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NOTICE OF WORKSHOP

The City of Lake Elmo
Planning Commission will conduct a workshop on
Tuesday, December 18, 2012 at 6:30 p.m.

AGENDA

1. Pledge of Allegiance
2. Approve Agenda
3. Approve Minutes - None
4. Business Items
 - a. COMPREHENSIVE PLAN AMENDMENT – VILLAGE LAND USE PLAN. The Planning Commission will review a draft of a proposed amendment to the Comprehensive Plan in regards to the Village Land Use Plan. The draft of the amendment is not fully complete, but Staff is seeking input in preparation of bringing the amendment to a public hearing in January.
 - b. ZONING TEXT AMENDMENT – PLANNED UNIT DEVELOPMENT (PUD) ORDINANCE. The Planning Commission will review a draft of a proposed PUD Ordinance that has been recommended by Staff as part of ongoing efforts to update the Zoning Code.
5. Updates
 - a. City Council Updates
 - b. Staff Updates
 - i. Upcoming meetings:
 - January 14, 2012
 - January 28, 2012
 - c. Commission Concerns
6. Adjourn



Planning Commission
Date: 12/18/12
Item: 4a

ITEM: DRAFT Comprehensive Plan Amendment – Village Land Use Plan

SUBMITTED BY: Nick Johnson, City Planner

REVIEWED BY: Kyle Klatt, Planning Director

SUMMARY AND ACTION REQUESTED:

The Planning Commission is asked to review a draft Comprehensive Plan Amendment related to the Village Land Use Plan. While the Draft is not yet fully complete, the review gives the Planning Commission the opportunity to provide input and ask questions about the proposed Plan. Staff intends to bring the Comprehensive Plan Amendment before a Public Hearing in January.

BACKGROUND INFORMATION:

At the meeting on 12/13/12, Staff presented a draft of the Village Land Use Plan to the Village Work Group. The materials presented included draft text of the proposed amendment, as well the attached maps. Staff anticipates that the text of the amendment will be completed by the end of the year. In preparation of bringing the plan to Public Hearing in January, the Planning Commission is asked to ask questions and provide input about the current draft.

RECCOMENDATION:

No action is required at this time.

ATTACHMENTS:

1. DRAFT Comprehensive Plan Amendment – Village Land Use Plan
2. Maps Package

ORDER OF BUSINESS:

- Introduction.....Planning Staff
- Report by Staff.....Planning Staff

- Questions from the Commission..... Chair & Commission Members
- Discussion by the Commission..... Chair & Commission Members

Village Planning Area – Comprehensive Plan Amendment

Introduction

The approximately 1,300 acres that comprises the Village Planning Area as defined on the Future Land Use Map [REF] has been the subject of numerous studies and planning efforts extending back for several decades. The Village Area serves as the heart of the community and provides a direct connection to the City's past with its historic buildings and small-town character. As part of the Lake Elmo's most recent Comprehensive Plan update in 2005, the City decided to accommodate a portion of any new sewered development within the Village Planning Area with the direct intent of building upon the existing character of the Village while preserving those aspects of the Village that make it unique.

This section of the Lake Elmo Land Use Plan includes an updated land use plan for the Village Planning Area and has been prepared with the specific intent of building off of previous planning efforts for this area, and most notably, the City's 2005 Comprehensive Plan update and the Village Master Plan completed in 2007. This revised plan generally recognizes the adopted goals and objectives from these previous planning efforts while updating some of the specific land use elements to conform to the broader Land Use plans for the City.

The decision to extend public sanitary sewer services into the Village Planning Area and to plan for new development within this planning area has been based on a number of factors, including the following:

- The desire to maintain the Village Planning Area as the core of the City by accommodating a portion of the City new development outside of rural development areas.
- The ability to locate new and expanded public services and facilities in a central location.
- The need to extend public services, and specifically public sanitary sewer, to existing users within the Village Area that are presently using older and non-complaint septic treatment systems.
- The potential to take advantage of redevelopment and renovation activities within the existing Village core and to encourage new development that builds off of the existing character of the Village.
- The need to address existing traffic congestion and safety problems along the main roadway corridors that transect the Village Planning Area.
- The opportunity to preserve open space around the Village Planning Area to clearly delineate the edge of the Village and preserve the sense of place that presently exists.
- The desire to accommodate some of the expected future urban growth outside of the I-94 Corridor and closer to the historic center of the community.

History of the Village

Lake Elmo has a long history as one of the oldest settled areas in Minnesota, and beginning with its platting as a village by the railroad company in 1878 in the approximate location of the present Village. The namesake lake served as a focal point for much of the early development, which included a large hotel that was erected on the north side of the lake in the 1880's and a 330-acre residential development called Elmo Residential Park that was platted to the north and east of the lake (which was never fully developed as planned).

After incorporation in 1925, the City continued to develop as a rural center providing goods and services to the surrounding agricultural lands in Washington County. Lake Elmo continued to flourish as a center for farmers throughout the middle part of the 20th Century. It became popular as a summer villa and cottage resort, and attracted residents from the larger Minneapolis and St. Paul region as a picnic and excursion area.

As a result of this varied history, one can find examples of wide variety of different architectural eras within the Village Planning Area, including buildings that were built from the late 19th Century through the post World War II time period. New subdivisions began appearing in the post war era, and these housing developments began to shift the focus of community life from farming to housing for commuters. This general transformation continued as the cabins and summer homes north of Lake Elmo were converted into permanent homes.

While the City has undergone significant changes over the course of its history, many of the buildings located in the Village Planning Area still retain their 19th Century settlement character. An excellent example of this character is the historic William S. Moscrip farmstead, located on land currently owned by the Peter Schiltgen family, who in 1921 was called Minnesota's best farmer. Moscrip's North Star Farm, known for its Holstein cows, still stands essentially as it did nearly 100 years ago and continues to serve as an exemplary gateway into the Village Planning Area.

Physical Context

Located 15 miles east of downtown Saint Paul, the Lake Elmo has been successful at retaining its rural character even with its close proximity to the Twin Cities metropolitan area. Like European towns, the edges of the Old Village are clearly defined; one can literally walk into a cornfield from the outfield of the local ball diamond (a real-life example from Field of Dreams), which represents a unique environment within the suburban metropolitan area. The Village Planning Area includes a small historic Main Street that contains several lovely buildings arranged at an intimate scale that is bisected by an active rail line.

State Highway 5, also known as Stillwater Boulevard, runs east-west through the community and leads to Stillwater to the east and Minneapolis/St. Paul to the west. The highway was designed as a rural section, with ditches, culverts and large setbacks to buildings. Approximately 12,000 cars traverse the road a day, with most of this traffic occurring during the morning and evening rush hours. The City has expressed interest in having the roadway turned over from the State to the County. There are no signalized or controlled intersections on Highway 5 in the Old Village, which makes this route attractive

to commuters interested in alternates to busier roadways. With its significant traffic levels, Highway 5 divides the Village Planning Area as crossing this road can be dangerous for both vehicles and pedestrians.

County Road 17, Lake Elmo Avenue, runs north and south through the heart of the Village (it is the historic Main Street), and provides a direct connection between Highway 36 to the north and the 1-94 frontage road to the south. The road jogs about a block to the east as a quarter-mile section of Highway 5, which is both confusing and dangerous for motorists.

County Road 15, Manning Trail, runs north to south on the east side of the Old Village, connecting Stillwater Boulevard to 1-94. This is a preferred route for many commuters and will eventually be upgraded to a four-lane section by Washington County.

Two significant lakes and associated parks contribute to the quality of life in the Village and include Lake Elmo and the Lake Elmo Regional Park located on the southwest side of the community, the 30-acre Reid park on the south side of the Village, the smaller Lions and VFW parks in the middle of the City, and Sunfish Lake and Sunfish Lake Park are to the west, all of which represent beautiful amenities for community residents and visitors.

The Lake Elmo Regional Airport is located immediately across Manning Trail in Baytown Township. Primarily a recreational facility, the airport safety zones associated with the airport extend into the Village Planning Area and will need to be considered as development occurs along the eastern boundary of the Village area. The City will work the Metropolitan Airports Commission to develop appropriate multi-jurisdictional zoning to help plan for future residential development in this area.

A number of new developments lie on the outskirts of the Old Village. In most of these developments the City's OP – Open Space Preservation zoning designation has guided site design so that major portions of the these subdivisions are retained as open space. Existing and proposed trails are planned to connect to several of these neighborhoods.

Previous Planning Efforts

The City last updated its Land Use Plan in 2005 to reflect the extension of public sanitary sewer services into the Village and the City's plan to accommodate a portion of the required REC units within the Village Planning Area. Prior to the preparation of the 2005 plan, the City undertook numerous planning initiatives to analyze land use within the Village, which in the recent past has included the following studies:

- The 1996 Minnesota Design Team Report
- The 1999 Thornbeck Architects Old Village Urban Design Study
- The 2000 Calthorpe Design Study
- The 2002 Thornbeck and Associates design work
- The 2003 TKDA Water Supply, Traffic, and Surface Water Reports

Throughout all of these studies, and by-and-large the studies that preceded them, several common themes have emerged. These themes have helped shape the goals and objectives for the Village Planning Area that are reflected in this plan. After adoption of the 2005 Comprehensive Plan, the City decided to prepare an overall master plan for the Village Planning Area as part of a larger and more focused land use study in this area.

