



STAFF REPORT

DATE: 5/13/2025

Workshop

TO: Lake Elmo City Council
FROM: Nathan Fuerst, Consulting Planner
AGENDA ITEM: Clear Lake Open Space PUD Concept Plan
REVIEWED BY: Jason Stopa, Community Development Director
Sophia Jensen, Senior City Planner
Jack Griffin, Senior Engineering Project Manager
Sarah Evenson, City Landscape Architect

CORE STRATEGIES:

- | | |
|---|---|
| <input type="checkbox"/> Vibrant, inclusive, connected community | <input type="checkbox"/> Efficient, reliable, innovative services |
| <input type="checkbox"/> Responsive, transparent, adaptive governance | <input type="checkbox"/> Balanced Finances now and future |
| <input checked="" type="checkbox"/> Managed Growth | <input checked="" type="checkbox"/> Resilient Infrastructure |

BACKGROUND:

Twin Cities Land Development (TCLD), has applied for a concept plan review of an open space development located north of Clear Lake. This development is on the parcels which were the subject of the Birth and Haven Center project denied by the City in fall 2024. The proposal is for 22 single-family homes on roughly 61.4 acres (12.7 acres are within Clear Lake). The property is currently used for agricultural activities. The proposed project would require approval of an open space PUD (OPPUD) and major subdivision.

There are several unique elements of this project that require preliminary discussion by the City Council to provide staff and the Applicant with direction to move forward:

1. Connection to City Water – Should a 2000’ long stretch of dead-end watermain should be permitted?
2. Stormwater Reuse – the City Council has required stormwater reuse in new projects requiring PUD approvals. Will the City Council seek to do that with this project?

ISSUE BEFORE COUNCIL:

Although no development rights are granted at this stage of development review. The City Council is asked to provide feedback on the proposed concept plan and the issues identified for the project by staff.

PROPOSAL DETAILS/ANALYSIS:

Conformance with City Standards:

Generally, this development can comply with most City Standards for Open Space developments. A complete review of the conformance with the City's zoning and land use requirements for this project can be found in the City Planning Memo on this concept plan dated May 1, 2025.

Connection to City Water:

From the City Engineering memo dated 4/22/2025:

Current City practice requires all new developments to connect to the City water supply system. Use of private wells is not recommended in this area due to the ongoing groundwater contamination issues. Connection to the municipal water system is available along Keats Avenue, immediately adjacent to the proposed development parcel. The applicant will be responsible for connecting to the public water system and extending an 8-inch ductile iron watermain internal to the site to serve each proposed parcel in the Subdivision.

Two connection points to the existing watermain system are required to create a looped watermain system. The subdivision must also connect to the existing trunk watermain located along Lake Elmo Avenue to avoid the creation of a 2,000+ foot long dead end main, more than 2 times the allowable City standard. The Sketch Plan narrative indicates the use of flush valves in lieu of a looped watermain. This proposal requires significantly increased maintenance attention by Public Works staff as well as the requirement to waste significant water volumes to maintain safe drinking water. Due to the uncertainty for additional future subdivisions in the area, the extension of dead end mains is not recommended.

Given the shape of the development property and the requirements in the City's Open Space PUD Ordinance, a cul-de-sac design is proposed to serve the 22 residential units in this project with a public road and water access. The nearest connection point to loop the City's watermain system is at the intersection of along Lake Elmo Avenue and 50th Street North, over a half mile away from the eastern boundary of this project. Requiring the watermain connection may cause this project not to be financially viable.

This leaves the City with the following general considerations:

1. **Require a watermain extension** for this project to connect the watermain along Keats Avenue North to Lake Elmo Avenue North.
2. **Allow a watermain dead-end** which will require public works staff time for flushing to avoid stagnant water and will potentially waste treated water.
3. **Consider allowing private wells** which is inconsistent with existing City policies and requirements.

Stormwater Reuse for Irrigation:

The City Council has requested stormwater reuse for irrigation in other projects. Staff are seeking clarification on whether to expect this requirement moving forward. If required, future submittals will need to contain stormwater ponds that are to be planned and constructed for retention instead of infiltration.

A pump and mainline system would be required with all residential lots connecting into the system when they are built out. This will potentially create design challenges for the applicant and will increase the costs for development.

FISCAL IMPACT:

None at this time. Fiscal impacts will vary depending on how the City Council moves forward with the watermain requirement.

OPTIONS:

No decisions are made at the time of Concept/sketch Plan Review. This process is advisory only.

RECOMMENDATION:

Staff recommend that the City Council review the concept to provide general feedback on the conceptual development and provide staff with guidance on how to proceed with requirements for a connection to City water and for Stormwater Reuse.

ATTACHMENTS:

- TCLD Application
- 5/1/25 Planning Memo
- 4/22/25 Engineering Memo
- 4/23/25 Fire Department Memo
- 4/22/25 Landscape Architect Memo
- 4/22/25 Valley Branch Watershed District Comments

Major Subdivision/Platting Summary of Procedures

Generally, the platting procedure (major subdivision) applies to a division of land resulting in more than 4 parcels and/or when necessary to ensure that adequate public infrastructure, facilities, and services are available concurrent with development. See Title 103 of the Lake Elmo City Code for complete and accurate information.

Procedure

1. Subdivision Sketch Plan

Applicants for a subdivision shall present a sketch plan to staff. The purpose of the city staff review is to provide the applicant with an opportunity to gather information and obtain guidance as to the general suitability of the proposal for the area for which it is proposed and its conformity to the provisions of Title 103. The applicant shall not construe the city staff review as an approval or denial but rather as information to guide the applicant through the next steps in the city review process.

2. Preliminary Plat

The preliminary plat application should reflect the guidance provided by staff and be consistent with the sketch plan reviewed by staff. After city staff finds that the application is complete the application will be reviewed by all internal and external stakeholders. The Planning Commission will conduct a public hearing and make a recommendation on the application to the City Council. The City Council will take final action on the application within 120 days from the date the application is found complete. An application for final plat must be submitted within 180 days of City Council approval or the preliminary plat is void.

3. Final Plat

Within 180 days of approval of the preliminary plat the applicant must submit an application for final plat. The final plat application submittal must address all comments and conditions from the preliminary plat. After city staff finds the application complete the application will be reviewed for consistency with the preliminary plat by internal and external stakeholders. The Planning Commission will review the final plat for consistency with the preliminary plat and make a recommendation to the City Council. The City Council will take final action on the application within 60 days from the date the application is found complete. Approval of the final plat shall be conditioned upon the execution of a development agreement for basic improvements, public dedications, security, and other requirements necessary to accommodate the development.

4. Recording the Plat

If the final plat is approved by the City Council, the subdivider shall record it with the county recorder within 180 days after the approval. If not filed within 180 days, approval of the final plat shall be considered void. The subdivider shall, immediately upon recording, give city staff a hard copy and electronic copy of the plat showing evidence of recording. No building permits shall be issued until the city has received evidence that the plat has been recorded.

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



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

SUBDIVISION SKETCH PLAN APPLICATION

Applicant: TCLD Land Holdings, LLC
Address: 4800 Olson Memorial Highway, Suite 100, Golden Valley, MN 55422
Phone #: 651-587-7983
Email Address: ashley@tclanddev.com

Fee Owner: Minnesota Obgyn PLLC
Address: 1826 River Ridge Road, Hudson, WI54016
Phone #: _____
Email Address: _____

Engineer: Brian Krystofiak, Carlson Engineering
Address: 3890 Heasant Ridge Drive NE, Suite 100, Blaine, MN 55449
Phone #: 763-489-7905
Email Address: bkrystofiak@carlson-engineering.com

Property Location (Address): 5193 Keats Avenue North
Complete Legal Description: See Exhibit A

PID#: 0202921330001, 0202921340003, 0202921310001

Detailed Reason for Request: Zoning and sketch plan approval proposing 22 single-family lots on the Ashford parcel north of Clear Lake.

