
- b. Lighting height shall be consistent with the City's exterior lighting standards.
- c. Lighting styles should be complementary to the architectural style of the building.
- d. Lighting of architectural features should be used to provide accent and interest, as well as identify the building entryway. Architectural lighting must be downcast and shielded to prevent light pollution.
- e. Bollard lighting is encouraged for pedestrian areas.
- f. Overhead lighting must be shielded to prevent light trespass and spill-over onto adjacent properties.
- g. Commercial uses near residential zones must utilize lighting that minimizes light trespass.
- h. Bare bulb and exposed neon lighting are not allowed.

Signage

Goal: To provide signage that clearly identifies businesses within the Commercial district, while promoting quality and consistency in terms of design and materials.

- a. Building signage should be complementary to the architecture of the structure, as well as consistent with the style of the surrounding buildings or district.
- b. Sign elements that will be evaluated for consistency include scale, color, lighting and materials.
- c. Signs must be constructed of high-quality, durable materials.
- d. Directional signage to delivery, service and storage areas is required.
- e. Two and three-dimensional signs are encouraged to promote creativity and district identity.
- f. All buildings are encouraged to incorporate elements of community theming in appropriate signage, supporting district and city identity.



Signage should complement the architectural style of the building.

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4 Business Park Development

Applicable Zoning Districts:

- Business Park/Light Manufacturing (BP)

The intent of this zoning district is to provide opportunities for high quality business park development for office, light manufacturing, and other non-retail uses. In terms of design, this manual establishes consistent architectural standards between various users in the BP district. These architectural standards are intended to promote a coordinated identity and avoid mismatched design. In addition, the manual ensures the installation of open-space character within business park development through effective site design and landscaping.

A. Site Design

Building Placement

Goal: To establish standards for building location that ensure effective automobile and pedestrian circulation and promote coordination of buildings between adjacent sites and structures.

- Buildings must be setback at least 50 feet from the public right of way.
- Buildings should be located in a manner that allows for effective automobile and pedestrian circulation.
- Shared access points from the public ROW are encouraged. Vehicular access points should be limited to minimize traffic disruption.
- The orientation of buildings should be compat-



Utilizing natural topography within business park development adds aesthetic value and reinforces Lake Elmo's open space character.

- ible with adjacent structures and sites.
- Utilizing the natural topography or features of the site is encouraged to create unique landscapes and add visual interest and value to the design.
- The provision of common and open spaces to the rear of the site is encouraged for the use of employees and visitors, reinforcing Lake Elmo's open-space character.



Street trees provide an attractive streetscape, as well as help screen and provide shade within parking areas.

Streetscape

Goal: To provide high quality landscaping in areas visible from the public view, as well as promote pedestrian connections in the BP district.

- Street trees shall be installed at regular intervals along the public right of way. Species of street trees should be selected according to root zone and salt tolerance.
- Additional landscaping along public streets is encouraged. Landscape materials should be low-maintenance and native to ensure heartiness.
- Sidewalks along the public right of way are encouraged to extend pedestrian connections throughout the BP district.
- Utilizing site amenities as guided by Lake Elmo Theming Study is encouraged.

BUSINESS PARK DEVELOPMENT

Landscaping

Goal: To reduce continuous hardscape and impervious surface, as well as ensure development of a high visual quality.

- a. Trees, plant beds, and potted plants should be installed in parking, sidewalk, and other hard surfaced areas to add visual interest and break up continuous impervious surface.
- b. Parking, service, storage and utility areas should be buffered by plantings, particularly when in view of public streets. Near areas of pedestrian circulation, these plantings shall not exceed 4 feet in height for safety purposes.
- c. Hardy and native plant materials that are resistant to the climate, disease and salt are encouraged.
- d. Making use of similar plant materials as adjacent properties and public spaces is encouraged to create continuity.
- e. Mature trees located on building sites should be retained whenever possible.
- f. Bare soils should be planted or mulched with bark, stone or other suitable material to avoid unnecessary runoff.



Landscape islands greatly improve that character of surface parking lots.

Parking

Goal: To adequately serve the parking needs of businesses in the BP district, while ensuring pedestrian safety, reduced impervious surface, and a high quality visual aesthetic and appearance.