Village Master Plan and Village AUAR

In the summer of 2005, the City of Lake Elmo retained a team led by Robert Engstrom Companies to prepare a Master Plan to guide anticipated development within the Village Planning Area. This study focused on techniques that could be used by the City to help preserve the character of the Village while accommodating the growth and development anticipated under the updated Comprehensive Plan. This plan further acknowledges the pressures that the City will face once sanitary sewer services were extended into the Village, and further establishes policies intended to minimize any negative impacts to the unique charm and scale of the area.

The design team, which also included Jerry Mazzara of Design Forum and Bob Close and Bruce Jacobson of Close Landscape Architecture, was charged with two areas of focus: 1) to prepare a physical plan with associated guidelines, and 2) to provide a strategy for allocating development units throughout the planning area. The intent of this approach was to present a guide for development that would allow the City to work with developers to achieve common goals while ultimately strengthening community character through good design.

The Village Master Plan creates an overall vision that places new development within a framework of parks, trails, and open space. It also notes that balancing growth with the preservation of small town living will rely on creative design and careful implementation of the plan.

While the plan as a whole is not being adopted as part of this chapter, the overall guiding principles and various recommendations from this plan are referenced in the latter portions of this plan. The Village Master Plan will continue to serve as a guide for new development within the Village Planning Area and will be used to help define the development qualities being sought by the City.

Upon completion of the Village Master Plan, the City prepared an Alternate Urban Area-Wide Review (AUAR) for the Village Planning Area in order to address the expected cumulative environmental impacts associated with the anticipated growth and development within the Village. This study used the Master Plan as the basis for the three alternatives that were studied, each of which assumed increasing intensities of residential, commercial, and mixed-use development. The AUAR document includes a mitigation plan that will need to be addressed as development occurs in the Village. The future land use map that accompanies this Chapter [REF] has been designed to fall within the scope of the alternatives that were studied and it is expected that the AUAR will remain a valid environmental review as the City works to implement this plan.

Village Planning Area Objectives and Goals

The land use plan for the Village Planning Area focuses on downtown Lake Elmo, the residential neighborhoods south of the downtown, and the farm land immediately surrounding it. The plan addresses future land uses, location of new roads, location of open space corridors, and the measures that could be used to implement the overall vision for the Village Planning Area. The primary objective of this plan is to create a blueprint for new development that builds on existing community strengths such as the compact, walkable core, easy access to recreation, and proximity to major transportation corridors. The plan recommends locating new neighborhoods contiguous to the existing core and emphasizing walking connections between neighborhoods and the core and within the neighborhoods themselves.

The land use plan will provide space for civic buildings, new retail and service businesses, lifestyle housing, and recreational/open spaces that will combine to make a highly desirable, sustainable and welcoming center for the City. The ultimate goal of the plan is to build on the existing strengths of Lake Elmo, including a compact assemblage of streets and blocks, a distinct edge, a historic main street and good access to parks and open space. The plan intends to extend these qualities to new development to the east, north and west of the existing downtown. In addition, it proposes connecting the existing residential neighborhoods to the south with the village core and new neighborhoods.

The Village Area Land Area Land Use Plan includes a series of specific goals and objectives for each of the land use elements, and establishes the following as the overall goals and objectives for the plan:

- 1) Adhere to the Guiding Principles from the Village Master Plan, which are incorporated into this land use plan in [Table 3D](#).
- 2) Preserve the existing character of the Village while accommodating new housing and businesses to comply with the growth projections of the Comprehensive Plan.
- 3) Create a walkable, viable community with a distinct center.
- 4) Provide space for public and commercial activities around a village green that can serve as a focal point for new development.
- 5) Create an open space buffer around the new development areas to foster a true village feel.
- 6) Plan for development on a “village” scale rather than a “suburban” scale.
- 7) Promote traffic calming measures along State Highway 5, including traffic circles at key intersections to help minimize cut-through traffic and to slow vehicles down in a more pedestrian oriented environment.
- 8) Plan for at least one grade-separated crossing of Highway 5 for bicycles and pedestrians
- 9) Provide for the recreation needs of the new neighborhoods while building on existing facilities and accommodating the need for community-wide recreation facilities.

- 10) Create a natural system for storm water management that takes advantage of existing drainage patterns.
- 11) Plan for a new Village Parkway as a major north/south collector with a new railroad crossing approximately midpoint between Lake Elmo Avenue and Manning Ave.
- 12) Promote mixed-use development in the areas close to the Village center.

Village Planning Area Land Use Plan

The Village Area Land Use Plan identifies four primary land use categories within this planning area and incorporates an open space overlay category to specify which portions of the area will be preserved for open space. The land use categories include:

- LDR – Low Density Residential at 2.5 to 4 units per acre
- MDR – Medium Density Residential at 4 to 7 units per acre
- HDR – High Density Residential at 7 to 15 units per acre
- VMX – Village Mixed Use (with maximum residential densities of 10 units per acre)

All of these categories are defined in the previous section of this Chapter. The open space overlay category is further described below.

The Village Land Use Plan was designed to accommodate a range of 800 to 1,200 housing units, and using the gross acreages associated with each land use category the City expects that 950 of these units will be located within areas guided for LDR and MDR land uses while an additional 150-200 housing units are expected to be built within the HDR and VMX land use categories. As these numbers represent a calculation based on gross acreages, the actual unit numbers are expected to be somewhat lower on a net acreage basis.

A summary of the purpose and intent of each of the elements of the land use plan is included in the following section along with the goals and objectives that are specific to each of these elements.

Village Center – Mixed Use Area

In order to achieve the goals and objective of the Village Land Use Plan, a heavy emphasis is placed on the planning of the existing Village Center, or downtown area, and the adjacent areas. Building off the existing historic development pattern surrounding Lake Elmo Avenue south of HWY-5 is critical to creating a distinctive and walkable core. This core is envisioned to provide residents and visitors an experience consistent with a historic downtown. To make this vision a reality, the Village Land Use Plan utilizes mixed use zoning for the Village Center to encourage a variety of uses that will provide opportunities for commerce, retail, entertainment, community spaces and housing, all working in synergy to drive energy, activity and people to downtown Lake Elmo.

To successfully achieve the desired vision, the following details surrounding implementation will be provided for:

- The Village Center will include a Special Core Development Area with expectations that additional planning will be required prior to development in this area
- *Comprised of the village center and immediately surrounding land*
- *Will include a special core development area with expectations that additional planning will be required prior to development in this area*
- *Appropriate zoning: VMX*
- *Will allow broad mix of uses consistent with historical development patterns*
- *Additional protections will be afforded to existing homes, existing homes will not be considered non-conforming*
- *Infill development that is sensitive to the surrounding buildings is encouraged*
- *City should consider adoption of a historic district to promote the preservation of historic properties*
- **Village Special Core Development Area**
 - *To be developed as part of a master plan prepared by the City or private developers*
 - *Primary feature to include a village green (explain propose of green)*
 - *Will include mixed-use development surrounding the green (commercial, shops, apartments on 2nd floor, restaurants, coffee shops, etc.)*
 - *City hall or other public facility to serve as the anchor to the green*
 - *Development in the special development area will include: 1) visibility and access from the new village collector road, 2) a direct connection to the Old Village via 36th street, 3) opportunities to create very nice pedestrian environment on 36th street (linking the old and the new)*
 - *Opportunity for “anchor”-type development along highway 5 (YMCA, Hospital, retail, etc.)*
- **Public Spaces**
 - *New City Hall building could be located in the special core development area and could serve as an anchor for the village green*
 - *The library and fire station are presented located in the Village*
 - *Other public uses are encouraged, including the recreation fields, post office, and others*
- **Commercial Areas**
 - *Commercial uses should adhere to strict standards related to form and design*
 - *Businesses can take advantage of heavy traffic levels on Highways 5 and 17*
 - *Mixed-use buildings are encouraged throughout the mixed-use area*

Residential Development

- *Planned zoning of LDR/MDR/HDR*
- *LDR: Neighborhoods that follow the LSF, MDF, and SSF description from the Master Plan*
- *MDR: Neighborhoods that follow the SSF, TW, TH, A/O description from the Master Plan*
- *HDR: Neighborhoods that follow the A/O, HAR description from the Master Plan*

- *Zoning will allow for smaller lots/higher densities with the expectation that land in the LDR zone especially will incorporate open space within developments for:

 - o *Storm water infiltration (local and regional)*
 - o *Trails*
 - o *Natural water courses*
 - o *Natural areas**
- *No development will exceed the minimum density levels specified in the Comp Plan*
- *Neighborhoods within ¼ mile of the village green should be designed with walkability as a primary concern*

Greenbelt /Open Space

When evaluating the context of the existing land uses and development types surrounding the Village, one cannot overlook the significant number of open space preservation developments in Lake Elmo. These open space developments have had a significant role in shaping Lake Elmo’s character and identity; an identity that is unique in the Twin Cities Metropolitan Area. In order to preserve the elements that have made Lake Elmo and specifically the Village unique, it is important to plan for sewered development in a manner that is reflective of the community’s existing character. For that reason, all of the previous planning efforts within the Village have included significant amounts of open space. Building off of the vision created in the Village Master Plan, the current Land Use Plan also utilizes open space in a strategic way to balance future growth and existing conditions within the Village. Ultimately, the open space included in the Village Open Space Plan will serve as a critical amenity that ensures that the existing character of the heart of the community is preserved to the best extent possible.

