



Our Mission is to Provide Quality Public Services in a Fiscally Responsible Manner in Partnership with our Community.

NOTICE OF MEETING

**City of Lake Elmo Parks Commission
3880 Laverne Avenue North
November 20, 2023
6:30 p.m.**

AGENDA

1. Call to Order
2. Pledge of Allegiance
3. Approve Agenda
4. Approve Minutes
 - a) October 16th, 2023
5. Public Comment
6. Accept resignation
7. Appoint a new Vice-Chair
8. Eberhard Property Sketch Plan – Rachel Development
9. January 9, 2023 City Council Workshop
10. Communications
11. 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 Parks Commission Minutes
October 16, 2023

Members Present: Commissioners Kastler, Rivera-Reyes, Hoelscher, Bloyer, Barrett, and Esch

Absent: Commissioner Elam

Staff Present: Assistant Public Works Director Swanepoel

The meeting was called to order by Kastler at 6:30 PM.

Approval of Agenda

Barrett motioned to approve the agenda as presented, Hoelscher provided a second; no discussion. Unanimously approved 6-0.

Approval of Minutes

Esch motioned to approve the August 21, 2023 Parks Commission Minutes as presented, Kastler provided a second; no discussion. Motion passed unanimously 6-0.

Public Comments

None

Park Advisory Committee Recommendation

Assistant Public Works Director Swanepoel introduced Josh Shields, landscape architect with Bolton & Menk, who is heading up the Parks Master Plan process. They are looking to put together an Advisory Committee. Mr. Shields continued with the project plan schedule. The commission had questions.

Kastler moved to nominate himself as the Advisory Committee representative, Hoelscher provided a second; Barrett is interested in being the substitute in the event of Kastler's absence. Motion passed unanimously 6-0.

Sunfish Lake Buckthorn Removal Grant

Assistant Public Works Director Swanepoel introduced George Johnson, located at 3070 Lake Elmo Ave. Mr. Johnson provided an update from the July meeting. Discussion held concerning communication, the contribution match, the wonderful group of volunteers and the buckthorn removal schedule.

Barrett moved to recommend to City Council the commitment of 10% or \$5,000 go toward the DNR Legacy Grant for buckthorn removal at Sunfish Lake Park, Rivera-Reyes provided a second; discussion regarding planned burns and making sure that the money is utilized for just buckthorn removal. Motion passed unanimously 6-0.

Lions Park Advertising

Assistant Public Works Director Swanepoel provided the background. The commission had questions.

Esch motioned to recommend to the City Council to amend resolution 2017-070 to read: initial cost of the sign would come from the advertiser in addition to a yearly fee of \$500 for a 4x8 sign and \$900 for a 4x16 sign, Barrett provided a second; discussion. Esch friendly amended the motion, to amend the resolution to read: initial cost of the sign would come from the advertiser in addition to a yearly fee of \$500 for a 4x8 sign and \$900 for a 4x16 sign, the advertiser would be required to use the vendor selected by city staff, Bloyer provided second; no discussion. Both motions passed unanimously 6-0.

Sunfish Lake Park Bench Donation

Assistant Public Works Director Swanepoel provided the background of the donation from Mary Davis and Sisters. Discussion regarding design standards. Mary and LouAnn presented the donation.

Kastler moved to recommend to City Council to approve the donation from Mary Davis and sisters a bench, plaque, and installation materials not to exceed \$1500 be placed at Sunfish Lake Park with the location to be determined by city staff after taking into consideration the location of any future benches and/or amenities in the park, Hoelscher provided a second; discussion. Motion passed unanimously 6-0.

Communications (added by consensus)

- a) Rivera-Reyes provided his resignation to the commission.
- b) Esch started the invasive species research and provided an update.
- c) Bloyer and Barrett had questions.

Kastler adjourned the meeting at 7:34 PM

Respectfully Submitted
Rebecca McGuire, Deputy Clerk



STAFF REPORT

DATE: 11/21/2023

Motion

AGENDA ITEM: Appoint Vice-Chair of Parks Commission

TO: Parks Commission

SUBMITTED BY: Adam Swanepoel, Assistant Public Works Director

REVIEWED BY: Marty Powers, Public Works Director

BACKGROUND:

In January 2023, Juan Rivera was appointed as the Vice Chair of the Parks Commission. At the October meeting he has informed staff he would be resigning from his position due to relocation outside of the City of Lake Elmo.

Members of the Parks Commission shall select a vice-chairperson from among its appointed members for a term that lasts until December 31st 2023.

ISSUE BEFORE COMMISSION:

Elect a chair and vice chairperson from among the current members.

RECOMMENDATION:

“Motion to recommend “ _____ ” as Vice Chair of the Parks Commission.”



STAFF REPORT

PARKS COMMISSION

DATE: 11-20-2023

TO: Parks Commission
FROM: Sophia Jensen, City Planner
AGENDA ITEM: Eberhard Property Open Space PUD Concept Plan

BACKGROUND:

The City has received a request from Rachel Development for review of an open space planned unit development (OP-PUD) concept plan application. The proposal is for 64 single-family homes on roughly 78.24 acres. The property is currently used for agricultural activities. The proposed project would require approval of a PUD and plat. No development rights are granted at this stage.

ISSUE BEFORE THE PARKS COMMISSION:

The Parks Commission is being asked to review the concept to provide feedback on the proposal to meet the Park Land Dedication Requirements.

GENERAL INFORMATION:

- *Property Owner:* Caroline M Eberhard Trs
- *Applicant:* Rachel Development
- *Parcels:* 21.029.21.32.0001
- *Site Area:* 78.24 acres
- *Land Use Guidance:* Rural Single Family (RSF)
- *Zoning:* Rural Residential (RR)
- *Surrounding Land Use:* The property abuts Inwood Ave and the Lake Elmo Park Reserve to the East, rural residential estate zoning to the North and South, and the City of Oakdale to the West.

PARKS PROPOSAL DETAILS/ANALYSIS:

To satisfy park dedication requirements for land in a rural residential zoning district the City has three options: 1) Fee in Lieu of Land (~\$119,631) the actual fee will be determined once the development moves into the final plat stage, or 2) 5% of the land area (3.9 acres), or 3) A combination of both.

Open Space Planned Unit Developments have specific open space and trail requirements that must be met for this type of development. At this time, the developer is proposing to meet or exceed the open space, buffer, and trail requirements within the proposed development. The property is also within walking distance of two neighborhood parks and the Lake Elmo Regional Park Reserve. If land is recommended, the developer has outlined Outlot E (3.92 acres) as the proposed park location.

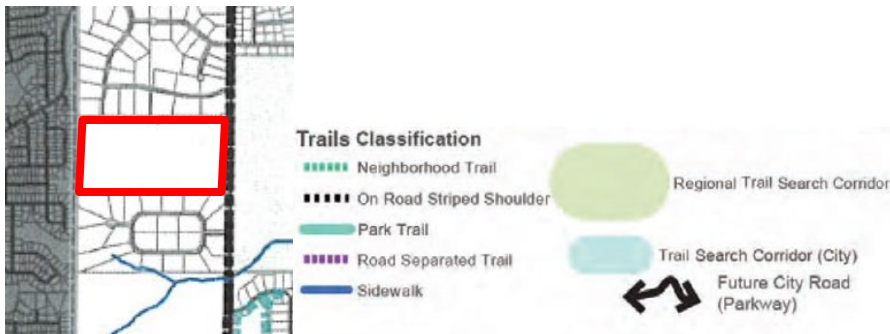
Comprehensive Plan – Parks.