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: *Ashley D'Alrosandos* Date: 3/26/2025

Signature of fee owner: *[Signature]* Date: 3/31/25

SUBDIVISION SKETCH PLAN REVIEW REQUIREMENTS¹

This handout is intended to provide guidance on putting together and submitting a Sketch Plan for a proposed subdivision of a proposed tract of land which is to be divided into 3 or more parcels. Sketch plan review is required for a Minor Subdivision or Major Subdivision. The purpose of the Sketch Plan review is to ensure that all applicants are informed of the procedural requirements and minimum standards and the requirements or limitations imposed by other city ordinances or plans, prior to the development of a preliminary plat. The subdivider shall prepare a Sketch Plan which explains or illustrates the proposed subdivision or purpose as stated in LEC 103.00.080.

Sketch Plan Review: The sketch plan shall be reviewed by City Staff. City staff also may require that it also be reviewed by the Planning Commission and the City Council. City staff's determination of whether the sketch plan needs to be reviewed by the Planning Commission and the City Council will be made on a case-by case basis. City staff will make this review determination based on the uniqueness and existing features of the site of the proposed subdivision and/or the complexity or design features of the proposed subdivision. The City staff also may refer the sketch plan to the Parks Commission to secure its recommendation as to the location of any property that should be dedicated to the public, such as parks, playgrounds, trails, open space or other public property. The City shall accept the information received, but take no formal or informal action which could be construed as approval or denial of the proposed plat.

Subdivision Sketch Plan Review Fees: The City Council has established a **non-refundable fee**² for processing Sketch Plan applications. In addition, the City requires that the applicant enter into an Escrow Agreement with the City and post an escrow to reimburse the City for all technical planning, engineering, public works and legal review. Please consult the fee schedule for current amounts.

Submission Requirements: The Owner shall prepare and submit a Sketch Plan, as well as any necessary supplemental information (if needed). The plan shall contain the information set forth below:

Sub: Req:

General Provisions (pre-application)

Locations of boundary lines in relation to a known section, quarter section, or quarter section line comprising a legal description of the property.

¹ The information provided in this document is intended to be a correct statement of the law as set forth in the Lake Elmo City Code and the laws of the State of Minnesota. However, the applicant should refer to the actual sources and consult with their own legal advisor regarding applicability to their application. In providing this information, the City makes no representations nor provides any legal advice or opinion.

² Applicant is also responsible for any additional fees incurred by the City (i.e. engineering, planning, postage, legal expenses, et cetera).

Sketch Plan

- Names and addresses of all persons having property interest, the developer, the designer, and surveyor together with the interested person's registration number.
- Graphic scale of not less than 1 inch to 100 feet.
- Data and north point.

Sub: Req:

Existing Conditions

- Boundary line of proposed subdivision, clearly indicated.
- Address labels: A certified list of property owners located within three hundred fifty (350') feet of the subject property obtained from and certified by a licensed abstractor or through Washington County (see attached form)..
- Existing zoning classification for land within and abutting the subdivision.
- A statement on the acreage and dimensions of the lots.
- Location widths and names of existing or previously platted streets or other public ways, showing type, width, and conditions of improvements, if any, railroad and utility rights-of-way, parks and other open spaces, permanent buildings and structures, easements in section and corporate lines within the tract and to a distance of 300 feet beyond the tract.
- Location and size of existing sewers, water mains, culverts, or other underground utilities within the tract and to a distance of 350 feet beyond the tract, the data as grades, invert elevations, and locations of catch basins, and manholes shall also be shown.
- Boundary lines of adjoining unsubdivided or subdivided land, within 350 feet, identified by name and ownership, including all contiguous land owned or controlled by the subdivider.
- Topographic data, including contours at vertical intervals of not more than 5 feet; water courses, marshes, rock outcrops, power transmission poles and lines and other significant features shall also be shown; N.G.V.D shall include a soil borings analysis and a percolation test to verify conclusions.

Sub: Req:

Proposed Design Features

- Layout of proposed streets showing right-of-way widths, center line grade, typical cross-sections and proposed names of streets in conformance with all applicable city ordinances and policies; the name of any street used in the city or its environs shall not be used unless the proposed street is the logical extension of

Sketch Plan

an already named street, in which event the same name shall be used. The names and number shall comply with the County Uniform Street Numbering System.

Areas other than streets, pedestrian ways, utility easement, intended to be dedicated or reserved for public use, including the size of the areas in acres.

Provision for surface water disposal, drainage, and flood control within the boundaries of the proposed property division consistent with §150.273 of City code, storm water management and erosion and sediment control.

Sub: Req:

Supplementary Information

The supplementary information as shall reasonably be deemed necessary by the City.

Statement of proposed use of lots stating type of residential buildings with number of proposed dwellings and type of business or industry, so as to review the effect of the development on traffic, fire hazards, and congestion of population.

If zoning changes are contemplated, the proposed zoning plan for the areas, including dimensions, shall be shown. The proposed zoning plans shall be for information only and not vest any rights in the application for use other than residential.

Where the subdivider owns property adjacent to that which is being proposed for division, the City may require that the subdivider submit a Sketch Plan or ghost plat of the remainder of the property so as to show the possible relationship between the proposed division and a future subdivision. All subdivisions shall be reasonably consistent with the existing or potential adjacent subdivisions.

Where structures are to be placed on large or excessively deep lots, which are subject to replat, the development subdivision plans shall indicate placement of structures so that lots may be further subdivided, in addition to a Sketch Plan that illustrates a way in which the lots can possibly be resubdivided.



City of Lake Elmo
Escrow Agreement for Municipal Review Services
Deposit Agreement

THIS AGREEMENT is made this 26 day of March 2025, by the Applicant and Owner (hereinafter individually and collectively referred to as "Applicant") in favor of the City of Lake Elmo, a municipal corporation of Minnesota (hereinafter referred to as "City").

A. "Applicant" whose name and address is:

TCLD LAND HOLDINGS, LLC
4800 Olson Memorial Highway, Suite 100
Golden Valley, MN 55422

B. "Owner" whose name and address is:

Melvin Ashford, MINNESOTA OBGYN PLLC
1826 River Ridge Road
Hudson, WI 54016

RECITALS

WHEREAS, the Applicant has applied to the City for approval for one or more of the following: (Select All That Apply)

- Plat (Sketch, Preliminary, Final) [checked]
PUD/OP-PUD (Pre-Application, Preliminary, Final)
Vacation
Conditional Use Permit
Interim Use Permit
Comprehensive Plan Amendment
Variance
Minor Subdivision
EAW Review
Zoning Text or Map Amendment
Wind Generator
Wireless Communication Permit (co-location)

WHEREAS, the Applicant acknowledges the receipt of benefit to the property, from the City's technical and compliance review of the application; and

WHEREAS, under authority granted to it, including Minnesota Statutes Chapters 412 and 462, the City will process the application on the condition that the Applicant enter into this Deposit Agreement, which agreement defines certain duties and responsibilities of the Applicant, as well as the City; and the Applicant shall provide cash to the City in the amount satisfactory to the City; and provide security to the City for the payment of all review costs incurred by the City.

