



3800 Laverne Avenue North  
Lake Elmo, MN 55042

(651) 777-5510  
[www.lakeelmo.org](http://www.lakeelmo.org)

## NOTICE OF MEETING

The City of Lake Elmo  
Planning Commission will conduct a meeting on  
**Monday, August 27, 2012 at 7:00 p.m.**

## AGENDA

1. Pledge of Allegiance
2. Approve Agenda
3. Approve Minutes - *None*
4. Public Hearing
  - a. ZONING TEXT AMENDMENT – SHORELAND STANDARDS. Staff has received an application for a text amendment related to the standards for water-oriented accessory structures in the current Shoreland Ordinance. The proposed amendment would allow for water-oriented structures used for boat storage to occupy up to 400 square feet, which is consistent with the MN DNR Model Shoreland Ordinance.
5. Business Items
  - a. DESIGN GUIDELINES. The Planning Commission will receive an update about the ongoing research conducted by Staff into the creation of design guidelines and standards for new residential and commercial development.
  - b. VILLAGE PLANNING UPDATE. The Planning Commission will receive an update regarding the ongoing work of the Village Area Work Group, as well as receive updates regarding process of the Comprehensive Plan Amendment for the Village.
6. Updates
  - a. City Council Updates
    - i. Comprehensive Plan Amendment authorized for distribution
    - ii. Ordinance to adopt Zoning Code Amendments will be voted on at City Council meeting on 9/4/12.
    - iii. Malmquist RAD-2 development proposal extension was tabled until 9/4/12.
  - b. Staff Updates
    - i. Resignation of Commissioner Joan Ziertman from the Planning Commission.
    - ii. Upcoming Meetings:

1. September 10, 2012
2. September 24, 2012

c. Commission Concerns

7. Adjourn



Planning Commission  
Date: 8/27/2012  
Item: 4a  
Public Hearing

ITEM: Zoning Text Amendment – Shoreland Standards

SUBMITTED BY: Nick Johnson, City Planner

REVIEWED BY: Dean Zuleger, City Administrator

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**SUMMARY AND ACTION REQUESTED:**

The City has received an application for a zoning text amendment from Mr. Jim Leonard, 3012 Lake Elmo Ave., to amend the current shoreland standards to allow for water-oriented accessory structures used solely for boat storage up to 400 square feet in size. The current standards (§150.255) allow for water-oriented structures up to 250 sq. ft. However, allowing for structures used solely for boat storage up to 400 sq. ft. would be consistent with the current MN DNR Model Shoreland Ordinance, which was drafted in 1999.

**BACKGROUND INFORMATION:**

The City of Lake Elmo's shoreland ordinance in its existing form was adopted in 1997. Since that time, only minor amendments have been made to the ordinance to reflect new data, such as Ordinary High Water (OHW) marks for the various waterbodies in Lake Elmo. In order to more clearly define shoreland standards, the MN DNR produced the Model Shoreland Ordinance (attached) in 1999. Included in this model ordinance was a provision to allow for water-oriented accessory structures used for boat storage to occupy up to 400 square feet. At this time, the City has not adopted this standard to allow for boathouses of this size.

According to the Lake Elmo City Code, water oriented accessory structures include boathouses, gazebos, screen houses, fish houses, pump houses, and detached decks. It is important to note that if the City adopts the DNR standard as proposed in this amendment, the allowable size of 400 square feet will only apply to boathouses. In addition, all the existing performance standards governing water-oriented accessory structures, such as structure height, will remain in place. Given the changing trends of slightly larger boats on recreation waterbodies, Staff does not find it unreasonable to allow for slightly larger structures used solely for boat storage.

Finally, Staff has reached out to the DNR to provide formal review comments regarding this proposed amendment. Unfortunately, the DNR has yet to provide these comments at the time of this packet distribution. However, in discussions with the DNR Area Hydrologist, Molly Shodeen, Staff learned that the DNR would not have any objections to a proposed amendment that would be consistent with their model ordinance. If Staff receives any formal review comments between this time and the meeting, they will be sure to distribute the comments to the Planning Commission.

**RECCOMENDATION:**

Staff is recommending that the Planning Commission approve the proposed zoning text amendment to come into conformance with the MN DNR’s model shoreland ordinance, allowing water-oriented accessory structures used for boat storage to occupy an area up to 400 square feet.