Chapter 6 Parks, Trails & Open Space has area and site specific recommendations that should influence the recommendation of the Parks Commission. The plan identifies the property is not within a park search area.



Comprehensive Plan - Trails.

Chapter 6 Parks, Trails & Open Space has area and site specific recommendations that should influence the recommendation of the Parks Commission. The plan identifies that the property is not within the trail search corridor.



FINDINGS

1. The site is not within a park search area in the 2040 Comprehensive Plan.
2. The site is not within a trail search area in the 2040 Comprehensive Plan.
3. The site is within 1 mile of the Lake Elmo Park Reserve and two neighborhood parks.
4. The developer is proposing a significant amount of land for open space and trails as part of the development.

OPTIONS:

The Commission may recommend to that:

- The City accept cash in lieu of land; or
- The City accept land in lieu of cash; or
- The City accept a combination of both.

RECOMMENDATION:

Staff recommends the Parks Commission recommend to the City Council the following:

“Move to recommend the acceptance of cash in lieu of land based on the findings listed in the staff report.”

ATTACHMENT:

1. Application and Narrative
2. Site Plans
3. Map 6-7. Search Areas for New Parks and Facilities (Comprehensive Plan)
4. Map 6-8. Future Trail Plan (Comprehensive Plan)

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



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

SUBDIVISION SKETCH PLAN APPLICATION

Applicant: Rachel Development, Paul Robinson Development Director
Address: 4180 Napier Court, NE St. Michael MN 55376
Phone #: 763.488.9650
Email Address: probinson@racheldevelopment.com


Fee Owner: Allan Eberhard - Trustee of Caroline M Eberhard Trust
Address: 1320 Ryan Ave. W., Roseville, MN 55113
Phone #: 612.743.5910
Email Address: aleberhard4@gmail.com

Engineer: JR Hall Engineering, Kurt Quaintance
Address: 2999 West County Road 42, Suite 100, Burnsville MN 55306
Phone #: 612.508.8890
Email Address: kquaintance@jrhinc.com

Property Location (Address): 2298 Inwood Ave N, Lake Elmo
Complete Legal Description: The North 1/2 of the SW 1/4, Section 21, Township 29, Range 21, Washington County Except all that part of the North 75.00 feet of the East 150.00 feet of the North 1/2 of the SW 1/4 of Section 21, Township 29 North, Range 21 West, Washington County, Minnesota
PID#: 2102921320001

Detailed Reason for Request: 42 lot single family development within using OP zoning and a PUD overlay for 20% increase in density

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:  Date: 9/20/2023

Signature of fee owner: Allan Eberhard - Trustee Date: 9/21/2023

November 7, 2023

Sophia Jensen, City Planner
3880 Laverne Ave N
Lake Elmo MN 55042

Ms. Jensen,

Attached is our sketch plan for the Eberhardt property. We are pursuing an Open Space Preservation PUD (OP-PUD) with modifications. More detail on the planning specifics of our OP-PUD request will be forthcoming.

We are submitting the attached sketch plan for the Park Commission meeting on November 20th for the Commission to review in case they are interested in having a park within our development or prefer cash in lieu of a parkland dedication.

The Eberhardt property is currently not shown on any City park plans, there is a large regional park across the street along with three other City parks in the area, Heights Park, Tablyn Park and Ridge Park so it does not appear that an additional park is needed.

That said, we are showing on the sketch plan a 3.92 acre park. That is 5% of the gross area of the property. Also shown is a paved trail vs. sidewalk along the roadway through the neighborhood along with over 4,000' of grass trails throughout the open space. We assume these grass trails will be private and we will be asking that these trails satisfy any trail requirements of the OP-PUD. As we have spoken with city staff about previously the trail along the roadway through the site will link up to the existing shoulder trail on Inwood (CR 13) since the County and City have no plans for an off road trail along Inwood.

We thank the Park Commission and Staff in advance for reviewing our plans. We look forward to answering any questions about the park and development at the November 20th Park Commission meeting.

Sincerely,

A handwritten signature in blue ink, appearing to read "Paul Robinson", with a long horizontal flourish extending to the right.

Paul Robinson
Development Director
Rachel Development
probinson@racheldevelopment.com
612.791.7080

EBERHARD PROPERTY—2298 INWOOD AVENUE N.