The future open space in the Village as determined by the Village Open Space Plan will be consistent with one of the three following open space types, all offering different opportunities and purposes:

1. **Greenbelt Corridors.** Greenbelt Corridors run along the perimeter of proposed development and serve as transitional areas between future sewered growth within the Village and existing rural development. The corridor shall be 300 feet in width, as measured from the Village Boundary or from existing rural development, for the purpose of maintaining an effective rural-urban transition, as well as providing opportunities for potential habitat corridors and recreation. Uses within the Greenbelt Corridor may include trails, passive recreation, public gathering spaces, natural areas, natural water courses and other amenities intended for aesthetic enjoyment.
2. **Rural Preservation Areas.** Rural Preservation Areas are areas within the Village historically utilized for agricultural purposes. Agriculture remains an integral part of the community’s history and identity. Providing for open spaces dedicated to agricultural uses in the Village is critical for maintaining the existing character of the Village. Rural Preservation Area include active farming, passive recreation, trails, public gathering spaces, natural areas, natural water courses and other amenities that are consistent with agricultural use or character.
3. **Natural Resource Preservation Areas.** Natural Resource Preservation Areas are natural areas considered to be of high environmental and aesthetic value. Such areas in the Village

include but are not limited to the areas adjacent to Sunfish Lake and Reid Park. These areas are considered to be of high environmental value due to the large stands of mature trees, steep slopes, wetlands, natural amenities, and the other ecologically sensitive features that are located in these areas. The Natural Resource Preservation Area may include active recreation, trails, natural areas, and other activities or uses that are consistent with outdoor recreation.

These open space types will comprise the Village Open Space Overlay, as detailed in the Village Open Space Plan. The details surrounding the land use implications of the open space in the Village are further described in section on implementation.

Parks and Trails

- *Trail connection between the Lake Elmo Park Reserve and the Village (with Klondike Avenue as likely connection point)*
- *Pedestrian promenade to be a feature of 36th street*
- *Grade separated trail under/over TH5*
- *Trail along Lake Elmo avenue that is separated from vehicular traffic; this trail segment will serve as the primary trail connection to the I-94 corridor*
- *Trails along Lake Elmo Avenue will prove challenging*
- *Expansion of Reed Park into adjacent prime natural areas*
- *Development of a larger regional recreational facility to the east/south of the mixed-use area*
- *Connections between new and existing neighborhoods*

Transportation

The existing and planned transportation corridors that circumvent the Village Planning Area will play a critical role in shaping the character of the Village. State Highway 5 and County Highway 17 serve as the primary routes into and out of the Village and will continue to see increasing levels of traffic in the future.

- ***State HWY-5 (Stillwater Boulevard)***

[Insert Text]

- ***County HWY-17 (Lake Elmo Avenue)***

[Insert Text]

- ***Traffic Calming***

[Insert Text]

- ***New Village PKWY***

[Insert Text]

- ***Street Design***

[Insert Text]

- *Trail System along HWY-5 and CSAH-17*

[Insert Text]

- *HWY-5 Pedestrian Crossings*

[Insert Text]

Phasing Plan

- *Stage 1: Force main extension to 30th Street*
- *Stage 2: Serve new development with a sanitary sewer line around the old Village*
- *Stage 3: Extend line from force main into the existing Village*
- *Option: Use Village alignment to serve new development in the northern portion of the Village Planning Area*

Implementation

Zoning

- *Adoption of VMX District*
- *To include provisions for the preservation of existing homes*
- *Draft performance standards specific to LDR/MDR uses in the Village Planning Area*

Form-Based Zoning

- *To be applied within the core development areas (VMX)*
- *Consider Inclusion of a transect for residential areas adjacent to (or within ¼ mile) of the village center*

Parks and Trails

- *Work with Washington County to develop an “East Side Access” Plan for the Park Reserve*
- *Construct a separated bicycle trail along Lake Elmo avenue at the time this road is reconstructed*
- *Construct a trail connection between the Village and any Park Reserve access points*
- *Work with the Park Commission to site a new regional recreation facility to the ease of the Special Core Development Area*
- *Require land dedication for neighborhood parks within new subdivisions*
- *Construct an off-road/multi-purpose trail within the green belt corridor*
- *Acquire land around Reid Park to expand the park into ecologically sensitive areas*
- *Work to secure rights for a trail connection around Sunfish Lake*

Design Standards

- *Adopt design standards to regulate commercial and multi-family development*

Greenbelt/Open Space

- *Conservation easements, work to secure with the MN Land Trust*
- *Grants, Metro Greenways Corridor funding to purchase land*
 - o *Expansion of Reid Park and Sunfish Lake Park*

- *Adoption of greenbelt buffer as part of zoning regulations along the eastern Village boundary*
- *Agricultural zoning within rural preservation areas*

Public Services

- *Water*
- *Sanitary Sewer*
- *MUSA Boundary*

Table 3-D
Village Development Guiding Principles

PRINCIPLE	EXAMPLE
<p>Principle #1</p> <p>Evoke a sense of place . . .</p> <p>Build on existing assets to preserve the small town, rural character of Lake Elmo, maintaining the Old Village as the heart of the city.</p>	<p>For example: the words ‘small-town America’ still bring forth almost iconic images of ‘place,’; images that represent a way of life steeped in civic pride, knowing your neighbor and celebrating tradition. The Master Plan seeks to build on this idea, not detract from it.</p>
<p>Principle #2</p> <p>Balance natural and built systems . . .</p> <p>Integrate development within a green framework of parks, trails and the open space greenbelt.</p>	<p>For example: the Master Plan is based on the inseparable relationship between various systems working together to create the ‘whole-cloth’ of community. The idea of a village within a park is an attainable vision . . . with new development, infrastructure improvements and other plan components carefully conceived and constructed as if to appear part of the original settlement.</p>
<p>Principle #3</p> <p>Broaden the mix of local goods and services . . .</p> <p>Support existing, and encourage new opportunities for □retail shops, restaurants, office, civic and institutional uses, particularly along Lake Elmo Avenue and the proposed Route 5 Main Street.</p>	<p>For example: having a variety of visible, inviting, high quality purveyors nearby that meet the daily needs of Lake Elmo residents is a hallmark of small town life. Rather than displacement, the Master Plan seeks to enhance the climate for commercial development (including existing businesses), while creating an active Main Street and signature destination centerpiece for the Village.</p>
<p>Principle #4</p> <p>Provide a variety of housing choices . . .</p> <p>Make life-cycle housing a top priority, specifically targeting a growing and increasingly diverse population.</p>	<p>For example: some existing residents would like to live □in Lake Elmo long after they’ve left the family homestead; children born and raised in the area would like to find ‘first-time-buyer’ housing they can afford; new residents attracted to the Village should be able to pick from a mix of high quality, reasonably priced options for families, active living, low maintenance and special needs housing close to Main Street and in nearby neighborhoods.</p>
<p>Principle #5</p> <p>Invest in quality public space . . .</p> <p>Construct signature parks and a destination main street □as the centerpiece for community events with increased recreational opportunities and improved amenities throughout the Old Village.</p>	<p>For example: some of our most memorable and celebrated places are our parks . . . from the traditional town square to the world renowned Grand Rounds in Minneapolis, the contribution of these special places to our quality of life is beyond measure. The Master Plan seeks to create a network of public parks and trails available for active recreational users, casual spontaneous visits or simply an element of the Village fabric you might pass by as part of your daily routine.</p>

<p>Principle #6</p> <p>Preserve and enhance natural and cultural resources . . .</p> <p>Develop strategies to insure long term protection of the qualities that make the Old Village unique.</p>	<p>For example: Lake Elmo seems to have sort of a quiet history represented by only a few visible reminders of bygone days, yet the Master Plan seeks to interpret this cultural legacy in a very public expression of meaning and place. And although much of what was once natural in the Village Area is mostly gone . . . we still have a responsibility to preserve and protect what remains, seek to restore what’s missing and connect with regional systems where natural areas still flourish.</p>
<p>Principle #7</p> <p>Improve connectivity . . .</p> <p>Provide a balanced network for movement that links local neighborhoods and Village Area attractions with city-wide and regional systems, paying equal attention to cars, bicycles, pedestrians and transit.</p>	<p>For example: the Master Plan is not anti-car . . . but it also does not emphasize traffic management and car convenience as the primary drivers of Village design. Instead, the Plan seeks to create a safe, functional and aesthetically pleasing experience for everyone, while encouraging increased pedestrian and bicycle trips with a decreased dependency on the automobile.</p>
<p>Principle #8</p> <p>Build partnerships . . .</p> <p>Leverage investment through public/private partnerships including expanded relationships with builder/developers, corporate, institutional, county, state and national organizations with shared interest in specific elements of the plan.</p>	<p>For example: you can’t do this alone . . . each and every component of the Master Plan requires the knowledge and active participation of a variety of potential partners. Their success helps ensure your success, and a positive, engaging and respectful experience should be the outcome for everyone doing business with Lake Elmo.</p>
<p>Principle #9</p> <p>Foster public safety . . .</p> <p>Create a vital and inviting Village center that encourages activity throughout the day.</p>	<p>For example: safe streets, safe parks, safe neighborhoods . . . much of the world we live in is ‘self-policing.’ The proposed mix and location of uses and amenities intentionally promotes casual surveillance (eyes-on-the-street) with easy monitoring and access by emergency services when needed.</p>
<p>Principle #10</p> <p>Forward a vision that can be implemented . . .</p> <p>Balance economic realities and technical constraints with a mandate for quality and livability.</p>	<p>For example: the Master Plan becomes meaningless if it can’t be built . . . implementation of the Plan must include reasonable cost in a reasonable time frame, with built-in flexibility that responds to market shifts, political reprioritization, technological advances and potential outside influences (oil prices, war, transit).</p>
<p>Principle #11</p> <p>Become a great model . . .</p> <p>Encourage other communities to ‘raise the bar’ by demonstrating low impact development, best practices and sustainability.</p>	<p>For example: there is a growing responsibility and broader perspective that suggests that status quo is not an option. The Master Plan actively pursues opportunities to not only explore, but put into practice, a variety of methods and approaches that reduce the negative impacts of development, minimize intrusions on our natural systems, conserve energy where possible and leave a lasting legacy for others to follow.</p>