NOW THEREFORE, the City and Applicant agree as follows:

1. **Requirement.** The Applicant is required to make the necessary deposits prior to the process of municipal planning, public works, legal & engineering review commences.
2. **Review Process.** Applicant acknowledges and agrees that the City shall commence to review and process the review request checked above at such a time that this Agreement is executed by all parties and the cash required for the specific review is deposited and posted by the City's Finance Department. The City may provide a review completion schedule to the Applicant at the time of deposit. The City reserves the right to modify the schedule based on the completeness of the application, the need for additional information for review, or revisions to the application that may occur during the scheduled review.
3. **Use of Deposited Funds.** The City may draw upon the deposits to pay the costs it incurs in connection with reviewing the application. The City shall determine all of its costs, including both administrative and consulting services, at the rates charged by the City or its consultants, determined according to the City's adopted fee schedule. A copy of the current administrative and consulting rates is attached as Exhibit "A", which rates are subject to change by the City, without notice to the Applicant. Exhibit "A" should not be construed as an exhaustive list of consultants and Applicants shall be responsible for all other consulting fees related to the application. The City shall provide Applicant with the applicable rates for consultants used in the review prior to commencement. This Agreement does not pertain to ancillary charges incurred by reviewing of other governmental bodies, including but not limited to, Soil & Water Conservation Districts, Washington County Government, Water Shed, or any other unit of government that may, by right, have review authority.
4. **Conditions of Deposit.** The following stipulations and conditions shall apply to the deposit account for review services contemplated under this Agreement.
 - a. Payment shall be made to City consultants, included but not limited to legal and planning, in the amounts billed to the City, according to consulting rates in effect at the time of the execution of the agreement. Such consulting deemed necessary for the proper review of the application shall be at a usual and customary rate as it relates to the subject matter of the application for payment as determined by the City.
 - b. The City shall reimburse itself from deposit accounts for all costs and expense incurred by the City in connection with the implementation and enforcement of this Agreement. Reimbursement shall occur on a monthly basis and the City's Finance Department shall notify Applicant of the reimbursement via account reconciliation report.
 - c. The City shall not be responsible for paying any interest on the money deposited under the Agreement.
 - d. If in the discretion of both the City's Finance Department and the Community Development Department, there is deemed to be an inadequate balance in the deposit account to pay for all fees and costs incurred by the City, the City will notify the Applicant for the need for an additional deposit. The total of the additional deposit shall be calculated by City staff based on the amount of work yet to be completed in the review of the application. Applicant

agrees to make the additional deposit within (10) days of a receipt of such notice. For purposes hereof, receipt of notice shall be deemed made upon the depositing of the notice in the U.S. Mail, postage paid. In the event, the Applicant fails to make the additional deposit with (10) days of receipt of the notice, the City will terminate its review process and not re-commence until the appropriate deposit is made and posted by the City's Finance Department.

e. No applications will be processed or forwarded to the appropriate governing reviewing body by the City until all amounts due under this Agreement have been paid in full.

5. **Positive Balance in Escrow Accounts.** Upon the happening of any of the following events, the balance in the deposit account less outstanding fees shall be paid to the Applicant within (90) days of receipt by the City of a written request by the Applicant for payment: (1) completion of the development process; or (2) the application is withdrawn by the Applicant; (3) the applicant is denied by the City for any reason.
6. **Deposit Amounts.** The initial deposit amount contemplated for each the purposes described under the Agreement, which may be revised by the City from time to time, are set forth for Exhibit "B" attached hereto.
7. **Accounting.** If there has been activity in the account, the City will provide a monthly accounting of all expenses charged against the account or when requested by the Applicant. An accounting will also be provided when the City notices the need for an additional escrow deposit.
8. **Terms of Breach.** In the event of any terms of this Agreement are breached by the Applicant, including, but not limited to failure to make additional deposits when required by the City, the City may cease processing any application submitted by the Applicant or order the Applicant to cease any further development or progress under the terms of this Agreement, or both. Applicant indemnifies and holds the City harmless from any liability, claim, action or suit by or any obligation to the Applicant arising from or in connection with the City exercising or enforcing the terms and conditions of this Agreement or action on the Application. The Applicant shall pay all costs and expenses, including reasonable attorney fees and suit costs, incurred by the City arising from or in connection with the City any terms and conditions of this Agreement.
9. **Validity.** If any portion, section, subsection, sentence, clause, paragraph or phrase of this Agreement is for any reason held to be invalid, such invalidity shall not affect the validity of the remaining portion of this Agreement.
10. **Binding Agreement.** The parties mutually recognize and agree that all terms and conditions of this Agreement shall run with the land herein described and shall be binding upon the heirs, successors, administrators and assigns of the parties referenced in this Agreement.
11. **Amendments.** The terms of this Agreement shall not be amended without the written consent of the City and all parties hereto.

[Signature Page Follows]



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

ACKNOWLEDGEMENT OF RESPONSIBILITY

This is to certify that I am making application for the described action by the City and that I am responsible for complying with all City requirements with regard to this request. This application should be processed in my name and I am the party whom the City should contact regarding any matter pertaining to this application.

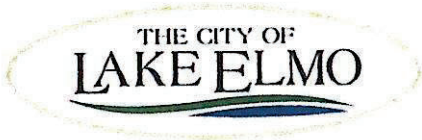
I have read and understand the instructions supplied for processing this application. The documents and/or information I have submitted are true and correct to the best of my knowledge. I will keep myself informed of the deadlines for submission of material and of the progress of this application.

I understand that this application may be reviewed by City staff and consultants. I further understand that additional information, including, but not limited to, traffic analysis and expert testimony may be required for review of this application. I agree to pay to the City upon demand, expenses, determined by the City, that the City incurs in reviewing this application and shall provide an escrow deposit to the City in an amount to be determined by the City. Said expenses shall include, but are not limited to, staff time, engineering, legal expenses and other consultant expenses.

I agree to allow access by City personnel to the property for purposes of review of my application.

Signature of applicant Ashley D'Alessandro Date 3/26/2025
Name of applicant Ashley D'Alessandro Phone 651-587-7983
(Please Print)

Name and address of Contact (if other than applicant) _____



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

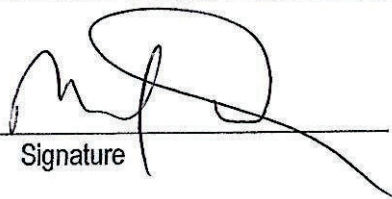
AFFIRMATION OF SUFFICIENT INTEREST

I hereby affirm that I am the fee title owner of the below described property or that I have written authorization from the owner to pursue the described action.

Name of applicant Melvin Ashford, Minnesota Obgyn PLLC
(Please Print)

Street address/legal description of subject property _____

PIDs: 0202921330001, 0202921340003 & 0202921310001


Signature

3/31/2025
Date

If you are not the fee owner, attach another copy of this form which has been completed by the fee owner or a copy of your authorization to pursue this action.

If a corporation is fee title holder, attach a copy of the resolution of the Board of Directors authorizing this action.

If a joint venture or partnership is the fee owner, attach a copy of agreement authorizing this action on behalf of the joint venture or partnership.



To: City of Lake Elmo

From: Ben Schmidt and Ashley D'Alessandro, Twin Cities Land Development

Re: Keats Avenue/Clear Lake Property Concept Plan

Lake Elmo City Staff, Planning Commission and City Council, we are proud to present this concept plan proposing the development of the Ashford Farm located in the Northcentral portion of the city, just north of Clear Lake, into a thoughtfully designed residential community. This project aims to create an idyllic neighborhood that preserves and enhances the natural features of the Clear Lake area.

We look forward to reviewing our concept plan with you.

The Property:

The project area consists of approximately 61 gross acres located north of Clear Lake and east of Keats Avenue. The property is rolling with some areas of woodland both natural and planted on the property. Clear Lake is a natural environment lake.

Comprehensive Plan:

The property currently is guided Ag Preserve. Future applications will request a Comprehensive Plan amendment to Rural Single Family allowing for 0.1-2 units/acre.

Zoning:

The current zoning is Ag located within a Natural Environment Shoreland Overlay District for Clear Lake. Future applications will request a rezoning to Open Space PUD within the Shoreland Overlay. This proposed zoning will allow for 0.45 units/acre or a total of 22 lots.

The Open Space PUD bulk standards allow the lots to be a minimum of 100' wide and 16,000 sf in area if a communal septic system is used. This concept plan is proposing lots that are a minimum of 100' wide and 16,000 sf in area. Most of these lots exceed this area, many exceed this significantly.

Infrastructure:

There is an existing watermain located within Keats Avenue. Future applications will propose that this property connect into that line with an 8" watermain that will be stubbed to the east and to the north to offer future opportunities for looping. This water line will be designed with flush valves in lieu of looping at the present time. There is no sanitary sewer availability to this property in the foreseeable future. Future applications will propose a communal septic system. The details of this system are to be determined based on soil tests that will occur this spring.