LAKE ELMO, MINNESOTA

SKETCH PLAN/PUD EXHIBITS

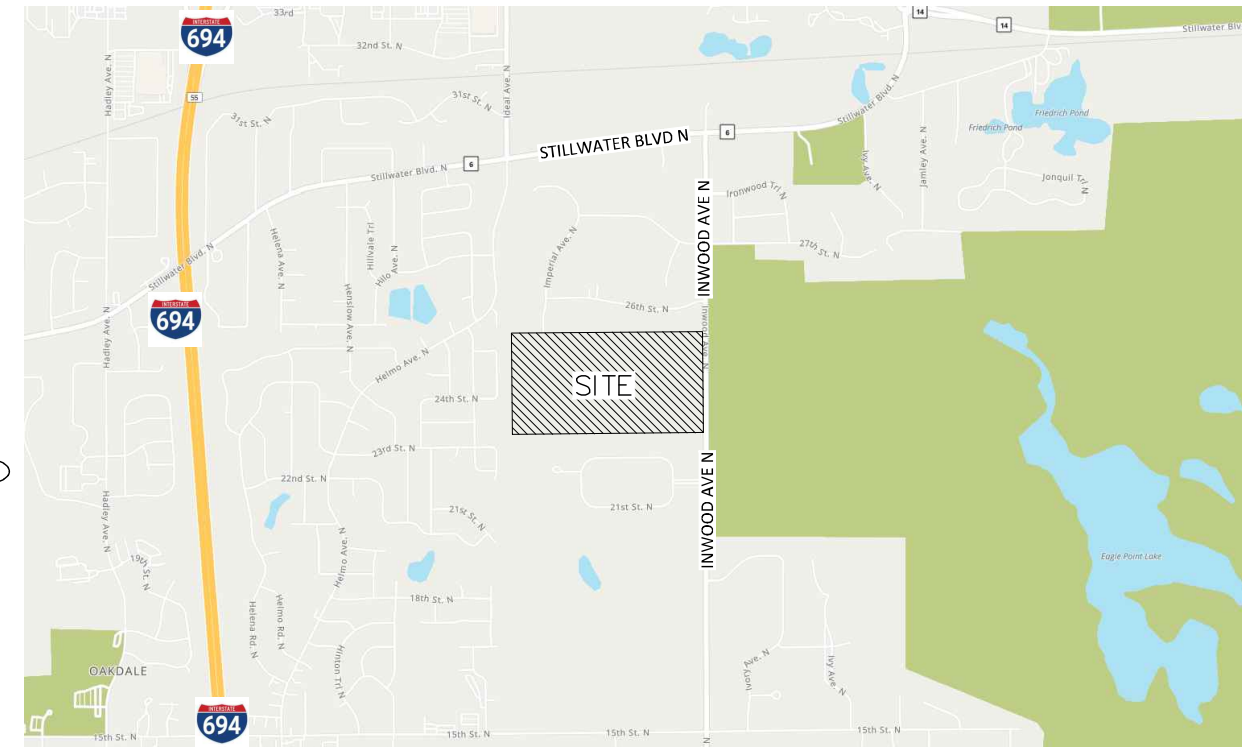
FOR

RACHEL DEVELOPMENT

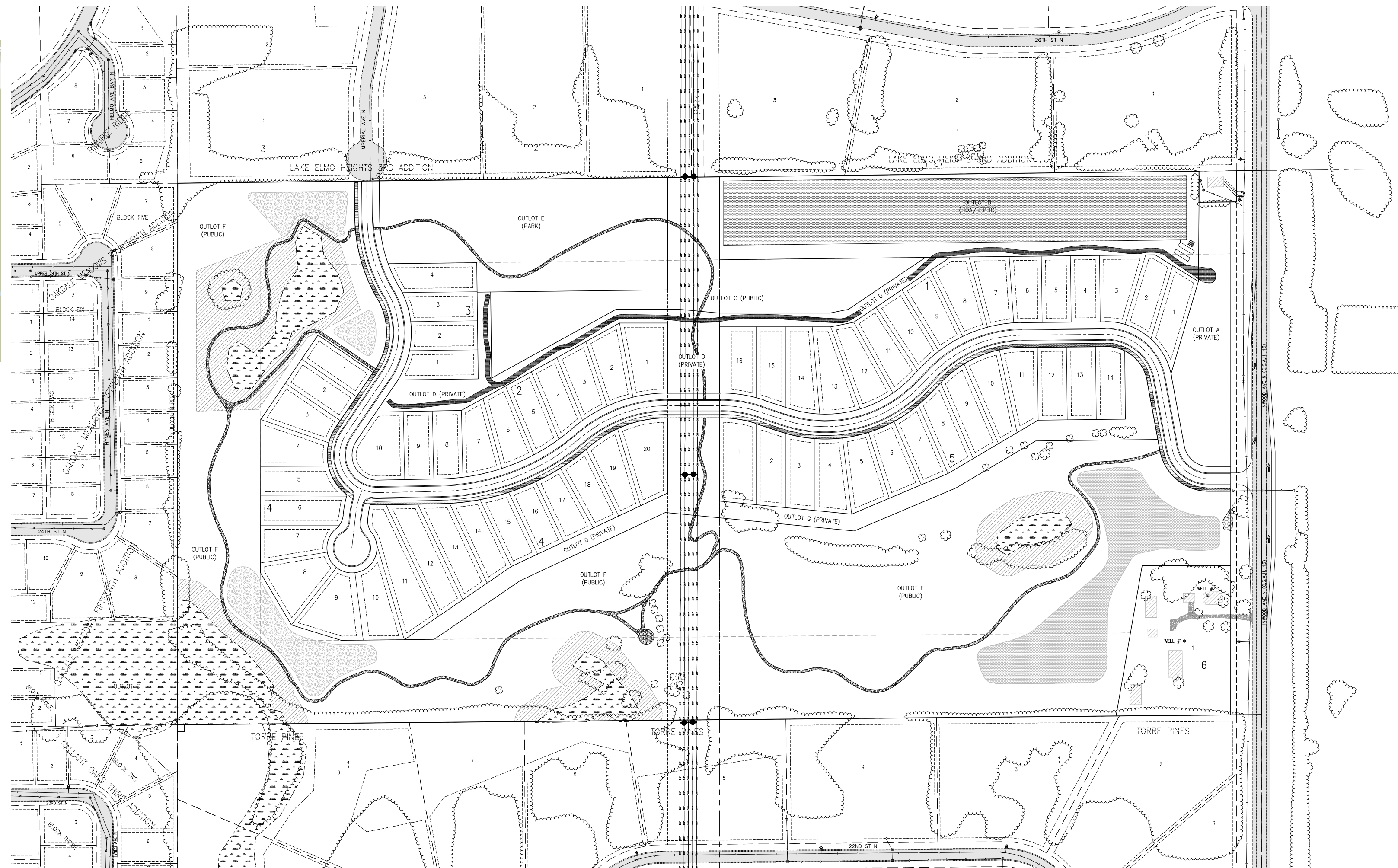
4180 NAPIER COURT NE, ST. MICHAEL, MN 55376

PHONE: (763) 488-9650

EMAIL: PROBINSON@racheldevelopment.com



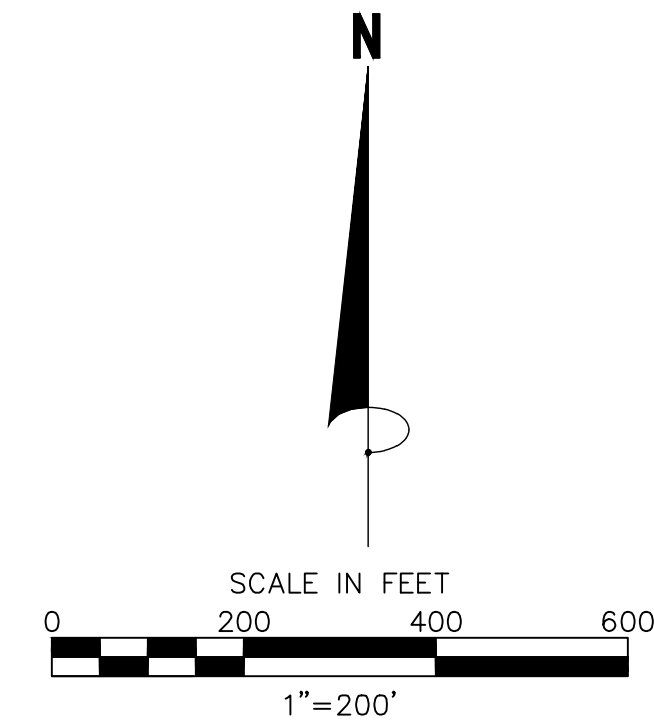
LOCATION MAP
NOT TO SCALE



LEGEND	
	EXISTING TREELINE
	EXISTING CONTOUR
	EXISTING WELL
	EXISTING OVERHEAD POWER LINE
	EXISTING STORM SEWER
	EXISTING SANITARY SEWER
	EXISTING WATERMAIN
	EXISTING WETLAND DELINEATION LINE
	SOIL BORING LOCATION
	EXISTING DELINEATED WETLAND
	EXISTING ASPHALT
	EXISTING GRAVEL
	EXISTING BUILDING
	PROPOSED WETLAND BUFFER (25' MIN/50' AVG)
	PROPOSED WETLAND FILL AREA
	PROPOSED BITUMINOUS TRAIL
	PROPOSED 6' WIDE MOWED NATURAL TRAIL
	PROPOSED VEGETATED SWALE
	PROPOSED IRRIGATION/REUSE BASIN
	PROPOSED SEDIMENTATION BASIN
	PROPOSED COMMUNAL SEPTIC AREA—PRIMARY/SECONDARY
	PROPOSED BUILDING (12'x12')