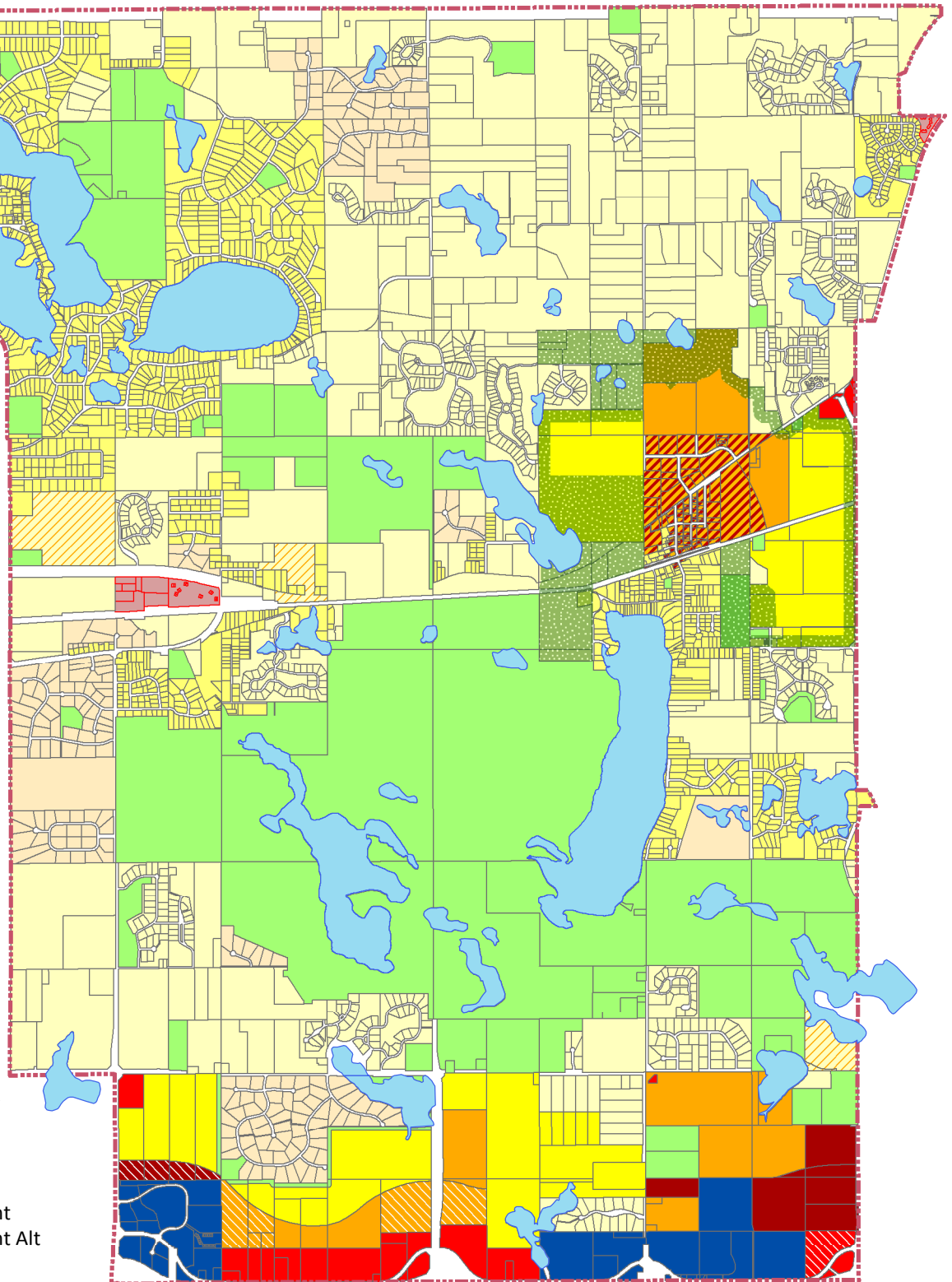
<p>Principle #12</p> <p>Lead by design . . .</p> <p>Creative and innovative thinking locally should also be part of the regional, national and global collaboration of problem solvers.</p>	<p>For example: there is a wealth of information and real-world examples to help small towns like Lake Elmo respond to the complex challenges of growth, development, finance, preservation and health. The Master Plan seeks to build from this knowledge base, benefit from the experience of others and participate in meaningful problem solving for this rapidly changing world.</p>
<p>Principle #13</p> <p>Minimize negative impacts . . .</p> <p>Promote long term stability and quality of life through effective balance of economic, environmental and social/cultural priorities.</p>	<p>For example: the overall health of the Village is intricately linked to the health of your local economy, the health and attractiveness of the natural and built environment, and the social fabric of rural living. Incremental growth and the attendant changes that go with it must accommodate both existing and future Lake Elmo citizens.</p>



Planned Land Uses

- Business Park
- Commercial
- Limited Business
- Village Mixed Use
- Urban Low Density
- Urban Medium Density
- Urban High Density
- Rural Single Family
- Residential Estate
- Rural Area Development
- Rural Area Development Alt
- Public/Park

- Village Open Space Overlay
- (white hatching denotes possible mixed use areas)
- Municipal Boundary