- a. The linear measurement of surface parking areas parallel to the public street are encouraged not to exceed more than 75% of primary street frontages. Sites or projects that are unable to meet this guideline are encouraged to install berms and/or additional landscaping to buffer areas of surface parking adjacent to the primary street frontage.
- b. The entrance to parking facilities should be located on secondary streets when possible.
- c. Shared parking facilities between adjacent uses or businesses are strongly encouraged when possible to avoid excessive amounts of parking.

- d. Structure parking is encouraged, and should be located behind or beneath primary buildings when possible.
- e. Structure parking or parking areas located beneath the primary structure should be screened with architectural elements that match the primary building.
- f. Parking areas should be screened from view of public streets by means of grading and/or landscaping.
- g. Parking areas should be screened from adjacent structures with landscaping strips not exceeding 4 feet in height in order to ensure pedestrian safety.
- h. Landscaped islands should be installed within surface parking areas to break up continuous hardscape and reduce concentration of impervious surface.
- i. Lighting must be provided in parking areas at night for safety purposes. However, direct glare, spillover or other forms of light pollution directed at adjacent properties are prohibited.
- j. Parking facilities must be ADA compliant when deemed necessary.

Delivery, Service, Storage and Utility Areas

Goal: To provide physical and visual separation of delivery, service, storage and utility areas from the public right of way and areas of automobile and pedestrian circulation.

- a. Delivery, service, storage, maintenance or trash collection areas should be located out of the view from the public right of way, or significantly

- screened through landscaping or architectural features that match the primary structure.
- Service, storage and trash collection areas are not allowed in the setback areas.
 - The location of delivery, storage and service areas should be clearly marked with signage and should not interfere with other automobile or pedestrian circulation.
 - Storage and delivery areas should be hard surface, minimizing the dispersal of dust.

B. Building Design

Form and Facade

Goal: To promote buildings of high architectural quality and creativity in design.

- Blank facades without windows and doors are discouraged. All sides of the structures shall have architectural treatments.



Garbage collection areas should be located to the rear of the site and screened using materials that match the principal structure.

- Window and door styles should reflect the prevailing architectural style of the structure.
- Variety and creativity in building facade is encouraged through changes in building materials, fenestration height, and roof lines. Primary facades should not present a continuous wall without architectural details that add visual interest.
- Minimizing continuous expanses of wall through facade articulation, recession or projection is encouraged.
- Architects and builders are encouraged to incorporate topographical features into the form of the structure when possible, utilizing natural grades to create unique design.

Building Materials

Goal: To promote quality development through durability and visual aesthetics, thereby supporting district identity.



Corner treatments to larger structures add visual interest and break up monotonous design.

- High-quality and durable materials should be used in street facing facades.
- Primary building materials for structures in the BP district should include brick, stone, cast stone, quality metals, glass, Exterior Insulation Finish Systems (EFIS), or pre-cast concrete panels with exposed aggregate, banding, texturing or other similar decorative finish treatment.
- High quality synthetic materials that adequately duplicate natural materials may be acceptable if approved by the City, including, but not limited to, thin brick, hardi plank, decorative concrete masonry, and other materials.
- The following building materials are not allowed to be used as primary finished facade material for business park development:
 - Unpainted galvanized metal
 - Red "green-treated" lumber
 - Unfinished wood
 - Plain or unpainted concrete



Long expanses of wall can be broken up using windows and other treatments.

BUSINESS PARK DEVELOPMENT



High quality building materials are required for street-facing facades.

- Painted concrete block may be used on the rear of the building or sides not visible from the public right of way.
- g. Facade colors should reflect subtle earth tones. However, other primary facade colors will be considered by the Review Authority. Accent materials shall complement the colors of the primary facade.

Scale and Mass

Goal: To reduce the appearance of mass in the BP district.

- a. Scale should be reduced by utilizing “step-down” methods, particularly near areas of pedestrian circulation. Entries and other bump out features are effective in this regard.
- b. Structures of two-stories or higher should utilize facade treatments, such as multiple building materials or additional windows, to minimize the appearance of mass.



Parapets of varying height provide additional architectural detail that add aesthetic value.

Roof Design

Goal: To ensure architectural consideration and consistency in roof design in relation to the architecture of the building, and to reduce the visual impact of rooftop equipment.

- a. The design of the roof must be consistent with the overall architecture or design of the structure.
- b. Parapets of varying heights are required for buildings in the BP district with flat roofs.
- c. Rooftop equipment, particularly on flat roofs, must be screened by the parapet or other architectural features.

Entries

Goal: To provide identifiable entryways that emphasize access, pedestrian safety, architectural quality and a human scale.

