



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 18, 2024
6:30 p.m.**

AGENDA

1. Call to Order
2. Pledge of Allegiance
3. Approve Agenda
4. Approve Minutes
 - a) October 21st, 2024
5. Public Comment
6. Limerick Village Concept Plan
7. 2025 Parks Work Plan
8. Schiltgen Park Construction
9. Homestead Park
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 21, 2024

Members Present: Commissioners Kastler, Barrett, Hoelscher, Sturtz and Esch

Absent: Commissioner Elam

Staff Present: Assistant Public Works Director Swanepoel and City Planner Sophia Jensen

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

Approval of Agenda

Esch motioned to approve the agenda as presented, Kastler provided a second; no discussion.

Motion approved 5-0.

Approval of Minutes

Sturtz motioned to approve the September 2024 Parks Commission Minutes, Esch provided a second; no discussion. Motion passed 5-0.

Public Comments

None

2025 Parks Work Plan

Assistant Public Works Director Swanepoel presented. The commission had questions, recommended changes and discussed tabling it to the next meeting.

Esch motioned to table the agenda item to the November meeting, Hoelscher provided a second. No discussion, motion passed 5-0.

Communications

- a) Lions and DeMontreville Park updates.
- b) Park representative for the goal setting meeting.
- c) Nets will be removed prior to the ice arriving.
- d) Starting ice rink prep for the winter season.
- e) Next park review is Homestead Park.
- f) Elementary School is going to City Council the first week of December.
- g) Social media comments about pickleball court divider nets and the parking lot.
- h) Sunfish Park vehicles are going too fast in and out of the park.
- i) Public Works did a great job installing the sisters' bench. It is a beautiful spot.
- j) We are looking for one more commissioner on Parks. Please contact our Deputy Clerk for more information if you are interested.

Kastler adjourned the meeting at 7:42 PM

Respectfully Submitted

Rebecca Schwemmer, Deputy Clerk



STAFF REPORT
PARKS COMMISSION
DATE: 11-18-2024

TO: Parks Commission
FROM: Sophia Jensen, City Planner
AGENDA ITEM: Limerick Village - Subdivision Sketch Plan
REVIEWED BY: Nathan Fuerst, Bolton and Menk Planning Consultant
Jason Stopa, Community Development Director

BACKGROUND:

The City has received a request from Maplewood Development, Inc. for review of a subdivision sketch plan application. The current sketch plan proposes a development consisting of single family homes, front loaded townhomes, and apartment buildings of various sizes. As proposed, the development consists of 679 units on ~78.22 acres. A seven acre stormwater pond is to be located near the center of the site. This project would require the realignment of Hudson Blvd and construction of the 5th Street corridor through the site.

The proposed project would trigger mandatory environmental review, followed by requests for approval of a PUD, plat, and a zoning map amendment (rezoning). No development rights are granted at this stage.

The Parks Commission reviewed a sketch plan of the site at their February 21st 2024 meeting. The Commission provided feedback to the developer that they would like a park closer to the 10% land dedication requirement. The developer has taken the feedback into consideration and is proposing a revised sketch plan layout with a larger park area.

ISSUE BEFORE THE PARKS COMMISSION:

The Parks Commission is being asked to review the concept to provide feedback on the proposal to meet the City Code Park Land Dedication Requirements and the Comprehensive Plan guidance.

GENERAL INFORMATION:

- *Property Owner:* SPQR Lake Elmo LLC. A subsidiary of Maplewood Development
- *Applicant:* Maplewood Development Inc
- *Parcels:* 35.029.21.44.0012 and 35.029.21.43.0001
- *Site Area:* 78.22 acres
- *Land Use Guidance:* High Density Residential, Medium Density Residential, and Future 5th St Corridor
- *Zoning:* Rural Transitional
- *Surrounding Land Use:* Rural Transitional and Medium Density Residential to North, Rural Transitional to West and South, Manning Avenue to the East

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 (an estimate using county records is ~\$512,380) the actual fee will be determined once the development moves into the final plat stage and will use actual market value, or
- 2) 10% of the land area (~7.8 acres), or
- 3) A combination of both.

Comprehensive Plan – Parks. Chapter 6 Parks, Trails & Open Space has area and site specific recommendations that should influence the recommendation of the Parks Commission. Findings:

- The Comprehensive Plan identifies the property to be fully within a neighborhood park search area.
- This quadrant of the city is lacking park amenities within walking distance.
- The developer is currently proposing an outlot of ~8 acres as a proposed public park with off-street parking. The park would be programmed at a later date by the city.
- The developer is also proposing a 1.11 acre private park in the Southwest corner of the project and a 0.55 acre private courtyard for the townhomes. Since these are private no park dedication credit can be granted.



