

**STAFF REPORT**  
**DATE: 11/14/2023**  
**DISCUSSION**

**TO:** City Council Workshop  
**FROM:** Nathan Fuerst, AICP, Consulting Planner  
**AGENDA ITEM:** **Sketch Plan Review – Lake Elmo Elementary School**  
**REVIEWED BY:** Kristina Handt, City Administrator

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**BACKGROUND:**

The City is in receipt of a Sketch Plan application from Stillwater Area Public Schools for the proposed Lake Elmo Elementary School. As a result of an assessment of school facility needs, Stillwater Area Public Schools has identified the subject property as a location for a new Elementary School to replace the existing Lake Elmo Elementary. The school district is seeking feedback from the City regarding the approvals, standards, and review process should the district receive the bond funding to move forward with this project.

A review of the concept plan and narrative supplied by the school district is provided in the planning memo appended to this report.

**ISSUE BEFORE THE CITY COUNCIL:**

The City Council should provide feedback regarding the approvals necessary to allow Stillwater Area Public School to establish a new school on the subject property.

**ANALYSIS:**

Staff have reviewed the concept level plan against the adopted 2040 Comprehensive Plan and the City's Zoning standards. The following approvals will be required for this project to be permitted:

1. Comprehensive Plan Amendment(s):
  - a. Amend the Future Land Use Map to revise the guidance for the subject property from Rural Area Development (RAD) to Institutional (INST)
  - b. Amend the Comprehensive Plan to extend the MUSA boundary allowing for utility extension to the site.
2. Rezone – Amend the Zoning Map to revise the subject property's zoning district from Agricultural (A) to Public Facilities (PF)
3. Major Subdivision – Required for the purposes of necessary Right of Way and Easement dedications.
4. Conditional Use Permit (CUP) – Required to allow a public school.

**FISCAL IMPACT:**

There is no fiscal impact to the City at this time.

**CONSIDERATIONS:**

Comprehensive Plan Amendments require a 4/5 vote of the City Council to be approved.

Staff have inquired to the Metropolitan Council about whether the MUSA boundary extension could be approved if noncontiguous with surrounding properties. The Met. Council's sector rep has indicated that this could be allowed, which would allow the City to avoid impacts on the overall density of land within the MUSA boundaries in Lake Elmo. If an amendment is requested, staff would identify which chapters, sections, maps or figures to which revisions are necessary.

The rezoning would provide a land use consistent with the proposed future land use guidance. The proposed rezoning to Public Facilities would allow only a narrow range of land uses should the school project not materialize.

A major subdivision of the land may be required in order to ensure that property boundaries are reflective of the City and County requirements for public right of way and easement dedication.

Public Schools are allowed through a CUP in the Public Facilities zoning district under the two following conditions (in italics):

1. *No use may exceed a ratio of 3.0 SAC units per 3.5 acres or 235 gallons per day per net acre of land based on design capacity of all facilities, whichever is more restrictive; and*

The school district and their consultants have provided data based on the usage at Brookview Elementary in Woodbury. This is a new school with fixtures meeting current state standards. With 6 gallons per student per day, and a design capacity for 1100 students, the estimated maximum daily wastewater generation is 6600 gallons. At 47.6 acres, the maximum daily usage would be 11,186 gallons.

2. *Direct access is provided to a public street classified by the comprehensive plan as a major collector or arterial.*

Both Lake Elmo Avenue North and 10<sup>th</sup> St. N. are classified as arterial roadways.

#### **FEEDBACK DESIRED:**

- What feedback is there on the required land use approvals?
  - Will the Comprehensive Plan Amendments and Rezoning be supported?
  - Is there any feedback on the required subdivision or CUP?
  - What conditions of approval might the applicant anticipate?
- What feedback might there be regarding the proposed use on this site?
  - Does the land use meet the goals articulated by the City's adopted comprehensive plan?
  - Is there support for this land use on this property?
- What feedback is there on the proposed site plan?
  - Does the site plan adequately plan for the proposed use on the property?
  - Will the City Council support the request to extend utilities to this property?
  - Buffering will be required, what types of buffering might the Council find most acceptable?

**ATTACHMENTS:**

- Proposed School concept and narrative
- Planning Comment Memo – Sketch Plan Review
- City Engineering Comment Memo
- Assistant Fire Chief Comments
- Washington County Comments
- Valley Branch Watershed District Comments



## MEMORANDUM

**To:** Kristina Handt, City Administrator, Lake Elmo

**From:** Paul Aplikowski | PA

**Date:** October 3, 2022

**Comm. No:** 9999

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**Subject:** Submittal to City of Lake Elmo on behalf of Stillwater Area Public Schools, for the proposed New Lake Elmo Elementary School project, located at the intersection of Lake Elmo Avenue North and 10th Street North, Lake Elmo, Minnesota (Property ID #2602921440001)

### Sketch Plan Submittal Narrative:

On behalf of Stillwater Area Public Schools, we are submitting for City staff review of a sketch plan for the proposed new Lake Elmo Elementary School site. The proposed 1,100-student elementary school building would replace the current Lake Elmo Elementary School located at 11030 Stillwater Boulevard, Lake Elmo, Minnesota. The new building is proposed to be a total of 148,000 square feet and will likely be a two-story structure. At this time, the exact footprint size is unknown as the design of the building will not commence until after a successful referendum vote.