**ATTACHMENTS:**

- 1. Land Use Application
- 2. Detailed explanation of the request from the applicant
- 3. Proposed Ordinance Amendment
- 4. MN DNR Model Shoreland Ordinance (Cover Sheet & §5.22)

**ORDER OF BUSINESS:**

- Introduction.....Planning Staff
- Report by Staff.....Planning Staff
- Questions from the Commission..... Chair & Commission Members
- Open the Public Hearing.....Chair
- Close the Public Hearing .....Chair
- Discussion by the Commission..... Chair & Commission Members
- Action by the Commission..... Chair & Commission Members

Fee \$ 1,245.00

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: James Leonard 3012 Lake Elmo Ave 55042  
(Name) (Mailing Address) (Zip)

TELEPHONES: 651-777-1316 651-485-6000  
(Home) (Work) (Mobile) (Fax)

FEE OWNER: \_\_\_\_\_  
(Name) (Mailing Address) (Zip)

TELEPHONES: \_\_\_\_\_  
(Home) (Work) (Mobile) (Fax)

PROPERTY LOCATION (Address and Complete (Long) Legal Description): \_\_\_\_\_

DETAILED REASON FOR REQUEST: Zoning Text Amendment for the Code of Ordinance § 150.255 Shoreland Standards. The current ordinance does not address a water-oriented accessory structure used solely for water craft (boat) storage.

\*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.

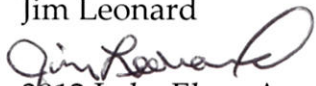
James Leonard 8/8/12  
Signature of Applicant Date

\_\_\_\_\_  
Signature of Applicant Date

I would like to request a Zoning Text Amendment to the Zoning Ordinance Code § 150.255. The current code appears to be in lock step with the DNR guide regarding Shoreland Management with the exception of addressing a Boat Accessory structure. The Provisions for the Lake Elmo Shoreland Ordinance and the DNR Guide provision numbers (1-5) are almost verbatim while the DNR Guide adds provision number (6) to address Boat Storage. Because of the size of a boat the structure needs to be slightly larger than what is specified under the current code for water-oriented accessory structure. DNR Guide Provision number (6) as an alternative for general development and recreational development waterbodies, water-oriented accessory structures used solely for watercraft storage, and including storage of related boating and water-oriented sporting equipment, may occupy an area up to 400 square feet provided the maximum width of the structure is 20 feet as measured parallel to the configuration of the shoreline. (In an above provision it allows for a set back of 10 feet above the ordinary high water level to provide better access for the boat in and out of the water.)

Minnesota Shoreland Management Ordinance, MN Regulations Parts 6120.2500-6120.3900 was created by the Commissioner of the Department of Natural Resources. The DNR Shoreland Management Ordinance was developed as a guide for statewide standards for "Management of Shoreland Areas". Since the current Lake Elmo Shoreland Ordinance does not address a "boat Accessory Structure" and the Lake Elmo Shoreland Ordinance is almost verbatim to the DNR Guide I request that the City of Lake Elmo Does a Zoning Text Amendment to add the DNR Guide Provision Number (6): as an alternative for general development and recreational development waterbodies, water-oriented accessory structures used solely for watercraft storage, and including storage of related boating and water-oriented sporting equipment, may occupy an area up to 400 square feet provided the maximum width of the structure is 20 feet as measured parallel to the configuration of the shoreline, (*Additionally*) the setback of the structure or facility from the ordinary high water level must be at least 10 feet.

Jim Leonard



3012 Lake Elmo Ave

PROPOSED ORDINANCE AMENDMENT - SHORELAND STANDARDS  
 Lake Elmo Planning Department Draft 8-27-12

 **§ 150.255 SHORELAND STANDARDS.**

(D) *Placement, design, and height of structures.*

(1) *Placement.* When more than 1 setback applies to a site, structures and facilities must be located to meet all setbacks. Where structures exist on the adjoining lots on both sides of a proposed building site, structure setbacks may be altered without a variance to conform to the adjoining setbacks from the ordinary high water level, provided the proposed building site is not located in a shore impact zone or in a bluff impact zone. Structures shall be located as follows.

(a) *Structure and on-site sewage system setbacks.* Structure and on-site sewage system setbacks (in feet) from ordinary high water level.