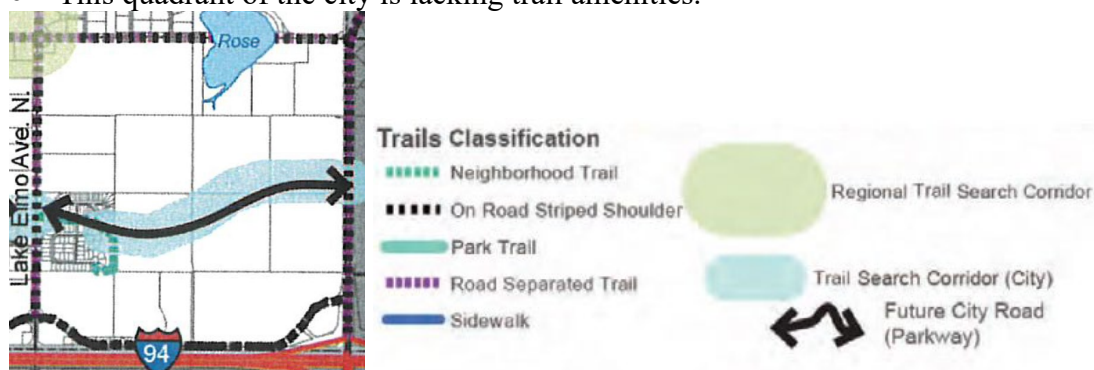
Neighborhood Park - “smaller parks offering more common and highly-used facilities to immediate area residents.” This project would be a new neighborhood and a park walkable within the neighborhood is appropriate.

Neighborhood Park Size Reference:

- Carriage Station – 2.7 acres, playground, basketball, sledding hill, pavilion
- Lions Park - 3.4 acres, playground, hockey rink, and ball field
- VFW Park - 3.2 acres, ball field
- Pilot Park - 1.4 acres, field and playground
- Hammes Park – 1.9 acres, playsets, walking trail, open space

Comprehensive Plan - Trails. Chapter 6 Parks, Trails & Open Space has area and site specific recommendations that should influence the recommendation of the Parks Commission. Findings:

- The plan identifies that the property is within a city trail search corridor along 5th Street.
- The plan identifies the property is within the road separated trail search corridor for Manning Avenue.
- This quadrant of the city is lacking trail amenities.



OPTIONS:

The Commission may recommend to that:

- The City accept cash in lieu of land.

- The City accept land in lieu of cash.
- The City take a combination.

RECOMMENDATION:

Staff recommends the following motion:

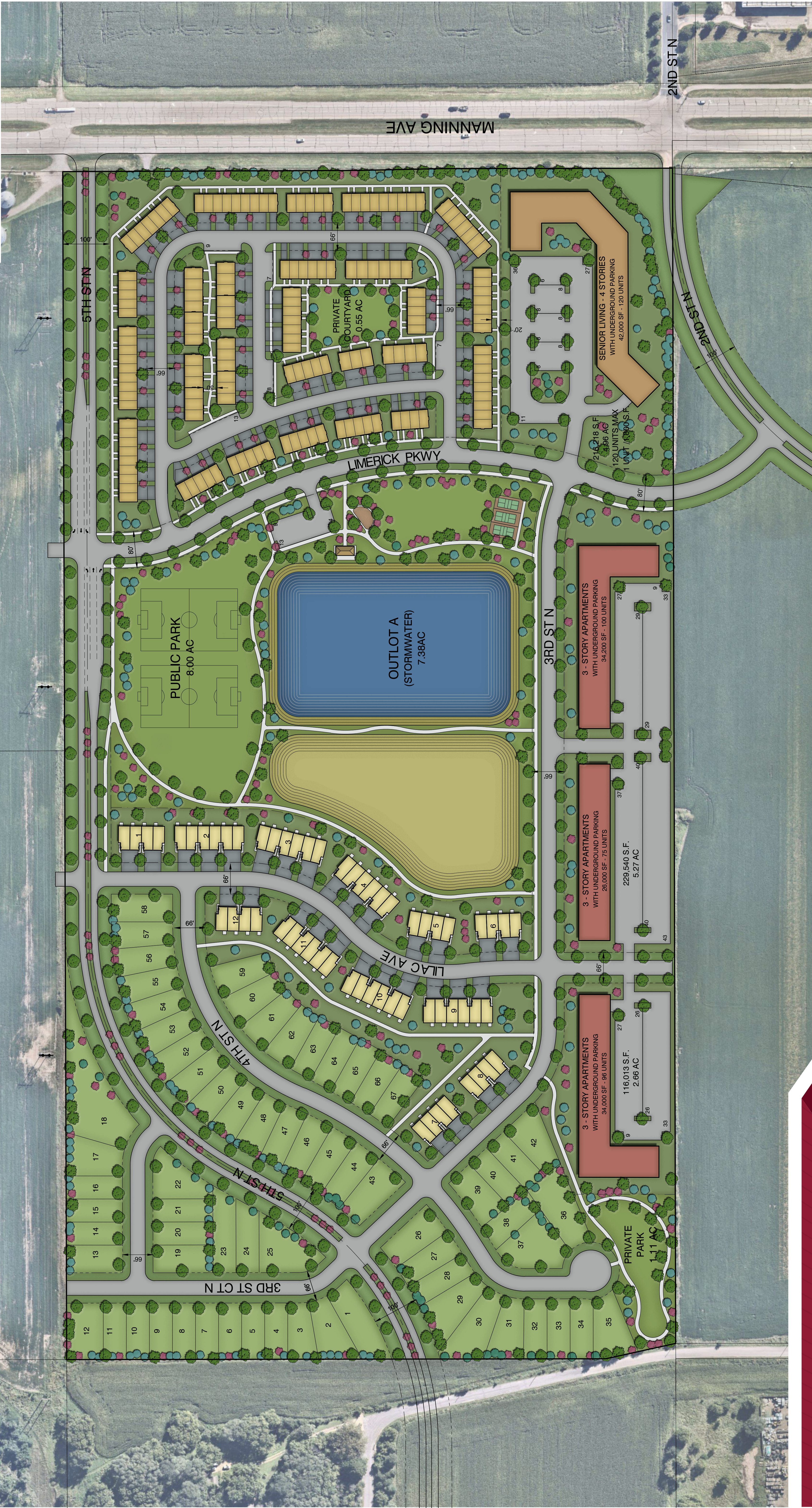
“Move to recommend the acceptance of ~8 acres of land for a neighborhood park, with park dedication credit for trails along 5th St, and a fee in lieu of dedication for the remainder based on the findings listed in the staff report.”

ATTACHMENT:

1. Concept Plan
2. Map 6-7. Search Areas for New Parks and Facilities (Comprehensive Plan)
3. Map 6-8. Future Trail Plan (Comprehensive Plan)



Maplewood Development, Inc.