The 47.6-acre site is currently zoned as agricultural and will require rezoning to accommodate the future educational use. Access to the site is proposed to be from both adjacent roads (10th Street North and Lake Elmo Avenue North). To help facilitate site safety, the District will endeavor to keep the bus and visitor traffic separate. The bus entry is proposed to be off 10th Street North and the visitor vehicular entry off Lake Elmo Avenue North. The visitor entry will be designed to allow on-site stacking of waiting vehicles, which is expected to reduce backups onto Lake Elmo Avenue North.

Aside from onsite parking and the school building, the site is proposed to include several other amenities that have the potential to be jointly used by the school and the City of Lake Elmo residents. Currently two ball fields, a greenspace field, and playground facilities are planned for the site. We anticipate the need to include onsite stormwater control features such as settling ponds.

Feel free to contact Wold Architects and Engineers or the District with any questions or concerns you may have.

CM/N:/Promo/ISD\_834/crsp/oct23

**Wold Architects and Engineers**  
332 Minnesota Street, Suite W2000  
Saint Paul, MN 55101  
woldae.com | 651 227 7773

**PLANNERS  
ARCHITECTS  
ENGINEERS**

MN

SYMBOL LEGEND

- PROPOSED ROADWAY/TRAILS  
BITUMINOUS PAVEMENT
- PROPOSED CONCRETE PAVEMENT
- PROPERTY LINE  
EASEMENT LINE  
RIGHT-OF-WAY LINE

PARCEL INFO

PID: 26.029.21.44.0001  
LOT SIZE: 47.57 ACRES  
ZONING: AGRICULTURAL (A)  
LEGAL DESCRIPTION: PT OF S1/2 OF SE1/4 BEING E 1570.4 FT SECTION 26 TOWNSHIP 02N RANGE 02E

POTENTIAL LAKE  
ELMO  
ELEMENTARY  
REPLACEMENT  
SKETCH PLAN

Lake Elmo, MN 55042

Stillwater Area Public  
Schools ISD #834  
1875 Greeley Street South  
Stillwater, MN 55082



WOLD ARCHITECTS  
AND ENGINEERS  
332 Minnesota Street, Suite W2000  
Saint Paul, MN 55101

woldac.com | 651.227.7773

**Larson**  
Engineering, Inc.  
3524 Labore Road  
White Bear Lake, MN 55110  
651.481.9120 (F) 651.481.9201  
www.larsonengr.com

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

Greg A. Buchal, P.E.

Date: 10.06.2023 Lic. No.: 23793

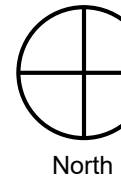
Description	Revisions	
	Date	Num

Comm: 12236128

Date: 10.06.2023

Drawn: MTH

Check: GAB



ZONING AND  
PROPERTY  
INFO PLAN

Scale:

C000



NORTH

0 50 100 200

The site plan for New Stetson Elementary School is set against a topographic background with contour lines. The school building is a large, irregular structure with a central 'MAIN ENTRANCE' and a 'LOADING/UNLOADING ZONE' on the west side. To the north of the building is a 'PLAYGROUND' and an 'OPEN FIELD'. Three 'STORMWATER BASIN's are located: one to the north of the building, one to the west, and one to the south. A large parking lot to the south contains '206 PARKING STALLS' and 'ONE-WAY STUDENT DROP OFF LANES'. A road to the east is labeled 'LAKE ELMO AVENUE NORTH (HIGHWAY 17)' and features a 'STUDENT DROP-OFF AND TEACHER PARKING ENTRANCE'. The site is bounded by '10TH STREET NORTH (HIGHWAY 10)' to the south and a dashed line to the west. A vertical strip on the far left is labeled 'BERM'. A north arrow is in the top right corner.

 PROPOSED ROADWAY/TRAILS  
BITUMINOUS PAVEMENT

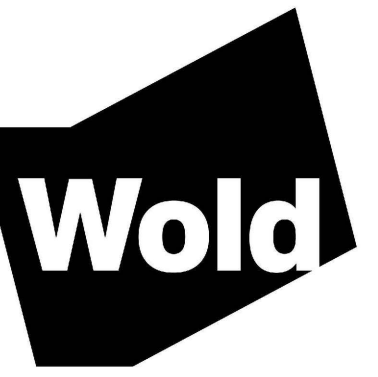
 PROPOSED CONCRETE PAVEMENT

## PROJECT AREA CALCULATIONS

## IMPERVIOUS AREAS

# POTENTIAL LAKE ELMO ELEMENTARY REPLACEMENT SKETCH PLAN

**Stillwater Area Public  
Schools ISD #834**  
1875 Greeley Street South  
Stillwater, MN 55082



22 Minnesota Street, Suite W2000  
Saint Paul, MN 55101



**Larson**  
Engineering, Inc.  
3524 Labore Road  
White Bear Lake, MN 55110  
651.481.9120 (f) 651.481.9201  
[www.larsonengr.com](http://www.larsonengr.com)

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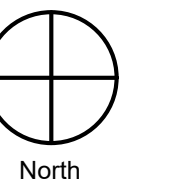
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Greg A. Buchal, P.E.

