



**STAFF REPORT**  
**DATE: 10/12/2023**  
**DISCUSSION**

**TO:** City Council Workshop  
**FROM:** Sophia Jensen, City Planner  
**AGENDA ITEM:** **Future Ballfield Search Criteria**  
**REVIEWED BY:** Kristina Handt, City Administrator  
Adam Swanepoel, Assistant Public Works Director

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**BACKGROUND:**

Royal Golf Development provided a \$1,000,000 donation to the City's parks fund for the loss of the 3M Tartan Park ballfields due to the Royal Golf Residential Subdivision. This money is to be used exclusively for new or existing ballfields.

City Council reviewed proposals for using the Royal Golf donation to refurbish and expand existing ballfields at their June 6<sup>th</sup> 2022 meeting. After reviewing proposals, City Council directed staff to pursue the concept of a pinwheel facility (four ballfields) within the City.

**ISSUE BEFORE THE CITY COUNCIL:**

What standards should staff use when searching for, and evaluating, possible ballfield sites?

**ANALYSIS:**

City Staff reviewed the existing ballfield and sports complex criteria set forth in the 2009 Parks Master Plan, 2040 Comprehensive Plan, and City's Zoning Code and is recommending the following criteria be used when evaluating possible parcels:

- ✓ Located on a collector street
- ✓ Located on a watermain line
- ✓ Located near 3-phase electric
- ✓ Capacity for a septic system and drainfield
- ✓ Capacity for stormwater reuse
- ✓ Capacity for a maintenance/equipment storage shed
- ✓ Capacity for off street parking and overflow/event parking
- ✓ Permanent bathroom facilities, field lighting, running water, and drinking fountains
- ✓ Capacity for a concession stand and announcers booth
- ✓ Buffered or spaced from residential development
- ✓ Within, or close to, the 2040 Comprehensive Plan parks search area for a sports complex
- ✓ Generally square parcel with limited wetlands and slopes.
- ✓ Staff is recommending 25 acres of contiguous land to support the pinwheel, parking, stormwater management, concessions, and septic facilities. If other amenities are requested the following acreage should be added:
  - ✓ 18-Hole Disc Golf – 10 acres
  - ✓ Soccer - 2 acres/field
  - ✓ Football – 2 acres/field
  - ✓ BMX/Skate Park – 1 acre

- ✓ Playground – 0.5 acre/set
- ✓ Volleyball – 0.5 acres/court
- ✓ Basketball – 0.5 acres/court
- ✓ Pickleball/Tennis – 0.5 acres/court

In addition to the criteria listed above, Staff reviewed current zoning regulations and determined that ballfields would be considered an outdoor recreation facility use. This is a conditional use in the following zoning districts:

- Commercial (C)
- Mixed Use Commercial (MU-C)
- Village Medium Density Residential (V-MDR)
- Village Mixed Use (VMX)
- Agriculture (A)
- Golf Course Community (GCC)
- Public Facilities (PF)

If a parcel is selected that is not one of the zoning districts listed above the site will need to be rezoned to one of the above, or a zoning text amendment would be needed to allow the outdoor recreation facility use in that district. If a parcel is rezoned to a district that is not consistent with the future land use map, then a comprehensive plan amendment will be required.

If City Council comes to a consensus on a parcel it is recommended the parcel be rezoned to Public Facilities and re-guided in the Future Land Use Map to Park to be consistent with the other parks in the City.

**FISCAL IMPACT:**

- N/A

**OPTIONS:**

- Provide guidance to staff on search criteria for new ballfield site.

**ATTACHMENTS:**

- 2009 Parks Master Plan – Sports Complex Criteria
- 2040 Comprehensive Plan – Park Search Area Map
- 2040 Comprehensive Plan – Future Land Use Map
- City Zoning Map

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## Community Sports Complex

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<b>Purpose</b>	<ul style="list-style-type: none"><li>○ Consolidated athletic fields for programmed use.</li><li>○ A sports complex will be built with involvement from user groups, associations, or organizations to ensure that it is developed based on user demand and meets the specific needs of users.</li><li>○ User fees may be established.</li></ul>
<b>Service Area and Location</b>	<ul style="list-style-type: none"><li>○ Service area is city-wide.</li><li>○ A sports complex is serviced by arterial or collector streets.</li></ul>
<b>Size</b>	<ul style="list-style-type: none"><li>○ 20 acres minimum contiguous park land.</li><li>○ Guidelines for area needed for each athletic facility type are:<ul style="list-style-type: none"><li>• 3 to 4 acres per baseball/softball diamond</li><li>• 2 to 3 acres per soccer/football field</li><li>• 7,200 square feet per tennis court</li><li>• 6,000 square feet per basketball court</li></ul></li></ul>
<b>Level-of-Service</b>	<ul style="list-style-type: none"><li>○ 1 baseball/softball diamond per 3,000 population</li><li>○ 1 football/soccer field per 5,000 population</li></ul>
<b>Key Facilities</b>	<ul style="list-style-type: none"><li>○ Off street parking, permanent bathroom facilities, field lighting, paths, running water/drinking fountains.</li></ul>
<b>Facilities Menu</b>	<ul style="list-style-type: none"><li>○ Based on user demand, the sports complex may include, but is not limited to: fields for soccer/football/other field sports; diamonds for baseball/softball; courts for tennis/basketball/volleyball/other court sports; ice rinks.</li></ul>

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### Lake Elmo Sports Complex (2006)

VFW Park and Lions Park provide two lit softball/baseball fields for programmed sports.



