



3800 Laverne Avenue North
Lake Elmo, MN 55042

(651) 777-5510
www.lakeelmo.org

NOTICE OF MEETING

The City of Lake Elmo
Planning Commission will conduct a meeting on
Monday, October 22, 2012 at 7:00 p.m.

AGENDA

1. Pledge of Allegiance
2. Approve Agenda
3. Approve Minutes
 - a. October 10, 2012
4. Business Items
 - a. **CONDITIONAL USE PERMIT AMENDMENT – GATSBY INVESTORS, LLC** (Continued from 9/10/12 Meeting): Gatsby Investors, LLC, 595 Lake Ridge Drive, Shoreview, Minnesota, has submitted an application for a Conditional Use Permit Amendment related to a grading plan that would result in the moving of over 400 cubic yards of material per acre at 9242 Hudson Boulevard North. The proposed grading project would allow the expansion of the ski and snowboard demonstration area currently used by Summit Ski and Board Shop for outfitting customers, training, demonstrations, and marking and promotional events.
 - b. **DESIGN STANDARDS MANUAL UPDATE.** The Planning Commission will receive an update regarding the ongoing work undertaken by Staff to draft design standards for the I-94 Corridor and Village.
5. Updates
 - a. City Council Updates
 - i. The City Council approved Resolution No. 2012-53, approving a conditional use permit to allow therapeutic message at 11200 Stillwater Boulevard North Suite 204A.
 - b. Staff Updates
 - i. Upcoming Meetings:
 1. November 14, 2012
 - c. Commission Concerns
6. Adjourn



**City of Lake Elmo
Planning Commission Meeting
Minutes of October 10, 2012**

Chairman Williams called to order the meeting of the Lake Elmo Planning Commission at 7:00 p.m.

COMMISSIONERS PRESENT: Williams, Obermueller, Haggard, Fliflet (7:03), Bloyer, and Hall;

COMMISSIONERS ABSENT: None; and

STAFF PRESENT: Planning Director Klatt, City Planner Johnson

Approve Agenda:

M/S/P: Hall/Obermueller, motion to approve the agenda as presented; ***motion carried, vote: 5-0.***

Approve Minutes:

Haggard asked to add her request to discuss Highway 5 and safety around Stillwater High School with the Minnesota Department of Transportation as part of the minutes.

Bloyer noted that he abstained from the vote regarding the setback distance for water-oriented accessory structures in the Shoreland District.

M/S/P: Bloyer, Haggard to accept the minutes from the September 24, 2012 meeting with corrections; ***motion carried, vote: 4-0 (Fliflet and Hall abstained).***

Public Hearing: *Conditional Use Permit: Therapeutic Message at 11200 Stillwater Boulevard*

City Planner Johnson presented a report concerning a request from Aaron Koen to open a therapeutic message business at 11200 Stillwater Boulevard. He noted that the Lake Elmo Zoning Ordinance allows message businesses as a conditional use permit in the City's GB – General Business District. Johnson explained that the business would be locating within an existing building at this address. He reviewed the criteria for the granting of a Conditional Use Permit with the Planning Commission and explained that the applicant would be able to meet all of the criteria.

Johnson stated that Staff recommended approval of the conditional use permit.

Johnson indicated that in addition to the conditional use recommendation, Staff further recommended that the Planning Commission consider revising the City Code to allow message businesses as a permitted use, but then consider adopting an ordinance to license such businesses.

Fliflet discussed that a former planner had recommended that message businesses be regulated through a conditional use permit in order to ensure that the business complies with all applicable City Codes and to make sure that no illegal activities are taking place within the structure.

Johnson pointed out that licensing could provide more leverage for the City to deal with illegal activities since the City could revoke a license. He noted that a conditional use also runs with the property, whereas a license would apply only to a particular user.

Haggard asked if licensing would apply to Home Occupations. Klatt noted that massage businesses would not be allowed as a Home Occupation.

Haggard questioned if there is a way to track licenses, and in particular when the renewals are due. Johnson noted that the Clerk's office is responsible for tracking licenses in the City.

Fliflet asked if a condition should be added to an approval of the conditional use permit that would require an annual review and check of current licensure. Johnson indicated that the conditional use permit could be amended in this manner, but that an annual review has not been required as part of past message business approvals.

There was a general discussion concerning licensing requirements and the costs associated with a licensing program.

Aaron Koen, Owner of Renew and Recover Message Therapy, stated that the City of Woodbury just adopted a licensing program, and that one of the requirements is a background check of the applicant. This licensing also requires a certain amount of training, but do not necessarily require national certification.

Bloyer asked how many hours of training he has obtained. Koen replied that he has around 700 hours of training.

Williams opened the public hearing at 7:30 p.m. No one spoke and the public hearing was closed at 7:31 p.m.

Williams stated that he has reviewed the website of the message certification board and noted that 38 states accept this certification for proof of training.

M/S/P: Boyer, Hall to recommend approval of the conditional use permit to allow a therapeutic message business at 11200 Stillwater Boulevard; ***motion carried, vote: 6-0.***

Williams asked if the licensing could be set up in such a manner that the national certification is the only requirement to allow a message business. Johnson noted that it could be set up in this manner. There was a general discussion concerning the benefits and drawbacks to a licensing program for message businesses.

Johnson stated that there could be other requirements associated with licensing, including a background check, provision of insurance, and other requirements.

M/S/P: Obermueller, Boyer to pursue a zoning text amendment to change therapeutic message from a conditional use to a permitted use and to further direct staff to draft an ordinance that would require licensing of message businesses. ***Motion carried, vote: 6-0.***

Business Item: Design Standards Update

Johnson reported that staff is currently working on the baseline standards for a design standards manual and that a draft will be submitted for review at the next Planning Commission meeting.

Johnson stated that the City Council will be asked to hire Damon Farber Associates to help the City develop theming that can be used throughout the City. He noted that one of the primary goals of the theming work will be to incorporate design elements into future developments that help maintain the City's identity regardless of where new development occurs.

Johnson indicated that Staff is also recommending that the City sponsor a public meeting to review the proposed standards, with a focus on engaging the business community in this process.

The Commission discussed some local examples of good and bad design that should be considered as the design standards workbook is developed. Fliflet suggested that the design manual include photographs and a clear depiction of good versus better design.

City Council Updates

Klatt reported that the City Council had adopted ordinance 2012-63 reducing the shoreland setback for water-oriented accessory buildings to 10 feet.

Staff Updates

Klatt noted that the next Planning Commission will be October 22, 2012.

Commission Concerns

None

Adjournment at 7:58 p.m.

Respectfully submitted,

Kyle Klatt
Planning Director

DRAFT

Planning Commission
Date: 10/22/12
Item: 4a
Business Item (Cont.)

ITEM: Grading Permit and Conditional Use Permit – Gatsby Investors, LLC for 9242 Hudson Boulevard North

SUBMITTED BY: Kyle Klatt, Planning Director

REVIEWED BY: Nick Johnson, City Planner
Ryan Stempski, City Engineer

SUMMARY AND ACTION REQUESTED:

At its September 10, 2012 meeting, the Planning Commission reviewed a Conditional Use Permit request from Joe Heinen, Gatsby Investors I, LLC for a Conditional Use Permit to conduct a substantial grading project at 9242 Hudson Boulevard North. The proposed grading project would allow the expansion of the ski and snowboard demonstration area currently used by Summit Ski and Board Shop for outfitting customers, training, demonstrations, and marketing and promotional events. A conditional use permit is required for the grading because it would involve the moving of over 400 cubic yards of material per acre on this site.

At this previous meeting, the Commission tabled taking action on the request in order to give the applicant additional time to address deficiencies with the plans as submitted. In particular, the proposed grading project would have placed fill over the existing drain field for the site, which have rendered the septic system non-compliant with County requirements. The plans have since been revised to address the septic issue and other concerns from Staff. The Commission is now being asked to continue its discussions on this matter.

BACKGROUND INFORMATION:

The detailed Staff report from the previous Planning Commission is attached for review by the Commission, and includes a more detailed summary of the request, a brief review of the site, along with the initial set of Staff review comments. In addition to the detailed report, Staff has attached an updated set of plans.

UPDATED STAFF REPORT:

The updated plans have addressed the most immediate concerns from Staff regarding the proposed grading project by moving all grading and filling activity outside of the septic system drain field area and by providing for access to the proposed pond on the north half of the site. All other aspects of the submitted plans remain relatively unchanged from the previous submittal. The applicant has provided an updated project narrative (attached) that summarizes the revisions and provides a response to specific concerns from the City Engineer's last review.

The City Engineer has reviewed the revised plans and provided his comments in the attached letter dated October 17, 2012. As a part of this letter, the Engineer includes several comments concerning the design and maintenance of the proposed ponding area. Ultimately, this pond is considered a critical component of the storm water plan for the property, and therefore will need to meet the City's design requirements for such areas. The specific issues associated with the pond that must be addressed are included in the City Engineer's comments and should be included as a condition of approval.

Other concerns/issues that were identified by Staff previously are still applicable, and include the following:

- Written approval from the easement holder of the gas line that crosses the property must be obtained from this entity before any grading work may commence on the site.
- The proposed project will impact a large number of existing trees and vegetation on the property. Staff is recommending that the applicant be required to submit a landscape plan that includes a number of trees equal to 50% of the total that current exist on the site.
- Access to the ski hill should be primarily through the retail sales building since the ski hill is considered accessory to a permitted retail use.
- The applicant will need to secure a permit from the South Washington Watershed District prior to commencing any grading or filling activity on the site.
- Any lighting used on or around the ski hill must comply with applicable City requirements.

Based on the revised submission materials, Staff would like to make the following additional comments and recommendations:

- The proposed grading and filling activity must not disturb the existing drain field. The applicant will need to adequately protect this area during construction and limit the extent of any grading and filling so that it does not negatively impact the operation or capacity of the on-site treatment system.

- The plans will need to be modified to include all modifications requested by the City Engineer to bring the ponding area into compliance with City requirements. Any modifications required to obtain watershed district approval must also be submitted for review and approval by the City Engineer.
- The proposed access road to the pond is not wide enough to allow for sufficient public access. Although the proposed grading as proposed will allow for access, the access easement should be expanded to a minimum of 15 feet.
- All other requirements as specified by the City Engineer in the attached review letter should be met by the applicant prior to the start of any activity associated with the submitted plans.

At this time, Staff is recommending that the Planning Commission recommend approval of the applicant's request for a Conditional Use Permit, and has drafted a series of conditions associated with the approval to ensure the comments and issues noted above and in the City Engineer's report are properly addressed.

RECCOMENDATION:

Staff is recommending that the Planning Commission recommend approval of the request from Gatsby Investors I, LLC for a Conditional Use Permit to conduct a substantial grading project at 9242 Hudson Boulevard North, provided the following conditions are met:

- 1) Written approval from the easement holder of the gas line that crosses the property must be obtained from this entity before any grading work may commence on the site.
- 2) The applicant shall submit a landscape plan for review and approval by the Planning Director prior to the commencement of any grading or filling activity on the site. The landscape plan must include a total number of trees equal to at least 50% of the number that presently exist on the site and as documented on the provided tree protection plan.
- 3) Access to the ski hill shall be primarily through the retail sales building. The ski hill may only be in operation during times when the retail sales building is open for business.
- 4) The applicant will need to secure a permit from the South Washington Watershed District (SWWD) prior to commencing any grading or filling activity on the site. Any modifications to the approved plans that result from the SWWD review must be reviewed and approved by the City Engineer.

- 5) The grading and filling activity must not disturb the existing drain field on the site. The applicant will need to provide temporary fencing to protect this area prior to and during construction and must further limit the extent of any grading and filling so that it does not negatively impact the operation or capacity of the on-site treatment system
- 6) The applicant must provide for long-term protection of the drain field once the grading and filling activity has been completed in accordance the plans. This permanent protection may take the form of fencing or another mechanism approved by the Planning Director.
- 7) All easements as required by the City Engineer pertaining the pond and public access to the pond shall be provided prior to the commencement of any grading or filling activity on the site. The easement providing access to the pond shall be a minimum of 15 feet in width.
- 8) The grading of the pond area shall comply with all applicable City requirements, and any modifications needed to obtain compliance shall be reviewed and approved by the City Engineer.
- 9) Any lighting used on or around the ski hill must comply with applicable City lighting requirements. No lighting on the skill hill is allowed after 9:00 p.m. or after the retail sales business is closed, whichever is earlier.
- 10) All other requirements as specified by the City Engineer in the October 17, 2012 review letter must be met by the applicant prior to the start of any activity associated with the submitted plans.

ATTACHMENTS:

- 1. Detailed Staff Report (from 9/10/12 Commission Meeting)
- 2. Land Use Application
- 3. City Engineer Review – 10/17/12
- 4. Applicant Response to Previous Review
- 5. South Washington Watershed District Comments
- 6. Location Map
- 7. Grading and Erosion Control Plans

ORDER OF BUSINESS:

- Introduction Planning Staff
- Report by Staff Planning Staff

- Questions from the CommissionChair & Commission Members
- Open the Public Hearing Chair
- Close the Public Hearing Chair
- Discussion by the CommissionChair & Commission Members
- Action by the CommissionChair & Commission Members

City of Lake Elmo Planning Department
Conditional Use Permit Request

To: **Planning Commission**

From: Kyle Klatt, Planning Director

Meeting Date: **September 10, 2012**

Applicant: **Joe Heinen, Gatsby Investors I, LLC (Alan Dale, Dale Properties, LLC as co-applicant)**

Owner: Gatsby Investors I, LLC and Dale Properties, LLC

Location: **9242 Hudson Boulevard North**

Zoning: HD-GB-SRD and HD-RR-SRD

Introductory Information

Application Summary:

The City of Lake Elmo has received a request from Joe Heinen, Gatsby Investors I, LLC for a Conditional Use Permit to conduct a substantial grading project at 9242 Hudson Boulevard North. The proposed grading project would allow the expansion of the ski and snowboard demonstration area currently used by Summit Ski and Board Shop for outfitting customers, training, demonstrations, and marketing and promotional events. A conditional use permit is required for the grading because it would involve the moving of over 400 cubic yards of material per acre on this site.

The proposed grading project would extend across the northern portion of the Gatsby Investors I, LLC property; therefore, the adjacent property owner has been required to co-sign the application and has furthermore expressed their support for this project as proposed.

Property Information:

The project site is located roughly midway between Keats and Inwood Avenue along Hudson Boulevard North. There are three properties in this location that are zoned General Business, with the applicant's property situated at the far eastern edge of the commercial-zoned area. According to City records, the building that is presently on the site was initially constructed in the early 1970's, with a series of additions and remodels in the subsequent period of time that have resulted in the present facility. There are five tenants currently in this building, including Hot Springs Portable Spas, Heritage Hous beauty salon, Home Essentials seasonal boutique, the Skills Sports Training facility, and the Summit Boardshop.

As part of its business, the Summit Boardshop operates an indoor skate park and demonstration area in addition to a small outdoor ski hill in the rear portion of the lot for equipment testing and demonstrations. The proposed grading project would expand this existing ski hill substantially in size, both in terms of the area used for the hill and the height of the hill. The current hill is approximately 25 feet higher than the

grade at which the building has been built, while the proposed grading would allow the construction of a hill that is 60 feet higher than the base of the building.

The adjacent property to the west and north is presently owned by Dale Properties, and is vacant except for narrow strips of land that are used the motorized hang gliders stored in a building on the next parcel over. All of this property is presently guided for sewer residential use in the Comprehensive Plan; however, the Planning Commission has recommended approval of a revised land use plan that would change the future land use for most of this property to Commercial. In the interim, the City has adopted a holding district designation for all properties to be served by public sanitary sewer, and these holding districts allow for the continued use and development of property in accordance with the current zoning (which in this case is either General Business or Rural Residential).

The area that will be impacted by the proposed grading project is currently vacant with the exception of some larger trees along and near the western property line and a gas line easement that cuts diagonally across the Dale Properties land. The attached existing conditions, site, and grading plans illustrate the location of this easement, and the limits of the grading project will extend to this line.