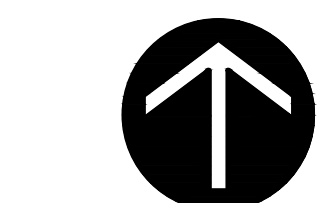
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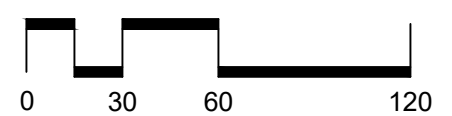
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Date: 10.06.2023  
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Check: GAB



## SITE PLAN



NORTH



Scale:

# C100



# MEMORANDUM

Date: November 9, 2023

To: Stillwater Area Public Schools  
Cc: Nathan Fuerst, AICP, Consulting  
Planner

RE: Lake Elmo Elementary School – Sketch Plan Review

## Description of Request

The City of Lake Elmo received a Sketch Plan review request from Stillwater Area Public Schools for a project on a property located northwest of Lake Elmo Avenue N. and 10<sup>th</sup> Street N. (PID 26.029.21.44.0001). The subject property is approximately 47.6 acres. The sketch plan depicts a new school to serve 1100 students, ball fields, stormwater basins, internal drives, and parking areas.

Access to this site is proposed from both Lake Elmo Avenue North and 10<sup>th</sup> Street North. Parents and teachers will utilize the Lake Elmo Avenue North access and busses and deliveries will use the 10<sup>th</sup> St. N. Access. An internal system of private drives will connect those access points to parking, dropoff, and turnaround areas.

The Applicant is proposing to connect to City Sewer and Water services.

The proposal is characterized as a major subdivision. A major subdivision is required due to the requirement for the dedication of public right of way for both abutting roads along with the dedication of drainage and utility easements. At this time, existing easements, wetlands, or other encumbrances are unknown.

## Premature Subdivisions – Lake Elmo Water Capacity Concerns

The City is working through issues relating to the amount of water which it can draw under an existing Minnesota Department of Natural Resources permit. A resolution on this matter is made more complicated due to the PFAS contaminant issue in the East Metro. Until the resolution of ongoing water issues, Lake Elmo's City Council may choose to reject any new subdivisions as premature.

## Development Summary

**Site Size:** 47.6 acres

**Proposed Use(s):** Public School

**Existing Future Land Use:** Rural Area Development (RAD)

**Proposed Future Land Use:** Institutional

<b>Existing Zoning District:</b>	Agricultural (A)
<b>Proposed Zoning District:</b>	Public Facilities (PF)
<b>Adjacent Zoning</b>	North: Rural Single Family (RSF) and Public Facility (PF)
<b>Designations:</b>	East: Rural Single Family (RSF)
	South: Rural Single Family (RSF) and Rural Residential (RR)
	West: Rural Single Family (RSF) and Rural Residential (RR)

### **Sketch Plan Review Narrative**

The narrative provides general information on the proposed development, summarized below:

- A maximum of 1,100 students are anticipated to be served on site.
- Building gross square feet is anticipated to be 148,000 square feet.
- Building is anticipated to be two stories.
- Onsite ball fields and playgrounds are proposed, and could be jointly used by the School and City.

### **Mandatory Environmental Review - Environmental Assessment Worksheet (EAW)**

Minnesota Rules Sec 4410.4300 establish the threshold for required environmental review. The threshold for a mandatory Environmental Assessment Worksheet is 200,000 sq ft of gross floor area. A mandatory EAW is not required for this project.

### **Land Uses**

In order for the land use, a public school connected to City utilities, to be consistent with the City's adopted Comprehensive Plan and Zoning Ordinance, the following will be required:

- Comprehensive Plan Amendment(s)
  - Amend Future Land Use from Rural Area Development (RAD) to Institutional (INST)
  - If sewer services are extended, revise maps and figures as necessary within Chapters 3 (Land Use) and 9 (Wastewater Services) to extend the boundary of the Metropolitan Urban Services Area (MUSA).
- Rezoning
  - Amend Zoning from Agricultural (A) to Public Facilities (PF)
- Major Subdivision
  - Allow for public ROW and drainage/utility easement dedication.
- Conditional Use Permit
  - Allow a Public School on the subject property.

### **Planned Unit Development (PUD)**

At this time, it is not anticipated that a Planned Unit Development will be part of this subdivision request. If identified as necessary in order to provide flexibility to City standards, then a PUD Request consistent with Article 18 of the City's Zoning ordinance will be required. All PUDs are subject to the minimum requirements in LEC 105.12.1150.

### Development Standards for Public Schools (LEC 105.12.970)

In order to receive a Conditional Use Permit for this use, the following criteria must be met.