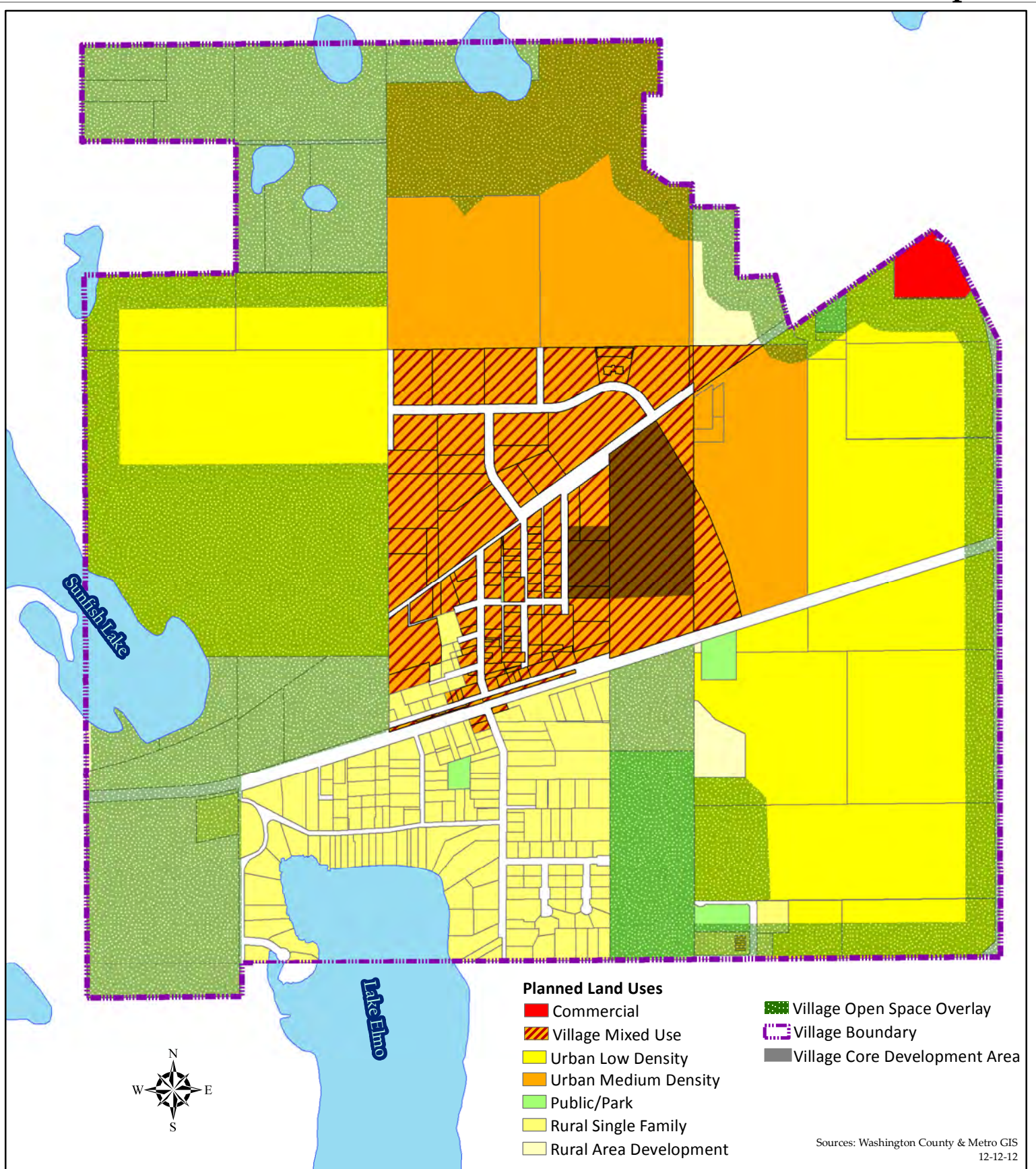


Sources: Washington County & Metro GIS
12-12-12

Planned Land Use

Lake Elmo Comprehensive Plan 2030

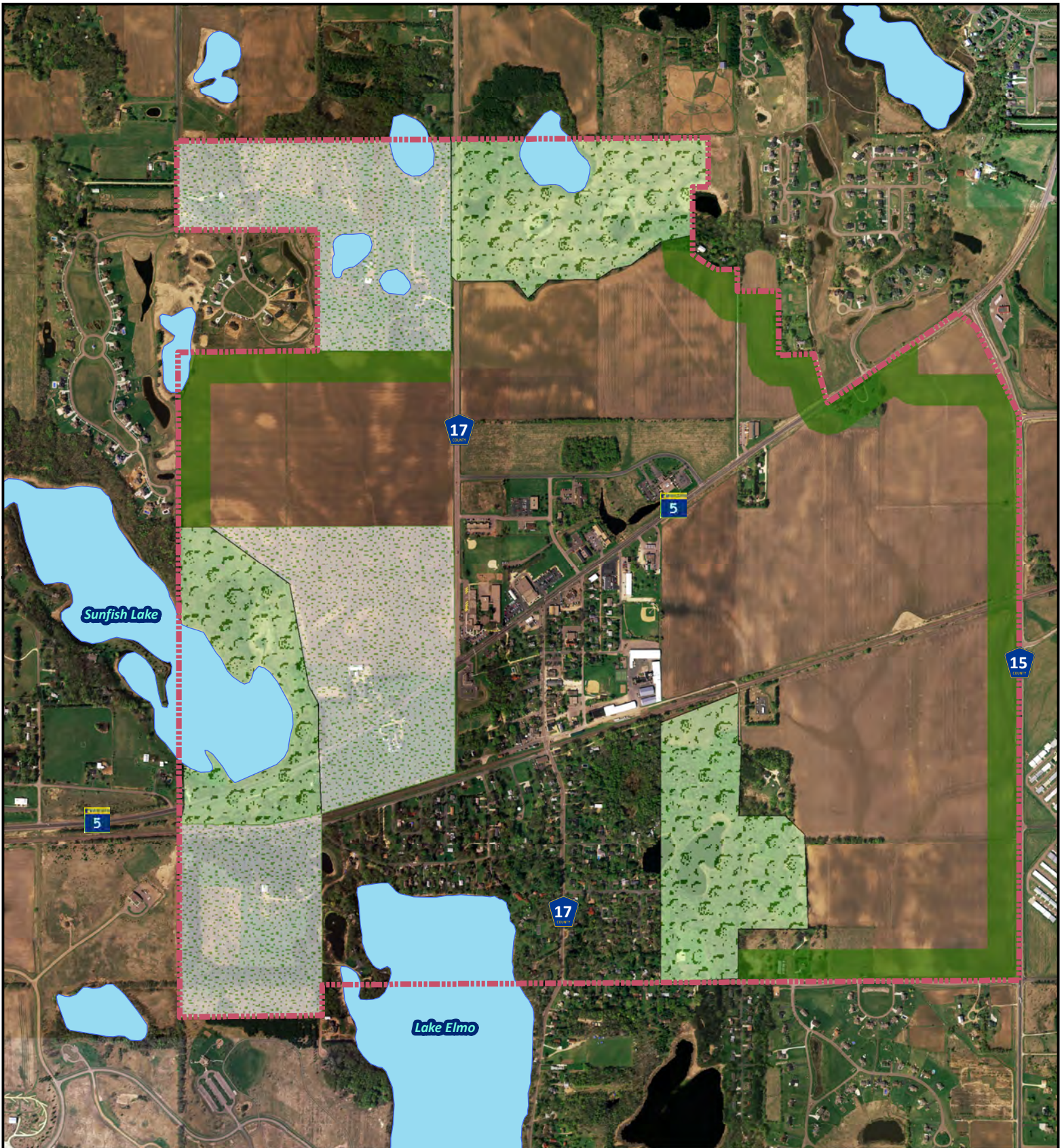




Village Planned Land Use

Lake Elmo Comprehensive Plan 2030





Village Open Space Plan - Lake Elmo, MN



Village Boundary



Natural Resource Preservation Area



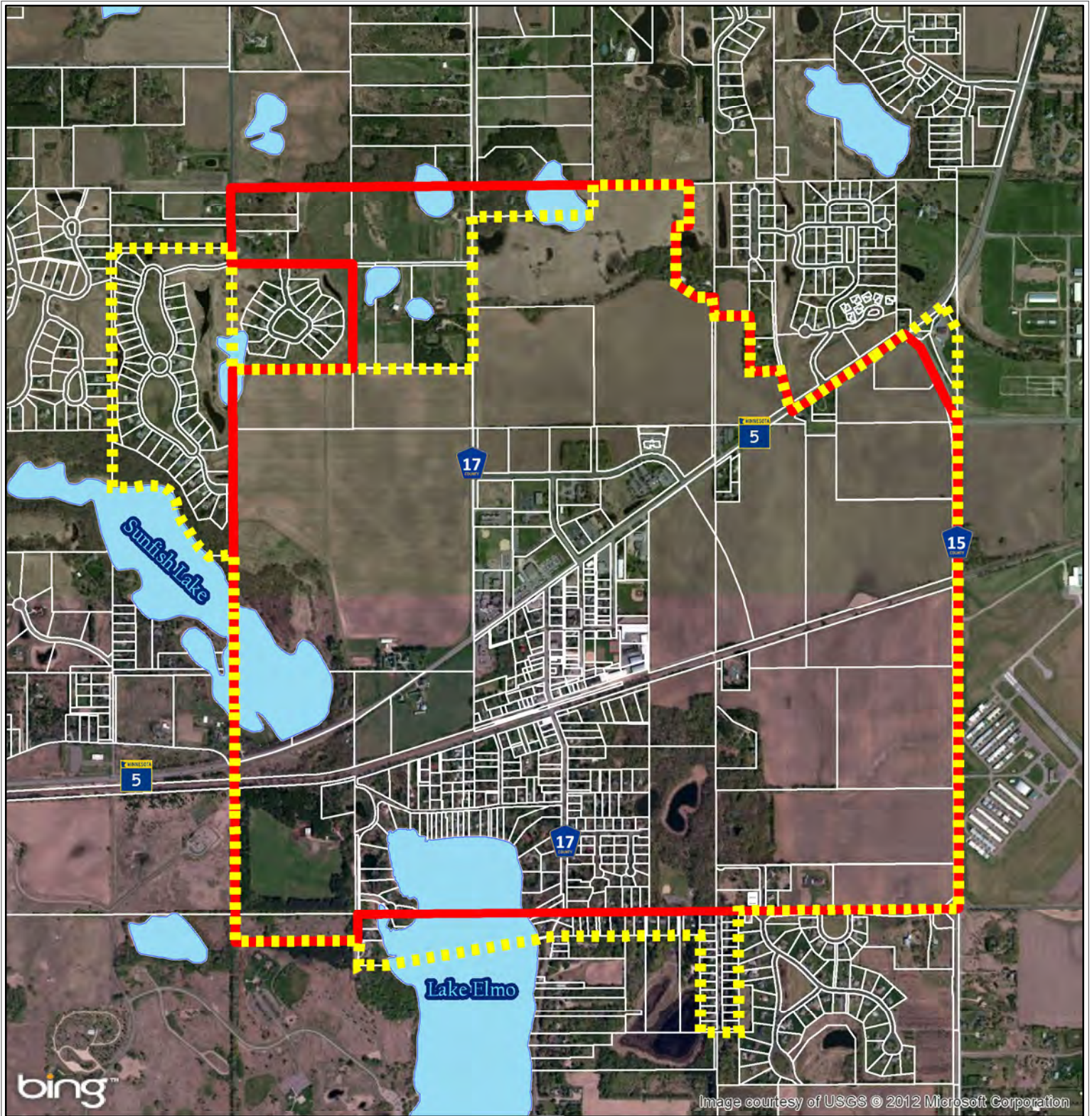
Greenbelt Corridor





Rural Preservation Area

City of Lake Elmo
12-12-2012
Data Source:
Washington County, MN





-  Village MUSA - Proposed
-  Village MUSA - Existing

Sources: Washington County & Metro GIS
12-12-12

Village MUSA Amendment

Lake Elmo Comprehensive Plan 2030





Planning Commission
Date: 12/18/12
Item: 4b

ITEM: Zoning Text Amendment – Planned Unit Development Ordinance

SUBMITTED BY: Nick Johnson, City Planner

REVIEWED BY: Kyle Klatt, Planning Director

SUMMARY AND ACTION REQUESTED:

The Planning Commission reviewed a zoning text amendment that would allow for the addition of a new Planned Unit Development (PUD) Ordinance. As part of an ongoing effort to update the Zoning Code, the purpose of the new ordinance is to implement best practices related to procedure, the incorporation of public amenities, and a structured approach to density bonuses. As the City prepared for sewer growth over the course of the coming years, it is important to update the PUD Ordinance to achieve positive outcomes in planned developments.