In reviewing the City's past approval of projects associated with the applicant's site, there are a few issues that warrant further investigation but that are not directly related to the present request. These issues include the following:

- At the time of the last major expansion of the building at 9242 Hudson Boulevard North, the City allowed the construction of fewer parking stalls required by the code and as shown on the approved site plan. 51 parking spaces were deemed to be the minimum number required, 40 were authorized to be constructed, and 48 were reserved for future use. Sometime since the 1986 expansion, the parking lot has been expanded with the addition of a crushed rock area so that there are now roughly 49 paved stalls and 48 unpaved stalls on the property. The City code requires all commercial parking lots to be paved, which means the crushed rock area should either be removed or paved in accordance with the approved site plan.
- The building is situated with a non-conforming setback of only 4.2 feet from the eastern property line. There is an area that appears to now be used for loading and unloading, parking, and general access over the property line in this area. Because this area is not part of the business site and there is no allowance for additional parking or access on the approved site plan, the continued use of this area by the businesses at 9242 Hudson Boulevard North should cease.
- There are review comments in the City's files from the South Washington Watershed District (SWWD) related to a 2005 project that do not appear to have ever been implemented. Any future parking lot work should either address these comments or will need to be handled as part of a new permit from the Watershed District. Please note that the current CUP/Grading request does require permit from SWWD and will be noted as a condition of approval.

| | |
|--------------------------|---|
| Applicable Codes: | Section 154.018 Administration. <u>Conditional Use Permits.</u> Outlines the general requirements for all conditionally permitted uses in Lake Elmo. Section 151.017 Excavating and Grading Permits. States that “no person shall undertake, authorize, or permit any of the following actions without first having obtained a grading and excavating permit from the city”, which list the following among these actions: “Grading and excavating plans that result in the moving of 400 cubic yards of material per acre require a public hearing and approval of the City Council”. Staff has recommended that the permit be reviewed as a Conditional Use and follow the hearing procedures for a CUP. |
|--------------------------|---|

Findings & General Site Overview

| | |
|-------------------|---|
| Site Data: | Lot Size: 5.16 acres plus approximately 4 acres of the Dale Properties parcel Existing Use: General Commercial and Retail Existing Zoning: GB – General Business and RR – Rural Residential (Dale Properties) Property Identification Numbers (PID): 34.029.21.34.0004 and 34.029.21.34.0003 (Dale Properties) |
|-------------------|---|

Application Review:

| | |
|----------------------------|---|
| CUP/Grading Review: | <p>The applicant has submitted a series of plans intended to comply with the City’s grading and erosion control standards. Due to the more technical nature of this review, the City’s Engineer has spent a fair amount of time reviewing these plans, which ultimately led to several revisions and updates in order to bring the plans into conformance with the City’s application requirements. Given the scope of this project, Staff has broken down its review into two parts: comments that are more general in nature and those that are specific to the City’s grading and excavation requirements.</p> <p>Please note that based on the information submitted to date, Staff is not recommending approval of the project, and instead is recommending that the Planning Commission table taking action on this request in order to give the applicant time to address those comments that will very likely require revisions to the plans. Other comments and concerns that will not require any plan revisions may be addresses as conditions approval when this item comes back before the Planning Commission. The Planning Commission could also consider taking action to recommend approval or denial of the request at its meeting as long as it adopts findings of fact to support its decision.</p> <p>Generally, Staff would like to note the following concerns with the project as proposed:</p> <ul style="list-style-type: none">• The proposed grading would result in a large hill that is 35 feet higher than the one presently on the property. The final grades and hill will be visible from |
|----------------------------|---|

not only immediately adjacent parcels, but those that are further away as well.

- There is an existing gas line than crosses the Dale Properties parcel, and the applicant is proposing to grade within the easement for this pipeline. Written approval from the easement holder must be provided to the City before any grading will be allowed in this location.
- There are a number of trees that will be removed due to the grading. The applicant has submitted a Tree Inventory Plan that indicates 22.7% of the trees will be saved. Staff is recommending that some of the trees lost be replaced in order to better bring the project into conformance with the City's grading permit standards.
- Because the ski hill is considered accessory to the permitted retail uses on the property, all access to the hill and demonstration area should be through the existing building. Staff is not recommending that direct access from the exterior of the building be allowed as a condition of approval.
- The watershed district has not yet received plans for review, and the proposed grading project will require a permit from the South Washington Watershed District. The City Engineer has asked that the applicant provide documentation that this permit has been secured before any construction is allowed on the site, and any changes to the site plan approved by the City as a result of the watershed district review will need to be reviewed and approved by the City prior to construction.

In addition to the general comments noted above, the City Engineer has submitted his detailed review in the form of the attached letter. The two most significant issued identified in this letter are as follows:

- The proposed grading would extend into the current drain field for the property. The applicant either needs to remove any grading from this portion of the site or develop an alternative that provides for a treatment area on the site that meets current County requirements.
- Access to the proposed ponding area has been requested by the City Engineer but is not shown on the attached plans. This access is critical in order to properly maintain the storm water pond.

Other comments concerning these issues in particular may be found in the Engineer's report under the heading "Engineering review comments requiring resubmittal". The other portion of the Engineer's review includes additional comments that could be addressed as conditions of approval once revised plans have been submitted. This list includes requirements specific to the storm water pond and maintenance of this pond, permit approvals from SWWD, Pollution Control Agency permits, tree preservation and replacement plans, and the gas pipeline.

Once a revised plan is submitted, Staff will provide the Planning Commission with a more throughout review of the project's conformance with the City's grading and excavating standards. These standards were ultimately used by the City Engineer in

| | |
|--|--|
| | conducting his review. |
| Conditional Use Permit Conclusions: | <p>Based on the above analysis and Staff review, Staff is recommending that the Planning Commission table taking action on the request by Gatsby Investors I, LLC for a Conditional Use Permit to conduct a substantial grading project at 9242 Hudson Boulevard North, based on the following:</p> <ol style="list-style-type: none">1. The plans as submitted require revisions in order to address concerns that:<ol style="list-style-type: none">a. The grading as proposed would impact the current subsurface treatment system on the property; andb. The applicant has not provided access for maintenance purposes to the proposed storm water pond. |
| Resident Concerns: | <p>A public hearing notice was sent to all property owners within 350 feet of the applicant's property. Staff has not received any feedback from any surrounding property owners.</p> |
| Additional Information: | <p>The attached letter from the South Washington Watershed District indicates that a watershed district permit is required for the prokect.</p> |
| Conclusion: | <hr/> <p>The applicant is seeking approval to conduct a substantial grading project at 9242 Hudson Boulevard North.</p> |
| Commission Options: | <p>The Planning Commission has the following options:</p> <ol style="list-style-type: none">A) Table taking action on this request until revisions to the plans area completed in accordance with the City's review comments..B) Recommend approval of the request with findings of fact to support this motion.C) Recommend denial of the request with findings of fact to support this motion <p>The 60-day review period for this application expires on 10/21/12, but can be extended an additional 60 days if more time is needed.</p> |
| Staff Rec: | <p>Staff is recommending that the Planning Commission table the request from Joe Heinen, Gatsby Investors I, LLC for a Conditional Use Permit to conduct a substantial grading project at 9242 Hudson Boulevard North</p> |

*CUP Request: 9242 Hudson Blvd. N
Planning Commission Report: 9-10-12*

cc: Joe Heinen, Gatsby Investors I, LLC
Alan Dale, Dale Properties, LLC

Fee \$ _____

City of Lake Elmo DEVELOPMENT APPLICATION FORM

- Comprehensive Plan Amendment
- Zoning District Amendment
- Text Amendment
- Flood Plain C.U.P. Conditional Use Permit
- Conditional Use Permit (C.U.P.)
- Variance * (See below)
- Minor Subdivision
- Lot Line Adjustment
- Residential Subdivision Sketch/Concept Plan
- Site & Building Plan Review
- Residential Subdivision Preliminary/Final Plat
 - 01 - 10 Lots
 - 11 - 20 Lots
 - 21 Lots or More
- Excavating & Grading Permit
- Appeal
- PUD

APPLICANT: Gatsby Investors I LLC 595 Lake Ridge Dr MN 55126
(Name) (Mailing Address) (Zip)

TELEPHONES: 612 347 0171 612 386 3894
(Home) (Work) (Mobile) (Fax)

FEE OWNER: Gatsby Investors I LLC
(Name) (Mailing Address) (Zip)

TELEPHONES: 612 347 0171 612 386 3894 heinem@ghjm.co
(Home) (Work) (Mobile) (Fax)

PROPERTY LOCATION (Address and Complete (Long) Legal Description):
9242 Hudson Blvd N Lake Elmo MN 55042
South 675 feet of the West 333 feet of the East Half of the South West
Quarter of Section 34, Township 29, Range 21, Washington County

DETAILED REASON FOR REQUEST: Expansion of SKI AND SNOWBOARD area
Currently used by Summit Ski and Board Shop for outfitting
customers, training and demonstration, and marketing and
promotional events.

*VARIANCE REQUESTS: As outlined in Section 301.060 C. of the Lake Elmo Municipal Code, the Applicant must demonstrate a hardship before a variance can be granted. The hardship related to this application is as follows:

In signing this application, I hereby acknowledge that I have read and fully understand the applicable provisions of the Zoning and Subdivision Ordinances 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] 4/23/12
 Signature of Applicant Date

[Signature] 5-21-12
 Signature of Applicant Date

MEMORANDUM

Cara Geheren, P.E. 651.300.4261
Jack Griffin, P.E. 651.300.4264
Ryan Stempksi, P.E. 651.300.4267

Date: October 17, 2012

To: Kyle Klatt, Planning Director
Cc: Nick Johnson, City Planner
Jack Griffin, P.E., City Engineer
From: Ryan Stempksi, P.E.

Re: City of Lake Elmo
9242 Hudson Boulevard Grading Permit

We have received updated information for the Excavating & Grading Permit submittal documentation for 9242 Hudson Boulevard. The following items were received:

- Final Grading & Erosion & Sediment Control Plan prepared by James J. Hill, Inc., dated August 2, 2012.
- Point-by-Point Response Letter from Joel Cooper, P.E. (James J. Hill, Inc.), dated October 4, 2012.

This project cannot be recommended for approval at this time. The following comments must be addressed prior to engineering approval:

Engineering review comments requiring resubmittal:

1. The Grading Plan (Sheet 2.3) must be revised to show protective fencing around the drainfield prior to construction. Long term protection from the drainfield area must also be provided in the plan.
2. Wood fiber blanket must be used for erosion control (update Sheet 2.1 & 2.2 accordingly).
3. The maintenance access road to the pond must be appropriately stabilized for use by maintenance equipment and vehicles a minimum of 10 feet wide.
4. A stormwater pond detail must be provided to show a side slope of 10H:1V for the first 10 feet, then a maximum of 3H:1V beyond the first 10 feet. The Grading Plan (Sheet 2.3) must be revised accordingly.
5. The Pond Easement Sketch and Description must be revised to create a standard geometric shape and/or follow other property lines and/or existing physical features. The non-standard shape as proposed will create difficulties for identifying easement areas in the field for the areas to be maintained / protected.

Additional Engineering review comments:

1. The proposed Stormwater pond is to be owned and maintained by the property owner. A Maintenance Agreement must be executed with the City of Lake Elmo and recorded with Washington County.
2. The drainage easement over the pond and maintenance access road must also be granted in the name of the City of Lake Elmo.
3. This project requires a Permit from the South Washington Watershed District (SWWD). A copy of the Permit Approval must be provided to the City before the project can begin construction. If, in the course of acquiring a permit from SWWD the applicant makes any plan revisions, a copy of the revised plans must also be re-submitted to the City for further review and approval.

4. Prior to the start of any construction, and once the applicant has a Contractor in place for the work, a copy of the MPCA NPDES Stormwater Permit must be provided to the City of Lake Elmo.
5. The Tree Inventory Plan indicates significant tree removal as part of this project. A majority of the existing trees along the west property are shown for removal. The City should consider the provisions of the City Code in Section 151.017 (J) Grading Permit standards as they reference efforts to minimize tree removal, maintain screening, and restore site aesthetics through landscaping.
6. Prior to the start of any construction written approval from BP Pipelines (North America), Inc. must be provided to the City of Lake Elmo for the proposed grading within the gas easement along the east side of the property. If plans are revised to avoid this grading work or as a result of BP comments, the revised plans must be re-submitted to the City of Lake Elmo for further review and approval.



JAMES R. HILL, INC.

PLANNERS ENGINEERS SURVEYORS

Serving our Clients since 1976

2500 WEST COUNTY ROAD 42, SUITE 120
BURNSVILLE, MINNESOTA 55337
PH. (952) 890-6044 FAX (952) 890-6244

DATE: October 4, 2012
TO: Mr. Kyle Klatt- Planning Director
City of Lake Elmo
3800 Laverne Ave. N.
Lake Elmo, MN 55042
RE: 9242 Hudson Blvd. Grading Permit

VIA:



Dear Mr. Klatt:

We have received the comments regarding the above referenced project from Focus Engineering Inc. and offer the following plan revisions and comments.

1. We have revised the grading plan so there will be no fill placed over the existing drainfield on-site. The location of the drainfield is shown on the plan.
2. We have revised the grading plan to allow for a maintenance access from the existing parking lot.
3. The grading plan modifications made have not changed the drainage areas or pond size so that the current drainage model is still reflective of our proposal.
4. We have revised the pond easement sketch to include the maintenance access road.
5. The easement is reflective of the pond on the grading plan which is established to maximize the ski-hill feature that is the basis for the project. This is a temporary pond and it is anticipated the maintenance of this pond will be provided by the owner.

Additional review comments:

1. As stated earlier the owner will be maintaining the ponding area and will enter into a maintenance agreement with the City of Lake Elmo.
2. The easement and maintenance road easement will be provided in the city's name.
3. We will obtain a watershed permit prior to commencing grading operations.
4. We will obtain and post the NDPES permit on site as required by the MPCA.
5. We will attempt to save the trees along the west property line as demonstrated with the grading plan.
6. We will provide documentation of an agreement to grade on B.P. pipeline prior to commencing grading operations.

If you have any other questions or require additional information, please call.

Sincerely,
JAMES R. HILL, INC.

A handwritten signature in black ink, appearing to read "Joel G. Cooper". The signature is fluid and cursive, with a large initial "J" and "C".

Joel G. Cooper, P.E.
President

Cc: Joe Heinen



September 6, 2012

Kyle Klatt
Planning Director
City of Lake Elmo
3800 Laverne Ave N
Lake Elmo, MN 55042

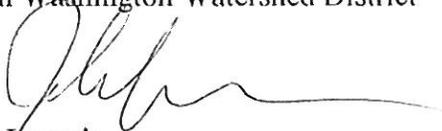
RE: Gatsby Investors LLC Expansion at 9242 Hudson Rd

Dear Mr. Klatt:

SWWD has received a copy of the Conditional Use Permit application for expansion of the Gatsby Investors property at 9242 Hudson Rd. This project is subject to SWWD permitting. We have not received a permit application and the information submitted with the CUP application is insufficient to review the project. The developer will find information on required submittals within SWWD's rules (1.3) at <http://www.swwdmn.org/pdf/SWWDRules03282012.pdf>.

If you have any questions or need additional information, please contact me at 651/714-3714 or jloomis@ci.woodbury.mn.us.

Sincerely,
South Washington Watershed District



John Loomis
Water Resource Specialist

9242 HUDSON BOULEVARD

LAKE ELMO, MINNESOTA

FINAL GRADING & EROSION & SEDIMENT CONTROL PLAN

FOR

JOE HEINEN

595 LAKE RIDGE DRIVE, SHOREVIEW, MN 55126

PHONE: (612) 347-0171

FAX: (612) 338-2860



LOCATION MAP
NOT TO SCALE

LEGEND

| | |
|--|--|
| | EXISTING BUILDINGS |
| | EXISTING ASPHALT SURFACE |
| | EXISTING CONCRETE SURFACE |
| | EXISTING GRASS RUNWAY |
| | EXISTING TREES |
| | EXISTING SOIL BORING |
| | EXISTING CURB |
| | EXISTING CONTOUR |
| | EXISTING WATERMAIN |
| | EXISTING SANITARY SEWER |
| | EXISTING STORM SEWER |
| | EXISTING OVERHEAD POWER LINE/POWER POLES |
| | EXISTING DRAINFIELD |
| | EXISTING WELL LOCATION |
| | PROPOSED CONTOUR |
| | PROPOSED STORM SEWER |
| | PROPOSED SEED & MnDOT CATEGORY 3 EROSION CONTROL BLANKET |
| | PROPOSED TEMPORARY ROCK CONSTRUCTION ENTRANCE |
| | PROPOSED SILT FENCE |
| | POST GRADING SILT FENCE |