1. No use may exceed a ratio of 3.0 SAC units per 3.5 acres or 235 gallons per day per net acre of land based on design capacity of all facilities, whichever is more restrictive.
2. Direct access is provided to a public street classified by the comprehensive plan as a major collector or arterial.

### Public Facilities District Bulk Standards (LEC 105.12.970)

Staff have reviewed the concept for compliance with applicable bulk standards for this use in the Public Facilities Zoning District. It is noted that not all standards may be listed here as the site plan only provides conceptual information at this time.

Key: **Met**, Need Information, **Not Met**

	Requirement (lots w/ structure)	Proposed
Minimum Lot Size	20 Acres	<b>47.57 Acres</b>
Minimum Lot Width	100'	<b>&gt;1000'</b>
Minimum Lot Depth		<b>&gt;1000'</b>
FY – Setback	50'	<b>&gt;200'</b>
SY - Setback	50'	<b>&gt;200'</b>
RY - Setback	50'	<b>&gt;200'</b>
Buffer (North & West)	150'	<b>&gt;200'</b>
Max Height*	50'	Two Stories (likely meets)
Max Impervious	35%	<b>17.27%</b>

\*While building heights are allowed at 50', structure side walls are only allowed to be 3.5'.

### Shooting Range Proximity

It is noted that the public school is proposed on a parcel abutting an existing gun range, the Oakdale Gun Club. A Conditional Use Permit granted by the City in 1988 guides the City's restrictions on that land use.

Minnesota State Statutes protect existing shooting ranges through Chapter 87A. *Shooting Ranges*. That law protects shooting ranges from becoming noncompliant as a result of adjacent development. State law establishes a 750 foot buffer from the shooting range property boundary. In that area, the law prevents the establishment of any land use which would cause the shooting range to become nonconforming with the performance standards for shooting ranges which adopted by reference in state statute.

City planning staff are currently seeking a copy of the performance standards from the Minnesota DNR in order to identify whether the land use shown in the concepts would cause the Oakdale Gun Club to violate any performance standards. It is anticipated that one of the primary standards is noise impacts. As such, it may be required that the new school development document whether it may or may not cause the gun club to conform with standards for noise impacts or other applicable performance standards.

### Traffic Study Required

A traffic impact study is required for uses in the PF district. This is a requirement prior to the approval of the site plan and would be necessary as a part of a complete application. The code requirement can be reviewed in Sec. 105.12.970 (f)(7). This is also required by

Washington County in the comment memo for this project dated 10/24/2023.

### **Building Design Standards (LEC 105.12.970)**

No renderings of the building were provided with this submittal. Uses in the Public Facilities zoning district are subject to specific architectural standards, beginning in Section 150.12.970 (f)(1). Several key standards are summarized below:

- Detailed façade designs and renderings are required for review prior to any site plan review approval.
- Primary exterior surfaces shall be limited to a minimum of 70% natural brick, stone, or glass.
- Accent materials must vary and can comprise no more than 30% of the façade. A list is provided in City Code.
- Architectural standards cannot be minimized through the PUD process.

### **Off-Street Parking and Drives**

All off-street parking shall be in compliance with requirements found in the following City Code Sections:

- Number of stalls – 3 per classroom (LEC 105.12.970) or 1 per staff member plus one space per five students of driving age (LEC 105.12.410), whichever is greater.
- Parking area location and design – must be consistent with standards in Sec. 105.12.410.
- Drives – must be consistent with standards for commercial and mixed-use districts found in LEC 9.16.090

### **Signage**

LEC 105.12.430 regulates signage. It is recommended that future submittals include signage types, sizes, and locations for review against City requirements.

### **Lighting**

All lighting shall comply with LEC 105.04.050 through LEC 105.04.070. It is recommended that future submittals include lighting types, locations, and photometric plans for review against City requirements.

### **Landscaping and Tree Preservation**

This project will be subject to the standards for tree preservation and landscaping established in Article 8 of Lake Elmo City Code, Environmental Performance Standards. There are significant wooded areas on this site, which will likely create notable tree mitigation requirements if impacted. The City's consulting Landscape Architect will review all landscaping and tree preservation plans for the site for conformance with city requirements.

### **Buffer Area(s)**

Buffer Areas are required abutting residential districts to be in compliance with LEC 105.12.970 (f)(4). In this case, that would be along the western and northern property boundaries. Guidance for improvement of these areas is provided in LEC 105.12.970(f)(3) as follows: Yards adjoining any residential zone shall contain a buffer area consisting of berming, landscaping, and/or fencing for the purpose of screening noise, sight, sound, and glare.

### **Preliminary and Final Plat**

Any Future submittal must address the requirements of LEC 103.00.090 and LEC 103.00.100. and LEC 103.00.140. Major Subdivision Preliminary Plat Application Requirements are also in the application checklist available on the city's website.

**Engineering**

The City Engineer has provided comments in the attached memo dated October 24, 2023. There are high level comments regarding transportation and access, stormwater, and water/wastewater service. Consideration of these comments should be given prior to developing any further plans for the site.