Open Space PUD:

One of the requirements of the Open Space PUD is to provide 50% of the net project area in open space. This open space will include the 100' buffer from all adjacent property lines preserving the natural features of the area. The total required open space will be 24.5 acres as shown on the concept plan. This open space will be held in perpetuity by an HOA. Any undisturbed open space along Clear Lake will be left in its natural state which currently includes wooded slope and floodplain. The open space along the north will most likely contain the community septic system then seeded with native grasses and wildflowers. Other undisturbed open space on the north will be left in its natural state with any overseeding done as necessary.

This property is also located within a Shoreland Overlay District which comes with additional PUD requirements. These additional requirements include tier calculations, OHW setback and impervious maximums.

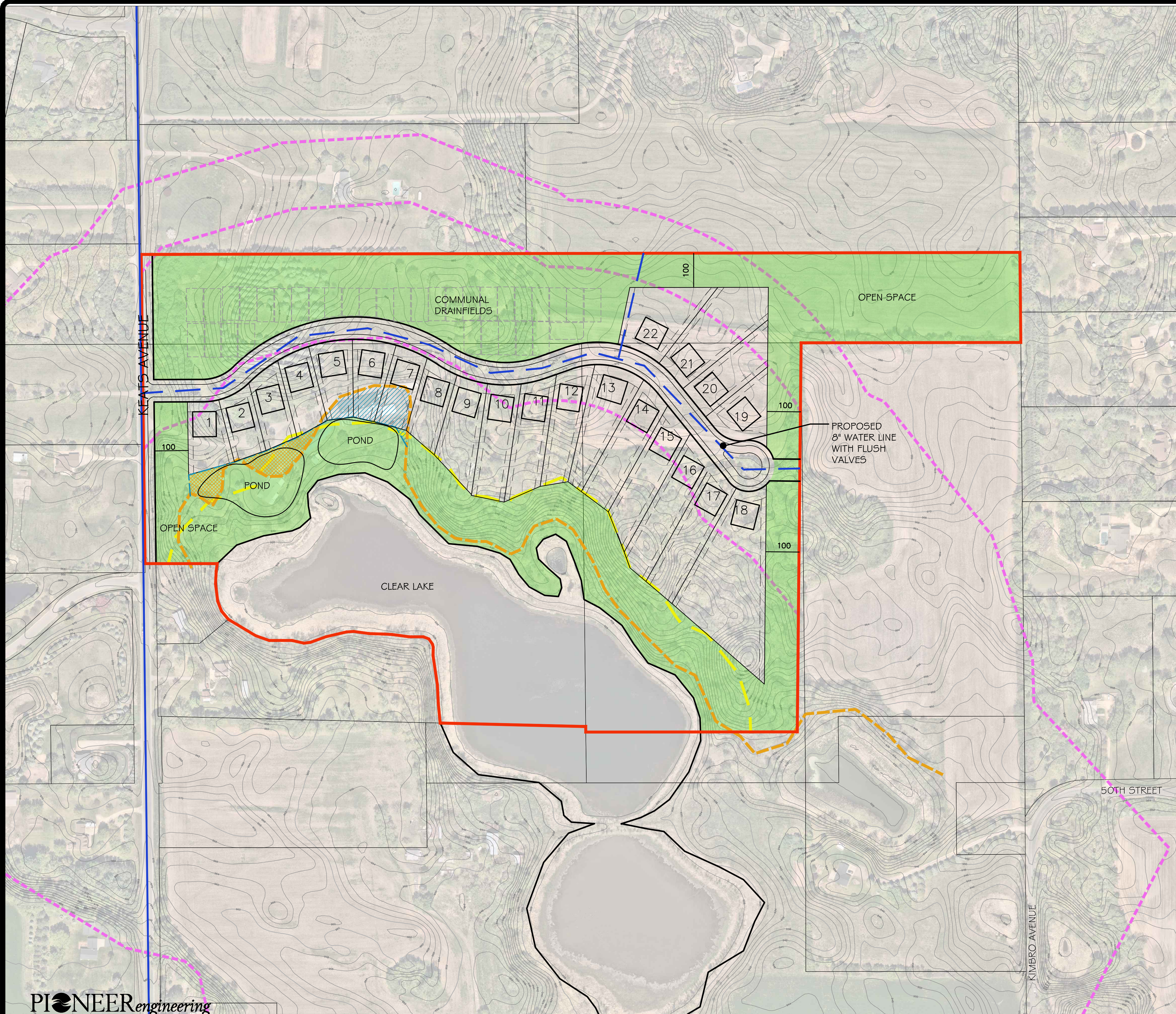
Product:

We are proposing 22 single-family lots. The homes will be built by Creative Homes Construction, LLC., who build homes that will meet the needs of today's home buyers. Examples of product elevations are included in the submittal package.

There will be a Master Homeowners Association (HOA) created for the single-family lots for this development. The designated HOA will maintain the community monument, mailboxes, mainline irrigation, and community septic. The HOA will oversee the community architectural and landscape guidelines designed to preserve the character of the community and ensure the use of quality materials like brick and stone.

Conclusion:

Our concept plan presents a balanced approach to growth by integrating residential needs with environmental balance and open space to create a residential neighborhood that will contribute positively to Lake Elmo. Thank you for taking the time to review our concept plan and give us feedback. We are excited about this new development, and we look forward to working closely with the City as we move through the entitlement process.



SITE DATA:

GROSS AREA: ±61.4 ACRES
 CLEAR LAKE: ±12.7 ACRES
 NET DEVELOPABLE AREA: ±49 ACRES

2040 GUIDE PLAN: AG PRESERVE
 PROPOSED LAND USE: RURAL SINGLE FAMILY (0.1-2 UNITS/ACRE)
 ZONING: AG WITHIN SHORELAND OVERLAY FOR CLEAR LAKE (NE)
 PROPOSED ZONING: OPEN SPACE PUD WITHIN SHORELAND
 0.45 UNITS/ACRE (0.45x49=22 LOTS)

SHORELAND STANDARDS (NE):

LOT AREA: 80,000 SF
 LOT WIDTH: 200'
 SETBACK FROM OHW: 150'
 IMPERVIOUS MAXIMUM: 15%

OPEN SPACE PUD STANDARDS:

LOT AREA:
 1 ACRE WITH INDIVIDUAL SEPTIC SYSTEMS
 16,000 SF WITH COMMUNAL DRAINFIELDS
 LOT WIDTH: 100' WITH COMMUNAL DRAINFIELDS
 FRONT SETBACK: 30'
 SIDE SETBACK: 15' INTERIOR, 30' CORNER
 REAR YARD SETBACK: 20'
 OPEN SPACE: 50% OF NET (24.5 ACRES)
 100' BUFFER FROM ALL ADJACENT PROPERTY LINES
 DENSITY: 0.45 UNITS/ACRE

PROPOSED LOTS: 22
 NET DENSITY: 0.45 UNITS/ACRE
 PROPOSED OPEN SPACE: 24.5 ACRES

PROPOSED ROW (67' WIDE): 2,100 LF

DRAINFIELD (50X100)

SHORELAND PUD DATA:
 NON RIPARIAN LOT REQUIREMENT: 80,000 SF
 TIER 1 (400'): 769,255 SF
 9.6 LOTS X 1.2 = 11.5 LOTS
 TIER 2 (400'): 840,025 SF
 10.5 LOTS X 1.2 = 12.6 LOTS
 TIER 3 (200'): 103,273
 1.3 LOTS X 1.2 = 1.6 LOTS

- BOUNDARY
- - - SHORELAND OVERLAY (1,000' FROM OHW)
- - - FLOODPLAN (ESTIMATE)
- - - 150' SETBACK FROM OHW
- EXISTING WATER LINE
- - - PROPOSED WATER LINE

- FLOODPLAIN MITIGATION
- FLOODPLAIN FILL
- OPEN SPACE

CONCEPT BASED ON AVAILABLE DATA
 NO ENGINEERING
 NO SURVEYING
 WETLANDS HAVE NOT BEEN DELINEATED
 CONCEPT SUBJECT TO CHANGE WITHOUT NOTICE