BENCHMARKS

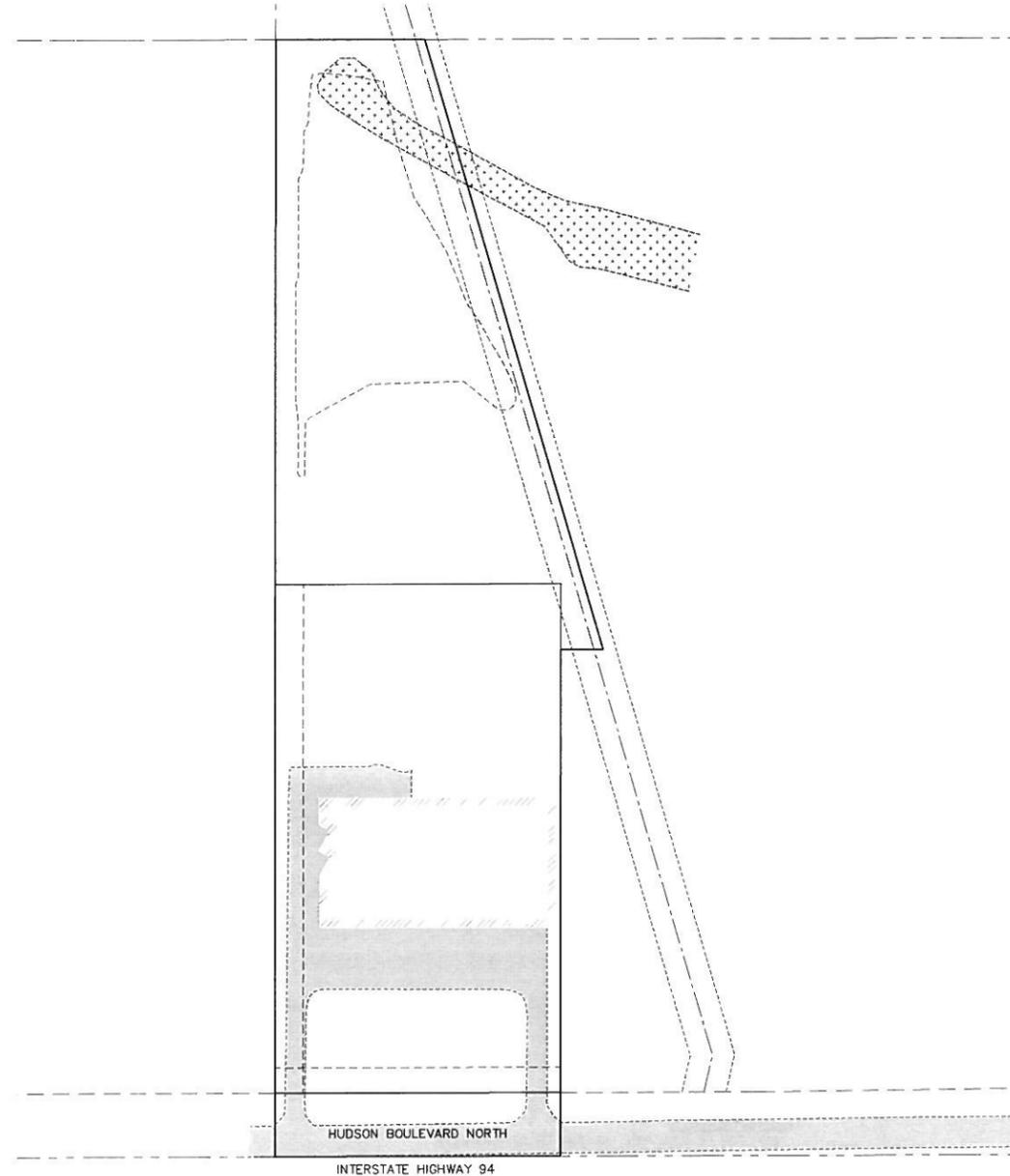
- #1) TOP OF IRON PIPE (SE CORNER OF PROPERTY AT THE RIGHT-OF-WAY LINE) ±15' EAST OF EAST ENTRANCE TO 9242 HUDSON BLVD & ±35' NORTH OF HUDSON BLVD NORTH. ELEV=996.43
- #2) TOP OF IRON PIPE (NE PROPERTY CORNER) ±600' NORTH OF BENCHMARK #1. ELEV=1012.04

GOPHER STATE ONE CALL

CALL 48 HOURS BEFORE YOU DIG!
TWIN CITY AREA 651-454-0002
MN. TOLL FREE 1-800-252-1166

PROJECT CONTACTS

| | | |
|----------------------------|--|--------------------|
| PROJECT ENGINEER | JOEL G. COOPER, P.E. - JAMES R. HILL, INC. | (952)-890-6044 (O) |
| DEVELOPER: | JOE HEINEN | (612)-508-6480 (M) |
| CITY: | MIKE BOUTHILLET - PUBLIC WORKS & PARK SUPERINTENDENT - CITY OF LAKE ELMO | (612) 347-0171 (O) |
| NPDES OFFICER: | SHAWN NELSON - MPCA | (651)-233-5414 (O) |
| CONTRACTOR REPRESENTATIVE: | TO BE DETERMINED | (651)-757-2604 (O) |
| CONTRACTOR SUPERINTENDENT: | TO BE DETERMINED | (XXX)-XXX-XXXX |
| | | (XXX)-XXX-XXXX |



INDEX

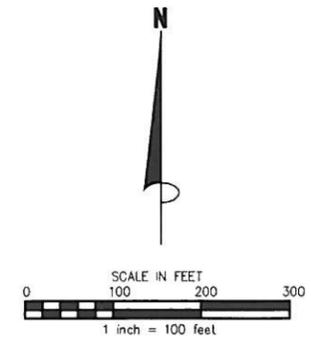
| | |
|--|---------|
| TITLE SHEET | 1.1 |
| SITE INFORMATION | 1.2-1.3 |
| EROSION & SEDIMENT CONTROL DETAILS | 2.1 |
| EROSION CONTROL PLAN | 2.2 |
| FINAL GRADING, DRAINAGE, EROSION & SEDIMENT CONTROL PLAN | 2.3 |
| TREE INVENTORY PLAN | 3.1 |
| EXISTING CONDITIONS | 4.1 |
| PONDING EASEMENT SKETCH AND DESCRIPTION | 5.1 |
| ACCESS EASEMENT SKETCH AND DESCRIPTION | 6.1 |

James R. Hill, Inc.
PLANNERS / ENGINEERS / SURVEYORS
2500 W. Cty. Rd. 42, Suite 120, Burnsville, MN 55337
PHONE: (952)890-6044 FAX: (952)890-6244

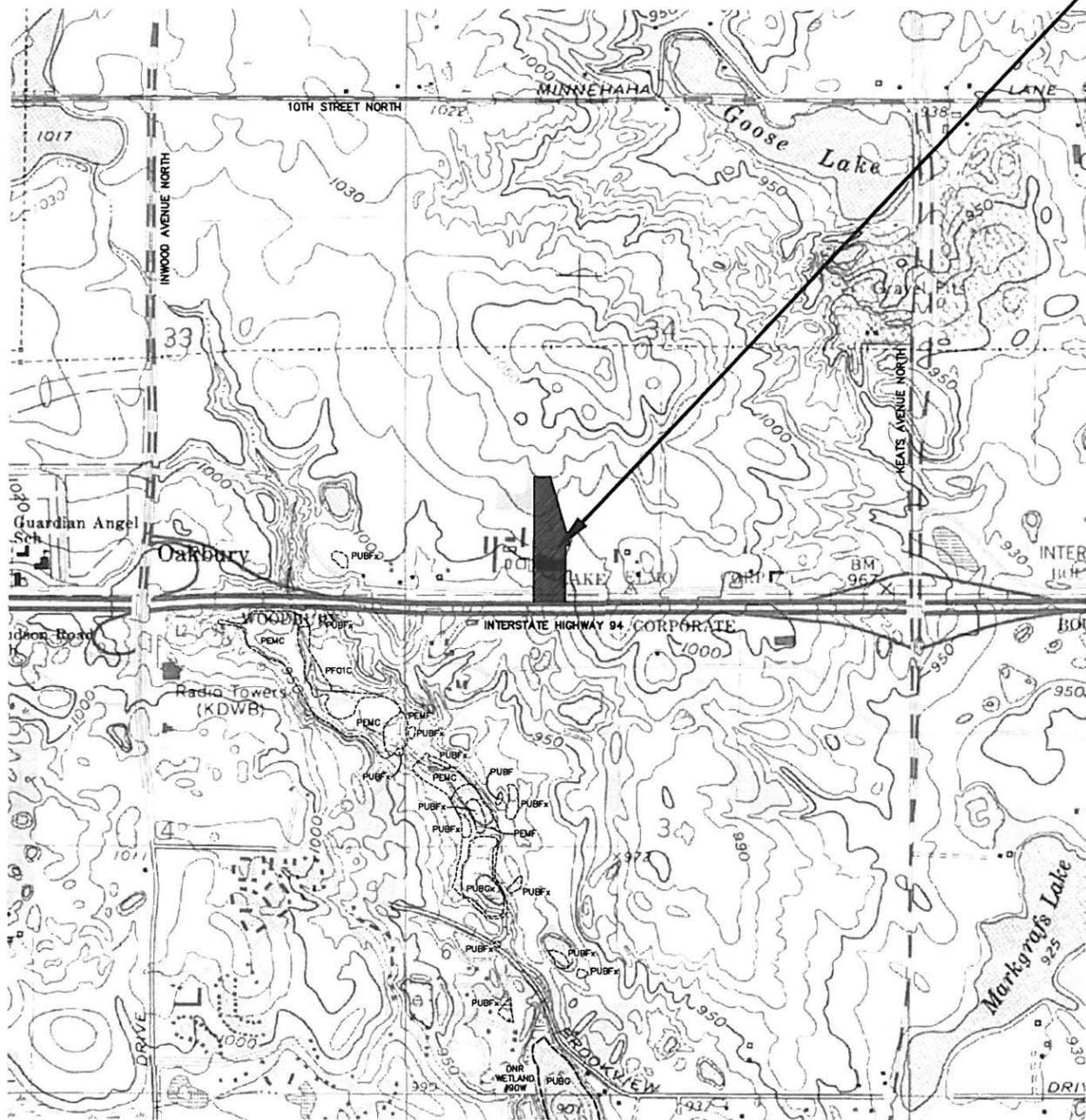
I hereby certify that this plan, specification, report or other document was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer in the State of Minnesota.
JOEL G. COOPER, P.E.
Date: 4/23/12 Reg. No. 12455

9242 HUDSON BOULEVARD
LAKE ELMO, MINNESOTA
TITLE SHEET
FOR
JOE HEINEN
595 LAKE RIDGE DRIVE, SHOREVIEW, MN 55126

DRAWN BY
CJK
DATE
4/23/12
REVISIONS
8/2/12 REV PER CITY COMMENTS
9/18/12 REVISED GRADES AROUND DRAINFIELD AREA
10/5/12 ADDED ACCESS SKETCH
CAD FILE
22863TS
PROJECT NO.
22863
1.1



PROJECT LOCATION



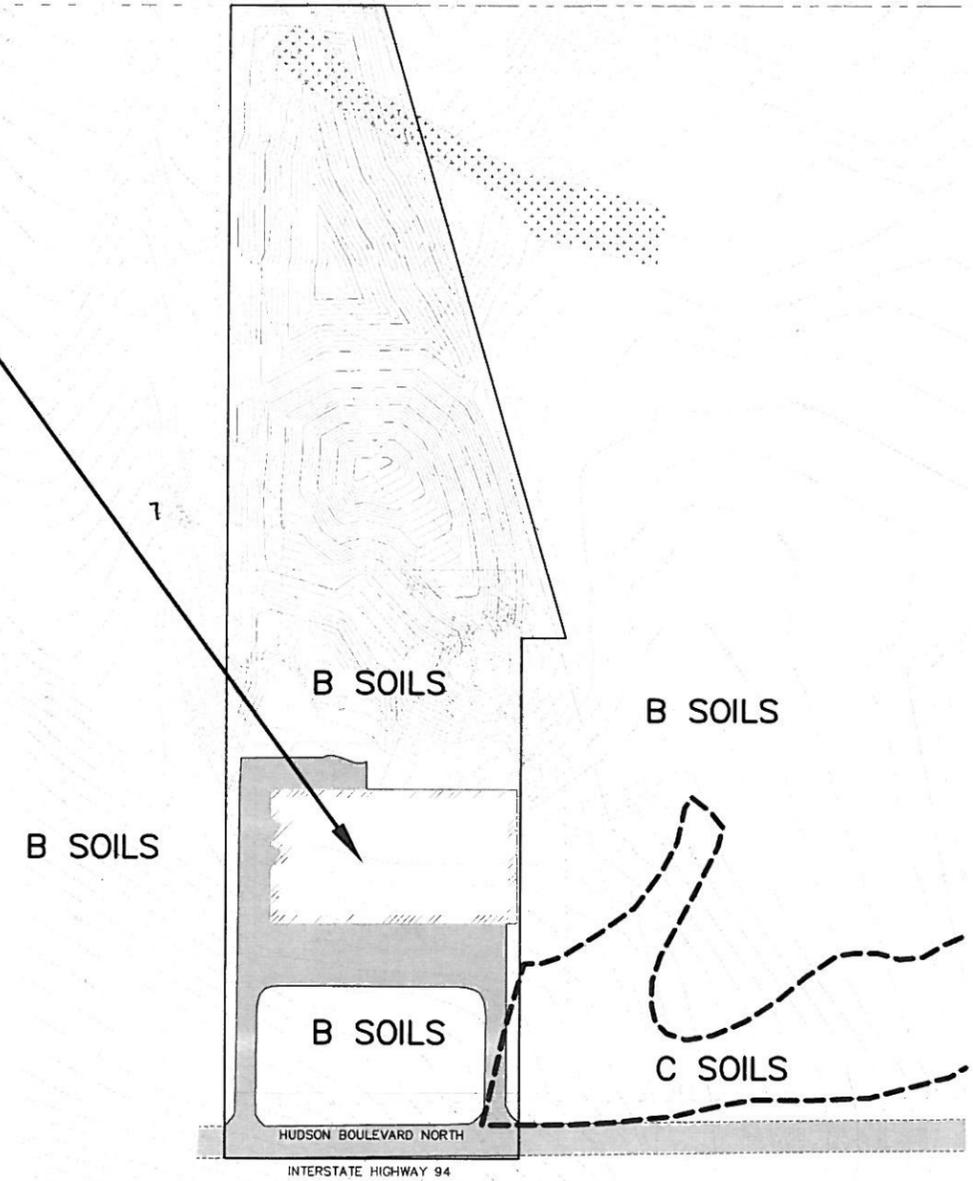
USGS MAP

1 inch = 800 feet

BENCHMARKS

#1) TOP OF IRON PIPE (SE CORNER OF PROPERTY AT THE RIGHT-OF-WAY LINE) ±15' EAST OF EAST ENTRANCE TO 9242 HUDSON BLVD. & ±35' NORTH OF HUDSON BLVD NORTH. ELEV=996.43

#2) TOP OF IRON PIPE (NE PROPERTY CORNER) ±600' NORTH OF BENCHMARK #1. ELEV=1012.04



SOIL GROUP MAP

1 inch = 100 feet

James R. Hill, Inc.
 PLANNERS / ENGINEERS / SURVEYORS
 2500 W. CTY. RD. 42, SUITE 120, BURNSVILLE, MN 55337
 PHONE: (952)890-6044 FAX: (952)890-6244



I hereby certify that this plan, specification or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.
 J. R. Hill, P.E.
 Date: 4/23/12 Reg. No. 18195

9242 HUDSON BOULEVARD
 LAKE ELMO, MINNESOTA
SITE INFORMATION
 FOR
JOE HEINEN
 595 LAKE RIDGE DRIVE, SHOREVIEW, MN 55126

DRAWN BY
 CJK

DATE
 4/23/12

REVISIONS

8/2/12 REV PER CITY COMMENTS
 9/18/12 REVISED GRADES
 AROUND DRAINFIELD AREA

CAD FILE
 22863SI

PROJECT NO.
 22863

1.2

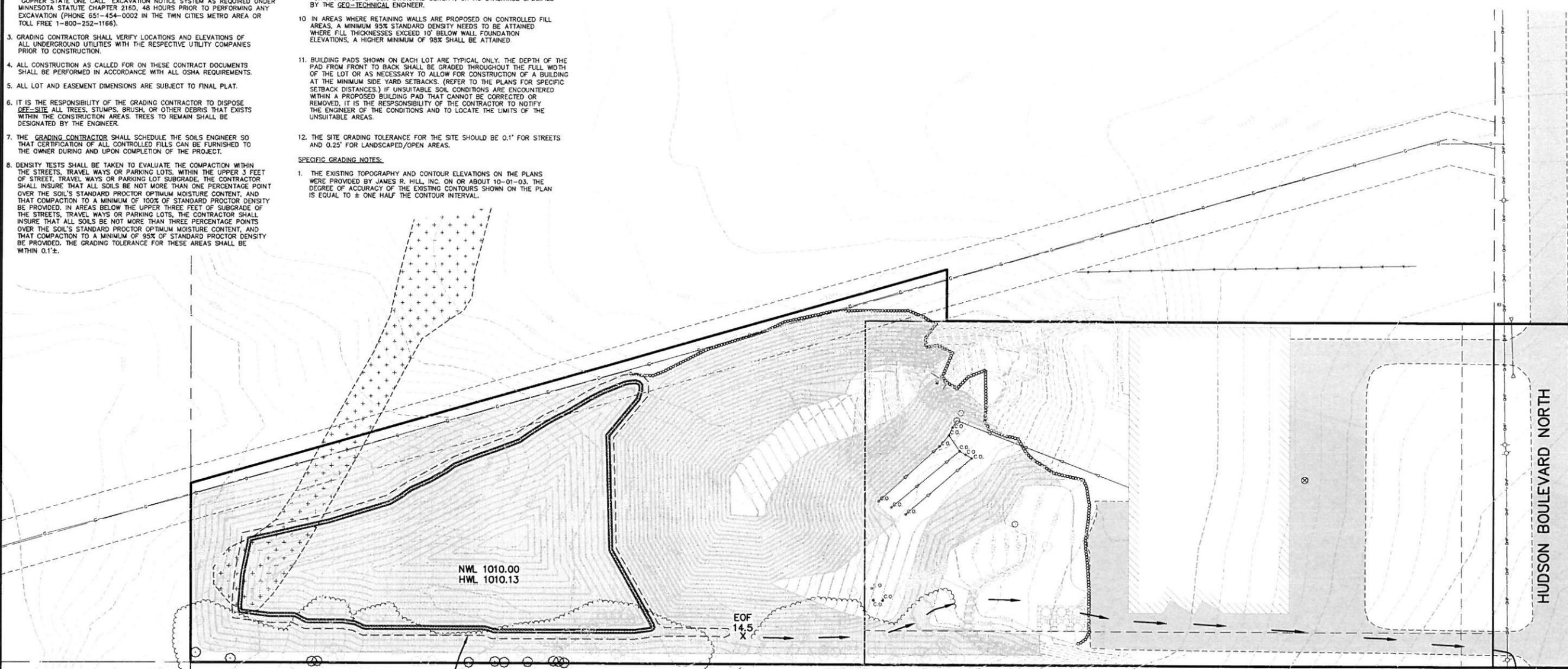
GENERAL GRADING NOTES:

- SPECIFICATIONS WHICH APPLY ARE THE MOST RECENT EDITIONS OF THE MUNICIPALITY IN WHICH THE WORK IS LOCATED AND THE MINNESOTA DEPARTMENT OF TRANSPORTATION SPECIFICATIONS FOR HIGHWAY CONSTRUCTION UNLESS MODIFIED HEREIN ON THESE CONTRACT DOCUMENTS.
- IT IS THE RESPONSIBILITY OF THE CONTRACTOR TO UTILIZE THE "GOPHER STATE ONE CALL" EXCAVATION NOTICE SYSTEM AS REQUIRED UNDER MINNESOTA STATUTE CHAPTER 216D, 48 HOURS PRIOR TO PERFORMING ANY EXCAVATION (PHONE 651-454-0002 IN THE TWIN CITIES METRO AREA OR TOLL FREE 1-800-252-1166).
- GRADING CONTRACTOR SHALL VERIFY LOCATIONS AND ELEVATIONS OF ALL UNDERGROUND UTILITIES WITH THE RESPECTIVE UTILITY COMPANIES PRIOR TO CONSTRUCTION.
- ALL CONSTRUCTION AS CALLED FOR ON THESE CONTRACT DOCUMENTS SHALL BE PERFORMED IN ACCORDANCE WITH ALL OSHA REQUIREMENTS.
- ALL LOT AND EASEMENT DIMENSIONS ARE SUBJECT TO FINAL PLAT.
- IT IS THE RESPONSIBILITY OF THE GRADING CONTRACTOR TO DISPOSE OFF-SITE ALL TREES, STUMPS, BRUSH, OR OTHER DEBRIS THAT EXISTS WITHIN THE CONSTRUCTION AREAS. TREES TO REMAIN SHALL BE DESIGNATED BY THE ENGINEER.
- THE GRADING CONTRACTOR SHALL SCHEDULE THE SOILS ENGINEER SO THAT CERTIFICATION OF ALL CONTROLLED FILLS CAN BE FURNISHED TO THE OWNER DURING AND UPON COMPLETION OF THE PROJECT.
- DENSITY TESTS SHALL BE TAKEN TO EVALUATE THE COMPACTION WITHIN THE STREETS, TRAVEL WAYS OR PARKING LOTS. WITHIN THE UPPER 3 FEET OF STREET, TRAVEL WAYS OR PARKING LOT SUBGRADE, THE CONTRACTOR SHALL INSURE THAT ALL SOILS BE NOT MORE THAN ONE PERCENTAGE POINT OVER THE SOIL'S STANDARD PROCTOR OPTIMUM MOISTURE CONTENT, AND THAT COMPACTION TO A MINIMUM OF 100% OF STANDARD PROCTOR DENSITY BE PROVIDED. IN AREAS BELOW THE UPPER THREE FEET OF SUBGRADE OF THE STREETS, TRAVEL WAYS OR PARKING LOTS, THE CONTRACTOR SHALL INSURE THAT ALL SOILS BE NOT MORE THAN THREE PERCENTAGE POINTS OVER THE SOIL'S STANDARD PROCTOR OPTIMUM MOISTURE CONTENT, AND THAT COMPACTION TO A MINIMUM OF 95% OF STANDARD PROCTOR DENSITY BE PROVIDED. THE GRADING TOLERANCE FOR THESE AREAS SHALL BE WITHIN 0.1%.

- LOT GRADING AND/OR THE PREPARATION OF BUILDING PADS SHALL BE CONSTRUCTED IN ACCORDANCE WITH THESE PLANS AND SPECIFICATIONS. THE GRADING TOLERANCE SHALL BE 0.25". ALL EARTHWORK OPERATIONS SHALL BE PERFORMED IN ACCORDANCE WITH THE HUD-FHA DATA SHEET 79G "LAND DEVELOPMENT WITH CONTROLLED EARTHWORK", PROVIDING FOR A MINIMUM OF 95% STANDARD DENSITY, OR AS OTHERWISE SPECIFIED BY THE GEO-TECHNICAL ENGINEER.
- IN AREAS WHERE RETAINING WALLS ARE PROPOSED ON CONTROLLED FILL AREAS, A MINIMUM 95% STANDARD DENSITY NEEDS TO BE ATTAINED WHERE FILL THICKNESSES EXCEED 10' BELOW WALL FOUNDATION ELEVATIONS. A HIGHER MINIMUM OF 98% SHALL BE ATTAINED.
- BUILDING PADS SHOWN ON EACH LOT ARE TYPICAL ONLY. THE DEPTH OF THE PAD FROM FRONT TO BACK SHALL BE GRADED THROUGHOUT THE FULL WIDTH OF THE LOT OR AS NECESSARY TO ALLOW FOR CONSTRUCTION OF A BUILDING AT THE MINIMUM SIDE YARD SETBACKS. (REFER TO THE PLANS FOR SPECIFIC SETBACK DISTANCES.) IF UNSUITABLE SOIL CONDITIONS ARE ENCOUNTERED WITHIN A PROPOSED BUILDING PAD THAT CANNOT BE CORRECTED OR REMOVED, IT IS THE RESPONSIBILITY OF THE CONTRACTOR TO NOTIFY THE ENGINEER OF THE CONDITIONS AND TO LOCATE THE LIMITS OF THE UNSUITABLE AREAS.
- THE SITE GRADING TOLERANCE FOR THE SITE SHOULD BE 0.1' FOR STREETS AND 0.25' FOR LANDSCAPED/OPEN AREAS.

SPECIFIC GRADING NOTES:

- THE EXISTING TOPOGRAPHY AND CONTOUR ELEVATIONS ON THE PLANS WERE PROVIDED BY JAMES R. HILL, INC. ON OR ABOUT 10-01-03. THE DEGREE OF ACCURACY OF THE EXISTING CONTOURS SHOWN ON THE PLAN IS EQUAL TO ± ONE HALF THE CONTOUR INTERVAL.



PROPOSED DRAINAGE EASEMENT

NWL 1010.00
HWL 1010.13

EOF
14.5
X

HUDSON BOULEVARD NORTH

INTERSTATE HIGHWAY 94

LEGEND

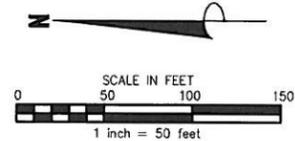
- EXISTING POWER POLE
- EXISTING FLARED END SECTION
- EXISTING TELEPHONE PEDESTAL
- EXISTING ELECTRIC METER
- EXISTING CLEAN OUT
- EXISTING MANHOLE
- EXISTING BITUMINOUS SURFACE
- EXISTING CONTOURS
- EXISTING OVERHEAD POWER LINE
- EXISTING TREE LINE
- EXISTING FENCE
- EXISTING DRAINFIELD
- EXISTING WELL LOCATION
- PROPOSED CONTOUR
- PROPOSED SEED & MnDOT CATEGORY 3 EROSION CONTROL BLANKET-POST GRADING CONSTRUCTION
- PROPOSED SILT FENCE-POST GRADING CONSTRUCTION
- PROPOSED HEAVY DUTY SILT FENCE
- PROPOSED TEMPORARY ROCK CONSTRUCTION ENTRANCE
- PROPOSED DRAINAGE ARROW

EARTHWORK QUANTITIES

| | |
|------------|-----------|
| EXCAVATION | 56,314 CY |
| FILL | 56,314 CY |

BENCHMARKS

- TOP OF IRON PIPE (SE CORNER OF PROPERTY AT THE RIGHT-OF-WAY LINE) ±15' EAST OF EAST ENTRANCE TO 9242 HUDSON BLVD & ±35' NORTH OF HUDSON BLVD NORTH. ELEV=996.43
- TOP OF IRON PIPE (NE PROPERTY CORNER) ±600' NORTH OF BENCHMARK #1. ELEV=1012.04



9242 HUDSON BOULEVARD
LAKE ELMO, MINNESOTA
**FINAL GRADING, DRAINAGE, EROSION,
& SEDIMENT CONTROL PLAN**

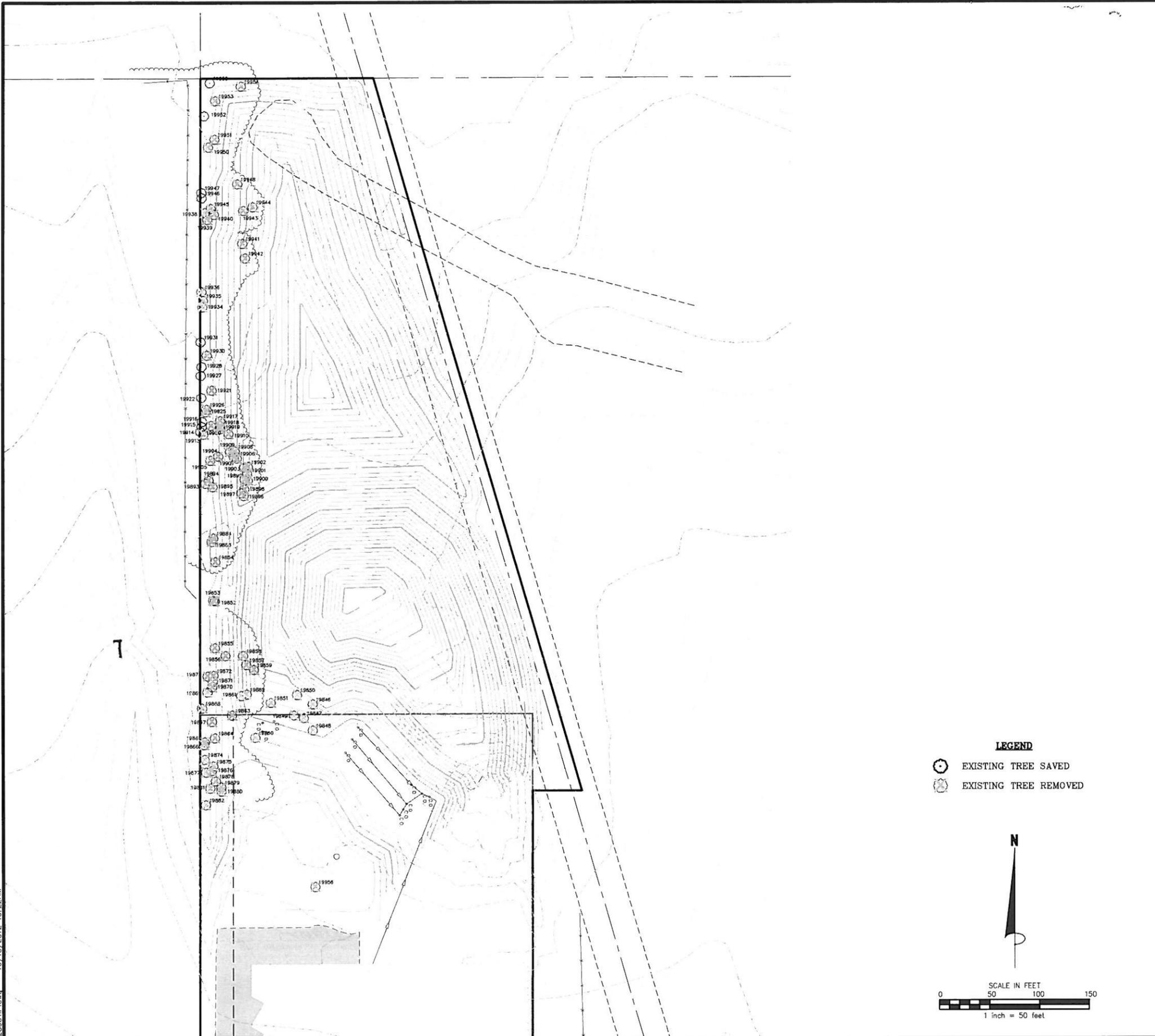
JOE HEINEN
595 LAKE RIDGE DRIVE, SHOREVIEW, MN 55126

| |
|------------------------------|
| DRAWN BY CJK |
| DATE 4/23/12 |
| REVISIONS |
| 8/2/12 REV PER CITY COMMENTS |
| 9/18/12 REVISED GRADES |
| AROUND DRAINFIELD AREA |
| CAD FILE 22863G |
| PROJECT NO. 22863 |
| 2.3 |

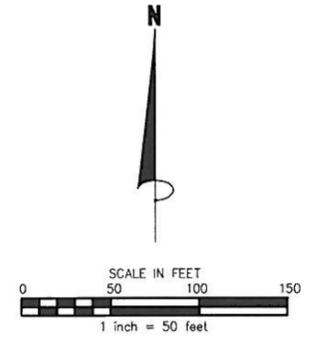
James R. Hill, Inc.
PLANNERS / ENGINEERS / SURVEYORS
2500 W. CTY. RD. 42, SUITE 120, BURNSVILLE, MN 55337
PHONE: (952)890-6044 FAX: (952)890-6244

I hereby certify that this plan, specification or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.
JOEL G. COOPER, P.E.
Date: 4/23/12 Reg. No. 18493