- a. Entryways to buildings in the BP district should be accessible for pedestrians from the public right of way.
- b. Architectural features should be incorporated into entryways, such as facade detailing or prominent windows.
- c. The use of canopies, awnings and other sheltering features are encouraged.
- d. Pedestrian amenities such as ornamental



Canopies and changes in building materials help accentuate entryways.

trash receptacles, benches or lighted bollards are encouraged near entryways to buildings in the BP district.

Lighting

Goal: To ensure safety of patrons, employees, pedestrians and automobiles, as well as providing visual interest and aesthetic value to a site, while limiting light pollution of the night sky to the best extent possible.

- a. Lighting must be provided in entryways, parking areas, pedestrian ways, storage and ser-

- vice areas, and other locations that require additional safety lighting.
- b. Lighting height shall be consistent with City's exterior lighting standards.
- c. Lighting styles should be complementary to the architectural style of the building.
- d. Lighting of architectural features should be used to provide accent and interest, as well as identify the building entryway. Architectural lighting must be downcast and shielded to prevent light pollution.
- e. Bollard lighting is encouraged for pedestrian areas.
- f. Overhead lighting must be shielded to prevent light trespass and spill-over onto adjacent properties.
- g. Buildings near residential zones must utilize lighting that minimizes light trespass.
- h. Bare bulb and exposed neon lighting are not allowed.

Signage

Goal: To provide signage that clearly identifies businesses within the BP district, while promoting quality and consistency in terms of design and materials.

- a. Building signage shall be complementary to the architecture of the structure, as well as consistent with the style of the surrounding buildings or district as a whole.
- b. Sign elements that will be evaluated for consistency include scale, color, lighting and materials.
- c. Signs must be constructed of high quality, durable materials.
- d. Directional signage to delivery, service and storage areas is required.
- e. Two and three-dimensional signs are encouraged to promote creativity and district identity.
- f. All buildings are encouraged to incorporate elements of community theming in appropriate signage, supporting district and city identity.



Two and three-dimensional signage provides creativity and visual interest.

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5 Mixed-Use Development

Applicable Zoning Districts:

- Village Mixed-Use Mixed Use - Commercial Mixed Use - Business Park

~~The Village Mixed-Use district is expected to develop as an extension of Lake Elmo's historic downtown area on Lake Elmo Ave. south of State Highway 5. The downtown area of Lake Elmo represents quintessential small-town charm. It is the City's goal to build off this old, small-town character to the best extent possible. The standards of the Mixed-Use district place a high emphasis on walkability, streetscapes, and the overall pedestrian environment. For this district to be successful, site design must be conducive to pedestrian circulation and safety. In addition, the development that occurs in the Mixed-Use district will serve an important function as a unique gathering place in the community. For that reason, it is critical to establish consistent and high quality architectural standards that ensure creativity and an attractive aesthetic.~~

A. Site Design

Building Placement

Goal: To promote compact development that is consistent with Lake Elmo's vision for a pedestrian-oriented downtown.

- a. Buildings in the Mixed-Use district may meet a zero lot line setback, but may not be setback further than 20 feet from the public right of way.



It is the goal of the mixed use development area to build off of the existing charm of Downtown Lake Elmo.

- b. If buildings do not meet a zero lot line orientation, plazas, patios, outdoor dining areas and landscaped entries are encouraged in the setback area.
- c. Buildings must be oriented either perpendicular or parallel to the street they front, with the primary facade being parallel to the sidewalk.
- d. Gaps and openings between buildings should be minimized in order to preserve a compact pedestrian environment.
- e. Off-street parking areas should be located to the rear or side of buildings in the Mixed-Use district and accessed from secondary streets or parking alleys. On-street parking may be available on public streets in the front of buildings.
- f. Ground floor uses of structures in the Mixed-Use district should encourage pedestrian activity.

Streetscape

Goal: To provide a pleasing pedestrian environment that promotes a vibrant and walkable downtown area.

- a. Sidewalks are required parallel to public streets in the Mixed-Use district. Larger sidewalks are encouraged to support the amount of pedestrian activity that is conducive to downtown areas. The minimum sidewalk width in the Mixed-Use district is 6 feet.
- b. Sidewalk materials should be attractive, durable and low-maintenance, such as concrete and pavers. Special paving materials are encouraged to add visual interest and promote a unique identity.
- c. Pedestrian space may be maximized through the use of permeable pavers or tree grates at the base of street trees.
- d. Street or boulevard trees should be planted at regular intervals. Species of street trees should be selected according to root zone and salt tolerance.