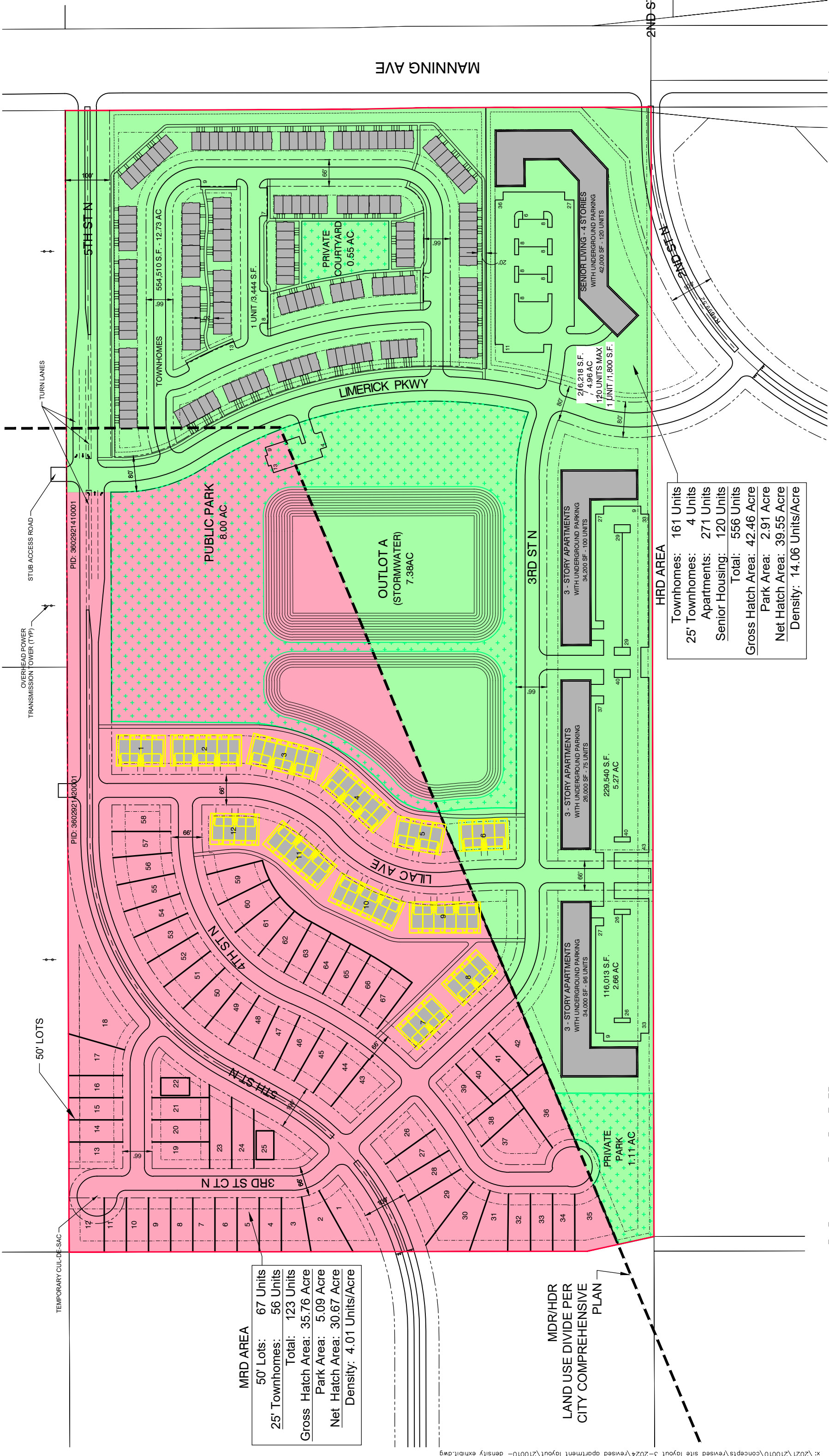
ALLIANT

CONCEPT RENDERING

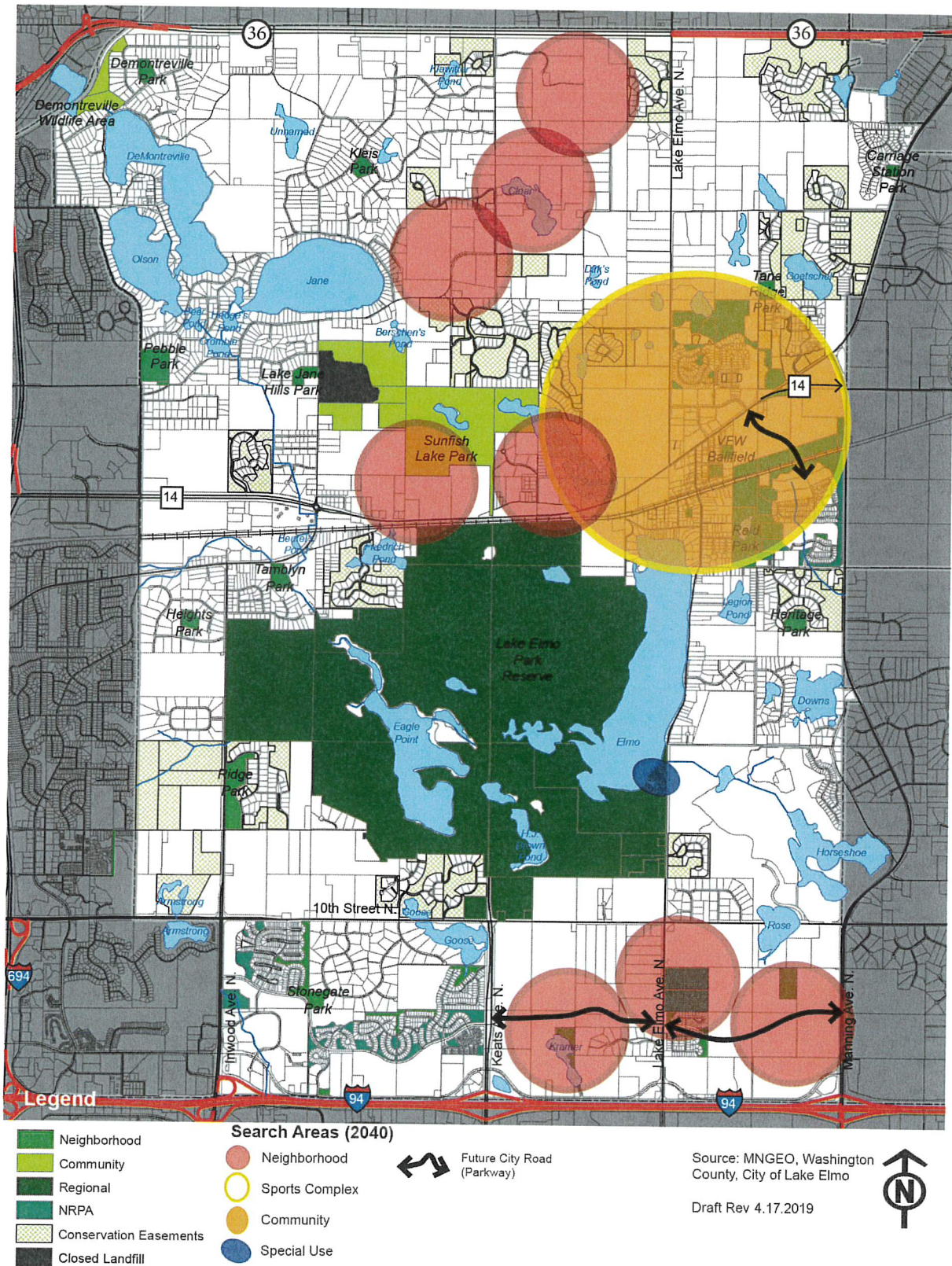


10/31/2024

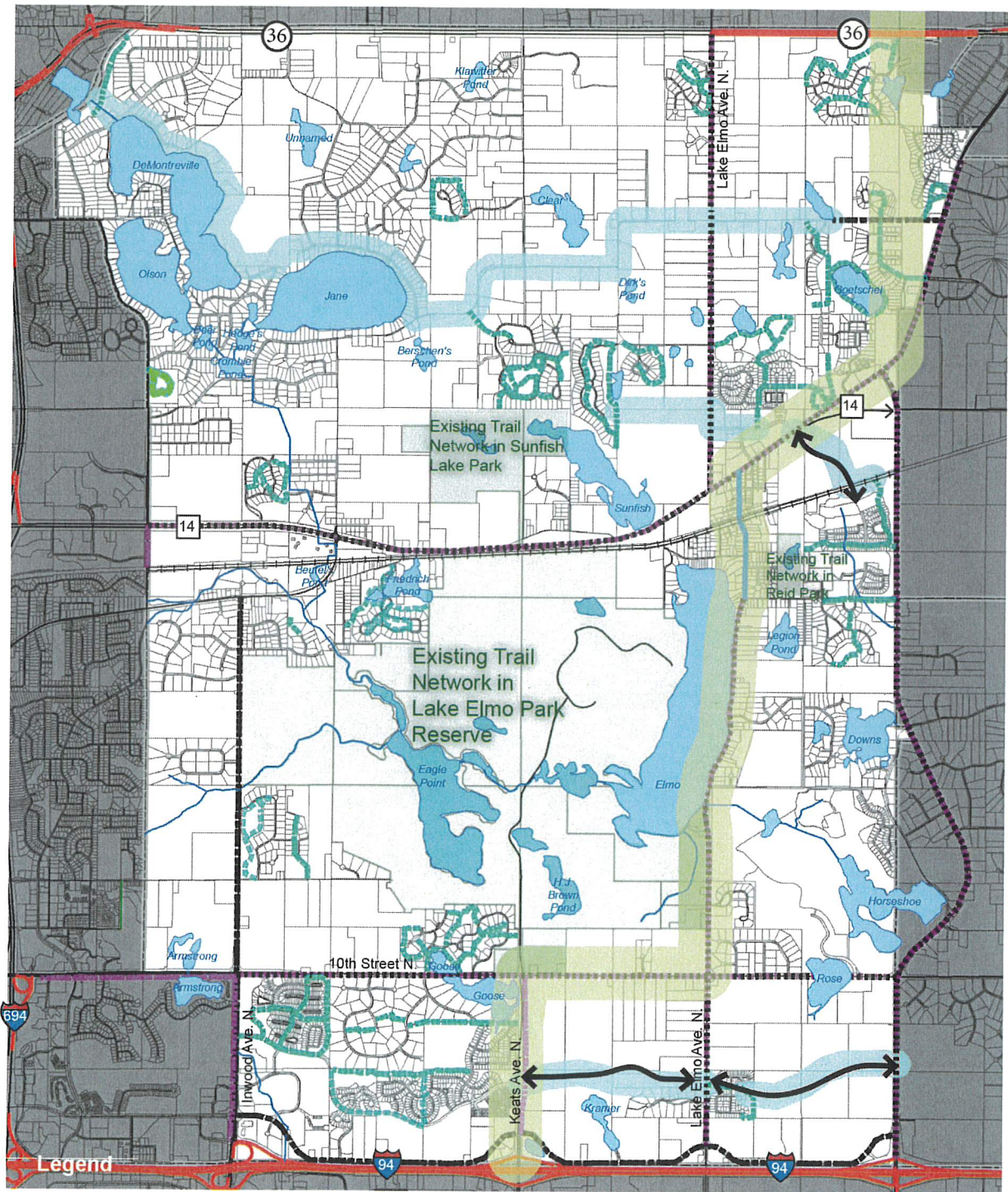
LIMERICK VILLAGE
LAKE ELMO, MN



Map 6-7. Search Areas for New Parks and Facilities



Map 6-8. Future Trail Plan



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: 11/18/2024

MOTION

AGENDA ITEM: Parks Commission 2025 Work Plan
SUBMITTED BY: Adam Swanepoel, Assistant Public Works Director
REVIEWED BY: Marty Powers, Public Works Director

BACKGROUND:

Staff presented the 2025 Parks Work Plan to the Parks Commission on 10/21/2024. The discussion was tabled until the following meeting for staff to add the following items to the work plan.

- Outline options for park signage and wayfinding (priority 2)
- Outline Parks Superintendent staffing following 2024 Parks Master Plan recommendation (priority 2)
- Develop Park recommendations following 2024 Parks Master Plan to City Council (priority 2)
- Reprioritize Park tree planting (priority 2)
- Explore trail connectivity opportunities with new Northstar Development to Sunfish Lake Park

ISSUE BEFORE THE PARKS COMMISSION:

Would the Park Commission like to accept the 2025 work plan as proposed?

FISCAL IMPACT:

Fiscal impacts are outlined and confirmed in the Capital Improvement Plan (CIP). CIP items are funded through the Park Dedication Fund while Maintenance & Refurbishing items are funded through the Public Works Operating Budget.

RECOMMENDATION:

Staff recommends the following motion:

“Motion to recommend the 2025 Parks Commission Work Plan to City Council.”

ATTACHMENTS:

1. 2025 Parks Commission Work Plan Draft



2025 Parks Commission Strategic Work Plan

The City of Lake Elmo Park Commission has affirmed their overall goals to be:

- 1) Ensure that our parks and trail system are constructed / maintained.
- 2) Provide an expansive system of parks, trails, and open space with recreational amenities that will attract more users to the parks and visitors to the city.
- 3) Create a safe and enjoyable environment in all our parks.
- 4) Serve as a reviewing body to make sure the “open space” character development is preserved in new developments.

With the broader priorities defined, the 2025 Park Commission Strategic Work Plan has been broken down into three segments: Project and Development; Maintenance & Refurbishing and other Park Initiatives.

- Priority Levels (PL) are determined on a 1-5 scale with 1 being the highest priority and 5 being the lowest. This will serve as a guide to what tasks serve as a higher priority to staff and work allocation.
- Status is also indicated in order to better manage goals and objectives.

Key

Status	C – Complete IP – In Progress
PL	Priority Level (1-5 with 1 being the highest priority)

Planning / Project and Development	PL	Status
Planning and Policy		
<ul style="list-style-type: none"> Washington County Central Greenway Trail Plan - Assist Washington County when necessary for planning and funding opportunities 	1	IP
<ul style="list-style-type: none"> Outline options for additional Parking at Sun Fish Lake Park 	2	IP
<ul style="list-style-type: none"> Provide additional parking options for Pebble Park 	3	
<ul style="list-style-type: none"> Klies Park Playset Replacement 	2	IP
<ul style="list-style-type: none"> Ridge Park Playground Replacement 	2	
<ul style="list-style-type: none"> Ried Park Parking Lot Reconstruction/ Expansion 	1	
<ul style="list-style-type: none"> Update and Review Park Reservation Policy 	2	