**Fire Department**

The Lake Elmo Assistant Fire Chief provided comments in the attached memo dated October 24, 2023. All comments must be addressed with any future submittal.

**Washington County**

The Washington County comment letter dated October 24, 2023 shall be addressed in future submittals. As previously indicated by the City, Right of Way dedication will be required by the City for this site. Washington County Comments relating to access are significant for the development of this site and are expected to cause revision to this site plan. A traffic impact assessment is required by the County in their comment letter.

**Valley Branch Watershed District (VBWD)**

The Valley Branch Watershed District will require a permit for this project. VBWD comments also include the identification of two landlocked depressions on the site and note that significant grading will be required.

**Required Next Steps**

The Following applications, all identified in the review above, will be required prior to the development of a public school served by City utilities on the subject property:

1. Comprehensive Plan Amendments
2. Rezoning
3. Preliminary Plat
4. Conditional Use Permit – Public School

Feel free to contact me with any questions about the City review of this concept or to discuss any other matters regarding property improvements.



Nathan Fuerst, AICP  
Consulting Planner  
(612) 210-8150  
[Nathan.fuerst@bolton-menk.com](mailto:Nathan.fuerst@bolton-menk.com)

# MEMORANDUM

## FOCUS ENGINEERING, inc.

Cara Geheren, P.E. 651.300.4261  
Jack Griffin, P.E. 651.300.4264  
Ryan Stempski, P.E. 651.300.4267  
Chad Isakson, P.E. 651.300.4285

Date: October 24, 2023

To: Sophia Jensen, City Planner  
Cc: Nathan Fuerst, Planning Consultant  
Marty Powers, Public Works Director  
Chad Isakson, PE, Assistant City Engineer  
From: Jack Griffin, PE, City Engineer  
Re: ISD 834 Elementary School Sketch Plan  
PID 26-029-21-44-0001

Engineering has reviewed the ISD 834 Elementary School Sketch Plan to be located at the corner of Lake Elmo Avenue (CSAH 17) and 10 Street (CSAH 10). The review consisted of the following documentation received on October 10, 2023:

- Sketch Plan Narrative dated October 3, 2023.
- Lake Elmo Elementary School Sketch Plan, Sheets C000 and C100, dated October 6, 2023.

### TRANSPORTATION IMPROVMENTS, ACCESS AND COLLECTOR STREETS

1. County Roadway Right-of-way Dedication. As part of any project and site development, the existing right-of-way along Lake Elmo Avenue (CSAH 17) and 10th Street (CSAH 10) must be clearly shown and dimensioned and additional right-of-way dedication, if any, must be shown in accordance with the right-of-way preservation requirements from the Washington County Comprehensive Plan.
2. Access Management. The proposed access location along both Lake Elmo Avenue (CSAH 17) and 10th Street (CSAH 10) must be approved by Washington County.
3. Turn Lane Improvements. As part of the site improvements, dedicated right and left turn lanes must be constructed along Lake Elmo Avenue (CSAH 17) and 10th Street (CSAH 10) at both access locations. Turn lanes must be constructed meeting Washington County standards.
4. Secondary Access. The site shows a single access for busing and a single access for all other vehicles. Secondary access should be considered through internal connectivity to address vehicle distribution during peak demands, and to address safe emergency vehicle access.
5. Traffic Impact Study. A traffic study should be prepared to determine additional traffic impact requirements, including a potential traffic signal at the site access location with Lake Elmo Avenue (CSAH 17), at the site access location with 10th Street (CSAH 10), and at the intersection of Lake Elmo Avenue (CSAH 17) and 10th Street (CSAH 10). The traffic study should also demonstrate adequate internal vehicle queuing storage for AM and PM drop-offs and pick-ups without overflow to the County roadway system.
6. Small/Dry Utility Corridor Preservation. Minimum 10-ft wide drainage and utility easements must be dedicated along all public right-of-way, including Lake Elmo Avenue (CSAH 17) and 10th Street (CSAH 10). The 10-ft. easement corridor must be preserved for the installation of small/dry utilities and remain free from all encroachments, including trees, retaining walls, storm sewer, and stormwater BMPs.
7. County Trails. The design and construction of a bituminous trail should be considered along the full length of the site, along both Lake Elmo Avenue (CSAH 17) and 10th Street (CSAH 10). Pedestrian connectivity should be planned as part of the school site, including internal pedestrian connections, connection to the County Park Preserve, and pedestrian crossings for each County roadway.