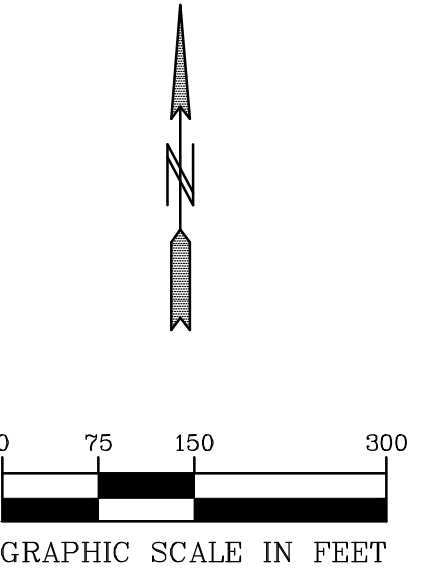
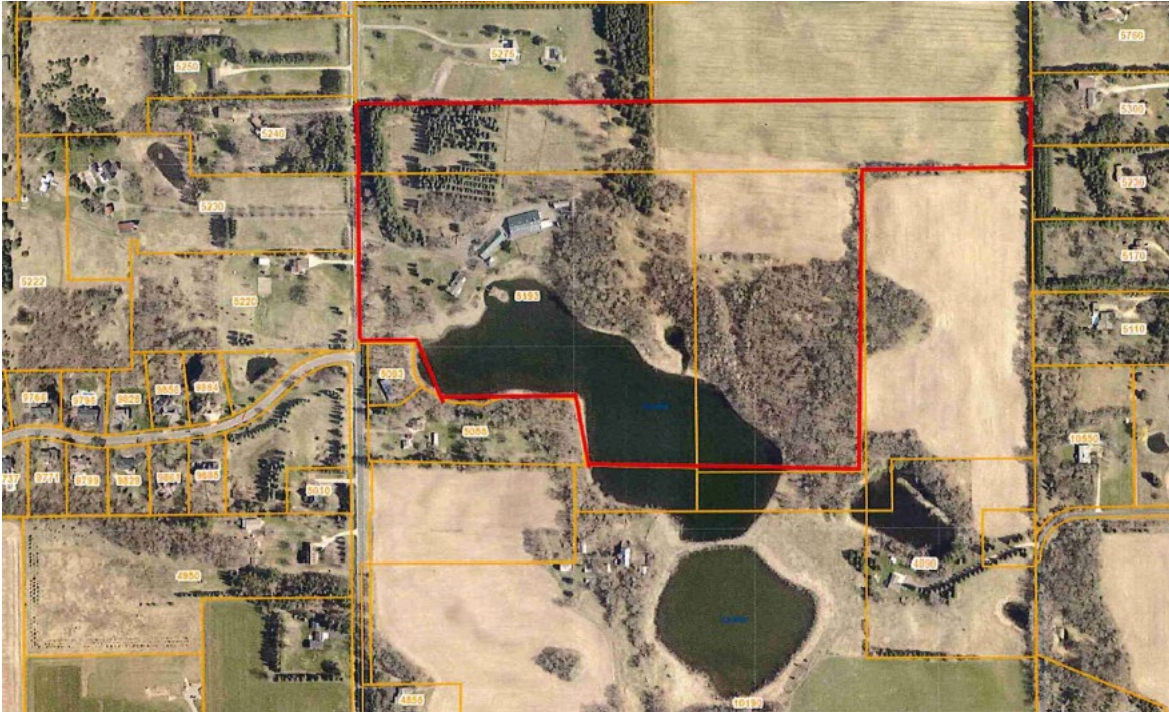


Exhibit A



PID 0202921330001

5193 Keats Avenue North, Lake Elmo, MN

Section 02 Township 029 Range 021 THE SW $\frac{1}{4}$ OF THE SW $\frac{1}{4}$ EXCEPT THAT PORTION OF THE SOUTH HALF THEREOF LYING WEST OF CLEAR LAKE – SUBJECT TO ROAD EASEMENT. AND EXCEPT THAT PART THEREOF LYING SOUTH OF A LINE BEGINNING AT THE NORTHEAST CORNER OF THE SOUTH 200 FEET OF THE WEST 43 FEET OF SAID SW $\frac{1}{4}$ OF THE SW $\frac{1}{4}$; THENCE SOUTH 89 DEGREES 26 MINUTES 53 SECONDS EAST, A DISTANCE OF 1270.57 FEET, MORE OR LESS, TO ITS INTERSECTION WITH THE EAST LINE OF SAID SW $\frac{1}{4}$ OF THE SW $\frac{1}{4}$ AND SAID LINE THERE TERMINATING

PID 0202921340003

W1/2-SE1/4-SW1/4 EXCEPTING THEREFROM THE SOUTH 152 FEET OF SAID W1/2-SE1/4 SW1/4 AND EXCEPTING THEREFROM ALL THAT PART OF THE SAID W1/2 SE1/4-SW1/4 WHICH LIES EASTERLY OF THE FOLLOWING DESCRIBED LINE:COMMENCING AT THE NORTHEAST CORNER OF SAID SOUTH 152 FEET OF THE W1/2 SE1/4-SW1/4 THENCE WESTERLY ALONG THE NORTH LINE OF SAID SOUTH 152 FEET A DISTANCE OF 23.70 FEET TO THE POINT OF BEGINNING OF SAID LINE TO BE DESCRIBED THENCE NORTHERLY A DISTANCE OF 1164.06 FEET MORE OR LESS TO THE NORTHEAST CORNER OF SAID W1/2-SE1/4 SW1/4 AND SAID DESCRIBED LINE THERE TERMINATING - SUBJ TO METRO AG PRESERVE RESTRICTIVE COVENANTS SECTION 02 TOWNSHIP 029 RANGE 021

PID 0202921310001

S1/2-N1/2-SW1/4 EXC THE N 388.80FT SUBJECT TO ROAD EASEMENT &SUBJ TO METRO AG PRESERVE RESTRICTIVE COVENANTS
Section 02 Township 029 Range 021

Exhibit B - Sample Elevations





Ashford Concept Plan Submittal - 04.01.2025



Ashford Concept Plan Submittal - 04.01.2025



Ashford Concept Plan Submittal - 04.01.2025



Ashford Concept Plan Submittal - 04.01.2025



Ashford Concept Plan Submittal - 04.01.2025



Ashford Concept Plan Submittal - 04.01.2025



Ashford Concept Plan Submittal - 04.01.2025



ABOUT US

The TCLD team has experience in every facet of Twin Cities real estate development, investment, and management. The project team has developed thousands of single-family and multi-family lots, establishing itself as the most prominent local lot developer in the Twin Cities.

As a trusted residential developer, our track record speaks for itself. Over the years, we have successfully brought numerous projects to life, earning a reputation for integrity, reliability, and exceptional results. Our diverse portfolio showcases our ability to adapt to evolving market trends and deliver projects that stand the test of time.