*Lions Park*

**Legend**

**Search Areas (2040)**

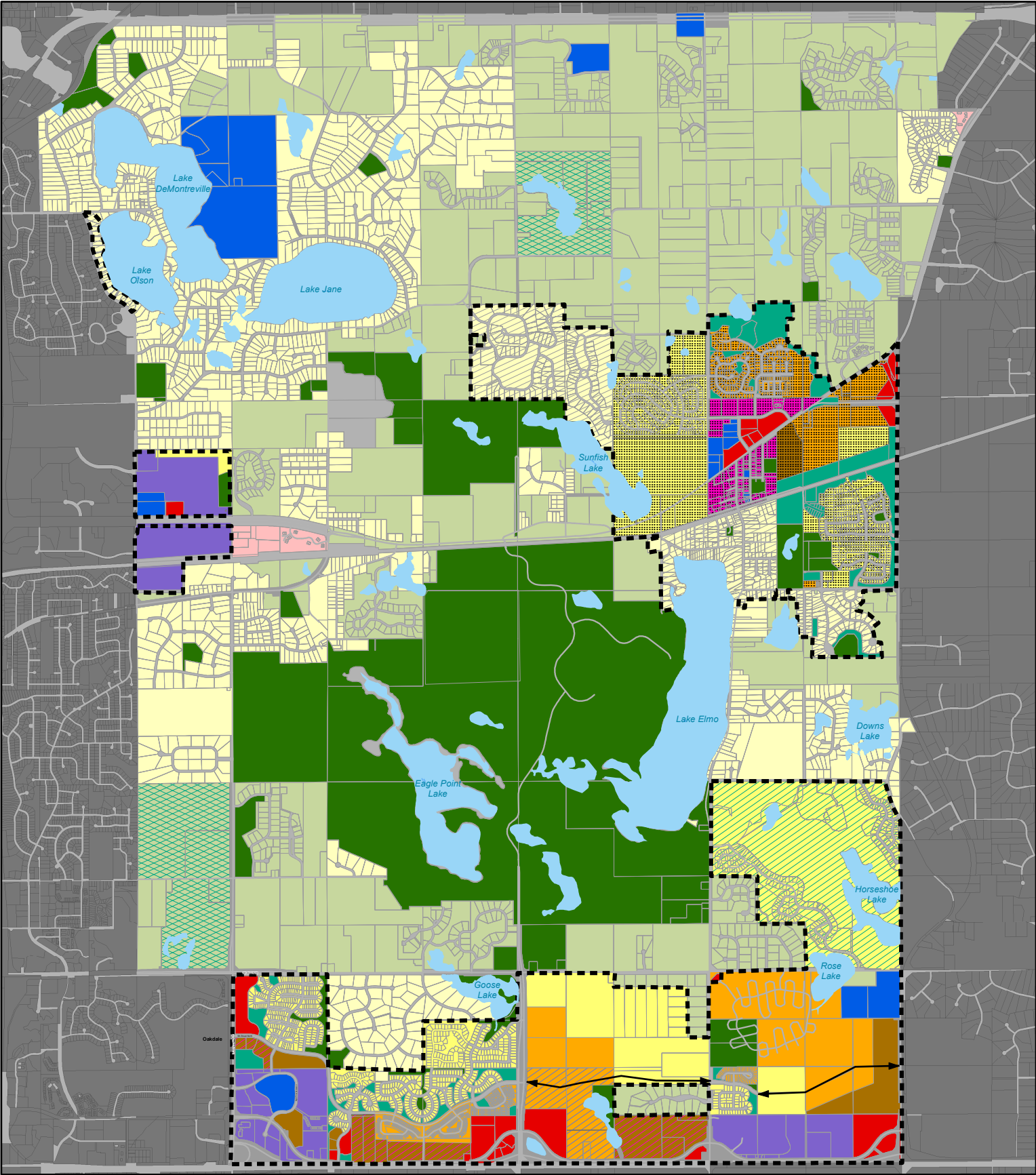
- Neighborhood
- Community
- Regional
- NRPA
- Conservation Easements
- Closed Landfill
- Neighborhood
- Sports Complex
- Community
- Special Use

Future City Road (Parkway)