<b><i>Setbacks From OHW</i></b>		
<b>Classification</b>	<b>Structures</b>	<b>Sewage Treatment System</b>
Natural Environment	150 feet	150 feet
Recreational Development	100 feet	75 feet
Tributary	100 feet	75 feet

(b) *Additional structure setbacks.* The following additional structure setbacks apply, regardless of the classification of the water body.

<b><i>Setback From</i></b>	<b>Setback (In Feet)</b>
Top of bluff	30
Unplatted cemetery	50
Right-of-way line of federal, state, or county highways	Per underlying zoning district regulations and exceptions
Right-of-way line of town road, public street, or other roads or streets not classified	Per underlying zoning district regulations and exceptions

(c) *Bluff impact zone.* Structures and accessory facilities, except stairways and landings, must not be placed within bluff impact zones.

(d) *Significant historic sites.* No structure may be placed on a significant historic site in a manner that affects the values of the site unless adequate information about the site has been removed and documented in a public repository.

(e) *Steep slopes.* The city shall evaluate possible soil erosion impacts and development visibility from public waters before issuing a permit for construction of sewage treatment systems, roads, driveways, structures, or other improvements on steep slopes. When determined necessary, conditions must be attached to issued permits to prevent erosion and to preserve existing vegetation screening of structures, vehicles, and other facilities as viewed from the surface of public water, assuming summer, leaf-on vegetation.

(f) *Proximity to roads and highways.* Per underlying zoning district regulations and exceptions.

(g) *Use without water-oriented needs.* Use without water-oriented needs must be located on lots or parcels without public waters frontage, or, if located on lots or parcels with public water frontage, must either be set back double the normal ordinary high water level setback or be substantially screened from view from the water by vegetation or topography, assuming summer, leaf-on conditions.

(2) *Design criteria for structures.*

(a) *High water elevations.* Structures must be placed in accordance with any flood plain regulations applicable to the site. All principal structures shall have their lowest floor at a level at least 3 feet above the highest known water level or the ordinary high water level, whichever is higher.

(b) *Water-oriented accessory structures.* Each lot may have 1 water-oriented accessory structure not meeting the normal structure setback in § [150.255](#)(D) if this water-oriented accessory structure complies with the following provisions.

1. The structure or facility must not exceed 13 feet in height, exclusive of safety rails, and cannot occupy an area greater than 250 square feet. Detached decks must not exceed 8 feet above grade at any point.

2. The setback of the structure or facility landward from the ordinary high water level must be at least 20 feet on a recreational development lake and 50 feet on a natural environment lake.

3. The structure or facility must be treated to reduce visibility as viewed from public waters and adjacent shorelands by vegetation, topography, increased setbacks, or color, assuming summer, leaf-on conditions.



4. The roof may be used as a deck with safety rails, but must not be enclosed or used as a storage area.

5. The structure or facility must not be designed or used for human habitation and must not contain water supply or sewage treatment facilities.

6. As an alternative for general development and recreational development waterbodies, water-oriented accessory structures use solely for watercraft storage, and including storage of related boating and water-oriented sporting equipment, may occupy an area up to 400 square feet provided the maximum width of the structure is 20 feet as measured parallel to the configuration of the shoreline.

# **SAMPLE SHORELAND MANAGEMENT ORDINANCE**

June 1999

DNR Waters: Shoreland Management Program  
Department of Natural Resources

## Preface

This document is to be used as a guide for the adoption of land use regulations consistent with statewide standards for "Management of Shoreland Areas", Minnesota Regulations Parts 6120.2500 - 6120.3900, which became effective on July 3, 1989. Respective counties, and select municipalities for incorporated areas within counties, will be notified in writing by the Commissioner of the Department of Natural Resources if they must adopt these new state standards. The timeframe for mandatory adoption is within 2 years after notification to adopt.

The sample ordinance that follows includes the full array of zoning and subdivision regulations for the most complex or all inclusive of shoreland management situations. The sample ordinance is not intended as free-standing zoning and subdivision code. It could be adopted as a separate section(s) within a community's existing zoning and subdivision regulations. If a community has no existing community-wide land use regulations at the time of shoreland ordinance adoption, then additional administrative and development review processes would have to be established as explained herein.