22863TIP.dwg - 10/10/2012 10:22AM



LEGEND
 EXISTING TREE SAVED
 EXISTING TREE REMOVED



**LAKE ELMO SITE
 TREE INVENTORY
 6/20/2012**

| PT. NO. | TREE TYPE | ELEV. | SIZE | SIZE | SIZE | SIZE | SIZE | TOTAL | SAVE | REMOVE |
|---------|-------------------|---------|------|------|------|------|------|-------|------|--------|
| 19846 | BOXELDER | 1018.16 | 9 | | | | | 9 | | X |
| 19847 | BOXELDER | 1018.37 | 10 | | | | | 10 | | X |
| 19848 | APPLE | 1018.19 | 8 | | | | | 8 | | X |
| 19849 | APPLE | 1018.12 | 6 | | | | | 6 | | X |
| 19850 | BOXELDER | 1017.82 | 9 | | | | | 9 | | X |
| 19851 | BOXELDER | 1017.76 | 7 | | | | | 7 | | X |
| 19852 | ELM | 1017.74 | 14 | | | | | 14 | | X |
| 19853 | BOXELDER | 1017.69 | 6 | | | | | 6 | | X |
| 19854 | BOXELDER | 1020.88 | 10 | | | | | 10 | | X |
| 19855 | BOXELDER | 1016.52 | 11 | | | | | 11 | | X |
| 19856 | POPLAR | 1016.25 | 8 | | | | | 8 | | X |
| 19857 | BOXELDER | 1017.37 | 6 | | | | | 6 | | X |
| 19858 | POPLAR | 1017.13 | 6 | | | | | 6 | | X |
| 19859 | BOXELDER | 1017.20 | 6 | | | | | 6 | | X |
| 19860 | BOXELDER | 1017.29 | 10 | | | | | 10 | | X |
| 19861 | POPLAR | 1018.09 | 6 | | | | | 6 | | X |
| 19862 | BOXELDER | 1017.65 | 6 | | | | | 6 | | X |
| 19863 | POPLAR | 1017.34 | 6 | | | | | 6 | | X |
| 19864 | POPLAR | 1017.31 | 6 | | | | | 6 | | X |
| 19865 | BOXELDER | 1018.15 | 9 | | | | | 9 | | X |
| 19866 | BOXELDER | 1018.48 | 6 | | | | | 6 | | X |
| 19867 | POPLAR | 1017.18 | 6 | | | | | 6 | | X |
| 19868 | POPLAR | 1017.09 | 6 | | | | | 6 | | X |
| 19869 | POPLAR | 1016.47 | 8 | | | | | 8 | | X |
| 19870 | POPLAR | 1016.53 | 6 | | | | | 6 | | X |
| 19871 | POPLAR | 1016.37 | 8 | | | | | 8 | | X |
| 19872 | POPLAR | 1016.50 | 7 | | | | | 7 | | X |
| 19873 | BOXELDER | 1017.16 | 10 | 10 | | | | 20 | | X |
| 19874 | POPLAR | 1018.39 | 7 | | | | | 7 | | X |
| 19875 | POPLAR | 1017.69 | 7 | | | | | 7 | | X |
| 19876 | POPLAR | 1018.02 | 6 | | | | | 6 | | X |
| 19877 | POPLAR | 1018.12 | 6 | | | | | 6 | | X |
| 19878 | POPLAR | 1018.29 | 6 | | | | | 6 | | X |
| 19879 | POPLAR | 1017.72 | 7 | | | | | 7 | | X |
| 19880 | POPLAR | 1018.21 | 9 | | | | | 9 | | X |
| 19881 | POPLAR | 1017.98 | 7 | | | | | 7 | | X |
| 19882 | POPLAR | 1017.89 | 7 | | | | | 7 | | X |
| 19883 | CHERRY | 1020.51 | 9 | | | | | 9 | | X |
| 19884 | CHERRY | 1020.53 | 8 | | | | | 8 | | X |
| 19893 | OAK | 1019.03 | 8 | | | | | 8 | | X |
| 19894 | BOXELDER | 1019.17 | 6 | | | | | 6 | | X |
| 19895 | BOXELDER 1/2 DEAD | 1019.10 | 10 | | | | | 10 | | X |
| 19896 | POPLAR | 1019.15 | 6 | | | | | 6 | | X |
| 19897 | POPLAR | 1019.21 | 9 | | | | | 9 | | X |
| 19898 | POPLAR | 1019.17 | 8 | | | | | 8 | | X |
| 19899 | POPLAR | 1019.36 | 6 | | | | | 6 | | X |
| 19900 | POPLAR | 1019.26 | 8 | | | | | 8 | | X |
| 19901 | POPLAR | 1019.68 | 8 | | | | | 8 | | X |
| 19902 | POPLAR | 1019.42 | 6 | | | | | 6 | | X |
| 19903 | POPLAR | 1019.50 | 6 | | | | | 6 | | X |
| 19904 | OAK | 1019.61 | 6 | | | | | 6 | | X |
| 19905 | POPLAR | 1019.51 | 8 | | | | | 8 | | X |
| 19906 | POPLAR | 1019.81 | 6 | | | | | 6 | | X |
| 19907 | POPLAR | 1019.72 | 7 | | | | | 7 | | X |
| 19908 | POPLAR | 1019.68 | 6 | | | | | 6 | | X |
| 19909 | POPLAR | 1020.26 | 8 | | | | | 8 | | X |
| 19910 | POPLAR | 1020.34 | 7 | | | | | 7 | | X |
| 19913 | OAK | 1019.68 | 15 | | | | | 15 | | X |
| 19914 | OAK | 1019.39 | 15 | 16 | | | | 31 | | X |
| 19915 | OAK | 1019.42 | 15 | | | | | 15 | | X |
| 19916 | OAK | 1019.60 | 18 | 15 | | | | 33 | | X |
| 19917 | OAK | 1020.18 | 10 | | | | | 10 | | X |
| 19918 | OAK | 1020.13 | 8 | | | | | 8 | | X |
| 19919 | OAK | 1020.20 | 8 | | | | | 8 | | X |
| 19920 | CHERRY | 1019.71 | 8 | | | | | 8 | | X |
| 19921 | BOXELDER | 1019.64 | 17 | 10 | | | | 27 | | X |
| 19922 | BOXELDER | 1018.69 | 7 | | | | | 7 | X | |
| 19925 | BOXELDER | 1019.48 | 10 | | | | | 10 | | X |
| 19926 | OAK | 1019.50 | 10 | | | | | 10 | | X |
| 19927 | BOXELDER | 1018.42 | 7 | | | | | 7 | X | |
| 19928 | OAK | 1018.89 | 19 | 19 | 18 | | | 56 | X | |
| 19930 | CHERRY | 1019.25 | 9 | 8 | | | | 17 | | X |
| 19931 | OAK | 1018.81 | 16 | | | | | 16 | X | |
| 19934 | OAK | 1018.99 | 20 | | | | | 20 | | X |
| 19935 | OAK | 1019.32 | 14 | 13 | | | | 27 | | X |
| 19936 | OAK | 1019.94 | 33 | | | | | 33 | | X |
| 19938 | OAK | 1022.61 | 17 | 10 | | | | 27 | | X |
| 19939 | BOXELDER | 1022.02 | 6 | | | | | 6 | | X |
| 19940 | CHERRY | 1022.41 | 11 | | | | | 11 | | X |
| 19941 | OAK | 1021.26 | 8 | | | | | 8 | | X |
| 19942 | COTTONWOOD | 1021.08 | 11 | | | | | 11 | | X |
| 19943 | OAK | 1022.57 | 6 | | | | | 6 | | X |
| 19944 | OAK | 1023.09 | 8 | | | | | 8 | | X |
| 19945 | BOXELDER | 1022.50 | 13 | | | | | 13 | | X |
| 19946 | OAK | 1022.68 | 17 | | | | | 17 | X | |
| 19947 | BOXELDER | 1023.10 | 17 | 14 | | | | 31 | X | |
| 19948 | OAK | 1023.49 | 6 | | | | | 6 | | X |
| 19950 | BOXELDER | 1024.91 | 6 | 5 | | | | 11 | | X |
| 19951 | OAK | 1025.12 | 6 | | | | | 6 | | X |
| 19952 | BOXELDER | 1025.31 | 7 | | | | | 7 | X | |
| 19953 | BOXELDER | 1026.26 | 8 | 8 | 7 | 7 | 6 | 36 | | X |
| 19954 | BOXELDER | 1026.17 | 13 | | | | | 13 | | X |
| 19955 | BOXELDER | 1026.35 | 11 | 7 | | | | 18 | X | |
| 19956 | MAPLE | 1005.57 | 23 | | | | | 23 | | X |

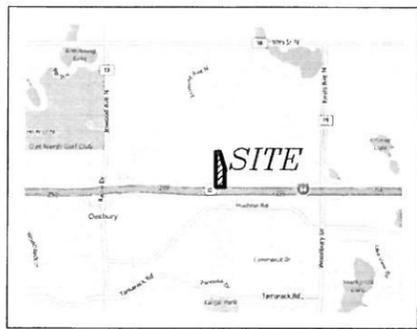
TOTAL CALIPER INCHES 1050
 TOTAL CALIPER INCHES SAVED 238
 TOTAL CALIPER INCHES REMOVED 812
 PERCENTAGE OF TREES SAVED 22.7%

James R. Hill, Inc.
 PLANNERS / ENGINEERS / SURVEYORS
 2500 W. Cty. Rd. 42, Suite 120, Burnsville, MN 55337
 PHONE: (952)890-6044 FAX: (952)890-6244

I hereby certify that this plan, specification or report was prepared, supervised and that I am a duly Licensed Professional Engineer in the State of Minnesota.
 JOEL G. COOPER, P.E.
 Date: 4/23/11 Reg. No. 18353

9242 HUDSON BOULEVARD
 LAKE ELMO, MINNESOTA
TREE INVENTORY PLAN
 FOR
JOE HEINEN
 595 LAKE RIDGE DRIVE, SHOREVIEW, MN 55126

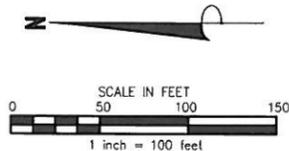
DRAWN BY
 CMR
DATE
 6/17/12
REVISIONS
 8/2/12 REV PER CITY COMMENTS
 9/18/12 REVISED GRADES
 AROUND DRAINFIELD AREA
CAD FILE
 22863TIP
PROJECT NO.
 22863
 3.1



LOCATION MAP
NO SCALE

LEGEND

- IRON SET
- IRON FOUND
- CAST IRON MONUMENT FOUND
- POWER POLE
- FLARED END SECTION
- TELEPHONE PEDESTAL
- ELECTRIC METER
- CLEAN OUT
- MANHOLE
- EXISTING ELEVATION
- ▭ ASPHALT SURFACE
- EXISTING CONTOURS
- OVERHEAD POWER LINE
- TREE LINE
- FENCE
- DRAINFIELD LOCATION
- SANITARY SERVICE LINE



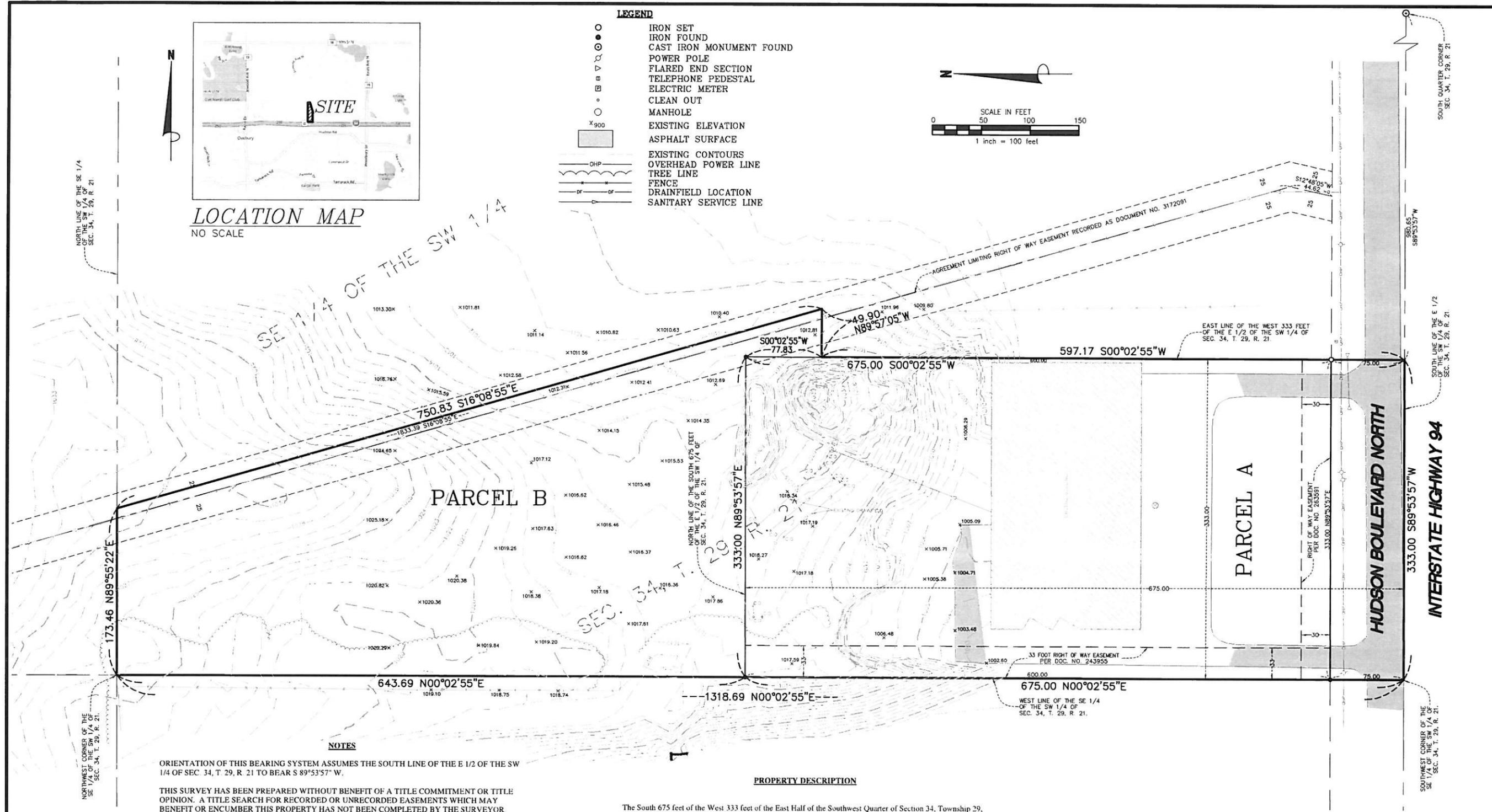
NORTH LINE OF THE SE 1/4 OF THE SW 1/4 OF SEC. 34, T. 29, R. 21.

NORTHWEST CORNER OF THE SE 1/4 OF THE SW 1/4 OF SEC. 34, T. 29, R. 21.

SOUTH QUARTER CORNER SEC. 34, T. 29, R. 21.

SOUTH LINE OF THE E 1/2 OF THE SW 1/4 OF SEC. 34, T. 29, R. 21.

SOUTHWEST CORNER OF THE SE 1/4 OF THE SW 1/4 OF SEC. 34, T. 29, R. 21.



NOTES

ORIENTATION OF THIS BEARING SYSTEM ASSUMES THE SOUTH LINE OF THE E 1/2 OF THE SW 1/4 OF SEC. 34, T. 29, R. 21 TO BEAR S 89°53'57\"/>

THIS SURVEY HAS BEEN PREPARED WITHOUT BENEFIT OF A TITLE COMMITMENT OR TITLE OPINION. A TITLE SEARCH FOR RECORDED OR UNRECORDED EASEMENTS WHICH MAY BENEFIT OR ENCUMBER THIS PROPERTY HAS NOT BEEN COMPLETED BY THE SURVEYOR.

THE LOCATION AND INFORMATION SHOWN REGARDING UTILITIES, SERVING THIS PROPERTY OR EXISTING ON THIS PROPERTY AS SHOWN AS A PART OF THIS SURVEY, HAVE BEEN LOCATED BY ON-SITE OBSERVATION OR TAKEN FROM PLANS PROVIDED BY OTHERS. FOR FURTHER INFORMATION CONCERNING THESE UTILITIES PLEASE CONTACT THE CITY OF LAKE ELMO ENGINEERING DEPARTMENT AND/OR GOPHER STATE ONE CALL.

CONTOUR INTERVAL IS 1 FEET. ALL ELEVATIONS ARE BASED ON THE CITY OF LAKE ELMO DATUM. (NGVD 29)

PARCEL A: GROSS AREA = 224,776 SQUARE FEET OR 5.1601 ACRES
 PARCEL A: RIGHT OF WAY AREA = 24,975 SQUARE FEET OR 0.5733 ACRES
 PARCEL A: NET AREA = 199,801 SQUARE FEET OR 4.5868 ACRES
 PARCEL B: GROSS AREA = 174,771 SQUARE FEET OR 4.0122 ACRES
 TOTAL OVERALL GROSS AREA = 399,547 SQUARE FEET OR 9.1723 ACRES
 TOTAL NET AREA = 374,572 SQUARE FEET OR 8.5990 ACRES

ADDRESS OF PARCEL A IS 9242 HUDSON BOULEVARD, LAKE ELMO, MINNESOTA 55042
 PARCEL A PID NUMBER = 34.029.21.34.0004

PROPERTY DESCRIPTION

The South 675 feet of the West 333 feet of the East Half of the Southwest Quarter of Section 34, Township 29, Range 21, Washington County, Minnesota.

TOGETHER WITH

That part of Southeast Quarter of the Southwest Quarter of Section 34, Township 29, Range 21, Washington County, Minnesota, described as follows:

Beginning at the southwest corner of said Southeast Quarter of the Southwest Quarter, thence North 00 degrees 02 minutes 55 seconds East, assumed bearing along the west line of said Southeast Quarter of the Southwest Quarter, a distance of 1318.69 feet to the northwest corner of said Southeast Quarter of the Southwest Quarter; thence North 89 degrees 55 minutes 22 seconds East, along the north line of said Southeast Quarter of the Southwest Quarter, a distance of 173.46 feet; thence South 16 degrees 08 minutes 55 seconds East a distance of 750.83 feet; thence North 89 degrees 57 minutes 05 seconds West a distance of 49.90 feet to the east line of the West 333 feet of the East Half of the Southwest Quarter of said Section 34; thence South 00 degrees 02 minutes 55 seconds West, along said east line, a distance of 597.17 feet to the south line of said Southeast Quarter of the Southwest Quarter; thence South 89 degrees 53 minutes 57 seconds, along said south line, a distance of 333.00 feet to the point of beginning.

EXCEPT the South 675 feet of the West 333 feet of the East Half of the Southwest Quarter of Section 34, Township 29, Range 21, Washington County, Minnesota.

We hereby certify that this is a true and correct survey of the above described property and that it was performed by me or under my direct supervision and that I am a duly licensed Professional Land Surveyor under the laws of the State of Minnesota. That this survey does not purport to show all improvements, easements or encroachments to the property except as shown thereon.