Tree gates help maximize pedestrian space in areas of high pedestrian activity.

MIXED-USE DEVELOPMENT



Creating inviting pedestrian spaces increases pedestrian traffic and activity.

- e. Planting beds and other type of street landscaping are encouraged as long as they do not conflict with pedestrian circulation.
- f. Benches, bicycle racks, ornamental trash receptacles and other site furnishings are encouraged. Applicants are encouraged to utilize design elements and site amenities from the Lake Elmo Branding & Theming Study.
- g. Pedestrian scaled lighting in the form of bollard or ornamental lighting promotes district identity and pedestrian safety.
- h. Ornamental fencing shall be installed around outdoor dining areas to provide separation from pedestrian routes.

Landscaping

Goal: To promote an aesthetically pleasing pedestrian environment through landscaping, as well as reduce the amount of impervious surface in the Mixed-Use district.

- a. Parking, public and streetscape areas should



Seasonal planters attract more activity to mixed-use areas by creating a pleasant pedestrian space.

- c. Hardy and native plant materials that are resistant to the climate, disease and salt are encouraged.
- d. Making use of similar plant materials as adjacent properties and public spaces is encouraged to create continuity.
- e. Mature trees should be retained when possible.
- f. Bare soils should be planted or mulched with bark, stone or other suitable material to avoid unnecessary runoff.

Parking

- a. Off-street surface parking is not allowed in front of the building along the primary street frontage. However, opportunities for on-street parking on the public street should be available.
- b. Structured parking located to the side, rear or beneath the building is encouraged in the Mixed-Use district.

utilize trees, plant beds, and potted plants to add visual interest and break up continuous hardscape.

b. Parking, service, storage and utility areas should be buffered by plantings. Near areas of pedestrian circulation, these plantings shall not exceed 4 feet in height for safety purposes.

c. Hardy and native

- c. Structure parking should be screened with architectural elements that match the primary building.
- d. The entrance to parking facilities should be located on secondary streets when possible.
- e. Shared parking facilities between adjacent uses or businesses are strongly encouraged when possible to avoid excessive amounts of parking.



Parking is encouraged in the rear of the site to accentuate front building elevations.



Angled parking promotes traditional main-street character and provides a greater buffer between pedestrian and automobile areas.

- f. Surface parking areas should be screened from view of public streets by means of grading and/or landscaping.
- g. Landscaped islands should be installed within surface parking areas to break up continuous hardscape and reduce concentration of impervious surface.
- h. Lighting must be provided in parking areas at night for safety purposes. However, direct glare, spillover or other forms of light pollution directed at adjacent properties are prohibited.
- i. Parking facilities must be ADA compliant when deemed necessary.
- b. Delivery areas should be located in the rear of the building whenever possible.
- c. Service, storage and trash collection areas are not allowed in the setback areas.
- d. Delivery, service, storage, maintenance and utilities should be located in a way that does not interfere with pedestrian circulation.
- e. These areas should be marked with directional signage when appropriate.
- f. Delivery, storage and trash collection areas should be hard surface, minimizing the dispersal of dust.

B. Building Design

Form and Facade

Goal: To promote buildings of high architectural quality and old-town character that are oriented towards the primary street frontage and pedestrian environment.

- a. Blank facades without windows and doors are discouraged. All sides of the structures shall have architectural treatments.
- b. Variety and creativity in building facade is encouraged through changes in building materi-

Delivery, Service, Storage and Utility Areas

Goal: To provide physical and visual separation between delivery, service and storage areas and areas of pedestrian circulation.

- a. Service, storage, maintenance or trash collection areas should be located out of the view from the public right of way, or significantly screened through landscaping or architectural features.



Trash and utility areas should be located out of the view of the right-of-way and screened using materials that match the principal structure.



Canopies, windows, lighting and high-quality building materials all provide architectural detail at the pedestrian level.

MIXED-USE DEVELOPMENT

- als, fenestration height, and roof lines.
- c. Minimizing continuous expanses of wall through facade articulation, recession or projection is encouraged.
- d. Window and door styles should reflect the prevailing architectural style of the structure.
- e. Architecture should be conscious of the design of surrounding structures and overall district identity, including facade treatments, windows, building materials and entries.
- f. Buildings should be designed to provide human scale.
- g. The highest level of architectural detail should occur adjacent to areas of pedestrian activity.
- h. Auto-oriented uses, such as garages, delivery areas or bay should be oriented away from the primary street frontage.