## STORMWATER MANAGEMENT

1. The site plan is subject to a storm water management plan (SWMP) meeting State, Valley Branch Watershed District (VBWD) and City rules. Storm water facilities proposed as part of the site plan to meet State and VBWD permitting requirements must be constructed in accordance to City Engineering Design Standards dated January 2022, even though the facilities will remain privately owned.
2. All stormwater facilities and BMPs will be privately owned and maintained by the school district. The school district will be required to provide a Stormwater Maintenance and Easement Agreement in accordance with the City's standard form of agreement.
3. All storm water basins must be placed in easements in accordance with the Stormwater Maintenance and Easement Agreement. The easements must fully incorporate the 100-year HWL, 10-foot maintenance bench and all maintenance access roads. Maintenance access roads meeting city standards must be provided for all storm water facilities and structures.
4. The SWMP will be required to verify that rate control and volume control requirements are met for all points of discharge from the site. The existing and proposed drainage exhibits must clearly show and label all points of discharge from the site, including any required public improvements and turn lanes. The SWMP rate control tables must reference each discharge location independently and combined.
5. Overland emergency overflows or outlets will be required as part of the site plan.
6. All wetlands and wetland buffers must be delineated and protected by easement and should not be allowed to encroach any individual lot.
7. Minimum floor elevations must be at least 2 feet higher than the adjacent 100-year HWL elevation. Also, all low opening elevations for all buildings must be at least 1-ft higher than any adjacent emergency overflow elevation (EOF).
8. All localized low points must be protected within a drainage easement.

## MUNICIPAL WATER SUPPLY

1. Due to the PFAS groundwater contamination in the surrounding area, all proposed uses on the property should be served by the City public drinking water supply.
2. Connection to the municipal water system is available to the existing trunk watermain running along Lake Elmo Avenue (CSAH 17). The applicant will be responsible for connecting to the existing 16-inch trunk watermain located near the proposed Lake Elmo Avenue (CSAH 17) driveway entrance and running a minimum 8-inch ductile iron watermain internal to the site and throughout the property as necessary to provide connection to all proposed uses.
3. A second watermain connection will be required to create a looped network by extending the watermain south through the proposed 10th Street (CSAH 10) entrance, then east along 10th Street (CSAH 10) to connect back to the existing trunk watermain at the intersection with Lake Elmo Avenue (CSAH 17).
4. Watermain oversizing may be required to ensure adequate water supply and fire suppression once the site development water demands are known. Oversizing costs, if applicable, apply to watermain pipe sizes over and above the minimum 8-inch design standard.
5. The project will require the placement of fire hydrants and water system valves internal to the site as determined by the Lake Elmo Public Works Director and Fire Department.
6. Minimum 30-foot easements centered over the pipe/hydrant will be required when not located within the public right-of-way. Easements must be free from all encroachments, including retaining walls, trees, fences, small/dry utilities, or storm water management BMPs. Easements must be dedicated to the city as part of the project.

## WASTEWATER MANAGEMENT / SANITARY SEWER

1. The proposed site is located outside of the City designated Municipal Urban Service Area (MUSA) for sanitary sewer service. Therefore, any plans to construct the elementary school on the property will need to provide for adequate wastewater management services in perpetuity, including professional management of the system.

2. All wastewater management sewer infrastructure must be provided at the developer's sole cost and will remain privately owned and maintained. The wastewater management system would require a NPDES permit and be regulated through the MPCA.
3. Preliminary Plans, when submitted, must provide design details showing both a primary and secondary community drain field system, each adequality sized to serve all proposed uses on the property. Septic system dimensions, areas and setbacks must be shown on the plat and plans, including 10-feet from all property lines and 20-feet from all structures. Setbacks must be dimensioned and labeled on the plans. Septic systems must also remain fully outside of all easement areas including the 10-foot small utility corridors along the dedicated street rights-of-way, and including all 100-year HWL from adjacent storm water ponds and from the stormwater drainage pathways.

# LAKE ELMO FIRE DEPARTMENT – OFFICE OF THE FIRE MARSHAL

*Fire Prevention, Code Enforcement, and Public Education*



October 24, 2023

Sophia Jensen, Planner  
City of Lake Elmo

Re: Lake Elmo Elementary Sketch Plan: PID 2602921440001.

Prepared by: Anthony Svoboda, Fire Marshal

Approved by: Dustin Kalis, Fire Chief

## Applicable Codes:

- 2020 Minnesota State Fire Code
- 2020 Minnesota State Building Code
- Lake Elmo Fire Department Fire Code Policies
- NFPA 13, 2016 edition
- NFPA 13D, 2016 edition

## Fire Department Comments:

- 1) All roads and drive lanes shall meet the Lake Elmo Fire Department requirements for widths and turning radiuses.
- 2) Approved fire apparatus roads shall be provided and maintained throughout all development phases in coordination with engineering, public works, planning, and fire departments. In accordance with MSFC D104.2, two fire apparatus access roads shall be maintained at all times.
- 3) Project construction phasing shall accommodate emergency access to the entire construction zone at all times, generally meaning two separate means of entrance/exit as defined in the code. Phasing plan to be approved by the fire department prior to construction.
- 4) An approved signage and marking plan shall be determined for all No Parking and Fire Lane access roads. On-street parking shall be provided in approved locations following review by Engineering and Public Works. Parking shall be prohibited on both sides of private drive lanes.
- 5) Street names and addressing shall be consistent with the Washington County Uniform Street Naming and Property Numbering System.
- 6) Fire hydrants shall be provided in approved locations following review by Engineering and Public Works.