LOCAL DEVELOPMENT EXPERIENCE



Project	Lots	City	Status
1 Forest Hill Farms	35	Forest Lake	Completed
2 Pleasant Creek	44	Prior Lake	Completed
3 Headwaters	54	Forest Lake	Completed
4 Prairie Village	70	Hugo	Completed
5 Territory	25	Prior Lake	Completed
6 Pines at Elm Creek	58	Plymouth	Completed
7 Boulder Ponds	99	Lake Elmo	Completed
8 Adelaide Landing	324	Hugo	Active
9 Orono Preserve	39	Orono	Completed
10 Brayburn Trails	256	Dayton	Active
11 Glen View Farm	141	Woodbury	Active
12 Oakwood Ponds	210	Blaine	Active
13 Mill Pond	93	Blaine	Active
14 Gateway	16	Grant	Completed
15 Woods of Medina	16	Medina	Active
16 Lexington Waters	272	Blaine	Active
17 Anton Village	335	St. Michael	Active
18 Evanswood	365	Maple Grove	Active
19 Brayburn Trails East	146	Dayton	Active
20 Trott Brook Crossing	275	Ramsey	Active

CONTACT INFORMATION

Applicant/Developer:

Twin Cities Land Development, 4800 Olson Memorial Hwy, Suite 100, Golden Valley, MN 55422

Ben Schmidt | ben@tclanddev.com | 612.716.3047

Ashley D'Alessandro | ashley@tclanddev.com | 651.587.7983

Website: www.tclanddev.com

Engineer:

Carlson Engineering, 3890 Pheasant Ridge Dr NE, Suite 100, Blaine, MN 55449

Brian Krystofiak | bkrystofiak@carlson-engineering.com | 763.489.7905



MEMORANDUM

Date: May 1, 2025

To: Ashley D'Alessandro, Twin Cities Land Development

From: Nathan Fuerst, AICP Consulting Planner

RE: Clear Lake – OP PUD Concept Plan Review

Description of Request

The City of Lake Elmo received a Residential Subdivision and Open Space Planned Unit Development (OP PUD) Sketch Plan from Twin Cities Land Development for a project totaling approximately 61.4 acres with 12.7 acres in Clear Lake. The subject property is a collection of three unaddressed parcels with the primary parcel located at 5193 Keats Avenue North. The sketch plan details a subdivision with 22 single family residential units.

The proposal is characterized as a major subdivision requesting the use of the OP PUD ordinance to allow for flexibility to certain City requirements.

Development Summary

Site Size:	61.4 acre
Existing Zoning:	Agricultural (A)
Proposed Zoning District:	Open Space PUD (OP)
Proposed Use(s):	Single Family Residential
Existing Land Use:	Farmstead and agricultural.
Future Land Use:	Rural Area Development (RAD)

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 issue is pending and 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 new plats as premature.

Preliminary and Final PUD

Any future submittal should address the requirements of the Open Space Planned Unit development Code Article XVII.

OP PUD Minimum Requirements (LEC 105.12.1030)

1. Only land zoned agricultural, rural residential, or rural estate qualifies **(Met)**
2. Minimum lot area 20 acres **(Met)**
3. Single Ownership **(Met)**

OP PUD Allowed Uses (LEC 105.12.1040)

The proposed use, single family residential is consistent with uses allowed in OP PUD's and the underlying zoning district.

OP PUD Minimum Design Requirements (LEC 105.12.1050)

1. Density- maximum 18 units per 40 acres buildable land

The proposed development currently appears to be consistent with the maximum density permitted within OP PUDs not served by a collector roadway (.45 units per gross acre). The project's gross acreage is not permitted to include the areas of Clear Lake which cannot be developed under any circumstances. Therefore, the maximum project density is calculated below:

1. Find Gross Developable Acreage :61.4 acres – 12.7 = 48.7 gross developable acres
2. Find OP PUD Density: 18 units/40 acres = 0.45 units/acre
3. Total Units Permitted: 48.7 gross acres * .45 units/ net acre = 22 units

The City's Comprehensive Plan accounts for open space developments that exceed .1 units per acre. Open space developments meeting the density requirements in the City's ordinance are consistent with the City's 2040 Comprehensive Plan and Met Council development density policies. **(Met)**

2. Lot design

The applicant must show how the lots were designed with soils and buffers being the priority over lots and building pads. The following review is for whether the proposal meets the informational requirements of code, but not necessarily the standards created by the ordinance. Supermajority (4/5) vote allows City Council to permit greater flexibility than allowed in ordinance.

1. *Soils Analysis Conducted.* – Report and map are not provided indicating best location for community septic based on known soils. More detail on whether Karst soils are present will be required at Preliminary Plat. **(Need Info)**

The mission of the City of Lake Elmo is to provide planned, quality public services consistent with the City's character in a fiscally responsible manner in partnership with our community.

2. *Septic Design* – The project proposes a community septic system. Location(s) suitable for community drain field need to be provided on the plans. **(Met)**
3. *Buffers* – 100’ from adjacent properties without existing development, 200’ from existing homes. **(Met)**
4. *Identification on preferred building pad locations* – Shown on plan. Home locations should preserve natural topography of the site and seek to minimize tree loss. Homes must be located out of buffer areas. **(Met)**
5. *Placement of Streets* – Street placement must consider topography, future connectivity needs, and adequate access for emergency vehicles. Road through buffer is at 90 degrees to make the connection. **(Met)**
6. *Lot Creation* – Lots shown on plans appear to exceed 16,000 sq ft in area, and 100 feet in width, the minimums for single family lots served by communal drain fields. **(Met)**
7. *Open Space* – 50% minimum open space is required. With 24.5 acres of proposed open space, and 49 gross acres, this development will comply with minimum requirements. Stormwater ponds must be platted within separate outlots and dedicated to the City. **(Met).**

OP PUD Minimum Development Standards (LEC 105.12.1060) More information needed upon Preliminary PUD/Plat submittal)

1. *Preserved Open Space* – Conservation Easement needed in the name of the City or other non-profit entity. Stormwater ponds must be platted as separate outlots and deeded to the City. A plan is required which shows how the land will be returned to a natural state and who will be responsible for implementation and ongoing maintenance. City will need copy of HOA declarations as part of final PUD Plan. Must include certain provisions per this section. **(Need Info)**
2. *Septic system* - Need to meet county and/or MPCA requirements. Communal drain fields can be part of required open space with no recreational facilities within 50 feet. **(Need Info)**
3. *Building Standards* – 35’ height limit, will need building elevations and minimum architectural standards submitted. Attached garages cannot exceed 40% of the home’s frontage. **(Need Info)**
4. *Landscaping* – A minimum of 10 trees per acre of building lot area and in addition, 30’ of spacing for boulevard trees or clustering at the same ratio. **(Need Info)**
5. *Impervious Surface* – Maximum 30% overall development. For areas within the City’s Shoreland Overlay from Clear Lake, a maximum of 15% impervious is permitted on an individual single-family lot. **(Need Info)**

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6. *Trails* – Sidewalks are required on one side of the street, with additional trails (asphalt or concrete) provided with the same linear length as the centerline of all proposed roadways. **(Need Info)**

Shoreland Overlay (LEC 105.12.1260)

This project is within the 1000' shoreland overlay buffer from Clear Lake, a Natural Environment Lake. The following requirements are therefore applied to this project:

1. Land Use – PUD's in the shoreland overlay (regardless of the type) are approved through a Conditional Use Permit. This should be part of the land use requests made to the City at the time of Preliminary Plat.
2. Lot Standards -
 - a. Structure Setback From OWHL of Clear Lake – 150 ft **(Met)**
 - b. Maximum Impervious surface per unsewered lot – 15% **(Need Info)**
 - c. Minimum Lot Size – 80,000 sq ft **(Not Met)**
 - d. Minimum Lot Width – 200 ft **(Not Met)**
 - e. Maximum Structure Height – 35' **(Need Info)**
3. Shoreland alterations – proposed site improvements or mass grading within the shoreland area must avoid the shore impact zone of Clear Lake (75' from OWHL) along with any bluffs as classified by the City's ordinance. **(Need Info)**
4. Shoreland PUD - Developments not meeting the minimum standards for lots in the shoreland overlay can be permitted through a Shoreland PUD with an associated tiering analysis. Tiers are created every 400' from Clear Lake. Based on the tiering analysis provided, this site appears to be consistent with the City's shoreland PUD requirements and may receive flexibility from the single family shoreland lot standards listed under #2 above. **(Met)**
5. Shoreland PUD Design Standards –
 - a. General Standards - Dwellings should be clustered and must still meet applicable setback and other dimensional requirements. At least 50% of the development must be preserved as open space, and developments must be connected to the public water supply and sanitary sewer or community septic systems. **(Met)**
 - b. Open Space Standards – a minimum of 70% of the shore impact zone must be preserved. Open space may include recreation facilities for use by the general public, stormwater ponding areas, and wetlands. **(Need Info)**
 - c. Conservation Easement – a conservation easement must be provided to meet specific standards in the shoreland ordinance. **(Need Info)**

Driveways (LEC 9.16)

Information on driveways or locations was not provided. Please submit plan site driveway locations with preliminary plat. **(Need Info)**

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Off-Street Parking

All off-street parking shall be in compliance with LEC 105.12.410 Off-Street Parking. Single family detached dwellings must provide 2 spaces per dwelling unit. **(Need Info)**

Signage

Section 105.12.430 regulates signage. It is recommended that future submittals include signage types, sizes, and locations for review against City requirements. **(Need Info)**

Park Land Dedication (LEC 103.00.150)

5% of the land area is required for park land dedication. This property is within a park search area in the City's Comprehensive Plan. Staff recommends that parkland dedication obligation should be paid as a cash in lieu fee (acreage requirement x fair market value). Staff also recommend that a road separated trail be provided by the development along Keats Avenue North. At its April 21, 2025 meeting, the City's Parks Commission has agreed with staff's recommendation for Cash in lieu of land dedication and the requirement of a road separated trail.