Signed this 16th day of March, 2012 For: James R. Hill, Inc.
 By: *Harold C. Peterson*
 Harold C. Peterson, Land Surveyor, MN License No. 12294

James R. Hill, Inc.
 PLANNERS / ENGINEERS / SURVEYORS
 2500 W. CTY. RD. 42, SUITE 120, BURNSVILLE, MN 55337
 PHONE: (952)890-6044 FAX: (952)890-6244

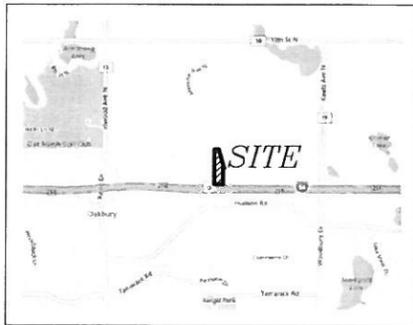
9242 HUDSON BOULEVARD
 LAKE ELMO, MINNESOTA
 EXISTING CONDITIONS
 FOR
 JOE HEINEN
 595 LAKE RIDGE DRIVE, SHOREVIEW, MN 55126

| | |
|------------------------------|------------|
| DRAWN BY | SHP |
| DATE | 3/16/12 |
| REVISIONS | |
| 7/12/12 Boundary and | |
| Description | |
| 8/2/12 REV PER CITY COMMENTS | |
| CAD FILE | 22863s.dwg |
| PROJECT NO. | 22863 |
| FILE NO. | 1-12-018 |
| | 4.1 |

ACCESS EASEMENT

An access easement over, under and across that part of Southeast Quarter of the Southwest Quarter of Section 34, Township 29, Range 21, Washington County, Minnesota, described as follows:

Commencing at the northwest corner of said Southeast Quarter of the Southwest Quarter, thence South 00 degrees 02 minutes 55 seconds West, assumed bearing along the west line of said Southeast Quarter of the Southwest Quarter, a distance of 413.66 feet; thence South 43 degrees 23 minutes 37 seconds East a distance of 37.45 feet to the point of beginning of the easement to be described; thence continuing South 43 degrees 23 minutes 37 seconds East a distance of 14.54 feet; thence South 00 degrees 02 minutes 55 seconds West a distance of 211.80 feet; thence South 18 degrees 22 minutes 28 seconds West a distance of 114.65 feet; thence South 00 degrees 02 minutes 55 seconds West a distance of 384.46 feet to the north line of Hudson Boulevard North; thence South 89 degrees 53 minutes 57 seconds West, along said north line, a distance of 20.00 feet; thence North 00 degrees 02 minutes 55 seconds East a distance of 384.51 feet; thence South 89 degrees 53 minutes 57 seconds East a distance of 9.58 feet; thence North 16 degrees 22 minutes 28 seconds East a distance of 114.40 feet; thence North 18 degrees 53 minutes 09 seconds West a distance of 89.32 feet; thence North 00 degrees 02 minutes 55 seconds East a distance of 224.02 feet to the point of beginning.



LOCATION MAP
NO SCALE

- LEGEND**
- IRON SET
 - IRON FOUND
 - ⊕ CAST IRON MONUMENT FOUND
 - POWER POLE
 - ▭ FLARED END SECTION
 - ⊕ TELEPHONE PEDESTAL
 - ⊕ ELECTRIC METER
 - CLEAN OUT
 - MANHOLE
 - EXISTING ELEVATION
 - ▭ ASPHALT SURFACE
 - OVERHEAD POWER LINE
 - FENCE

NORTH LINE OF THE SE 1/4 OF THE SW 1/4 OF SEC. 34, T. 29, R. 21.

NORTHWEST CORNER OF THE SE 1/4 OF THE SW 1/4 OF SEC. 34, T. 29, R. 21.

SOUTH QUARTER CORNER SEC. 34, T. 29, R. 21.

SOUTH LINE OF THE E 1/2 OF THE SW 1/4 OF SEC. 34, T. 29, R. 21.

SOUTHWEST CORNER OF THE SE 1/4 OF THE SW 1/4 OF SEC. 34, T. 29, R. 21.

SE 1/4 OF THE SW 1/4

PARCEL B

PARCEL A

PONDING EASEMENT

ACCESS EASEMENT
AREA=11,915 SQUARE FEET OR 0.2735 ACRES

NOTES

ORIENTATION OF THIS BEARING SYSTEM ASSUMES THE SOUTH LINE OF THE E 1/2 OF THE SW 1/4 OF SEC. 34, T. 29, R. 21 TO BEAR S 89°53'57" W.

THIS SURVEY HAS BEEN PREPARED WITHOUT BENEFIT OF A TITLE COMMITMENT OR TITLE OPINION. A TITLE SEARCH FOR RECORDED OR UNRECORDED EASEMENTS WHICH MAY BENEFIT OR ENCUMBER THIS PROPERTY HAS NOT BEEN COMPLETED BY THE SURVEYOR.

THE LOCATION AND INFORMATION SHOWN REGARDING UTILITIES, SERVING THIS PROPERTY OR EXISTING ON THIS PROPERTY AS SHOWN AS A PART OF THIS SURVEY, HAVE BEEN LOCATED BY ON-SITE OBSERVATION OR TAKEN FROM PLANS PROVIDED BY OTHERS. FOR FURTHER INFORMATION CONCERNING THESE UTILITIES PLEASE CONTACT THE CITY OF LAKE ELMO ENGINEERING DEPARTMENT AND/OR GOPHER STATE ONE CALL.

PARCEL A: GROSS AREA = 224,776 SQUARE FEET OR 5.1601 ACRES
 PARCEL A: RIGHT OF WAY AREA = 24,975 SQUARE FEET OR 0.5733 ACRES
 PARCEL A: NET AREA = 199,801 SQUARE FEET OR 4.5868 ACRES
 PARCEL B: GROSS AREA = 174,771 SQUARE FEET OR 4.0122 ACRES
 TOTAL OVERALL GROSS AREA = 399,547 SQUARE FEET OR 9.1723 ACRES
 TOTAL NET AREA = 374,572 SQUARE FEET OR 8.5990 ACRES

ADDRESS OF PARCEL A IS 9242 HUDSON BOULEVARD, LAKE ELMO, MINNESOTA 55042
 PARCEL A PID NUMBER = 34.029.21.34.0004

PROPERTY DESCRIPTION

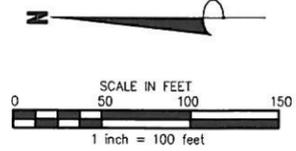
The South 675 feet of the West 333 feet of the East Half of the Southwest Quarter of Section 34, Township 29, Range 21, Washington County, Minnesota.

TOGETHER WITH

That part of Southeast Quarter of the Southwest Quarter of Section 34, Township 29, Range 21, Washington County, Minnesota, described as follows:

Beginning at the southwest corner of said Southeast Quarter of the Southwest Quarter; thence North 00 degrees 02 minutes 55 seconds East, assumed bearing along the west line of said Southeast Quarter of the Southwest Quarter, a distance of 1318.69 feet to the northwest corner of said Southeast Quarter of the Southwest Quarter; thence North 89 degrees 53 minutes 57 seconds East, along the north line of said Southeast Quarter of the Southwest Quarter, a distance of 173.46 feet; thence South 16 degrees 08 minutes 55 seconds East a distance of 750.83 feet; thence North 89 degrees 53 minutes 57 seconds West a distance of 20.00 feet to the east line of the West 333 feet of the East Half of the Southwest Quarter of said Section 34; thence South 00 degrees 02 minutes 55 seconds West, along said east line, a distance of 597.17 feet to the south line of said Southeast Quarter of the Southwest Quarter; thence South 89 degrees 53 minutes 57 seconds, along said south line, a distance of 333.00 feet to the point of beginning.

EXCEPT the South 675 feet of the West 333 feet of the East Half of the Southwest Quarter of Section 34, Township 29, Range 21, Washington County, Minnesota.



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

Signed this 4th day of October, 2012 For: James R. Hill, Inc.
 By: *Harold C. Peterson*
 Harold C. Peterson, Land Surveyor, MN License No. 12294

James R. Hill, Inc.
 PLANNERS / ENGINEERS / SURVEYORS
 2500 W. C.Y. Rd. 42, Suite 120, Brainerd, MN 55337
 PHONE: (952)890-6044 FAX: (952)890-6244

9242 HUDSON BOULEVARD
 LAKE ELMO, MINNESOTA
 ACCESS EASEMENT SKETCH AND DESCRIPTION
 FOR
 JOE HEINEN
 595 LAKE RIDGE DRIVE, SHOREVIEW, MN 55128

| | |
|-------------|---------------|
| DRAWN BY | SHP |
| DATE | 10/04/12 |
| REVISIONS | |
| | |
| | |
| | |
| | |
| | |
| CAD FILE | 22863skt2.dwg |
| PROJECT NO. | 22863 |
| FILE NO. | 1-12-076 |
| | 6.1 |

22863skt2.dwg - 10/05/2012 07:21AM



Planning Commission
Date: 10/22/12
Item: 4b
Business

ITEM: Design Standards Update

SUBMITTED BY: Nick Johnson, City Planner

REVIEWED BY: Kyle Klatt, Planning Director
Dean Zuleger, City Administrator

SUMMARY AND ACTION REQUESTED:

Staff has completed the baseline draft of the Lake Elmo Design Standards Manual. The baseline draft will serve as the template for the final product, which will establish standards for development in the I-94 Corridor and Village. Staff will make a presentation to the Planning Commission about the content contained in the manual, as well as answer any questions posed by the Commission. The Planning Commission is encouraged to provide feedback and input regarding the baseline draft, thereby providing direction to Staff for improvement.

BACKGROUND INFORMATION:

The baseline draft of the Design Standards Manual currently only contains the text content at this point. Planning Staff is working with the Communications Coordinator, Alyssa MacLeod, to begin drafting the manual itself, including pictures of development intended to exhibit the standards visually. As progress on the Design Standards Manual continues, the Planning Commission will be provided updated drafts to allow for ongoing input and recommendations.

In addition, Planning Staff will host a Design Guidelines Stakeholder Workshop on Monday, October 29th at 6:30pm. The purpose of this workshop is to gain knowledge and input from members of the development community regarding the City's ongoing work on design standards. Along with the support of the Planning Commission and Work Groups, Staff feels that it is important to dialogue with the development community and receive recommendations regarding design standards. The knowledge that this group will bring will certainly be an asset for the ultimate product.

RECCOMENDATION:

Staff is looking for input regarding the Design Standards Manual. No action is required at this time.

ATTACHMENTS:

1. DRAFT Lake Elmo Design Guidelines Manual

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



DRAFT - I-94 Corridor Design Guidelines

I. Introduction

Intent and Purpose

The City of Lake Elmo is currently preparing for a significant amount of growth and development in two areas of the city: the I-94 Corridor and Old Village. To ensure that growth is carried out in a manner reflective of the goals and principles of Lake Elmo, measures are being taken to ensure development outcomes of a high quality. Included in these measures is the creation of design standards, establishing requirements and guidelines related to site design and building form. The purpose of these standards is to incorporate the following principles into residential and commercial development outcomes in the I-94 Corridor and Old Village:

- 1. To ensure high quality site design and building materials, supporting both function and form;*
- 2. To provide open space in future areas of growth, building off of Lake Elmo's existing character and environment;*
- 3. To accommodate automobile traffic in a manner that respects the pedestrian environment;*
- 4. To utilize natural and ecological systems into public and private development, particularly in the realm of storm water management;*
- 5. To encourage site design that is mindful and conscientious of the existing landscape and topography; and*
- 6. To foster connections between the new and existing areas of Lake Elmo through consistent standards and theming, resulting in an identity that is unique to this community.*

Areas of Growth

The two areas guided for sewered residential and commercial development in Lake Elmo are the I-94 Corridor and Old Village. While both of these areas are guided for future growth and have ample greenfield development opportunity, it is important to recognize the differences between these districts as they pertain to geography and character. These differences will play a major role in the types of development that are realized in each area.

I-94 Corridor. The I-94 Corridor is geographically bounded by CR-10 (10th St.) and I-94 from north to south and CR-15 (Manning Ave.) to CR-13 (Inwood Ave.) from east to west. The City has guided this corridor for residential development of various densities, as well as commercial and business park development. Given its location and high level of access, the vision for this corridor is more highway-oriented by nature, offering good opportunities for higher density and commercial development. In addition, the City has envisioned this area to provide increased employment opportunities in Lake Elmo.

Old Village. The Old Village is located in the heart of Lake Elmo, centered along State Highway 5 and bordered to the east by CR-15 (Manning Ave.) and to the south by 30th St. As the historic center of Lake Elmo, the Old Village is guided for residential and mixed-use development types, which are consistent with historic downtown areas. In order to reinforce the identity of the Old Village as a destination, it is the City's goal to emphasize a positive pedestrian environment, consistent with main street character. Given this vision and the historic context, the Old Village will most likely attract different development types than the I-94 Corridor.

Considering the character, geography, and visions for these two growth areas, it is unreasonable to expect that the development types will be the same. However, in order to establish standards for high quality sites and buildings in Lake Elmo, the design standards laid out in this manual will be applicable to development within both the I-94 Corridor and Old Village.

Structure of the Standards

The standards contained within this manual are structured in a manner that establishes desired outcomes for private development sites within four land use types guided for the I-94 Corridor and Old Village. The four land use types, or development types, addressed in this manual are as follows:

1. **High Density Residential;**
2. **Commercial;**
3. **Business Park; and**
4. **Mixed-Use.**

In addition to land use types, the standards are organized into two primary categories: **Site Design and Building Design**. The standards contained within these categories are organized using the following sub-categories:

- | | |
|---|--|
| <ol style="list-style-type: none"> 1. Site Design <ul style="list-style-type: none"> • Building Placement • Streetscape • Landscaping • Parking • Delivery, Service, Storage and Utility Areas | <ol style="list-style-type: none"> 2. Building Design <ul style="list-style-type: none"> • Form and Facade • Building Materials • Scale and Mass • Roof Design • Entries • Signage • Lighting |
|---|--|

These categories and respective sub-categories are intended to organize the specific standards within each land use or development type.

Compliance

As part of the City's development review process, any new development or redevelopment within the I-94 Corridor and Old Village will be reviewed for compliance to the standards contained within this manual

II. High Density Residential Development

Applicable Zoning Districts:

- *Urban Medium Density Residential (MDR)*
- *Urban High Density Residential (HDR)*

Purpose

Both the I-94 Corridor and Old Village are expected to experience growth in the form of high density residential development. This growth will be comprised of single-family attached (townhome) development and multi-family residential development, including apartments and condominiums. For residential development, the intent of the design standards is to provide housing of a high aesthetic quality with open or recreational spaces integrated directly into the site.

A. Site Design

1. Building Placement

Goal: Structures should be located and oriented in a manner that allows for pedestrian accessibility and provides visual interest from the public right of way.

- a. Buildings must be setback at least 20 but no more than 60 feet from the public right of way.
- b. The setbacks of adjacent residential buildings should be varied to contribute to an interesting streetscape, avoiding monotonous facade or wall depth.
- c. Buildings should be easily accessed from the street, particularly near commercial or mixed-use development.
- d. The area fronting the main public street, or front-yard setback area, should be utilized for entryways, landscaping, porches, patios and other amenities that may be utilized by residents and provide visual interest or a sense of place.
- e. Recreational and common spaces should be located at the interior or rear of the site to promote access and safety for residents. Keeping these spaces out of the front of the site also helps maintain visual interest and attractive sight lines.
- f. Some provision of open or common space on the site is required to maintain Lake Elmo's open space character. This provision can be found in §154.454 of the Lake Elmo City Code.

2. Streetscape

Goal: Residential streetscapes should provide for pedestrian accessibility and safety while offering aesthetically pleasing environments.

- a. Sidewalks should be provided in order to ensure pedestrian accessibility and circulation.
- b. Sidewalk materials should be attractive and low-maintenance.
- c. Boulevard areas should be planted with turf grass and/or other attractive, low-maintenance ground cover. In addition, boulevard trees should be provided in regular intervals.
- d. Site furnishings such as benches, pedestrian-scaled lighting, trash receptacles and other amenities are encouraged.
- e. Paths and access points/entryways should be clearly visible and well lit at night.

3. Landscaping

Goal: To enhance the visual aesthetic of the built environment and reduce impervious surface, thereby aiding storm water management practice.

- a. Shade and ornamental trees and other plant material should be installed within the front setback area.
- b. Bare soils should be planted or mulched with bark, stone or other suitable material to avoid unnecessary runoff.
- c. Plant species is encouraged to be native, low-maintenance and suitable to the Lake Elmo climate.
- d. Making use of similar plant materials as adjacent properties and public spaces is encouraged to create continuity.
- e. Mature trees located on building sites should be retained whenever possible.
- f. Service, storage, utility and parking areas should be buffered by plantings to reduce visual impact.
- g. Parking areas should include landscaped islands or plant beds to reduce the visual impact, break up monotonous hardscape and retain storm water.
- h. The installation of rain gardens is encouraged to improve on-site storm water infiltration.

4. Parking

Goal: To accommodate automobile parking in a manner that reduces visual impact, supports pedestrian circulation and maintains good sight lines along the public right of way.