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## LAKE ELMO FIRE DEPARTMENT – OFFICE OF THE FIRE MARSHAL

*Fire Prevention, Code Enforcement, and Public Education*



- 7) Building address numbers shall be plainly visible from the street fronting the property and shall be contrasting color from the background. Size and placement of address numbers shall be approved by the fire and planning departments.
- 8) A fire sprinkler system shall be installed in commercial buildings in accordance with the Minnesota State Fire Code and Chapter 1306 of the Minnesota State Building Code. A permit is required prior to work.
  - a. *Fire Department sprinkler connection locations shall be approved prior to installation.*
- 9) A fire alarm system shall be installed in commercial buildings in accordance with the Minnesota State Fire Code (907.2.3) and Lake Elmo Ordinances. A permit is required prior to work.
- 10) An emergency responder radio coverage amplifier shall be installed throughout the building if the fire department determines that signal strength is not reliable.
- 11) An exterior door numbering system shall be utilized to determine exterior doors on all sides of the building. Door numbering convention shall be approved by the fire department prior to installation.
- 12) A KNOX rapid access lockbox shall be installed *in an approved location*, on all commercial buildings.
  - a. Multiple KNOX rapid access lockboxes may be required as determined by the fire department.
- 13) KNOX locking Fire Department Connection Caps shall be installed on all fire department connections.
- 14) All gates, whether manual or electric, shall be accompanied by either a KNOX lock or KNOX gate control switch for rapid access.
- 15) All parking areas shall be capable of supporting the imposed load of fire apparatus weighing up to 75,000 pounds.

Questions, clarifications, or the request to provide code documents can be made using the contact information listed below.

Respectfully,

*Anthony Svoboda*



**Anthony Svoboda** | Assistant Chief

Lake Elmo Fire Department  
Fire Station #1 - 3510 Laverne Ave N. | Lake Elmo, MN | 55042  
651-747-3907 office | [www.lakeelmo.org](http://www.lakeelmo.org)

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## PUBLIC WORKS

Wayne Sandberg, P.E., Director, County Engineer  
Frank D. Ticknor, P.E., Deputy Director

October 24, 2023

Sophia Jensen  
City Planner  
City of Lake Elmo  
3880 Laverne Avenue  
Lake Elmo, MN 55042

### Lake Elmo Elementary Sketch Plan

Dear Sophia,

Thank you for the opportunity to review and comment on the sketch plan for Lake Elmo Elementary, proposed for the intersection of CSAH 17 & CSAH 10. The proposed rural location adjacent to two high-speed county highways presents a number of significant challenges related to nonmotorized access and traffic safety and operations. Our development review team has reviewed the sketch plan proposal and offers the following comments.

While the placement of schools along highways enables convenient vehicle access, these locations also present safety issues for vehicles and pedestrians that defy easy or effective solutions. Given the ongoing prevalence of student drop-offs, school sites often generate significant inbound queues that sometimes extend onto highway shoulders, into turn lanes, and sometimes even obstructing highway through lanes, with safety repercussions. Providing adequate internal stacking can consume significant amounts of space but is necessary to prevent congestion from extending onto highways. Experience with school speed limits and/or flashing lights suggests that they have very limited effectiveness in slowing traffic down and can cause a large variability of speed, which is itself a safety concern. Even costly solutions such as traffic signals are often seen as a barrier for pedestrians due to the high vehicle volumes and less-than-perfect behavior by drivers.

Major investments in infrastructure in this area would be needed to provide safe access to the site for students and others who wish to arrive by walking or biking from existing nearby neighborhoods, both to provide safe walking routes and safe crossing points of the county highways. The city and the school district must consider and plan for pedestrian infrastructure within walking distance of the school, notwithstanding any current policies related to bus transportation. The pedestrian routes should connect with nearby neighborhoods, both existing and planned, and should provide reasonably direct access into the school site itself. A preliminary assessment suggests that upwards of four miles of new trail would be needed to connect existing neighborhoods to the school site. The construction of sidewalks or trails, if constructed as part of a future county project, would be subject to Washington County Cost Participation Policy #8001 for Cooperative Highway Improvement Projects” which can be found here: <https://www.co.washington.mn.us/DocumentCenter/View/54003/Cost-Policy>. We would recommend a meeting with city staff to discuss various highway improvement scenarios and to ensure that the City’s and County’s interests are reflected in the plan.

The Washington County 2040 Comprehensive Plan contains access criteria for county roads related to spacing, sight lines, and availability of local road connections. School sites typically generate significant traffic volume and queuing; therefore, the County would require a traffic study to better understand the anticipated traffic operations at the proposed access locations and affected nearby intersections. Washington County access spacing guidelines for minor arterial roads (both CSAH 10 and 17) is  $\frac{1}{4}$  of a mile (1,320 feet). Partial reductions in this spacing may sometimes be considered in favor of other safety aspects, such as optimizing sight distance or maximizing spacing from other existing intersections.

The site sketch proposes two entrances: a bus entrance on CSAH 10 and a visitor entrance on CSAH 17. We anticipate that the proposed bus cul-de-sac driveway from 10<sup>th</sup> Street would be particularly problematic with respect to safety and operations and thus is not likely to be permitted by Washington County. The close spacing from this proposed driveway to the arterial intersection of CSAH 10 and CSAH 17 creates a risk that traffic queues will sometimes obstruct the bus driveway or lead to a shortage of available gaps for buses to exit the site, particularly when the intersection experiences a surge of other school traffic.