Stormwater Reuse Irrigation Systems

The City Council has required stormwater reuse irrigations systems in PUD's as a means of reducing water use in residential developments. Such systems must meet minimum design standards established in Lake Elmo's Stormwater Reuse Design Standards manual.

Preliminary and Final Plat

Any Future submittal should 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

Excerpt from the City Engineer's 4/22/2025 Review Memo:

The Subdivision design and layout is not recommended for approval from an engineering perspective. As proposed, the subdivision results in a 2,000+ foot dead end watermain, and a 2,000+ foot dead end street with limited to no plan for future connectivity and looping. If approved, the subdivision should be contingent upon the watermain being extended to connect to the existing watermain along Lake Elmo Avenue as part of this project to prevent stagnant water issues without the need for excessive flushing and attention by Public Works. If approved, all public improvements constructed to support the development must be constructed in accordance with the City Engineering Design Standards Manual dated January 2022.

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Fire Department

The Lake Elmo Fire Chief provided comments in the attached memo dated April 23, 2025. All comments must be addressed with any future submittals.

Landscaping

The Lake Elmo Landscape Architect provided comments in the attached memo dated April 22, 2025. A landscape plan and complete tree preservation plan needs to be provided with any future submittal. All comments must be addressed with any future submittal.

Valley Branch Watershed District (VBWD)

Attached are e-mailed comments revived on April 22, 2025. A VBWD Permit will be required along with necessary plan submittals. Proposed fill of FEMA floodplain is potentially not permitted. Ponds adjacent to Clear Lake may need further review for MPCA and VBWD requirements.

Required Next Steps

1. Preliminary Plat, Preliminary Open Space PUD, and Shoreland CUP
2. Final Plat and Open Space PUD

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

Consulting Planner

(612) 210-8150

Nathan.fuerst@bolton-menk.com

The mission of the City of Lake Elmo is to provide planned, quality public services consistent with the City's character in a fiscally responsible manner in partnership with our community.



Real People. Real Solutions.

MEMORANDUM

Date: April 22, 2025

To: Sophia Jensen, Senior City Planner
Jason Stopa, Community Development Director
Marty Powers, Public Works Director
Nate Stanley, City Engineer
Chad Isakson, Assistant City Engineer
From: Jack Griffin, Sr. Project Manager
Re: Clear Lake Sketch Plan

An engineering review has been completed for the Clear Lake Sketch Plan prepared by Twin Cities Land Development and received on April 11, 2025. The review consisted of the following documentation:

- Clear Lake Concept Plan 4, dated March 10, 2025.
-

STATUS/FINDINGS: The Subdivision design and layout is not recommended for approval from an engineering perspective. As proposed, the subdivision results in a 2,000+ foot dead end watermain, and a 2,000+ foot dead end street with limited to no plan for future connectivity and looping. If approved, the subdivision should be contingent upon the watermain being extended to connect to the existing watermain along Lake Elmo Avenue as part of this project to prevent stagnant water issues without the need for excessive flushing and attention by Public Works. If approved, all public improvements constructed to support the development must be constructed in accordance with the City Engineering Design Standards Manual dated January 2022.

SITE PLANS, TRAFFIC AND ACCESS MANAGEMENT

1. Keats Avenue Right-of-way dedication. Right-of-way dedication will be required as part of the Plat including 40 feet as measured from the existing roadway centerline. Right-of-way dedication has been shown on the Sketch Plan as required, however the Plan lacks sufficient detail to review the proposed distance and roadway centerline location.
2. Access Management. Site access is shown from a new street extending east into the subdivision from Keats Avenue. The proposed access is aligned with the driveway located at 5230 Keats Avenue, which is approximately 560 feet north of 51st Street, and over 1,000 south of 53rd Street. If a subdivision is approved, the roadway access location appears to be acceptable, pending an engineering field review for sight lines.
3. Secondary Access. The subdivision proposes 22 residential properties. No secondary access is required.
4. Keats Avenue Improvements. Turn lanes along Keats Avenue are recommended to improve safety, however, the subdivision as proposed does not reach the City standard 35-unit threshold to require turn lanes.
5. The proposed residential street creates a dead end cul-de-sac measuring over 2,000 feet in length, exceeding current City design standards by 3.3 times. The maximum dead end street length is 600

feet for lots less than 2.5 acres, and 1,300 feet for lots greater than 2.5 acres. In addition, there does not appear to be a near term plan, or the ability to plan a future roadway extension that would eliminate the non-standard cul-de-sac.

6. If approved, the proposed residential street must meet all other City design standards. The street must be a minimum of 28-feet wide located in a 60-foot right-of-way if parking is limited to one side, and 32-feet wide located in a 66-foot right-of-way if parking is required on both sides.
7. Sidewalks and Trails. Six (6) foot sidewalks must be provided along one side of the residential street. No trails have been proposed.
8. Driveways must be further detailed, labeled and dimensioned to demonstrate compliance with all requirements of the City Code.
9. Dedicated drainage and utility easements, minimum 10-feet wide, are required along all public roadway frontage, including Keats Avenue. All easement areas must be free from encroachments other than those approved by the City Engineer and upon execution of an easement encroachment agreement. Prohibited encroachments include, but are not limited to trees, structures, landscaping, fences, retaining walls, storm sewer running parallel with the easement, stormwater basins and BMPs, and grading that exceeds 4:1.

STORMWATER MANAGEMENT

1. The proposed development is subject to a Stormwater Management Plan (SWMP) meeting State, Valley Branch Watershed District (VBWD) and City rules. A VBWD permit will be required.
2. Storm water facilities proposed as part of the development to meet State and watershed permitting requirements must be constructed in accordance with the City Engineering Design Standards Manual dated January 2022.
3. All storm water basins must be placed in Outlots dedicated to the City. The Outlot 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. All adjacent lot corners must be +.2 ft above the 100-year HWL to meet construction tolerance and maintain HWL on each Outlot.
 - Plan revisions are required to create dedicated Outlots for all proposed stormwater basins.
4. All floodplains, wetlands and wetland buffers must be protected by easement and should not be allowed to encroach any individual lot.
 - Plan revisions are required to eliminate the floodplain encroachments on Lots 4-7.
5. Minimum floor elevations must be at least 2 feet higher than the adjacent 100-year HWL elevation, and all low opening elevations for all buildings must be at least 1-ft higher than any adjacent emergency overflow elevation (EOF).
6. Overland emergency overflow (EOF) elevations are required throughout the site, requiring a system of interconnecting drainage ways. Low openings for adjacent structures must maintain 1-foot above any adjacent EOF in the as-built condition. All EOFs and downstream flow paths must be protected by easement.
7. The storm sewer system shall be designed to meet all City design standards including RCP pipe materials and maintaining the minimum pipe cover of 3 feet. Drain tile is required as part of the City standard street section at all localized low points in the street. Drain tile considerations may impact the storm sewer design and depth requirements at low points. Per City requirements all storm sewer pipe easements must be a minimum 30-feet in width.