<ul style="list-style-type: none"> Outline Park options at new Northstar Development Park - Explore trail connectivity options to Sunfish Lake Park 	2	IP
<ul style="list-style-type: none"> Plan and Develop 2026 Lions Park updates: Playground/Courts 	4	
<ul style="list-style-type: none"> Provide concept plan for Ridge Park 	2	
Maintenance & Refurbishing		
<ul style="list-style-type: none"> Parks Needs Assessment 	3	Annual
<ul style="list-style-type: none"> Asphalt trail Maintenance - Inspections, crack filling and inspections 	3	IP
<ul style="list-style-type: none"> Playground and Park Inspections 	3	IP
<ul style="list-style-type: none"> Remove infected Ash Trees from City Parks 	4	IP
<ul style="list-style-type: none"> Outline future park recommendations following 2024 PMP 	2	
Additional Park Initiatives		
<ul style="list-style-type: none"> Hold a joint Parks Commission / City Council work session 	2	IP
<ul style="list-style-type: none"> Park Tree Planting 	2	
<ul style="list-style-type: none"> Oversee efforts of buckthorn removal and Sally Manzara Nature Center 	4	IP
<ul style="list-style-type: none"> Create new Parks Page on city site 	5	
<ul style="list-style-type: none"> Outline options for park signage and wayfinding 	2	
Finance		
<ul style="list-style-type: none"> Update Capital Improvement Plan 	1	Annual
<ul style="list-style-type: none"> Provide Budget Updates as needed 	4	IP
<ul style="list-style-type: none"> Outline the need for a Parks Superintendent staffing following 2024 Parks Master Plan recommendation 	2	



STAFF REPORT

DATE: 11/18/2024

Motion

AGENDA ITEM: Construction of Schiltgen Park

TO: Parks Commission

SUBMITTED BY: Adam Swanepoel, Assistant Public Works Director

REVIEWED BY: Marty Powers, Public Works Director

BACKGROUND:

With the construction of the new Northstar Development, the city received 29.9 acres along with \$218,876 in park dedication funds. Beginning in the fall of 2024 staff is looking to construct a nature trail through the property. Construction of the trails would be completed using a Fecon mulching head to shred buckthorn and invasive trees. In addition, staff is looking to furnish the park with a standard City Park Sign, benches and trash receptacles upon opening of the park.

ISSUE BEFORE COMMISSION:

Would the Parks Commission like to recommend to City Council the recommended trail and cost projections for the construction of the park?

PROPOSAL DETAILS/ANALYSIS

Staff has suggested the following items at the park upon completion of construction. Work would be completed by city staff starting in December of 2024 (weather pending) and completed in the spring of 2025.

The following items are being proposed for the new park:

Park Sign: Purchase of a park sign, to be placed at the park entrance. This sign will be consistent with our other city park entrance signs and will be installed by staff.

A kiosk with a map of the trail will be placed at two of the trail entrances to the park.

Benches: Consistent with other City Parks, up to four benches will be installed along the trail.

Picnic Tables: Two picnic tables would be placed within the park, in open areas.

Concrete: Concrete will be purchased to make footings and anchoring for up to four proposed benches.

Garbage Cans: Two additional garbage cans are being recommended at this park location. Staff has considered recycling bins at this park.

Fecon Mower: Trail construction would be completed with the use of a mulching mower. Staff would rent a Fecon mower to shred buckthorn and invasive trees along the proposed path. The path has been selected to minimize mature tree removal & wetland disturbance, and to maintain a grade that would allow for an enjoyable hike.

Entrance Sign / Signs	\$7,400
Kiosk sign w/ trails	\$1000
Park Benches	\$2,500
Picnic Tables	\$1,800
Concrete	\$1,000
Garbage Receptacles	\$3,200
Rental – Fecon Mower	\$3,600
TOTAL	\$20,500