As a recommended alternative, the bus drop-off could be served via the same driveway on CSAH 17, with bus and parent traffic splitting off within the site, similar to Cottage Grove Elementary School or the new North Star Elementary School in the City of Hugo. Consolidating these access points while prioritizing bus movements would allow for highway improvements such as turn lanes or traffic signals to be consolidated to one location rather than two, thus improving safety and reducing costs. Access permits would be needed for the construction of new driveway connections within the county right-of-way, and would require the construction of turn lanes into the site and the provision of adequate internal stacking space to prevent congestion from extending onto the county highway.

The Washington County Comprehensive Plan indicates that 75 feet of right-of-way from the centerline should be secured at the time of development along both CSAH 10 and CSAH 17. The city will be responsible for the costs of future right-of-way acquisition if not secured at the time of development, in accordance with Washington County Cost Participation Policy #8001 as previously referenced.


A Right-of-Way Permit will be required for any work within the County highway right-of-way as it relates to the development. As the development progresses, a plan set will be required with the application and include any grading, culvert installation, water and sewer services, parallel trail development, signage, and any landscaping and other improvements within the County right of way.

All utility connections to County highway right of way for the development will also require their own Washington County Right of Way permits. Typically, these utility connection permits are the responsibility of the utility companies.

Additionally, the developer or the city will need to submit a drainage report and calculations for review of any downstream impacts to the county drainage system. Along with the drainage calculations, we will request written conclusions that the volume and rate of stormwater run-off into the county right of way will stay the same as part of the project.

Thank you again for the opportunity to provide comments on the sketch plan for Lake Elmo Elementary. We look forward to continuing to work with the City of Lake Elmo to ensure that development in this area is successful and well-served by the transportation network.

Sincerely,

A handwritten signature in dark ink, appearing to read "Daniel Elder". The signature is fluid and cursive, with a large initial "D".

Daniel Elder  
Planner II

Cc (email only):

Kevin Corbid, Washington County Administrator  
Jennifer Wagenius, Washington County Deputy Administrator  
Jan Lucke, Washington County Deputy Administrator  
Wayne Sandberg, Public Works Director/County Engineer  
Frank Ticknor, Deputy Director Public Works  
Lyssa Leitner, Public Works Planning Director  
Joe Gustafson, Traffic Engineer  
Kevin Peterson, Design Engineer  
Dr. Michael Funk, Superintendent Stillwater Area Public Schools

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## Sophia Jensen

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**From:** John P. Hanson <jhanson@barr.com>  
**Sent:** Monday, October 23, 2023 6:02 PM  
**To:** Sophia Jensen; Jack Griffin  
**Subject:** RE: Lake Elmo Land Use Review - October 1st Batch

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

Hi Sophia,

The project will require a Valley Branch Watershed District (VBWD) permit. Representatives from the school will be meeting with VBWD and City staff this Thursday afternoon to discuss the project. Once a complete VBWD permit application is submitted, we will review it for conformance to VBWD rules and regulations.

The site includes two landlocked depressions. The depression on the southwest corner of the site ultimately overflows west along CSAH 10 at approximately Elevation 918. It is within the Rose Lake watershed. The sketch plan shows a corner of the new school, parts of the parking lots, and a stormwater pond below Elevation 918. The depression in the north central part of the site ultimately overflows to Horseshoe Lake at approximately Elevation 920. Part of a ballfield and an open field are below this elevation. VBWD requires that the minimum floor level of buildings be at least 2 feet higher than the adjacent lowland's 100-year flood level. While parking lots can be below 100-year flood levels, the school should be aware that they could flood. In addition, grading should not decrease the flood capacity of the depressions.

The project will need to conform to the VBWD's stormwater management standards. The concept plan does not appear feasible without significant grading since the stormwater pond shown on the east side is currently on a hill.

John

John P. Hanson, PE  
Valley Branch Watershed District Engineer  
Barr Engineering Co. | 4300 MarketPointe Drive | Bloomington, MN 55435  
office: 952.832.2622 | cell: 612.590.1785  
[JHanson@barr.com](mailto:JHanson@barr.com) | [www.barr.com](http://www.barr.com) | [www.vbwd.org](http://www.vbwd.org)

resourceful. naturally.



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**From:** Sophia Jensen <SJensen@lakeelmo.org>  
**Sent:** Monday, October 23, 2023 3:54 PM  
**To:** John P. Hanson <jhanson@barr.com>; Daniel Elder <Daniel.Elder@co.washington.mn.us>; Jack Griffin <jack.griffin@focusengineeringinc.com>; Dustin Kalis <DKalis@lakeelmo.org>; Anthony Svoboda <ASvoboda@lakeelmo.org>  
**Cc:** Nathan Fuerst <nathan.fuerst@bolton-menk.com>  
**Subject:** RE: Lake Elmo Land Use Review - October 1st Batch