BACKGROUND INFORMATION:

The proposed PUD Ordinance was reviewed at the Planning Commission meeting on 12/10/12. At the meeting, the Commission tabled the proposed ordinance in order to allow for further discussion regarding the system for awarding density bonuses. Given the approach of the ordinance, Staff felt that additional review was appropriate in order for the Planning Commission to conduct a more in-depth review of the site amenities and associated amenity points to be included in the PUD Ordinance.

Once the Planning Commission has conducted further review of the proposed PUD Ordinance, Staff will bring the proposed ordinance back to the Commission in January, at which time the Commission may make a recommendation to the City Council.

RECOMMENDATION:

No action is required at this time.

ATTACHMENTS:

1. Proposed PUD Ordinance (§154.800)

ORDER OF BUSINESS:

- Introduction.....Planning Staff
- Report by Staff.....Planning Staff
- Questions from the Commission..... Chair & Commission Members
- Discussion by the Commission..... Chair & Commission Members

ARTICLE 17. PLANNED UNIT DEVELOPMENT (PUD) REGULATIONS

§154.800	Intent
§154.801	Identified Objectives
§154.802	Allowed Development
§154.803	Minimum Requirements
§154.804	Density
§154.805	Coordination with Other Regulations
§154.806	Phasing and Guarantee of Performance
§154.807	Control of Planned Unit Development
§154.808	Procedures for Processing a Planned Unit Development
§154.809	Application Requirements for General Concept Plan and Final Plan
§154.810	City Cost

§154.800 Intent

This article establishes the procedures and standards for the development of areas as unified, planned developments in accordance with the intent and purpose of this zoning ordinance and the applicable policies of the Comprehensive Plan. Because of the larger size of PUDs and to help achieve the identified objectives for planned unit development sites, this article provides for flexibility in the use of land and the placement and size of buildings in order to better utilize site features and obtain a higher quality of development. Approval of a planned unit development shall result in a zoning change to a specific PUD district, with specific requirements and standards that are unique to that development.

§154.801 Identified Objectives

When reviewing requests for approval of a planned unit development, the City shall consider whether one or more of the objectives listed below will be served or achieved. Planned unit developments should not be allowed simply for the purpose of increasing overall density or allowing development that otherwise could not be approved.

- A. Innovation in land development techniques that may be more suitable for a given parcel than conventional approaches;
- B. Promotion of integrated land uses, allowing for a mixture of residential, commercial, and public facilities along corridors and in transitional areas;
- C. Provision of more adequate, usable, and suitable located open space, recreational amenities and other public facilities than would otherwise be provided under conventional land development techniques;
- D. Accommodation of housing of all types with convenient access to employment opportunities and/or commercial facilities; and especially to create opportunities for senior and more affordable housing options;
- E. Preservation and enhancement of important environmental features through careful and sensitive placement of buildings and facilities;
- F. Preservation of historic buildings, structures or landscape features through adaptive reuse of public or private preservation of land;
- G. Coordination of architectural styles and building forms to achieve greater compatibility with surrounding land uses;
- H. Creation of more efficient provision of public utilities and services, lessened demand on transportation, and the promotion of energy resource conservation;
- I. Allowing the development to operate in concert with a redevelopment plan in certain areas of the City and to ensure the redevelopment goals and objectives will be achieved.

- J. Higher standards of site and building design than would otherwise be provided under conventional land development techniques; and

§154.802 Allowed Development

Uses within the PUD may include only those uses generally considered associated with the general land use category shown for the area on the official Comprehensive Land Use Plan. Specific allowed uses and performance standards for each PUD shall be delineated in an ordinance and development plan. The PUD development plan shall identify all the proposed land uses and those uses shall become permitted uses with the acceptance of the development plan. Any change in the list of uses approved in the development plan will be considered an amendment to the PUD, and will follow the procedures specified in Article 3, Administration, for zoning amendments.

- A. *Permitted uses.* The PUD application shall identify all proposed land uses and those uses shall become permitted uses upon the approval of the planned unit development.
- B. *Placement of structures.* More than one principal building may be placed on a platted lot within a planned unit development. The appearance and compatibility of buildings in relation to one another, other site elements, and surrounding development shall be considered in the review process.
- C. *Development intensity.* The PUD may provide for an increase in the maximum gross floor area or floor area ratio by up to twenty percent (20%) of that allowed in the base zoning district, for the purpose of promoting project integration and additional site amenities.
- D. *Density.* The PUD may provide for an increase in density of residential development by up to twenty percent (20%) of that allowed in the base zoning district, for the purpose of promoting diversity of housing types and additional site amenities. Additional residential densities of varying levels will be awarded based upon the provision of a combination of various site amenities outlined in Section 154.804.
- E. *Building setbacks.* The PUD may provide for a reduction in or elimination of required setbacks in the base zoning district, provided that a landscaped setback area of the minimum width established for the base zoning district is maintained along the periphery of the adjacent zoning district(s).
- F. *Lot requirements.* The Council may authorize reductions in the area and width of individual lots within a PUD from that required for the base zoning district, provided that such reductions are compensated for by an equivalent amount of open space or other public amenities elsewhere in the planned unit development. Any open space shall not include areas designated as public or private streets. The plan may increase the maximum density beyond that permitted in the base zoning district for the purpose of promoting an integrated project with a variety of housing types and additional site amenities.
- G. *Other exceptions.* As part of PUD approval, the Council is authorized to approve other exceptions to the zoning controls applicable to the base zoning district, such as the maximum height of structures or the minimum off-street parking requirements. Such exceptions shall only be granted when they are clearly warranted to achieve the objectives identified in Section 154.801.

§154.803 Minimum Requirements

- A. *Lot area.* A PUD must include a minimum of five (5) acres for undeveloped land or two (2) acres for developed land within the approved development. Tracts of less than two (2) acres may be approved only if the applicant can demonstrate that a project of superior design can be achieved to meet one or more of the identified objectives listed in Section 154.801, or that compliance with the Comprehensive Plan goals and policies can be attained through the use of the PUD process. The Planning Commission shall authorize submittal of a PUD for a tract of less than two acres prior to submittal of a general concept plan application.

- B. *Open space.* For all PUDs, at least twenty percent (20%) of the project area not within street rights-of-way shall be preserved as protected open space. Other public amenities may be approved as an alternative to this requirement. Any required open space must be available to the residents, tenants, or customers of the PUD for recreational purposes or similar benefit. Land reserved for stormwater detention facilities and other required site improvements may be applied to this requirement. Open space shall be designed to meet the needs of residents of the PUD and the surrounding neighborhoods, to the extent practicable, for parks, playgrounds, playing fields and other recreational facilities.
- C. *Street layout.* In existing developed areas, the PUD should maintain the existing street grid, where present, and restore the street grid where it has been disrupted. In newly developing areas, streets shall be designed to maximize connectivity in each cardinal direction, except where environmental or physical constraints make this infeasible. All streets shall terminate at other streets, at public land, or at a park or other community facility, except that local streets may terminate in stub streets when those will be connected to other streets in future phases of the development or adjacent developments.

§154.804 Density

The PUD may provide for an increase in density of residential development by up to twenty percent (20%) of that allowed in the base zoning district. Applicants seeking increased residential density through a Planned Unit Development are required to provide at least one (1) or a combination of site amenities that equal the required amount of amenity points to achieve the desired density bonus.

- A. *Amenity Points and Equivalent Density Increases.* Increases in density will be awarded through a 1:1 ratio with amenity points. For every increase in amenity points for a Planned Unit Development, the applicant will be allowed an equivalent amount of density increase, up to a maximum increase of twenty percent (20%). Table 15-1 outlines the required amount of amenity points to achieve various density increases.

Table 15-1: Amenity Points and Equivalent Density Increases

Amenity Points	Density Increase
5	5%
10	10%
15	15%
20	20%

- B. *Site Amenities.* Site amenities that are eligible for amenity points are listed in Table 15-2, including the associated standards of implementation. Where the amenity does not meet all of the standards required in Table 15-2, no points shall be awarded. Partial points for site amenities shall not be awarded, except as otherwise allowed in Table 15-2.