INDEX

TITLE SHEET	1.00
SKETCH/PUD PLAN	2.00-2.01
AERIAL EXHIBIT	3.00
KARST/SLOPE ANALYSIS/TREE EXHIBIT	4.00



SITE ADDRESS

2298 INWOOD AVENUE N., LAKE ELMO, MN

SITE AREA — 78.24 ACRES

PROJECT CONTACTS

PROJECT ENGINEER:	KURT QUAINANCE, P.E. — JAMES R. HILL, INC.	(952)–890–6044 (O)	KQUAINANCE@JRHINC.COM
		(612)–508–8890 (M)	
PROJECT SURVEYOR:	MARCUS HAMPTON, LS — JAMES R. HILL, INC.	(952)–426–4736 (O)	MHAMPTON@JRHINC.COM
DEVELOPER:	PAUL ROBINSON — RACHEL DEVELOPMENT	(763)–488–9650 (O)	PROBINSON@RACHELDEVELOPMENT.COM

James R. Hill, Inc.
 PLANNERS / ENGINEERS / SURVEYORS
 2999 W. Ctr. Rd. 42, Suite 100, Burnsville, MN 55306
 PHONE: (952)890-6044 FAX: (952)890-6244

I hereby certify that this plan, specification 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.
 KURT B. QUAINANCE, P.E.
 Date: _____ Reg. No. 24576

EBERHARD PROPERTY—2298 INWOOD AVENUE N.
 LAKE ELMO, MINNESOTA
TITLE SHEET
 FOR
RACHEL DEVELOPMENT
 4180 NAPIER COURT NE, ST. MICHAEL, MN 55376