- a. Parking areas should be located to the rear, side or within primary buildings whenever possible.
- b. Structured or underground parking is encouraged.
- c. Surface parking may not exceed more than 30% of the primary street frontage.
- d. Access to parking areas should be designed in a way that does not impede pedestrian traffic.

- e. Parking should be screened from adjacent structures with landscaping strips not exceeding 4 feet in height in order to ensure pedestrian safety.
- f. Lighting must be provided in parking areas at night for safety purposes. However, direct glare, spillover or other forms of light pollution directed at adjacent properties are discouraged.
- g. The installation of rain gardens within parking areas is encouraged for storm water infiltration purposes.
- h. Parking facilities must be ADA compliant when deemed necessary.

5. Delivery, Service, Storage and Utility Areas

Goal: To minimize the visual impact of storage and utility areas within residential developments.

- a. Exterior storage and utility areas should be located in low trafficked areas and screened from adjacent properties.
- b. Trash enclosures should be located so that noise and odor do not affect nearby residents or adjacent properties.
- c. Screening of storage and utility areas may include landscaping and architectural features that match the primary structure.
- d. Storage areas should match the architectural design of the primary structure.
- e. Utilize directional signage for storage and trash areas when appropriate.

B. Building Design

1. Form and Facade

Goal: Standards are intended to ensure high quality design, encourage creativity and promote visually appealing development, thereby cultivating a sense of place and identity.

- a. No blank facades without windows and doors are allowed. All sides of the structures should have architectural treatments.
- b. Window and door styles should reflect the prevailing architectural style of the structure.
- c. Window sills and trim are required for all exterior windows.
- d. Flat panel exterior and garage doors are discouraged.
- e. Garages should be recessed whenever possible to draw visual attention away from parking areas.
- f. If there are multiple garages within a structure, they should be varied in their location to minimize the visual impact of a row of garage doors.
- g. Finished exterior materials shall be applied to all wall facades above 18 inches from the finished grade line, where unfinished exterior foundation may be visible.
- h. Ground level of multi-family structures should distinguish from upper levels to provide human-scale elements for pedestrians.

- i. Living space below the main building level, such as a walkout structure, may not be visible from the front side of the structure facing the main public street.
- j. Split entry type structures are discouraged.
- k. Where individual units face a public street, each unit should be designed with a walkway from the sidewalk to the front entry feature.
- l. Entryways to individual units should contain an entryway feature, such as a porch or portico.

2. Building Materials

Goal: To offer a variety of attractive and quality building materials that will shape the identity and visual interest of residential development in Lake Elmo.

- a. All structure facades should utilize multiple building materials, including translucent glass. Changes in facade building materials should occur at clean horizontal and vertical separations, such as at building levels or architectural features.
- b. Multiple facade colors are encouraged as long as they are complimentary.
- c. Siding materials should emphasize horizontal lines.
- d. Exposed exterior building materials such as brick, stone, wood, or stucco should be authentic. Simulated materials may also be used if demonstrated to be of high quality and approved by the City.
- e. Materials which are prohibited as the primary facade include the following:
 - Vinyl siding
 - Unpainted galvanized metal
 - Plain, unpainted, or painted concrete block
 - Corrugated metal, plastic, or fiberglass
 - Prefabricated concrete panels
 - EFIS (Exterior Insulating Finish Systems)
- f. Roofing materials should consist of composition shingles, wood shakes, or clay or stone tiles. Metal used as a roofing material must incorporate ribs or standing seems to be acceptable.
- g. Samples of facade and roof materials should be submitted to the City.

3. Scale and Mass

Goal: To establish parameters for building horizontally and vertically with a human scale in mind.

- a. Building volume should be broken up with recesses and projections such as balconies, bay windows, dormers, porches, and other features that provide variation and identity.
- b. Mass should be reduced through facade articulation, breaking up the wall area into smaller sections.
- c. Architectural elements, such as dormers, decorative windows and trim, porch details, decorative shutters, and wainscoting, can reduce the appearance of bulk and mass by providing visual interest.

- d. Building mass should be broken up with multiple roof and ridgelines perpendicular with one another.
- e. Structures of two-stories or higher should have articulated facades to minimize the appearance of mass, as well as multiple roof lines with corresponding gables.
- f. Scale should be reduced by utilizing “step-down” methods towards the public street. Porches, entries, window-bays or bump-out are effective in this regard.

4. Roof Design

Goal: To break up monotonous roof lines, add architectural detail and screen rooftop equipment.

- a. All rooftop equipment and must be screened using materials consistent with the overall architecture, particularly on roofs that are visible from adjacent buildings.
- b. Multiple peaks and ridgelines are encouraged to promote greater visual interest.
- c. Dormers are encouraged to break up continuous rooftop.
- d. Providing architectural detail on soffits and fascias are encouraged.

5. Entries

Goal: To encourage entryways of high architectural quality that emphasize access, safety, and a human scale.

- a. Primary building entries shall be visible and connected to the street sidewalk by the most direct route practical.
- b. Each building should have one or more clearly identifiable “front doors” that address the street.
- c. Building entries should incorporate design elements or architectural treatments, such as awnings, columns or cornices to emphasize the primary entryway.
- d. Entryways are encouraged to be recessed to offer shelter from inclement weather.
- e. Ground floor residences that adjoin a public street or open space shall have direct access to the public street or open space.
- f. Units with individual exterior entries should be designed with porches, covered recesses, or covered stoop.
- g. For units with individual exterior entries, small, landscaped private entry yards afford an attractive appearance on the street side and allow residents to control and take pride in these areas.

6. Lighting

Goal: To provide for safety and visual interest, while respecting the City’s dark sky ordinance.

- a. Lighting should be provided in all common areas, including parking, vehicular and pedestrian entries, walkways and common facilities (mailboxes, pools, etc.).
- b. The maximum height of lighting is the following:
 - Ornamental pedestrian lighting: 12
 - Bollard or ground-level lighting: 4

feet

feet

- Parking area lighting: 14 feet

- c. Service area lighting shall be confined within the service yard boundaries and enclosure walls.
- d. Spill-over light from storage or service areas is not allowed. Lights at service or exit doors shall be limited to low wattage, downcast or low cut-off fixtures that remain on throughout the night.
- e. Accent lighting should be used to draw interest to architectural features or entryways and not to exhibit or advertise buildings.
- f. Bare bulb or exposed neon lighting is not allowed for accentuating building form.

7. Signage

Goal: Residential signage should be subtle in nature and utilized to promote building identity and to properly direct automobile and pedestrian traffic.

- a. Signs shall be consistent with the architectural style of the building on which they are placed, including scale, lighting levels, color and material.
- b. Signs shall be constructed of quality materials.
- c. All signage should be illuminated and clearly visible after dark.
- d. Signs are encouraged to be creative in the use of two and three-dimensional forms, lighting and graphic design, and use of color, patterns, typography, and materials.
- e. Interior vehicle and pedestrian routes should be clearly marked.

III. Commercial Development

Applicable Zoning Districts:

- Commercial (C)
- Convenience Commercial (CC)

Purpose:

The future commercial areas within the I-94 Corridor and Old Village will include a variety of service, office, retail and other uses that will serve existing and future Lake Elmo residents and beyond. While the differences in character and geography of these two growth areas may attract different types of commercial uses, it is important to establish standards that will ensure quality development outcomes regardless of location and use classification. In the commercial districts, quality development outcomes consist of buildings of high architectural quality and sites that function well for all users, both drivers and pedestrians.

A. Site Design

1. Building Placement

Goal: To ensure access and circulation for all users in a manner that minimizes traffic disruption and safety concerns, as well as maintains good sightlines from the public street.

- a. Buildings must be setback at least 30 but no more than 100 feet from the public right of way.
- b. The orientation of multiple buildings on one site must be clearly coordinated.
- c. Buildings should be oriented parallel or perpendicular to the street they front, promoting continuity of design.
- d. Buildings should be arranged to provide convenient access to entrances and efficient on-site circulation for vehicles and pedestrians.
- e. Shared access points from the public ROW are encouraged. Vehicular access points should be limited to minimize traffic disruption.
- f. For master planned development, the provision of landscaped open or gathering spaces is encouraged within commercial developments.

2. Streetscape

Goal: To create safe, pleasant and functional pedestrian spaces within commercial development, improving access and district identity.

- a. Street trees shall be installed at regular intervals along the public right of way.
- b. Pedestrian access from the public street shall be provided through the installation of sidewalks.
- c. Ornamental or bollard lighting is encouraged to increase safety, as well as add visual interest.
- d. Fencing shall be installed around outdoor dining areas that are adjacent to pedestrian areas or streets.
- e. Site furnishings such as trash receptacles and benches are encouraged.

3. Landscaping

Goal: To ensure development of a high aesthetic quality, and to reduce the amount of impervious surface at commercial sites.

- a. Parking, public and streetscape areas should utilize trees, plant beds, and potted plants to add visual interest and break up continuous hardscape.
- b. Parking, service, storage and utility areas should be buffered by plantings. Near areas of pedestrian circulation, these plantings shall not exceed 4 feet in height for safety purposes.
- c. Hardy and native plant materials that are resistant to the climate, disease and salt are encouraged.
- d. Making use of similar plant materials as adjacent properties and public spaces is encouraged to create continuity.
- e. Mature trees located on building sites should be retained whenever possible.
- f. Bare soils should be planted or mulched with bark, stone or other suitable material to avoid unnecessary runoff.

- g. The installation of rain gardens is encouraged to increase on-site storm water infiltration, particularly in parking areas.

4. Parking

Goal: To provide parking facilities that adequately serve the needs of commercial properties, while ensuring pedestrian safety and maintaining a positive visual aesthetic from the public right of way.

- a. Parking areas must meet the following setbacks:
 - Front Yard: 15 feet
 - Side Yard (Corner): 15 feet
 - Residential Zones: 35 feet
 - Side Yard (Interior): 10 feet
 - Rear Yard: 10 feet
- b. Surface parking may not exceed more than 40% of the primary street frontage.
- c. The entrance to parking facilities should be located on secondary streets when possible.
- d. Shared parking facilities between adjacent uses or businesses are strongly encouraged when possible to avoid excessive amounts of parking.
- e. Structure parking is encouraged, and should be located behind or beneath primary buildings when possible.
- f. Structure parking or parking areas located beneath the primary structure should be screened with architectural elements that match the primary building.
- g. Parking areas should be screened from view of public streets by means of grading and/or landscaping.
- h. Parking areas should be screened from adjacent structures with landscaping strips not exceeding 4 feet in height in order to ensure pedestrian safety.
- i. Landscaped islands should be installed within surface parking areas to break up continuous hardscape and reduce concentration of impervious surface.
- j. The installation of rain gardens within parking areas is encouraged for storm water infiltration purposes.
- k. Lighting must be provided in parking areas at night for safety purposes. However, direct glare, spillover or other forms of light pollution directed at adjacent properties are discouraged.
- l. Parking facilities must be ADA compliant when deemed necessary.

5. Delivery, Service, Storage and Utility Areas

Goal: To provide physical and visual separation between delivery, service and storage areas and areas of pedestrian and automobile circulation.

- a. Service, storage, maintenance or trash collection areas should be located out of the view from the public right of way, or significantly screened through landscaping or architectural features.
- b. Service, storage and trash collection areas are not allowed in the setback areas.

- c. The location of delivery, storage and service areas should be clearly marked with signage and should not interfere with other automobile or pedestrian circulation.
- d. Storage and delivery areas should be hard surface, minimizing the dispersal of dust.

B. Building Design

1. Form and Facade

Goal: To ensure structures of high architectural quality that promote visual interest, thereby supporting district identity.

- a. Variety and creativity in building facade is encouraged through changes in building materials, fenestration height, and roof lines. Primary facades should not present a continuous wall without architectural details that add visual interest.
- b. Window and door styles should reflect the prevailing architectural style of the structure.
- c. Ground level retail and commercial uses should employ a significant amount of transparent glass in the form of windows and doors, particularly near pedestrian entrances.
- d. Minimizing continuous expanses of wall through facade articulation, recession and projection is encouraged.
- e. Structures that are oriented towards the public street are encouraged to provide multiple access points or entrances if the parking area is located to the rear of the structure.
- f. Architects and builders are encouraged to incorporate topographical features into the form of the structure when possible, utilizing natural grades to create unique design.

2. Building Materials

Goal: To promote quality development through durability and visual aesthetics, thereby supporting district identity.

- a. High-quality and durable materials should be used in street facing facades.
- b. Primary building materials for commercial structures should include brick, stone, cast stone, or pre-cast concrete panels with exposed aggregate, banding, texturing, or other similar decorative finish treatment.
- c. Synthetic materials that adequately duplicate natural materials may be acceptable.
- d. The following building materials are not allowed to be used as the finished facade for commercial development:
 - Unpainted galvanized metal
 - Unfinished wood
 - Cast-in-place concrete
 - "Tilt-up" concrete panels
 - EFIS (Exterior Insulating Finish Systems) is not permitted as the primary facade material.
 - Unfinished "green-treated" lumber
 - Plain or unpainted concrete
 - Painted concrete block may be used on the rear of the building or sides not visible from the public right of way.

- e. Facade colors should reflect subtle earth tones. Accent materials should complement the colors of the primary facade.
- f. Samples of facade and roof materials should be submitted to the City.

3. Scale and Mass

Goal: To establish standards for building with a human scale in mind.

- a. Buildings should be broken down into smaller parts to avoid monotonous or continuous design and the appearance of mass.
- b. Exterior design that provides the appearance of multiple structures is encouraged to reduce scale and minimize mass.
- c. Building mass should be broken up with multiple roof and ridgelines perpendicular with one another.
- d. Structures of two-stories or higher should have articulated facades to minimize the appearance of mass, as well as multiple roof lines with corresponding gables.
- e. Scale should be reduced by utilizing “step-down” methods towards the public street. Entries and other bump out features are effective in this regard.

4. Roof Design

Goal: To ensure architectural consideration and consistency in roof design in relation to the structure, and to reduce the visual impact of rooftop equipment.

- a. The design of the roof must be consistent with the overall architecture or design of the structure.
- b. Flat roofs with parapets of varying heights are encouraged for large commercial buildings.
- c. Rooftop equipment, particularly on flat roofs, must be screened by the parapet or other architectural features.

5. Entries

Goal: To provide identifiable entryways that emphasize access, pedestrian safety, architectural quality and a human scale.

- a. Entryways to commercial structures should be accessible for pedestrians from the public right of way.
- b. Architectural features should be incorporated into entryways, such as facade detailing or prominent windows.
- c. The use of canopies, awnings and other sheltering features are encouraged.
- d. Pedestrian amenities such as trash receptacles, benches, or lighted bollards are encouraged near entryways to commercial buildings.

6. Lighting

Goal: To ensure safety of patrons, employees, pedestrians and automobiles, in addition to providing visual interest and aesthetic value to a site.

- a. Lighting must be provided in entryways, parking areas, pedestrian ways, storage and service areas, and other locations that require additional safety lighting.
- b. Lighting styles should be complementary to the architectural style of the building.
- c. Lighting of architectural features should be used to provide accent and interest, as well as identify the building entryway.
- d. Bollard lighting is encouraged for pedestrian areas.
- e. Overhead lighting must be shielded to prevent light trespass and spill-over onto adjacent properties.
- f. Commercial uses near residential zones must utilize lighting that minimizes light trespass.
- g. Bare bulb and exposed neon lighting are not allowed.

7. Signage

Goal: To provide signage that clearly identifies businesses within the Commercial district, while promoting quality and consistency in terms of design and materials.

- a. Building signage should be complementary to the architecture of the structure, as well as consistent with the style of the surrounding buildings or district.
- b. Sign elements that will be evaluated for consistency include scale, color, lighting and materials.
- c. Signs must be constructed of high-quality, durable materials.
- d. Directional signage to delivery, service and storage areas is required.
- e. Two and three-dimensional signs are encouraged to promote creativity and district identity.

IV. **Business Park Development**

Applicable Zoning Districts:

- *Business Park/Light Manufacturing (BP)*

Purpose:

The intent of this zoning district is to provide opportunities for high quality business park development for office, light manufacturing, and other non-retail uses. In terms of design, this manual establishes consistent architectural standards between various users in the BP district. These architectural standards are intended to promote a coordinated identity and avoid mismatched design. In addition, the manual ensures the installation of open-space character within business park development through effective site design and landscaping.

A. Site Design

1. Building Placement

Goal: To establish standards for building location that ensure effective automobile and pedestrian circulation and promote coordination of buildings between adjacent sites and structures.

- a. Buildings must be setback at least 50 feet from the public right of way.
- b. Buildings should be located in a manner that allows direct access for automobiles and pedestrians.
- c. Shared access points from the public ROW are encouraged. Vehicular access points should be limited to minimize traffic disruption.
- d. The orientation of buildings should be compatible with adjacent structures and sites.
- e. Utilizing the natural topography or features of the site is encouraged to create unique landscapes and add visual interest and value to the design.
- f. The provision of common and open spaces to the rear of the site is encouraged for the use of employees and visitors, reinforcing Lake Elmo's open-space character.