Future Land Use Map



2040 Future Land Use

0 1800 3600 5400 7200 Ft

Map Date: Feb 2023

PSP

ROW

AP

RAD

RSF

RSFS

GC

LDR

MDR

HDR

MU-BP

MU-C

V-LDR

V-MDR

V-HDR

LB

BP

C

Closed Landfill

Institutional

Park

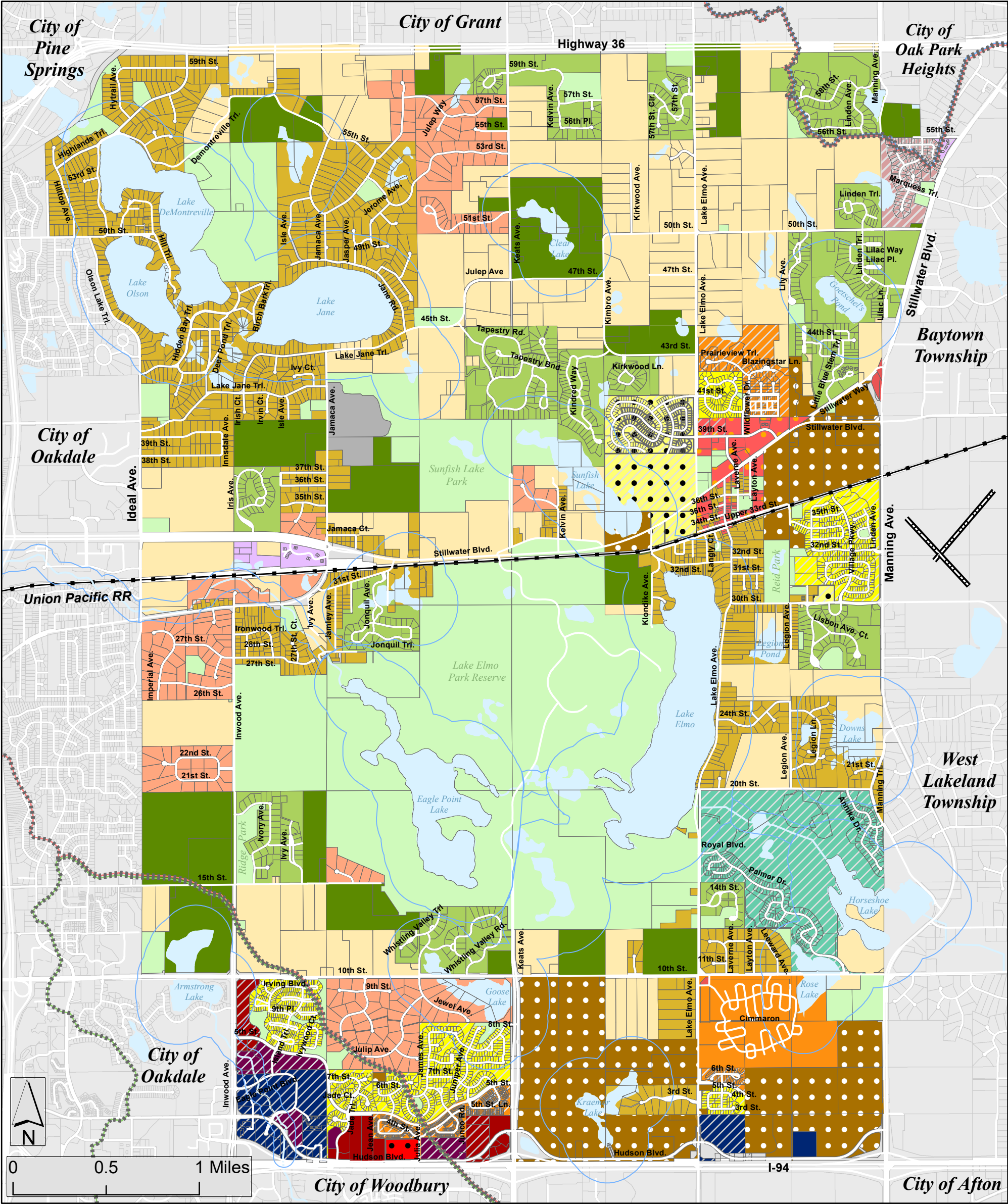
MUSA Boundary

Planned Roadway (Parkway)



# Lake Elmo Zoning Map

Data Source: Washington County  
Map Created By: Planning Dept.  
Map Updated: May 2023



## Zoning Districts

- |                                   |  |   |
|-----------------------------------|--|---|
| LDR - Low Density Residential     | LC - Limited Commercial                    | A - Agricultural                                    |
| MDR - Medium Density Residential  | C - Commercial                             | PF - Public Facilities                              |
| HDR - High Density Residential    | CC - Convenience Commercial                | Water Body  |
| R2 - One & Two-Family Residential | BP - Business Park                         | Closed Landfill                                     |
| RS - Rural Single Family          | MU-BP - Mixed-Use Business Park            | Browns Creek  |
| RE - Residential Estate           | MU-C - Mixed-Use Commercial                | South Washington                                    |
| RR - Rural Residential            | V-MX - Village Mixed Use                   | Valley Branch                                       |
| RT - Rural Transitional           | V-LDR - Village Low Density Residential    | Shoreland Overlay District                          |
| OP - Open Space                   | V-MDR - Village Medium Density Residential | Hatching Represents Planned Unit Developments (PUD) |
| GCC - Golf Course Community       | V-HDR - Village High Density Residential   |   |