DRAWN BY
 CJK

DATE
 9/22/23

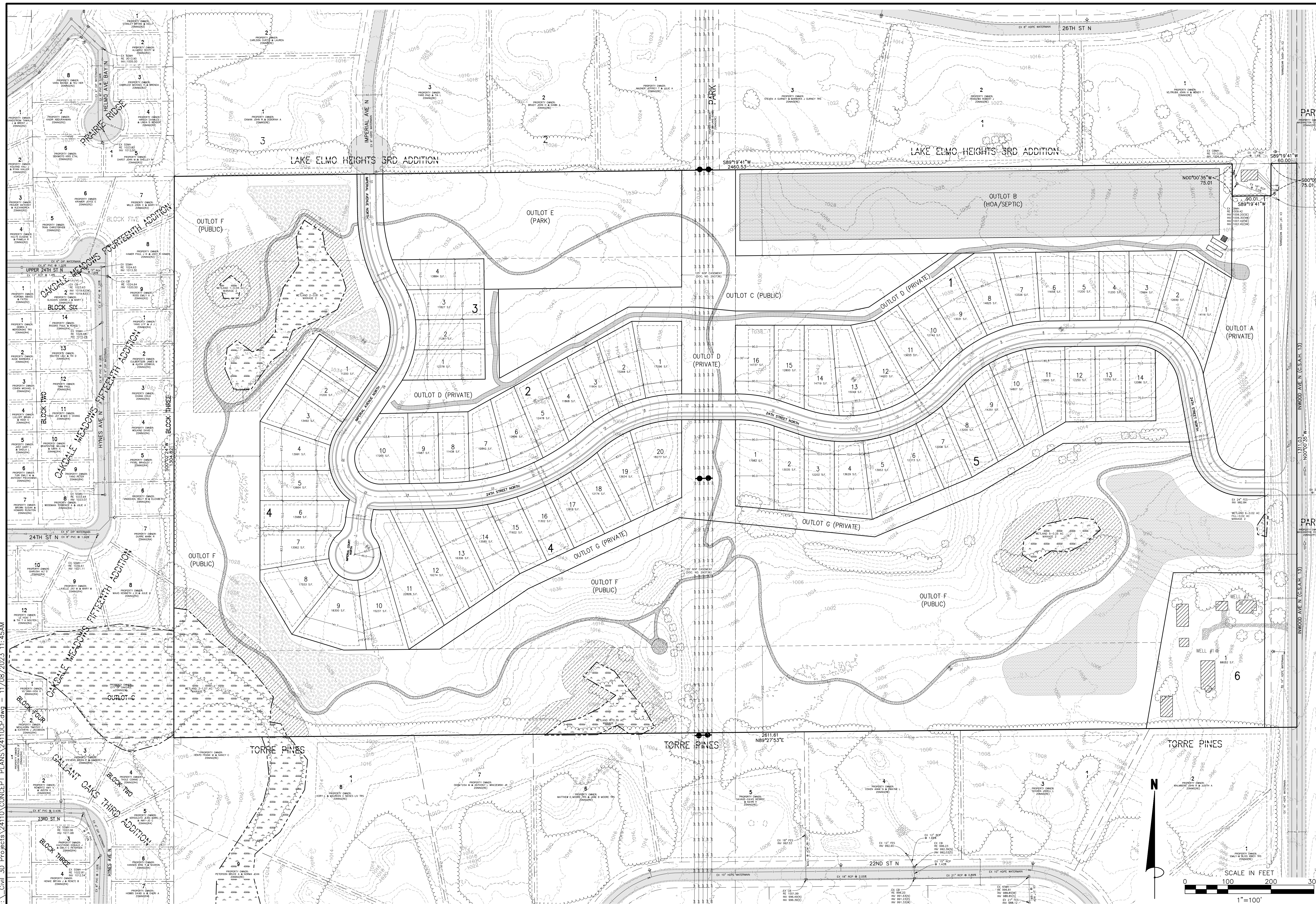
REVISIONS
 11/8/23 REVISED LAYOUT

CAD FILE
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PROJECT NO.
 24110

1.00

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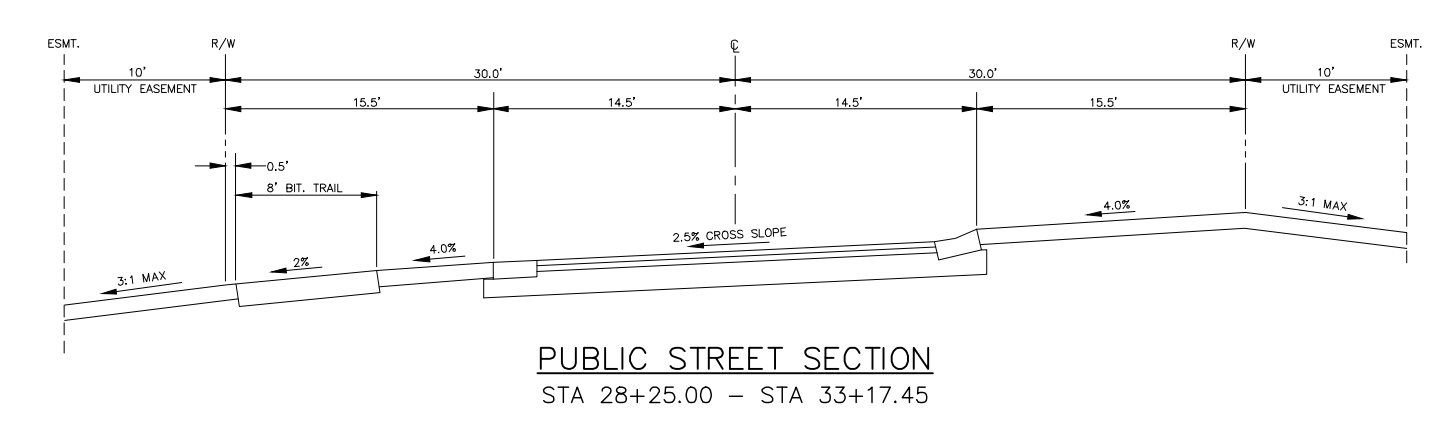
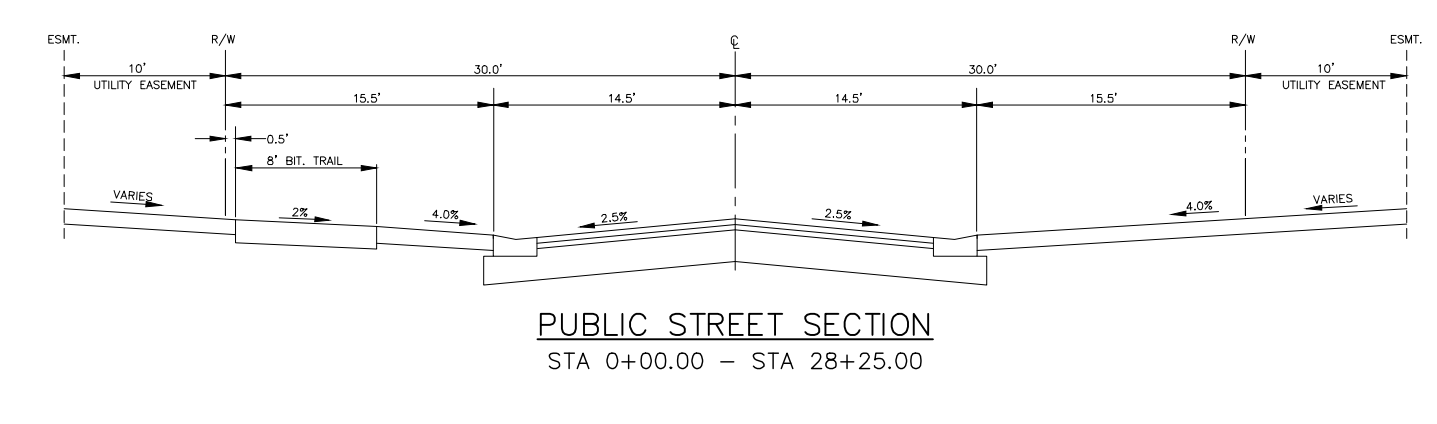
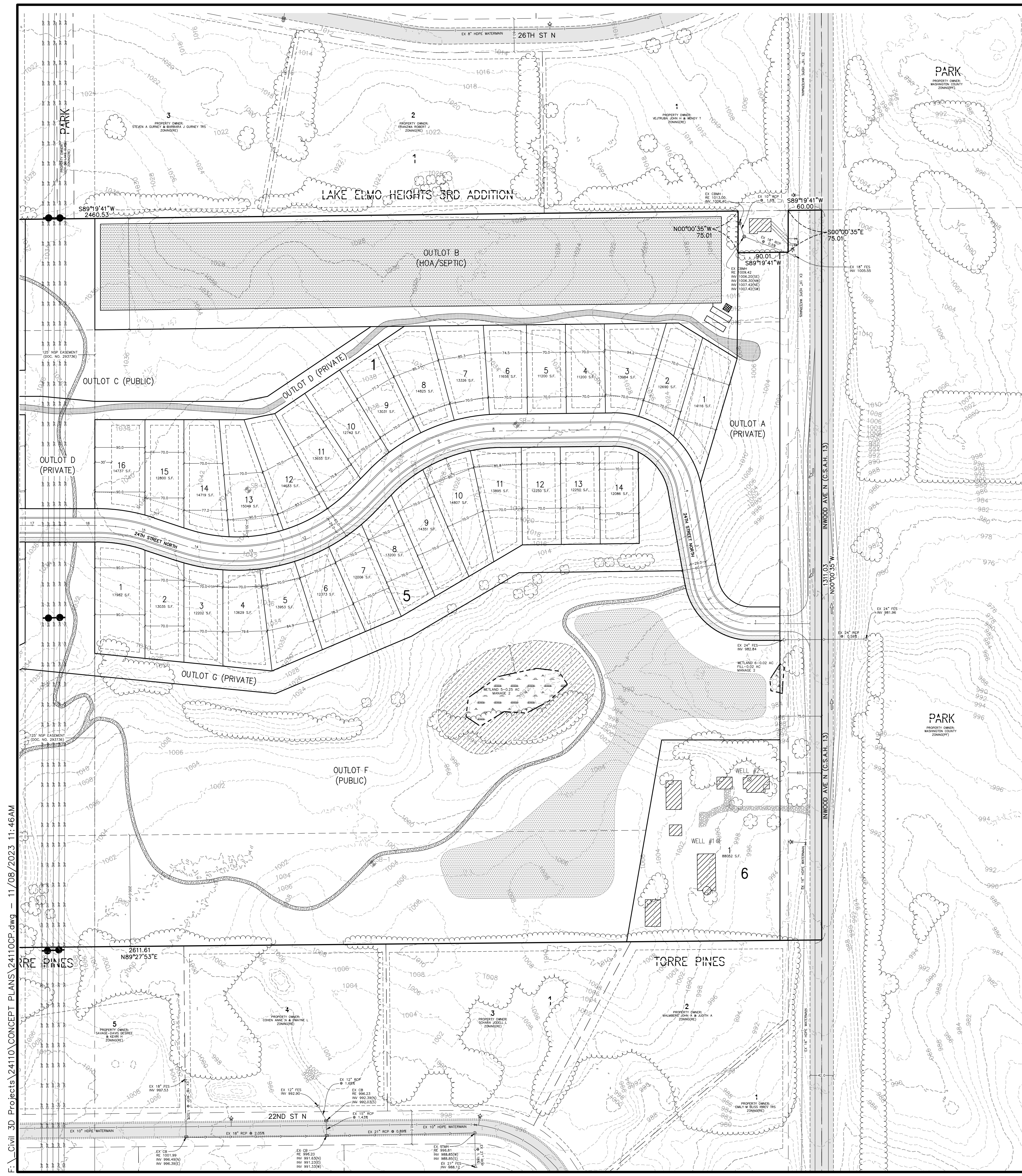