MUNICIPAL WATER SUPPLY

1. Current City practice requires all new developments to connect to the City water supply system. Use of private wells is not recommended in this area due to the ongoing groundwater contamination issues.

2. Connection to the municipal water system is available along Keats Avenue, immediately adjacent to the proposed development parcel. The applicant will be responsible for connecting to the public water system and extending an 8-inch ductile iron watermain internal to the site to serve each proposed parcel in the Subdivision.
3. Two connection points to the existing watermain system are required to create a looped watermain system. The subdivision must also connect to the existing trunk watermain located along Lake Elmo Avenue to avoid the creation of a 2,000+ foot long dead end main, more than 2 times the allowable City standard. The Sketch Plan narrative indicates the use of flush valves in lieu of a looped watermain. This proposal requires significantly increased maintenance attention by Public Works staff as well as the requirement to waste significant water volumes to maintain a safe drinking water. Due to the uncertainty for additional future subdivisions in the area, the extension of dead end mains is not recommended.
4. All public watermain improvements must be installed in accordance with the City engineering design standards and as approved by the City.
5. Hydrants and gate valves must be installed as directed by the Fire Department and Public Works Department. All hydrants and connecting watermains shall be owned and maintained by the City.
6. All watermain improvements must be completed at developer's sole cost including all City connection and availability charges.
7. 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. Dedicated utility easements must be shown on all site, grading, utility, and landscape plans when submitting a Preliminary and Final Plat application.
8. Watermain oversizing may be applicable for this development. All watermain to be installed would be required to meet the minimum 8-inch design standard.

WATEWWATER MANAGEMENT / SANITARY SEWER

1. The proposed development is located outside of the City designated Municipal Urban Service Area (MUSA) for sanitary sewer service. The developer is therefore responsible to provide wastewater management infrastructure to support the proposed development in perpetuity, including professional management of the system. All sewer infrastructure must be provided at the developer's sole cost and will remain privately owned and maintained.
2. A community wastewater treatment system serving 22 residential Lots would require permitting through Washington County (The 10,000 gpd capacity threshold for MPCA regulation would not be met).
3. Preliminary Plans, when submitted, must provide design details showing both a primary and secondary community drain field, each adequality sized to serve all 22 Lots. 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.
4. Extensive soil testing and geotechnical evaluation must be completed to verify the feasibility for a community drainfield system prior to the submittal of any preliminary application. The primary and secondary drainfields must be prioritized and located within the subdivision as determined by the most favorable soil conditions. The lot layout must be revised accordingly.
5. The City will require the private sanitary sewer collection system to be constructed as a gravity sewer system meeting City design standards even though it will remain privately owned and maintained. A low-pressure sewer system will not be permitted to be installed within the public right-of-way.

LAKE ELMO FIRE DEPARTMENT – OFFICE OF THE FIRE MARSHAL

Fire Prevention, Code Enforcement, and Public Education



April 23, 2025

Ashley Monterusso, City Planner
City of Lake Elmo

Re: CLEAR LAKE CONCEPT PLAN

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) Project construction phasing shall always accommodate emergency access to the entire construction zone, 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.
- 3) 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.
- 4) Street names and addressing shall be consistent with the Washington County Uniform Street Naming and Property Numbering System.
- 5) Fire hydrants and watermains shall be provided in approved locations following review by Engineering and Public Works.
- 6) Building address numbers shall be plainly visible from the street fronting the property and shall be contrasting color from the background. The size and placement of address numbers shall be approved by the fire and planning departments.
- 7) Street names and addressing shall be consistent with the Washington County Uniform Street Naming and Property Numbering System. Street names shall be approved by the City of Lake Elmo.

LAKE ELMO FIRE DEPARTMENT – OFFICE OF THE FIRE MARSHAL

Fire Prevention, Code Enforcement, and Public Education

- 8) All gates, whether manual or electric, shall be accompanied by either a KNOX lock or KNOX gate control switch for rapid access.
- 9) 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

Memorandum

April 22, 2025

TO: ASHLEY MONTERUSSO
FROM: SARAH EVENSON, PLA
RE: CLEAR LAKE SKETCH PLAN- LANDSCAPE AND TREE PRESERVATION PLAN REVIEW

SUBMITTALS

1. Concept Plan Submittal, dated April 1, 2025, received April 11, 2025.

REVIEW HISTORY

1. April 22, 2025 – Clear Lake Sketch Plan- Landscape and Tree Preservation Plan Review

LOCATION: 5193 Keats Avenue North, Lake Elmo, MN

CURRENT LAND USE CATEGORY: Agricultural Preserve

ADJACENT AND SURROUNDING LAND USE: Agricultural Preserve to the east, Rural Agricultural Density to the north, Clear Lake to the South, Rural Agricultural Density and Rural Single Family to the west

SPECIAL LANDSCAPE PROVISIONS: Natural Environment Shoreland Overlay District for Clear Lake

TREE PRESERVATION PLAN: [105.12.470](#)

- A tree preservation plan will need to be submitted that meets code, including, but not limited to:
 - A tree inventory showing the quantity, size, species, health, and location of all significant trees in graphic and tabular form.
 - Listing of healthy significant trees to remain and to be removed
 - Delineation of all areas to be graded and limits of land disturbance along with proposed structures and impervious surfaces
 - Tree protection measures (size all trees to be protected using their critical root zone (CRZ) at 1 foot per inch of tree diameter and show tree protection fencing outside of that CRZ). Include the city standard tree protection detail on relevant plan sheets.
 - Size, species, number and location of replacement trees

LANDSCAPE PLAN: [105.12.480](#)

- A landscape plan will need to be submitted that meets code, including, but not limited to:
 - The location, size, quantity, and species of all existing and proposed plant materials
 - Structural and ground cover materials
 - Provisions for irrigation
 - Show the location of a topsoil stockpile and provide notes indicating that the quantity of soil shall be sufficient to cover all landscaped areas at least 4” deep

- Requirements of 105.12.480 (b) (7) Trees shall be planted ten feet away from utilities including water and sewer stubs.
- Show easements on landscape plans as required (10' drainage and utility easement along frontage street, 5' easements along side and back property lines).
- Details and cross sections of all required screening
- The required number of trees
- The minimum tree composition requirements
- Screening- Requirements of 105.12.480 (f) Screening is required between more intensive and less intensive land uses
- Provide details and cross sections of all required screening
- All landscape materials shall be guaranteed for two years

GENERAL NOTES:

- Carefully siting the entry road and proposed structures to work with the site's significant topography will be essential to preserving the maximum number of trees onsite. Mass grading will not be acceptable. Removing more than 30% of the existing caliper inches of significant trees onsite will trigger tree replacement requirements.
- The western edge of the site includes a drainage swale that moves runoff from the parcel to the north into the lake. Consider how this runoff will move through the newly graded site as well.
- Native restoration of the proposed buffers and open space should be supplemented by tree plantings, especially where screening is valued.

RECOMMENDATION:

Landscape and tree preservation plans must be prepared and submitted as part of future applications for review.



Sarah Evenson, PLA (MN)

City of Lake Elmo Municipal Landscape Architect
P: (262) 391-7653 E: sarah@hkgi.com

From: [John P. Hanson](#)
To: [Sophia Jensen](#)
Cc: [Ashley Monterusso](#)
Subject: RE: Land Use Review Requests | City of Lake Elmo
Date: Tuesday, April 22, 2025 2:56:13 PM
Attachments: [image002.png](#)

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

Hi Sophia and Ashley,

Thank you for sending the information regarding the proposed Clear Lake project. No Valley Branch Watershed District (VBWD) permit application has been submitted, but one is required. Please notify the project proponents of the requirement. Once we receive a complete permit application, we'll review it for conformance to the VBWD rules and regulations.

I see on the sketch plan that fill is proposed in a FEMA floodplain. This might not be allowed and, if allowed, compensatory storage would likely be required. The sketch plan also shows outlines of ponds adjacent to Clear Lake. These locations might not have the MPCA and VBWD required 3 feet of separation from the bottom of the pond to the seasonal high-water table.

John

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