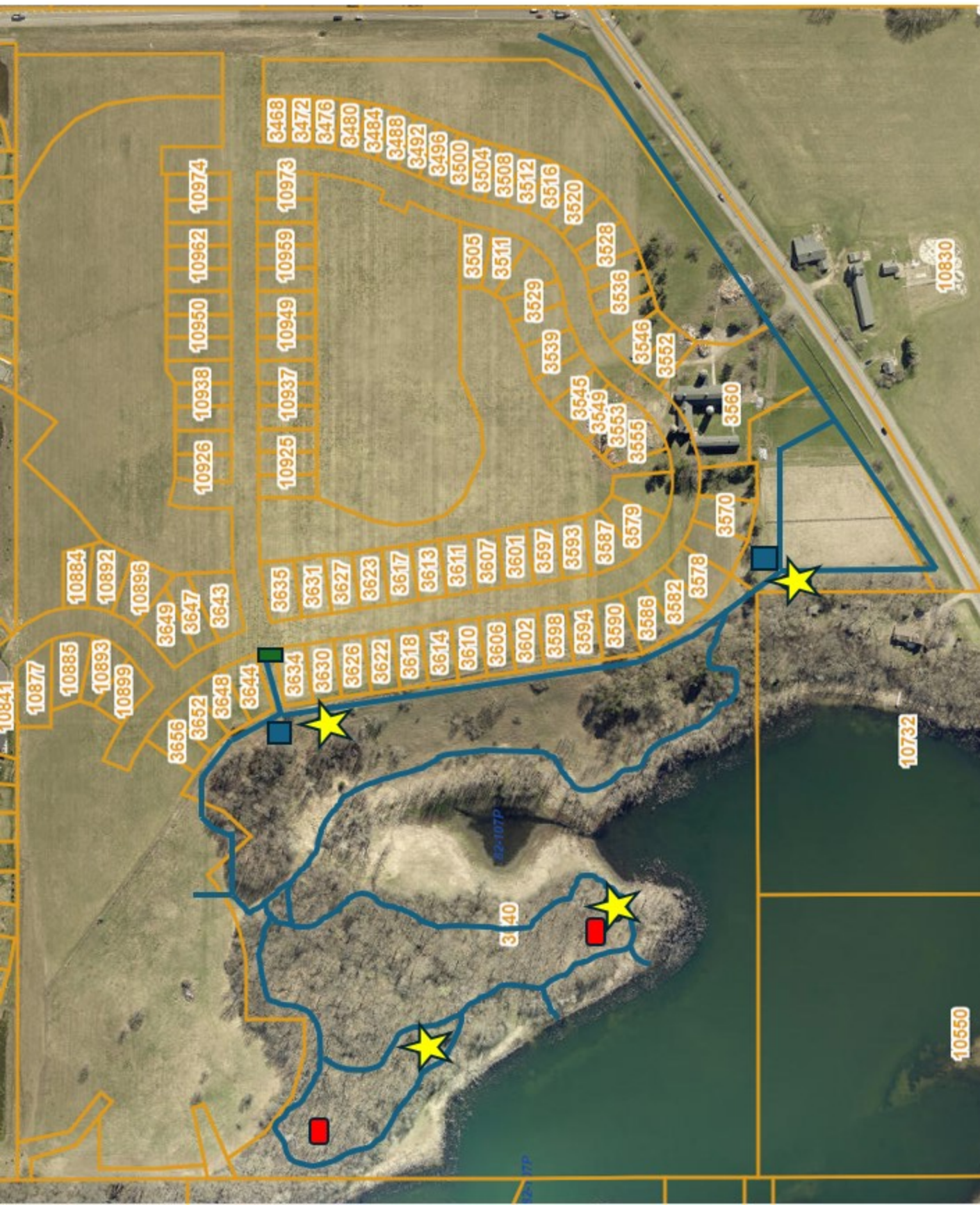
FISCAL IMPACT:

The building of the newly constructed park is expected to be completed in the spring of 2025, with funds coming directly from the Parks Dedication Funds.

RECOMMENDATION:

“Motion to recommend to city council the proposed trail and purchases by city staff to furnish the newly constructed park.”

- Park Benches
- Park Sign
- Picnic Table
- Kiosk





STAFF REPORT

DATE: 11/18/2024

DISCUSSION

TO: Parks Commission
AGENDA ITEM: Homestead Park
FROM: Adam Swanepoel, Assistant Public Works Director
SUBMITTED BY: Marty Powers, Public Works Director

BACKGROUND:

Over the past two years staff has been reviewing city parks with the Parks Commission. The purpose of the review is for commissions to become more familiar with the city park, provide history and discuss any potential changes which may be needed.

Homestead Park is located along Lake Elmo Ave and is approximately 2.7 acres. This park is currently classified as a Natural Area.

The Homestead development was approved by city council in 1997. At that time council approved a resolution which placed the outlots of the subdivision into a conservation easement with a qualified land trust. The outlots in this area remind unchanged until 2015.

In the Spring of 2015, the City of Lake Elmo adopted a “Bee Friendly / Pollinator Friendly” Resolution with a purpose of creating a proper environment for the preservation of critical pollinator species by the creation of proper habitat and the reduction in use of certain pest treatments (neonicotinoids) that are harmful to pollinating insects.

In April of 2015, members of the Homestead HOA Forestry Committee came before the Lake Elmo Park Commission and presented a management plan for Outlot B that would create a Pollinator Preserve consistent with the City’s newly adopted Pollinator Friendly Resolution.

The City of Lake Elmo, via its Parkland Dedication Funds, contributed \$25,915 to create a Bee Pollinator Preserve on Outlot B of the Homestead Development which has was designated as City of Lake Elmo Parkland.

In 2023 the city added the Homestead Park Sign, consistent with identifying all improved city parks.

ISSUE BEFORE THE COMMISSION:

Would the Parks Commission like to recommend any future changes to this natural area?

FISCAL IMPACT:

There is no financial impact at this time. Any proposed changes could be added to future budgets or capital improvement plans.