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 CURT B. BOGANTJAC, P.E.
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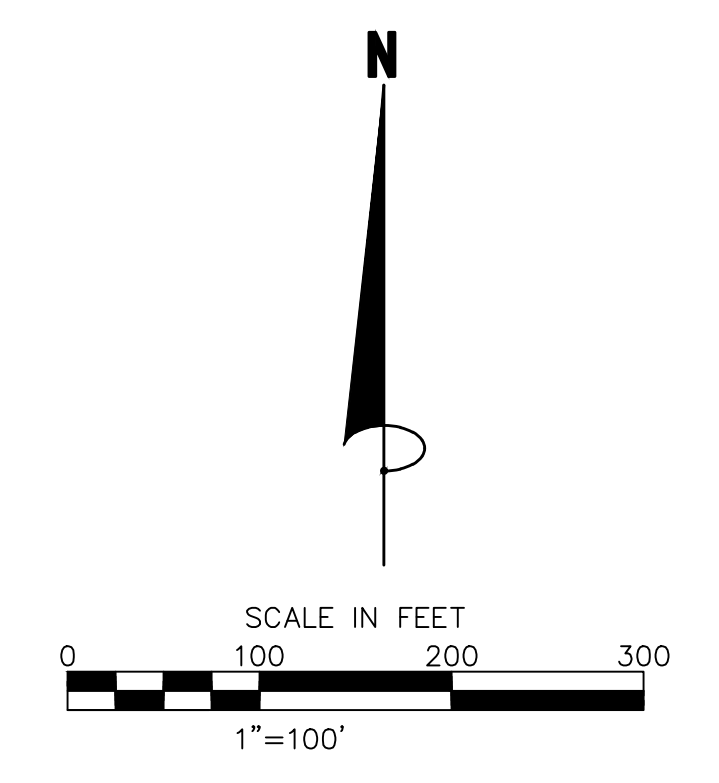
EBERHARD PROPERTY-2298 INWOOD AVENUE N.
 LAKE ELMO, MINNESOTA
SKETCH/PUD PLAN
 FOR
RACHEL DEVELOPMENT
 4180 NAPIER COURT NE, ST. MICHAEL, MN 55376

DRAWN BY	CJK
DATE	9/22/23
REVISIONS	11/8/23 REVISED LAYOUT
CAD FILE	24110CP
PROJECT NO.	24110
	2.00



SITE DATA

EXISTING ZONING	RR - RURAL RESIDENTIAL
PROPOSED ZONING	OP PUD - OPEN SPACE PLANNED UNIT DEVELOPMENT
TOTAL SITE AREA-GROSS	3,408,137 SF (78.240 ACRES)
R.O.W. AREA	307,749 SF (7.065 ACRES)
EXISTING COUNTY ROAD (INWOOD AVE N/CSAH 13)	97,196 SF (2.231 ACRES)
SUBDIVISION ROADS (60' RIGHT OF WAYS)	210,553 SF (4.834 ACRES)
OUTLOT AREA	2,136,010 SF (49.036 ACRES)
OPEN SPACE-PUBLIC (OUTLOTS C/F)	1,469,714 SF (33.740 ACRES)
-HOA/SEPTIC (OUTLOT B)	234,428 SF (5.382 ACRES)
PRIVATE (OUTLOTS A/D/G)	261,113 SF (5.994 ACRES)
PARK (OUTLOT E)	170,755 SF (3.920 ACRES)
EXISTING FARM HOMESTEAD LOT	88,052 SF (2.021 ACRES)
SINGLE FAMILY LOT AREA	876,326 SF (20.118 ACRES)
NO. OF LOTS (UNITS)	64 LOTS
GROSS DENSITY	0.31 UNITS/GROSS ACRE
SMALLEST LOT SIZE	11,200 S.F.
LARGEST LOT SIZE	22,828 S.F.
AVERAGE LOT SIZE	13,692 S.F.
MINIMUM LOT WIDTH AT SETBACK	70 FEET
MINIMUM LOT DEPTH	160 FEET
PAD DEPTH	80 FEET
MINIMUM SETBACKS	
FRONT	30 FEET
SIDE (STREET)	30 FEET
SIDE (HOUSE/GARAGE)	10 FEET
REAR	20 FEET
LEGAL DESCRIPTION-ABSTRACT PROPERTY	
THE NORTH 1/2 OF THE SW 1/4 OF SECTION 21, TOWNSHIP 29, RANGE 21, WASHINGTON COUNTY, MINNESOTA; EXCEPT: ALL THAT PART OF THE NORTH 75.00 FEET OF THE EAST 150.00 FEET OF THE NORTH 1/2 OF THE SW 1/4 OF SECTION 21, TOWNSHIP 29 NORTH, RANGE 21 WEST, WASHINGTON COUNTY, MINNESOTA, WHICH LIES WESTERLY OF THE WEST LINE OF PARCEL 3 OF THE WASHINGTON COUNTY HIGHWAY RIGHT OF WAY PLAT NO. 98 - C.S.A.H. 13, ACCORDING TO THE RECORDED PLAT THEREOF.	
OWNER	CAROLINE MARY EBERHARD LIVING TRUST
ADDRESS	2298 INWOOD AVENUE N., LAKE ELMO, MN 55042



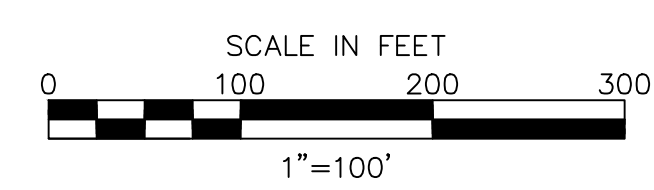
James R. Hill, Inc.
 PLANNERS / ENGINEERS / SURVEYORS
 2999 W. Cty. Rd. 42, Suite 100, Burnsville, MN 55306
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 JAMES R. HILL, P.E.
 Date: _____ Reg. No. 246376

EBERHARD PROPERTY-2298 INWOOD AVENUE N.
 LAKE ELMO, MINNESOTA
SKETCH/PUD PLAN
 FOR
RACHEL DEVELOPMENT
 4180 NAPLIER COURT NE, ST. MICHAEL, MN 55376