Building Materials

Goal: To promote quality development through durability and visual aesthetics, thereby supporting district identity.

- a. High quality and durable materials should be used on all facades.
- b. Primary building materials for structures should include brick, finished wood, glass, stone, cast stone, or pre-cast concrete panels with exposed aggregate, banding, texturing, or other similar decorative finish treatment.
- c. High quality synthetic materials that adequately duplicate natural materials may be acceptable if approved by the City, including, but not limited to, thin brick, hardi plank, decorative concrete masonry, and other materials.
- d. The following building materials are not al-



Brick is a high quality material that is consistent with an old downtown mixed-use area.

- lowed to be used as the primary facade for development in the Mixed-Use district:
 - Unpainted galvanized metal
 - Unfinished “green-treated” lumber
 - Unfinished wood
 - Concrete block (painted or unpainted)
- e. Facade colors should reflect muted earth tones. However, other primary facade colors will be considered by the Review Authority. Accent materials should complement the colors of the primary facade.

Mass and Scale

Goal: To establish standards for building with a human scale in mind.

- a. Buildings should be broken down into smaller parts to avoid monotonous or continuous design and the appearance of mass.
- b. Exterior design that provides the appearance of multiple structures is encouraged to reduce scale and minimize mass.
- c. Scale should be reduced by utilizing “step-down” methods towards the public street. En-

tries and other bump out features are effective in this regard.

- d. Structures of two-stories or higher should have articulated facades to minimize the appearance of mass.
- e. Building mass should be broken up by multiple roof and ridgelines perpendicular with one another.

Roof Design

Goal: To encourage creativity and architectural treatments in roof design, and to reduce the visual impact of rooftop equipment.

- a. The design of the roof must be consistent with the overall architecture or design of the structure.
- b. Creativity and variety in roof design is encouraged in the Mixed-Use district to support district identity.
- c. Flat roofs should include variation in parapet height, materials, and architectural detailing to avoid monotonous roof lines.



Step-down techniques and variation in building materials help reduce the scale of the building and accentuate the street/pedestrian area.

- d. Rooftop equipment, particularly on flat roofs, must be screened by the parapet or other architectural features.
- e. Rooftops that are visible from adjacent buildings should minimize the visual impact of rooftop equipment and give consideration to rooftop aesthetics.

Entries

Goal: To provide identifiable entryways that emphasize access, pedestrian safety, architectural quality and a human scale.

- a. Entryways must be provided on the side of the building fronting the primary street.
- b. Entryways should receive the highest level of architectural treatments. This may include facade treatments, prominent windows or other features.
- c. The use of canopies, awnings and other sheltering features are encouraged.
- d. Pedestrian amenities such as ornamental trash receptacles, benches, bicycle racks or lighted bollards are encouraged near entryways of buildings in the Mixed-Use district.

Lighting

Goal: To ensure safety of patrons, employees, pedestrians and automobiles, as well as providing visual interest and aesthetic value to a site, while limiting light pollution of the night sky to the best extent possible.

- a. Lighting must be provided in entryways, parking areas, pedestrian ways, storage and ser-

vice areas, and other locations that require additional safety lighting.

- b. Lighting styles should be complementary to the architectural style of the building and surrounding district.
- c. Lighting of architectural features should be used to provide accent and interest, as well as identify the building entryway. Architectural lighting must be downcast and shielded to prevent light pollution.
- d. Bollard lighting is encouraged for pedestrian areas.
- e. Overhead lighting must be shielded to prevent light trespass and spill-over onto adjacent properties.
- f. Bare bulb and exposed neon lighting are not allowed.

Signage

Goal: To provide durable, quality signage that identifies businesses and supports district identity.

- a. Building signage must be complementary to the architecture of the structure, as well as consistent with the style of the surrounding buildings or district.
- b. Sign elements that will be evaluated for consistency include scale, color, lighting and materials.
- c. Signs must be constructed of high-quality, durable materials.
- d. Directional signage to delivery, service and storage areas is required.
- e. Two and three-dimensional signs are encouraged to promote creativity and district identity.
- f. All buildings are encouraged to incorporate ele-

ments of community theming in appropriate signage, supporting district and city identity.



Directional signage helps facilitate good traffic circulation and flow.



Signage design should be complimentary to the materials of the building.