2. Streetscape

Goal: To provide high quality landscaping in areas visible from the public view, as well as promote pedestrian connections in the BP district.

- a. Street trees shall be installed at regular intervals along the public right of way.
- b. Additional landscaping along public streets is encouraged. Landscape materials should be low-maintenance and native to ensure heartiness.
- c. Sidewalks along the public right of way are encouraged to extend pedestrian connections throughout the BP district.

3. Landscaping

Goal: To reduce continuous hardscape and impervious surface, as well as ensure development of a high visual quality.

- a. Trees, plant beds, and potted plants should be installed in parking, sidewalk, and other hard surfaced areas to add visual interest and break up continuous impervious surface.
- b. Parking, service, storage and utility areas should be buffered by plantings, particularly when in view of public streets. Near areas of pedestrian circulation, these plantings shall not exceed 4 feet in height for safety purposes.
- c. Hardy and native plant materials that are resistant to the climate, disease and salt are encouraged.
- d. Making use of similar plant materials as adjacent properties and public spaces is encouraged to create continuity.
- e. Mature trees located on building sites should be retained whenever possible.
- f. Bare soils should be planted or mulched with bark, stone or other suitable material to avoid unnecessary runoff.
- g. The installation of rain gardens is encouraged to increase on-site storm water infiltration, particularly in parking areas.

4. Parking

Goal: To adequately serve the parking needs of businesses in the BP district, while ensuring pedestrian safety, reduced impervious surface, and a high quality visual aesthetic and appearance.

a. Parking areas must meet the following setbacks:

- Front Yard: 30 feet
- Side Yard (Interior): 15 feet
- Side Yard (Corner): 30 feet
- Rear Yard: 15 feet
- Residential Zones: 100 feet

b. Surface parking may not exceed more than 60% of the primary street frontage.

c. The entrance to parking facilities should be on secondary streets when possible.

d. Shared parking facilities between adjacent uses or businesses are strongly encouraged when possible to avoid excessive amounts of parking.

e. Structure parking is encouraged, and should be located behind or beneath primary buildings when possible.

f. Structure parking or parking areas located beneath the primary structure should be screened with architectural elements that match the primary building.

g. Parking areas should be screened from view of public streets by means of grading and/or landscaping.

h. Parking areas should be screened from adjacent structures with landscaping strips not exceeding 4 feet in height in order to ensure pedestrian safety.

i. Landscaped islands should be installed within surface parking areas to break up continuous hardscape and reduce concentration of impervious surface.

j. The installation of rain gardens within parking areas is encouraged for storm water infiltration purposes.

k. Lighting must be provided in parking areas at night for safety purposes. However, direct glare, spillover or other forms of light pollution directed at adjacent properties are discouraged.

l. Parking facilities must be ADA compliant when deemed necessary.

5. Delivery, Service, Storage and Utility Areas

Goal: To provide physical and visual separation of delivery, service, storage and utility areas from the public right of way and areas of automobile and pedestrian circulation.

a. Delivery, service, storage, maintenance or trash collection areas should be located out of the view from the public right of way, or significantly screened through landscaping or architectural features that match the primary structure.

b. Service, storage and trash collection areas are not allowed in the setback areas.

c. The location of delivery, storage and service areas should be clearly marked with signage and should not interfere with other automobile or pedestrian circulation.

- d. Storage and delivery areas should be hard surface, minimizing the dispersal of dust.

B. Building Design

1. Form and Facade

Goal: To promote buildings of high architectural quality and creativity in design.

- a. No blank facades without windows and doors are allowed. All sides of the structures should have architectural treatments.
- b. Window and door styles should reflect the prevailing architectural style of the structure.
- c. Variety and creativity in building facade is encouraged through changes in building materials, fenestration height, and roof lines. Primary facades should not present a continuous wall without architectural details that add visual interest.
- d. Minimizing continuous expanses of wall through facade articulation, recession or projection is encouraged.
- e. Architects and builders are encouraged to incorporate topographical features into the form of the structure when possible, utilizing natural grades to create unique design.

2. Building Materials

Goal: To promote quality development through durability and visual aesthetics, thereby supporting district identity.

- a. High-quality and durable materials should be used in street facing facades.
- b. Primary building materials for structures in the BP district should include brick, stone, cast stone, Exterior Insulation Finish Systems (EFIS), or pre-cast concrete panels with exposed aggregate, banding, texturing or other similar decorative finish treatment.
- c. Synthetic materials that adequately duplicate natural materials may be acceptable.
- d. The following building materials are not allowed to be used as finished facade for business park development:

| | |
|--|---|
| <ul style="list-style-type: none"> • Unpainted galvanized metal • Unfinished wood • Cast-in-place concrete • "Tilt-up" concrete panels | <ul style="list-style-type: none"> • Unfinished "green-treated" lumber • Plain or unpainted concrete • Painted concrete block may be used on the rear of the building or sides not visible from the public right of way. |
|--|---|
- f. Facade colors should reflect subtle earth tones. Accent materials should complement the colors of the primary facade.
- g. Samples of facade and roof materials should be submitted to the City.

3. Scale and Mass

Goal: To reduce the appearance of mass, promoting a human scale in the BP district.

- a. Scale should be reduced by utilizing "step-down" methods towards the public street. Entries and other bump out features are effective in this regard.

- b. Building mass should be broken up with multiple roof and ridgelines perpendicular with one another.
- c. Structures of two-stories or higher should have articulated facades to minimize the appearance of mass.

4. Roof Design

Goal: To ensure architectural consideration and consistency in roof design in relation to the architecture of the building, and to reduce the visual impact of rooftop equipment.

- a. The design of the roof must be consistent with the overall architecture or design of the structure.
- b. Flat roofs with parapets of varying heights are encouraged for large buildings in the BP district
- c. Rooftop equipment, particularly on flat roofs, must be screened by the parapet or other architectural features.

5. Entries

Goal: To provide identifiable entryways that emphasize access, pedestrian safety, architectural quality and a human scale

- a. Entryways to buildings in the Bp district should be accessible for pedestrians from the public right of way.
- b. Architectural features should be incorporated into entryways, such as facade detailing or prominent windows.
- c. The use of canopies, awnings and other sheltering features are encouraged.
- d. Pedestrian amenities such as trash receptacles, benches, or lighted bollards are encouraged near entryways to buildings in the BP district.

6. Lighting

Goal: To ensure safety of patrons, employees, pedestrians and automobiles, in addition to providing visual interest and aesthetic value to a site.

- a. Lighting must be provided in entryways, parking areas, pedestrian ways, storage and service areas, and other locations that require additional safety lighting.
- b. Lighting styles should be complementary to the architectural style of the building.
- c. Lighting of architectural features should be used to provide accent and interest, as well as identify the building entryway.
- d. Bollard lighting is encouraged for pedestrian areas.
- e. Overhead lighting must be shielded to prevent light trespass and spill-over onto adjacent properties.
- f. Buildings near residential zones must utilize lighting that minimizes light trespass.
- g. Bare bulb and exposed neon lighting are not allowed.

7. Signage

Goal: To provide signage that clearly identifies businesses within the BP district, while promoting quality and consistency in terms of design and materials.

- a. Building signage should be complementary to the architecture of the structure, as well as consistent with the style of the surrounding buildings or district as a whole.
- b. Sign elements that will be evaluated for consistency include scale, color, lighting and materials.
- c. Signs must be constructed of high quality, durable materials.
- d. Directional signage to deliver, service and storage areas is required.
- e. Two and three-dimensional signs are encouraged to promote creativity and district identity.

V. **Mixed-Use Development**

Applicable Zoning Districts:

- *Village Mixed-Use (VMX)*

Purpose:

The Village Mixed-Use district is expected to develop as an extension of Lake Elmo's historic downtown area on Lake Elmo Ave. south of State Highway 5. In order to build off of the existing character and charm of the Village, the standards of the Mixed-Use district place a high emphasis on walkability, streetscapes, and the overall pedestrian environment. For this district to be successful, site design must be conducive to pedestrian circulation and safety. In addition, the development that occurs in the Mixed-Use district will serve an important function as a unique gathering place in the community. For that reason, it is critical to establish consistent and high quality architectural standards that ensure creativity and an attractive aesthetic.

A. **Site Design**

1. **Building Placement**

Goal: To promote compact development that is consistent with Lake Elmo's vision for a pedestrian-oriented downtown.

- a. Buildings in the Mixed-Use district may meet a zero lot line setback, but may not be setback further than 20 feet from the public right of way.
- b. If buildings do not meet a zero lot line orientation, plazas, patios, outdoor dining areas and landscaped entries are encouraged in the setback area.
- c. Buildings must be oriented either perpendicular or parallel to the street they front, with the primary facade being parallel to the sidewalk.
- d. Gaps and openings between buildings should be minimized in order to preserve a compact pedestrian environment.
- e. Parking areas should be located to the rear of buildings in the Mixed-Use district and accessed from secondary streets or parking alleys. On-street parking may also be available.

- f. Ground floor uses of structures in the Mixed-Use district should encourage pedestrian activity.

2. Streetscape

Goal: To provide a pleasing pedestrian environment that encourages

- a. Larger sidewalks are encouraged to support the amount of pedestrian activity that is conducive to downtown areas. The minimum sidewalk width in the Mixed-Use district is 5 feet.
- b. Sidewalk materials should be attractive, durable and low-maintenance. Special paving materials are encouraged to add visual interest and promote a unique identity.
- c. Pedestrian space may be maximized through the use of permeable pavers or tree grates at the base of street trees.
- d. Street or boulevard trees should be planted at regular intervals.
- e. Planting beds and other type of street landscaping are encouraged as long as they do not conflict with pedestrian circulation.
- f. Benches, bicycle racks, trash receptacles and other site furnishings are encouraged.
- g. Pedestrian scaled lighting in the form of bollard or ornamental lighting promotes district identity and pedestrian safety.
- h. Ornamental fencing should be installed around outdoor dining areas to provide separation from pedestrian routes.

3. Landscaping

Goal: To promote an aesthetically pleasing pedestrian environment through landscaping, as well as reduce the amount of impervious surface in the Mixed-Use district.

- a. Parking, public and streetscape areas should utilize trees, plant beds, and potted plants to add visual interest and break up continuous hardscape.
- b. Parking, service, storage and utility areas should be buffered by plantings. Near areas of pedestrian circulation, these plantings shall not exceed 4 feet in height for safety purposes.
- c. Hardy and native plant materials that are resistant to the climate, disease and salt are encouraged.
- d. Making use of similar plant materials as adjacent properties and public spaces is encouraged to create continuity.
- e. Mature trees should be retained when possible.
- f. Bare soils should be planted or mulched with bark, stone or other suitable material to avoid unnecessary runoff.
- g. The installation of rain gardens is encouraged to increase on-site storm water infiltration, particularly in parking areas.

4. Parking

- a. Surface parking is not allowed in front of the building along the primary street frontage.
- b. Structured parking located to the side, rear or beneath the building is encouraged in the Mixed-Use district.
- c. Structure parking should be screened with architectural elements that match the primary building.
- d. The entrance to parking facilities should be located on secondary streets when possible.
- e. Shared parking facilities between adjacent uses or businesses are strongly encouraged when possible to avoid excessive amounts of parking.
- f. Surface parking areas should be screened from view of public streets by means of grading and/or landscaping.
- g. Landscaped islands should be installed within surface parking areas to break up continuous hardscape and reduce concentration of impervious surface.
- h. The installation of rain gardens within parking areas is encouraged for storm water infiltration purposes.
- i. Lighting must be provided in parking areas at night for safety purposes. However, direct glare, spillover or other forms of light pollution directed at adjacent properties are discouraged.
- j. Parking facilities must be ADA compliant when deemed necessary.

5. Delivery, Service, Storage and Utility Areas.

Goal: To provide physical and visual separation between delivery, service and storage areas and areas of pedestrian circulation.

- a. Service, storage, maintenance or trash collection areas should be located out of the view from the public right of way, or significantly screened through landscaping or architectural features.
- b. Delivery areas should be located in the rear of the building whenever possible.
- c. Service, storage and trash collection areas are not allowed in the setback areas.
- d. Delivery, service, storage, maintenance and utilities should be located in a way that does not interfere with pedestrian circulation.
- e. These areas should be marked with directional signage when appropriate.
- f. Delivery, storage and trash collection areas should be hard surface, minimizing the dispersal of dust.

B. Building Design

1. Form and Facade

Goal: To promote buildings of high architectural quality and creativity that are oriented towards the primary street frontage and pedestrian environment.

- a. No blank facades without windows and doors are allowed. All sides of the structures should have architectural treatments.

- b. Window and door styles should reflect the prevailing architectural style of the structure.
- c. Variety and creativity in building facade is encouraged through changes in building materials, fenestration height, and roof lines. Primary facades should not present a continuous wall without architectural details that add visual interest.
- d. Minimizing continuous expanses of wall through facade articulation, recession or projection is encouraged.
- e. Architecture should be conscious of the design of surrounding structures and overall district identity, including facade treatments, windows, building materials and entries.
- f. Buildings should be designed to provide human scale.
- g. The highest level of architectural detail should occur adjacent to areas of pedestrian activity.
- h. Auto-oriented uses, such as garages, delivery areas or bay should be oriented away from the primary street frontage.

2. Building Materials

Goal: To promote quality development through durability and visual aesthetics, thereby supporting district identity.

- a. High quality and durable materials should be used on all facades.
- b. Primary building materials for commercial structures should include brick, stone, cast stone, or pre-cast concrete panels with exposed aggregate, banding, texturing, or other similar decorative finish treatment.
- c. Synthetic materials that adequately duplicate natural materials may be acceptable pending approval of the City of Lake Elmo.
- d. The following building materials are not allowed to be used as the finished facade for development in the Mixed-Use district:

| | |
|--|--|
| <ul style="list-style-type: none"> • Unpainted galvanized metal • Unfinished wood • Cast-in-place concrete • "Tilt-up" concrete panels | <ul style="list-style-type: none"> • Unfinished "green-treated" lumber • Concrete block (painted or unpainted) • EFIS (Exterior Insulation and Finish System) |
|--|--|
- e. Facade colors should reflect muted earth tones. Accent materials should complement the colors of the primary facade.
- f. Samples of facade and roof materials should be submitted to the City.

3. Mass and Scale

Goal: To establish standards for building with a human scale in mind.

- a. Buildings should be broken down into smaller parts to avoid monotonous or continuous design and the appearance of mass.
- b. Exterior design that provides the appearance of multiple structures is encouraged to reduce scale and minimize mass.
- c. Scale should be reduced by utilizing “step-down” methods towards the public street. Entries and other bump out features are effective in this regard.
- d. Structures of two-stories or higher should have articulated facades to minimize the appearance of mass.
- e. Building mass should be broken up by multiple roof and ridgelines perpendicular with one another.

4. Roof Design

Goal: To encourage creativity and architectural treatments in roof design, and to reduce the visual impact of rooftop equipment.

- a. The design of the roof must be consistent with the overall architecture or design of the structure.
- b. Creativity and variety in roof design is encouraged in the Mixed-Use district to add to support district identity.
- c. Flat roofs should include variation in parapet height, materials, and architectural detailing to avoid monotonous roof lines.
- d. Rooftop equipment, particularly on flat roofs, must be screened by the parapet or other architectural features.
- e. Rooftops that are visible from adjacent building should minimize visual impact and give consideration to rooftop aesthetics.

5. Entries

Goal: To provide identifiable entryways that emphasize access, pedestrian safety, architectural quality and a human scale.

- a. Entryways must be provided on the side of the building fronting the primary street.
- b. Entryways should receive the highest level of architectural treatments. This may include facade treatments, prominent windows or other features.
- c. The use of canopies, awnings and other sheltering features are encouraged.
- d. Pedestrian amenities such as trash receptacles, benches, bicycle racks or lighted bollards are encouraged near entryways of buildings in the Mixed-Use district.

6. Lighting

Goal: To ensure safety of patrons, employees, pedestrians and automobiles, in addition to providing visual interest and aesthetic value to a site, contributing to district identity.

- a. Lighting must be provided in entryways, parking areas, pedestrian ways, storage and service areas, and other locations that require additional safety lighting.

- b. Lighting styles should be complementary to the architectural style of the building and surrounding district.
- c. Lighting of architectural features should be used to provide accent and interest, as well as identify the building entryway.
- d. Bollard lighting is encouraged for pedestrian areas.
- e. Overhead lighting must be shielded to prevent light trespass and spill-over onto adjacent properties.
- f. Bare bulb and exposed neon lighting are not allowed.

7. Signage

Goal: To provide durable, quality signage that identifies businesses and supports district identity.

- a. Building signage must be complementary to the architecture of the structure, as well as consistent with the style of the surrounding buildings or district.
- b. Sign elements that will be evaluated for consistency include scale, color, lighting and materials.
- c. Signs must be constructed of high-quality, durable materials.
- d. Directional signage to delivery, service and storage areas is required.
- e. Two and three-dimensional signs are encouraged to promote creativity and district identity.