DRAWN BY	CJK
DATE	9/22/23
REVISIONS	11/8/23 REVISED LAYOUT
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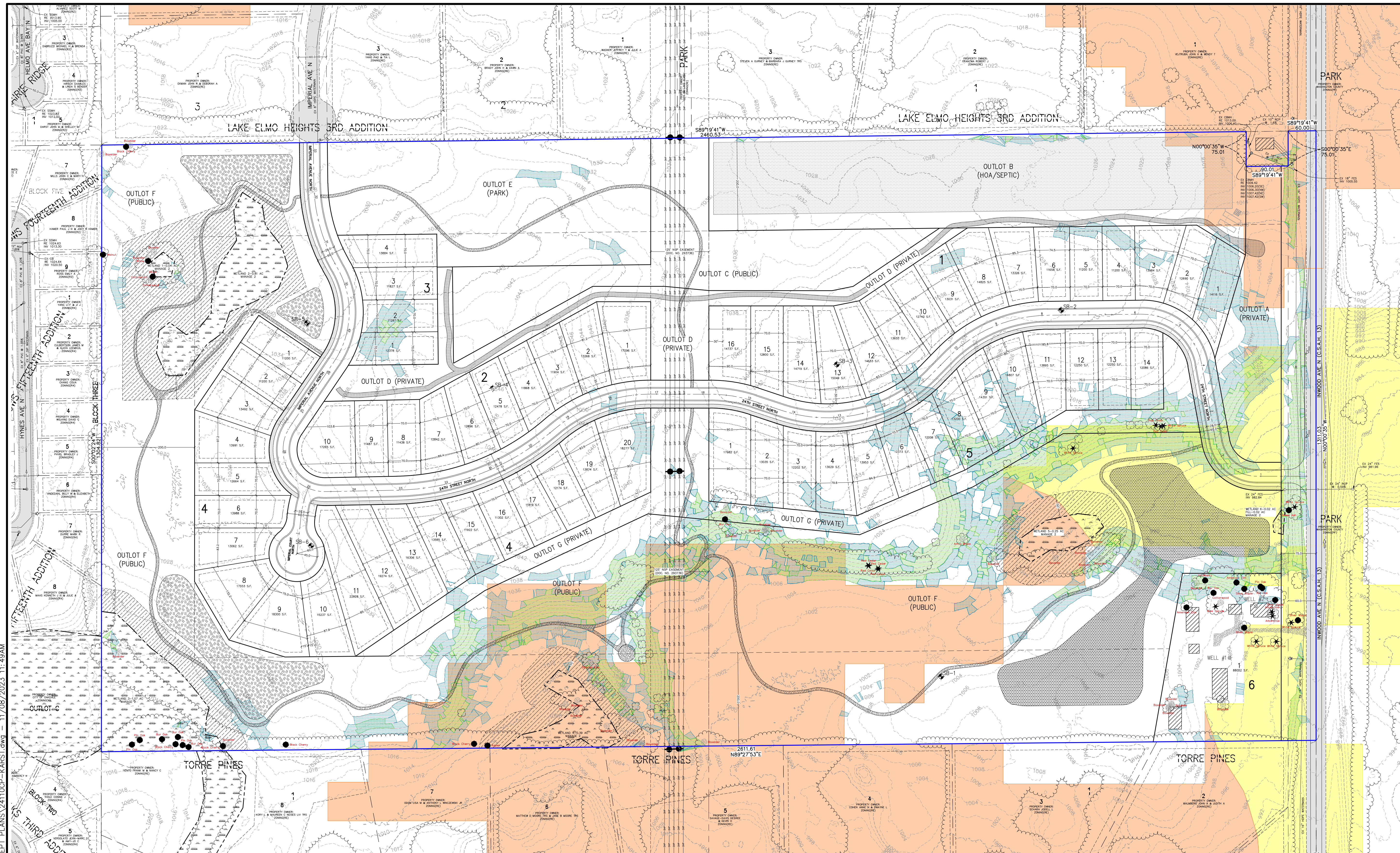


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 COURT B. BRUNDTANCE, P.E.
 Date: _____ Reg. No. 245176

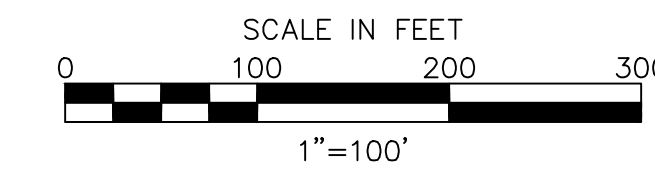
EBERHARD PROPERTY-2298 INWOOD AVENUE N.
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AERIAL EXHIBIT
 FOR
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DRAWN BY	CJK
DATE	9/22/23
REVISIONS	11/8/23 REVISED LAYOUT
CAD FILE	24110CP-AERIAL
PROJECT NO.	24110
	3.00



LEGEND

- CARBONATE FORMATION
- CARBONATE AND SANDSTONE FORMATIONS
- 12%-18% SLOPES
- 18% AND STEEPER SLOPES
- NUISANCE TREES
- SIGNIFICANT DECIDUOUS TREES
- SIGNIFICANT CONIFEROUS TREES



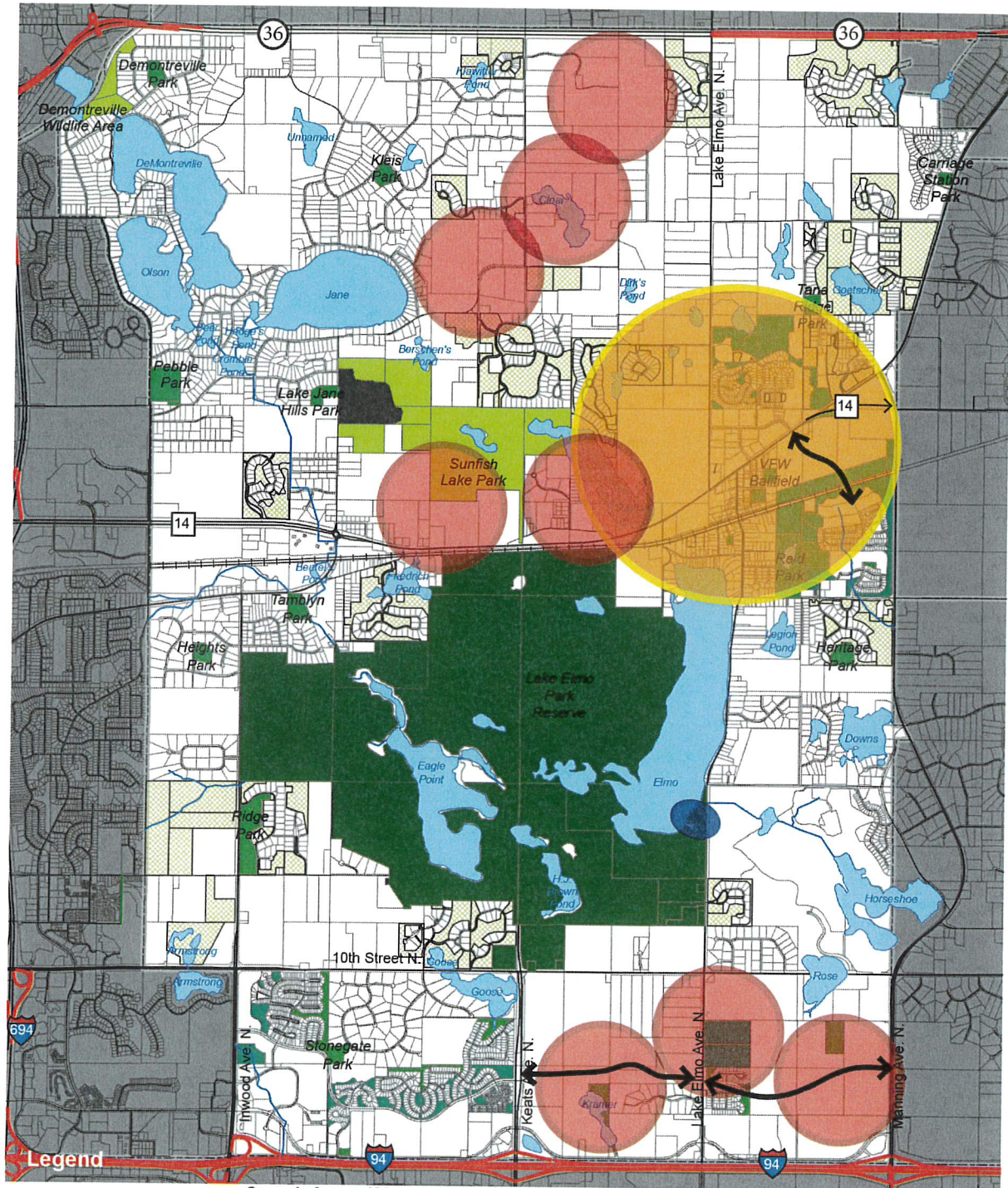
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KARST/SLOPE ANALYSIS/TREE EXHIBIT
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 4180 NAPIER COURT NE, ST. MICHAEL, MN 55376