Table 15-2: Site Amenities

Points	Amenity	Standards
10	Underground/Contained Parking	Proposed underground or contained parking must fit into the building footprint. The purpose of this amenity is to better integrate parking into the site, as well as reduce impervious surface. Surface parking outside of the footprint of the structure must be reduced by seventy-five percent (75%) to

		qualify. The facade of any parking areas above the finished floor of the first level must match the architectural design of the structure.
10	Historic Preservation	Preservation, rehabilitation or restoration of designated historic landmarks in a manner that is consistent with the standards for rehabilitation of the Secretary of the Interior as part of the development.
10	Additional Open Space	A minimum of fifty percent (50%) of the site not occupied by buildings shall be landscaped outdoor open space. A minimum of fifty percent (50%) of the provided open space shall be contiguous. Open space classifications that qualify may include natural habitat, neighborhood recreation, trail corridors or open space buffers.
10	Public Right-of-Way Dedication	Dedication of land and construction of a public road, trail, pathway, or greenway that is part of an approved City plan, but outside the scope of the immediate project area. Right-of-way improvements should be designed per the specification of the City Engineer.
5	Leadership in Energy and Environmental Design	The proposed development shall meet the minimum standards for LEED Silver certification. The project does not have to achieve actual LEED certification; however, the developer must submit the LEED checklist and documentation to the City, approved by a LEED Accredited Professional (LEED-AP), which shows that the project will comply with LEED Silver requirements.
5	Pedestrian Improvements	A site and building design that allows for exceptional and accessible pedestrian and/or bicycle access through and/or around a site. The improvements shall use a combination of trails, landscaping, decorative materials, access control and lighting to create safe, clear and aesthetically pleasing pedestrian facilities through and /or around the site that comply with the Americans with Disabilities Act accessibility requirements.
5	Adaptive Reuse	Significant renovation, rehabilitation and adaptive reuse of an existing building(s), rather than demolition.
5	Plaza	Plazas shall have a minimum area equivalent to ten percent (10%) of the site not occupied by buildings, but not less than two thousand (2,000) square feet. Plazas for commercial or mixed-use development shall be open to the public during daylight hours.
3	Enhanced Stormwater Management	Provide capacity for infiltrating stormwater generated onsite with artful rain garden design that serves as a visible amenity. Rain garden designs shall be visually compatible with the form and function of the space and shall include long-term maintenance of the design. The design shall conform to the requirements per the Minnesota Stormwater Manual and shall meet the approval of the City Engineer.
3	Theming	Significant utilization of various elements of Theming consistent with the 2013 Lake Elmo Theming Project, including but not limited to signage, fencing, landscaping and site furnishings.
3	Natural Features	Site planning that preserves significant natural features or

		restores ecological functions of a previously damaged natural environment.
1	Enhanced Landscaping	A Landscaping Plan of exceptional design that has a variety of native tree, shrub and plan types that provide seasonal interest and that exceeds the requirements of the Lake Elmo Design Standards Manual. The landscaped areas should have a resource efficient irrigation system. The Landscaping Plan shall be prepared by a licensed landscape architect.

§154.805 Coordination With Other Regulations

- A. *Coordination with subdivision review.* Subdivision review under the subdivision regulations shall be carried out simultaneously with the review of the PUD. The plans required under this Article shall be submitted in a form that will satisfy the requirements of the Subdivision Ordinance for the preliminary and final plat.
- B. *Coordination with other zoning requirements.* All of the provisions of this Chapter applicable to the original district within which the Planned Unit Development District is established shall apply to the PUD District except as otherwise provided in approval of the Final Plan.

§154.806 Phasing and Guarantee of Performance

- A. *Planning Commission role.* The Planning Commission shall compare the actual development accomplished in the various PUD zones with the approved development schedule.
- B. *Schedule extension.* Upon recommendation of the Planning Commission and for good cause shown by the property owner, the Council may extend the limits of the development schedule.
- C. *Phasing of amenities.* The construction and provision of all of the common open space, site amenities and public and recreational facilities which are shown on the final development plan must proceed at the same rate as the construction of dwelling units, if any. The Development Review Committee shall review all of the building permits issued for the PUD and examine the construction which has taken place on the site. If they find that the rate of construction of dwelling units is greater than the rate at which common open spaces, site amenities and public and recreational facilities have been constructed and provided, they shall forward this information to the Council for action.
- D. *Guarantees.* A performance bond or letter of credit shall be required to guarantee performance by the developer. The amount of this bond or letter of credit, and the specific elements of the development program that it is intended to guarantee, will be stipulated in the development agreement.
- E. *Changes during development period.*
 - 1. Minor changes in the location, placement and height of structures may be authorized by the Development Review Committee if required by engineering or other circumstances not foreseen at the time the final plan was approved and filed with the Planning Director.
 - 2. Changes in uses, any rearrangement of lots, blocks and building tracts, changes in the provision of common open spaces, and all other changes to the approved final development plan may be made only under the procedures for zoning amendments, Article 3. Any changes shall be recorded as amendments to the recorded copy of the final development plan.
- F. *Rezoning to original district.* If substantial development has not occurred within a reasonable time after approval of the PUD Zoning District, the City Council may instruct the Planning Commission to initiate rezoning to the original zoning district. It shall not be necessary for the City Council to find that the rezoning was in error.

§154.807 Control of Planned Unit Development Following Completion

- A. *Final development plan controls subsequent use.* After the certificate of occupancy has been issued, the use of the land and the construction, modification or alteration of any buildings or structures within the planned development shall be governed by the final development plan.
- B. *Allowed changes.* After the certificate of occupancy has been issued, no changes shall be made in the approved final development plan except upon application as provided below:
 - 1. Any minor extensions, alterations or modifications of existing buildings or structures may be authorized by the Development Review Committee if they are consistent with the purposes and intent of the final plan. No change authorized by this Section may increase the cubic volume of any building or structure by more than ten percent.
 - 2. Any building or structure that is totally or substantially destroyed may be reconstructed only in compliance with the final development plan unless an amendment to the final development plan is approved under this chapter.
- C. *Amendment required for major changes.* Any other changes in the final development plan, including any changes in the use of common open space, must be authorized by an amendment of the final development plan under the procedures for Zoning Amendments, Article 3.

§154.808 Procedures for Processing a Planned Unit Development.

There are four stages to the PUD process: application conference, general concept plan, preliminary plan and final plan, as described below.

- A. *Application Conference.* Upon filing of an application for PUD, the applicant of the proposed PUD shall arrange for and attend a conference with the Planning Director. The primary purpose of the conference shall be to provide the applicant with an opportunity to gather information and obtain guidance as to the general suitability of his or her proposal for the area for which it is proposed and its conformity to the provisions of this Article before incurring substantial expense in the preparation of plans, surveys and other data.
- B. *General Concept Plan.* The general concept plan provides an opportunity for the applicant to submit a plan to the city showing his or her basic intent and the general nature of the entire development without incurring substantial cost. The plan should include the following: overall density ranges, general location of residential and nonresidential land uses, their types and intensities, general location of streets, paths and open space, and approximate phasing of the development.
- C. *Preliminary Plan.* Following approval of the General Concept Plan, the applicant shall submit a Preliminary Plan application and preliminary plat, in accordance with the requirements described in Section 153.07. The application shall proceed and be acted upon in accordance with the procedures in this ordinance for zoning changes.
- D. *Final Plan.* Following approval of the Preliminary Plan, the applicant shall submit a Final Plan application and final plat, in accordance with the requirements described in Section 153.08. The application shall proceed and be acted upon in accordance with the procedures in this ordinance for zoning changes. If appropriate because of the limited scale of the proposal, the preliminary plan and final plan may proceed simultaneously.
- E. *Schedule for Plan Approval.*
 - 1. Developer presents the General Concept Plan to the Planning Commission for their review and comment.
 - 2. Within thirty (30) days after verification by the Planning Director that the required plan and supporting data are adequate, the Planning Commission shall hold a public hearing, with public notice.
 - 3. The Planning Commission shall conduct the hearing and report its findings and make recommendations to the City Council.

4. The City may request additional information from the applicant concerning operational factors or retain expert testimony at the expense of the applicant concerning operational factors.
5. The Council may hold a public hearing after the receipt of the report and recommendations from the Planning Commission. If the Planning Commission fails to make a report within 60 days after receipt of the application, then the City Council may proceed without the report. The Council may approve the General Concept Plan and attach such conditions as it deems reasonable.
6. Following approval of the General Concept Plan, the application may proceed to the Preliminary Plan phase.
7. Developer presents the Preliminary Plan to the Planning Commission for their review and comment.
8. Within thirty (30) days after verification by the Planning Director that the required plan and supporting data are adequate, the Planning Commission shall hold a public hearing, with public notice.
9. The Planning Commission shall conduct the hearing and report its findings and make recommendations to the City Council.
10. The City may request additional information from the applicant concerning operational factors or retain expert testimony at the expense of the applicant concerning operational factors.
11. The Council may hold a public hearing after the receipt of the report and recommendations from the Planning Commission. If the Planning Commission fails to make a report within 60 days after receipt of the application, then the City Council may proceed without the report. The Council may approve the Preliminary Plan and attach such conditions as it deems reasonable.
12. Following approval of the Preliminary Plan, the application may proceed to the Final Plan phase.
13. Developer presents the Final Plan to the Planning Commission for their review and comment.
14. Within thirty (30) days after verification by the Planning Director that the required plan and supporting data are adequate, the Planning Commission shall hold a public hearing, with public notice.
15. The Planning Commission shall conduct the hearing and report its findings and make recommendations to the City Council.
16. The City may request additional information from the applicant concerning operational factors or retain expert testimony at the expense of the applicant concerning operational factors.
17. The Council may hold a public hearing after the receipt of the report and recommendations from the Planning Commission. If the Planning Commission fails to make a report within 60 days after receipt of the application, then the City Council may proceed without the report. The Council may approve the Final Plan and attach such conditions as it deems reasonable.

§154.809 Application Requirements for General Concept Plan, Preliminary Plan and Final Plan.

Ten copies of the following plans, exhibits and documents shall be submitted at both the General Concept Plan stage, Preliminary Plan stage and the Final Plan stage.