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DATE	9/22/23
REVISIONS	
	11/8/23 REVISED LAYOUT
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Map 6-7. Search Areas for New Parks and Facilities

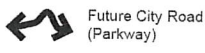


Legend

- Neighborhood
- Community
- Regional
- NRPA
- Conservation Easements
- Closed Landfill

Search Areas (2040)

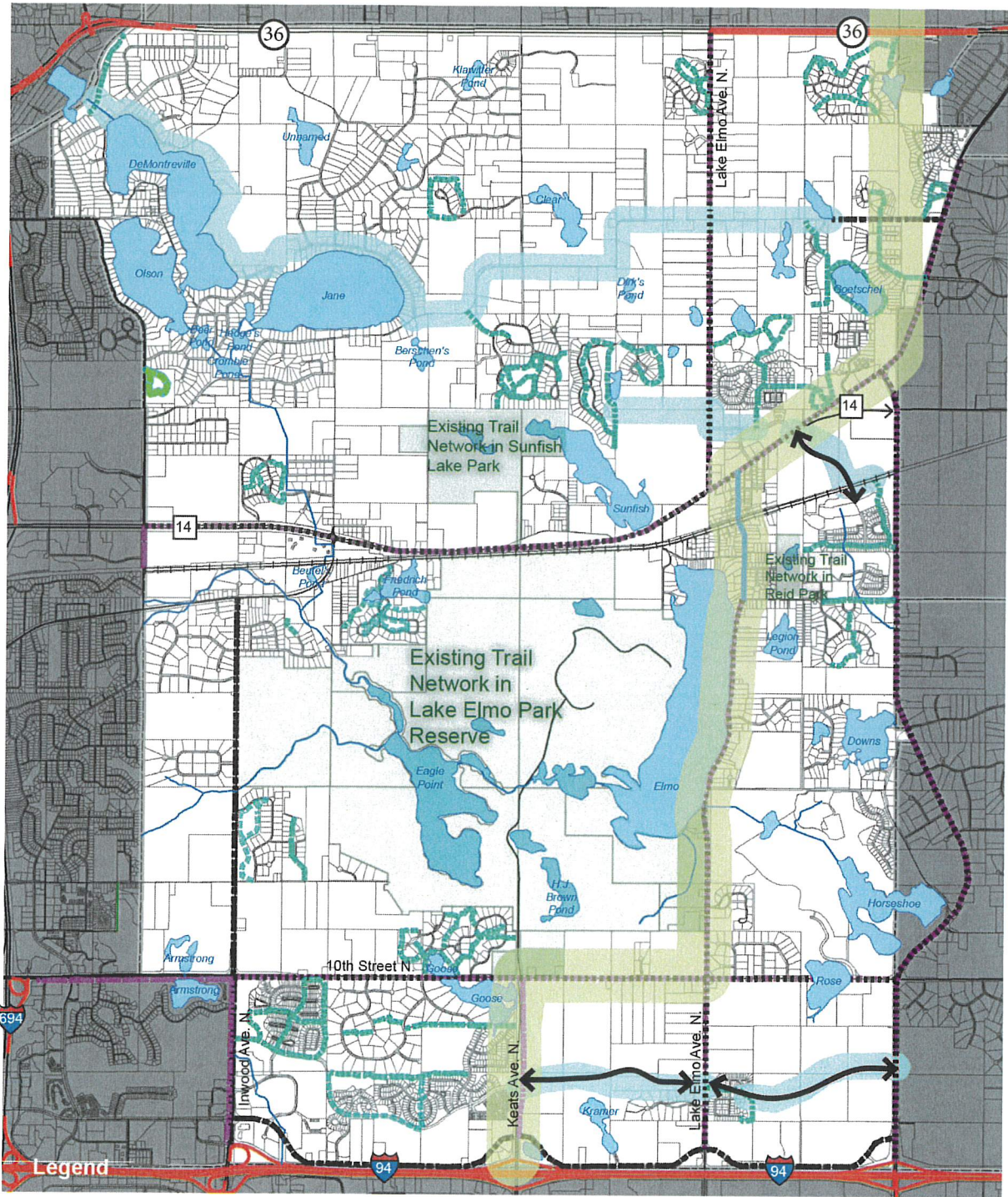
- Neighborhood
- Sports Complex
- Community
- Special Use



Source: MNGEO, Washington County, City of Lake Elmo
Draft Rev 4.17.2019



Map 6-8. Future Trail Plan



Legend

Trails Classification

- ⋯⋯⋯ Neighborhood Trail
- - - - - On Road Striped Shoulder
- Park Trail
- ⋯⋯⋯ Road Separated Trail
- Sidewalk

- Regional Trail Search Corridor
- Trail Search Corridor (City)
- ↔ Future City Road (Parkway)

Source: MNGEO, Washington County, City of Lake Elmo
 Draft 4.6.2018





STAFF REPORT

DATE: 11/21/22

MOTION

AGENDA ITEM: January 9, 2024 City Council Workshop

TO: Parks Commission

SUBMITTED BY: Adam Swanepoel, Assistant Public Works Director
Marty Power, Public Works Director

BACKGROUND:

In January 2023, staff met with City Council at a scheduled workshop to review the 2023 work plan. Members of the commission found this opportunity to be helpful and useful when making recommendations throughout the year. Staff has been informed that a joint work session can occur at the January 9, 2024 City Council Workshop if the Parks Commission wishes. The joint work session will be focused on the annual Parks Commission Work Plan. Commissioners and staff formulate the 2024 Parks Work Plan at the December 19, 2023 Parks Commission meeting. This joint work session will be a time to discuss the Parks Commission goals and projects for the upcoming year with City Council and receive feedback.

The Parks Commission is tasked with developing an annual work plan per Section 3.12.540(b)(6) of the City Code. The Work Plan includes a list of projects, maintenance items, programs and goals for the year. The plan is intended to assess and then implement overall goals of the Parks Commission and outlines projects that the Commission and staff will work on throughout the upcoming year.

ISSUE BEFORE COMMISSION:

Would Commissioners like to attend the January 9, 2024 City Council Workshop at 6:30 p.m.?

RECOMMENDATION:

The Parks Commission should choose to attend or not attend the January 9, 2023 City Council Workshop so an item can be placed on the workshop agenda.

“Motion to attend the January 9, 2024 City Council Workshop”