A. *General Concept Plan Stage*

1. General information
 - a. The landowner's name and address and his/her interest in the subject property.
 - b. The applicant's name and address if different from the landowner.
 - c. The names and addresses of all professional consultants who have contributed to the development of the PUD plan being submitted, including but not limited to attorney, land planner, engineer and surveyor.
2. Present Status
 - a. The address and legal description of the property.
 - b. The existing zoning classification and present use of the subject property and all lands within 350 feet of the subject property.
 - c. A map depicting the existing development of the subject property and all land within 350 feet of the subject property and showing the location of existing streets, property lines, easements, water mains, and storm and sanitary sewers, with invert elevations on and within 100 feet of the subject property.
 - d. Site conditions: Where deemed necessary by the City, graphic reproductions of the existing site conditions at a scale of one (1) inch equals one hundred (100) feet shall be submitted and contain the following:
 - i. Contours; minimum five foot (5') intervals.
 - ii. Location, type and extent of tree cover.
 - iii. Slope analysis.
 - iv. Location and extent of water bodies, wetlands, streams, and flood plains within 300 feet of the subject property.
 - e. A written statement generally describing the proposed PUD and showing its relationship to the City Comprehensive Plan.
 - f. Schematic drawing of the proposed development concept, including but not limited to the general location of major circulation elements, public and common open space, residential and other land uses.
 - g. Proposed design features related to proposed streets, showing right-of-way widths, typical cross-sections, and areas other than streets including but not limited to pedestrian ways, utility easements and stormwater facilities.
 - h. Statement of the estimated total number of dwelling units proposed for the PUD and a tabulation of the proposed approximate allocations of land use expressed in acres and as a percent of the total project area, which shall include at least the following:
 - i. Area devoted to residential use by building type.
 - ii. Area devoted to common open space.
 - iii. Area devoted to public open space and public amenities.
 - iv. Approximate area devoted to, and number of, off-street parking and loading spaces and related access.
 - v. Approximate area, and floor area, devoted to commercial uses.
 - vi. Approximate area, and floor area, devoted to industrial or office use.
 - i. When the PUD is to be constructed in stages during a period of time extending beyond a single construction season, a preliminary schedule for the development of such stages or units shall be submitted stating the approximate beginning and completion date for

each such stage and overall chronology of development to be followed from stage to stage.

- j. The City may excuse an applicant from submitting any specific item of information or document required in this stage which it finds to be unnecessary to the consideration of the specific proposal.
- k. The City may require the submission of any additional information or documentation which it may find necessary or appropriate to full consideration of the proposed PUD.

B. *Preliminary Plan Stage*

1. Preliminary plat and information required by subdivision title.
2. General information:
 - a. The landowner's name and address and his interest in the subject property.
 - b. The applicant's name and address if different from the landowner.
 - c. The names and addresses of all professional consultants who have contributed to the development of the PUD plan being submitted, including but not limited to attorney, land planner, engineer and surveyor.
 - d. Evidence that the applicant has sufficient control over the subject property to effectuate the proposed PUD, including a statement of all legal, beneficial, tenancy and contractual interests held in or affecting the subject property and including an up-to-date certified abstract of title or registered property report, and such other evidence as the City Attorney may require to show the status of title or control of the subject property.
3. Present Status:
 - a. The address and legal description of the property.
 - b. The existing zoning classification and present use of the subject property and all lands within 350 feet of the property.
 - c. A map depicting the existing development of the property and all land within 350 feet thereof and indicating the location of existing streets, property lines, easements, water mains and storm and sanitary sewers, with invert elevations on and within one hundred feet of the property.
 - d. A written statement generally describing the proposed PUD and the market which it is intended to serve and its demand showing its relationship to the City's Comprehensive Plan and how the proposed PUD is to be designed, arranged and operated in order to permit the development and use of neighboring property in accordance with the applicable regulations of the City.
 - e. A statement of the proposed financing of the PUD.
 - f. Site conditions: Graphic reproductions of the existing site conditions at a scale of one (1) inch equals one hundred (100) feet. All of the graphics should be at the same scale as the final plan to allow easy cross-reference. The use of overlays is recommended for ease of analysis.
 - i. Contours; minimum two foot (2') intervals.
 - ii. Location, type and extent of tree cover.
 - iii. Slope analysis.
 - iv. Location and extent of water bodies, wetlands and streams and flood plains within 300 feet of the property.

- v. Significant rock outcroppings.
 - vi. Existing drainage patterns.
 - vii. Vistas and significant views.
 - viii. Soil conditions as they affect development.
- g. Schematic drawing of the proposed development concept, including but not limited to the general location of major circulation elements, public and common open space, residential and other land uses.
- h. A statement of the estimated total number of dwelling units proposed for the PUD and a tabulation of the proposed approximate allocations of land use expressed in acres and as a percent of the total project area, which shall include at least the following:
- i. Area devoted to residential use by building type.
 - ii. Area devoted to common open space.
 - iii. Area devoted to public open space and public amenities.
 - iv. Approximate area devoted to streets.
 - v. Approximate area devoted to, and number of, off-street parking and loading spaces and related access.
 - vi. Approximate area, and floor area, devoted to commercial uses.
 - vii. Approximate area, and floor area, devoted to industrial or office use.
- i. When the proposed PUD includes increases in density of residential development above the base zoning district, a statement describing the site amenities to be included within the PUD, and demonstrating that the proposed site amenities sufficiently achieve the desired density bonus. Applicant is required to demonstrate that all site amenity standards have been met in order to be awarded increased density for residential development.
- j. When the PUD is to be constructed in stages during a period of time extending beyond a single construction season, a schedule for the development of such stages or units shall be submitted stating the approximate beginning and completion date for each such stage or unit and the proportion of the total PUD public or common open space and dwelling units to be provided or constructed during each such state and overall chronology of development to be followed from stage to stage.
- k. When the proposed PUD includes provisions for public or common open space or service facilities, a statement describing the provision that is to be made for the care and maintenance of such open space or service facilities.
- l. Any restrictive covenants that are to be recorded with respect to property included in the proposed PUD.
- m. Schematic utilities plans indicating placement of water, sanitary and storm sewers.
- n. The City may excuse an applicant from submitting any specific item of information or document required in this stage which it finds to be unnecessary to the consideration of the specific proposal.
- o. The City may require the submission of any additional information or documentation which it may find necessary or appropriate to full consideration of the proposed PUD.
- C. *Final Plan Stage.* Development stage submissions should depict and outline the proposed implementations of the Preliminary Plan stage for the PUD. Information from the General Concept and Preliminary Plan stages may be included for background and to provide a basis for the submitted plan. The development stage submissions shall include but not be limited to:

1. A final plat and information required by the City's subdivision ordinance.
2. Final plans drawn to a scale of not less than 1 inch = 100 feet (or a scale requested by the Zoning Administrator) containing at least the following information:
 - a. Proposed name of the development (which shall not duplicate nor be similar in pronunciation to the name of any plat heretofore recorded in the county where the subject property is situated).
 - b. Property boundary lines and dimensions of the property and any significant topographical or physical features of the property.
 - c. The location, size, use and arrangement including height in stories and feet and total square feet of ground area coverage and floor area of proposed buildings, including manufactured homes, and existing buildings which will remain, if any.
 - d. Location, dimensions of all driveways, entrances, curb cuts, parking stalls, loading spaces and access aisles, and all other circulation elements including bike and pedestrian; and the total site coverage of all circulation elements.
 - e. Location, designation and total area of all common open space.
 - f. Location, designation and total area proposed to be conveyed or dedicated for public open space, including parks, playgrounds, school sites and recreational facilities.
 - g. The location of applicable site amenities, if any.
 - h. Proposed lots and blocks, if any and numbering system.
 - i. The location, use and size of structures and other land uses on adjacent properties.
 - j. Detailed sketches and provisions of proposed landscaping.
 - k. General grading and drainage plans for the developed PUD.
 - l. Any other information that may have been required by the Planning Commission or Council in conjunction with the approval of the Preliminary Plan.
3. An accurate legal description of the entire area within the PUD for which final development plan approval is sought.
4. A tabulation indicating the number of residential dwelling units and expected population.
5. Density calculations, including proposed density bonuses above the base zoning district. To be granted increased density of residential development, the applicant must submit a schedule of site amenities with proposed designs and standards. The applicant must demonstrate that site amenity standards in Table 15-2 have been met to be rewarded additional density.
6. A tabulation indicating the gross square footage, if any, of commercial and industrial floor space by type of activity (e.g. retail or office).
7. Preliminary architectural "typical" plans indicating use, floor plan, elevations and exterior wall finishes of proposed building, including manufactured homes.
8. A detailed site plan, suitable for recording, showing the physical layout, design and purpose of all streets, easements, rights of way, utility lines and facilities, lots, block, public and common open space, general landscaping plan, structure, including mobile homes, and uses.
9. Preliminary grading and site alteration plan illustrating changes to existing topography and natural site vegetation. The Plan should clearly reflect the site treatment and its conformance with the approved concept plan.

10. A soil erosion control plan acceptable to watershed districts, Department of Natural Resources, Natural Resources Conservation Service, or any other agency with review authority, clearly illustrating erosion control measures to be used during construction and as permanent measures.

§154.810 City Costs

The applicant shall make a deposit of a fee escrow with the City for the purpose of reimbursing any costs directly related to a given development. Such costs include but are not limited to professional fees and expenses incurred by the City for consultants (including but not limited to planners, engineers, architects and attorneys) who the City determines in its sole judgment are necessary to assist in reviewing, implementing or enforcing the provisions of this article. The amount of the deposit, and any addition to it that the City may later require, shall be established by the Planning Director. The City and the applicant may agree to share the costs of consultants based upon a specific written agreement. Any funds not used by the City shall be returned to the applicant at the conclusion of the project.