It is anticipated that a local government's adopted shoreland ordinance will deviate from this sample ordinance as the situation warrants. The sample ordinance does provide a framework or baseline for DNR's review of a local government's adopted shoreland ordinance. If a provision from the sample ordinance is not included, the Department will look for a reason or justification for its exclusion. The section of this package which follows, titled "Introduction to Sample Shoreland Ordinance", identifies those ordinance provisions that are recommended only and many of the reasons or justifications for revising or not including certain provisions.

Townships considering adoption of shoreland regulations should pay special attention to Appendix A which outlines additional provisions that must be met.

A local government should keep in close contact with their DNR area hydrologist throughout the ordinance adoption process. The area hydrologist will provide advice and assistance as time permits and this contact should ensure the DNR's speedy approval of the ordinance at the end of the adoption process. An "Ordinance Certification Checklist" has been provided in Appendix B which identifies the key procedural aspects of adoption that the DNR will verify when receiving a local government's shoreland regulations.

- |     |  |    |
|-----|--|----|
| (3) | right-of-way line of federal, state, or county highway; and                              | 50 |
| (4) | right-of-way line of town road, public street, or other roads or streets not classified. | 20 |

C. Bluff Impact Zones. Structures and accessory facilities, except stairways and landings, must not be placed within bluff impact zones.

D. Uses Without Water-oriented Needs. Uses without water-oriented needs must be located on lots or parcels without public waters frontage, or, if located on lots or parcels with public waters frontage, must either be set back double the normal ordinary high water level setback or be substantially screened from view from the water by vegetation or topography, assuming summer, leaf-on conditions.

**5.22 Design Criteria For Structures.**

A. High Water Elevations. Structures must be placed in accordance with any floodplain regulations applicable to the site. Where these controls do not exist, the elevation to which the lowest floor, including basement, is placed or flood-proofed must be determined as follows:

- (1) for lakes, by placing the lowest floor at a level at least three feet above the highest known water level, or three feet above the ordinary high water level, whichever is higher;
- (2) for rivers and streams, by placing the lowest floor at least three feet above the flood of record, if data are available. If data are not available, by placing the lowest floor at least three feet above the ordinary high water level, or by conducting a technical evaluation to determine effects of proposed construction upon flood stages and flood flows and to establish a flood protection elevation. Under all three approaches, technical evaluations must be done by a qualified engineer or hydrologist consistent with parts 6120.5000 to 6120.6200 governing the management of flood plain areas. If more than one approach is used, the highest flood protection elevation determined must be used for placing structures and other facilities; and
- (3) water-oriented accessory structures may have the lowest floor placed lower than the elevation determined in this item if the structure is constructed of flood-resistant materials to the elevation, electrical and mechanical equipment is placed above the elevation and, if long duration flooding is anticipated, the structure is built to withstand ice action and wind-driven waves and debris.

**B. Water-oriented Accessory Structures. Each lot may have one water-oriented accessory structure not meeting the normal structure setback in Section 5.21 of this ordinance if this water-oriented accessory structure complies with the following provisions:**

- (1) the structure or facility must not exceed ten feet in height, exclusive of safety rails, and cannot occupy an area greater than 250 square feet. Detached decks must not exceed eight feet above grade at any point;
- (2) the setback of the structure or facility from the ordinary high water level must be at least ten feet;
- (3) the structure or facility must be treated to reduce visibility as viewed from public waters and adjacent shorelands by vegetation, topography, increased setbacks or color, assuming summer, leaf-on conditions;
- (4) the roof may be used as a deck with safety rails, but must not be enclosed or used as a storage area;
- (5) the structure or facility must not be designed or used for human habitation and must not contain water supply or sewage treatment facilities; and
- (6) as an alternative for general development and recreational development waterbodies, water-oriented accessory structures used solely for watercraft storage, and including storage of related boating and water-oriented sporting equipment, may occupy an area up to 400 square feet provided the maximum width of the structure is 20 feet as measured parallel to the configuration of the shoreline.

C. Stairways, Lifts, and Landings. Stairways and lifts are the preferred alternative to major topographic alterations for achieving access up and down bluffs and steep slopes to shore areas. Stairways and lifts must meet the following design requirements:

- (1) stairways and lifts must not exceed four feet in width on residential lots. Wider stairways may be used for commercial properties, public open-space recreational properties, and planned unit developments;
- (2) landings for stairways and lifts on residential lots must not exceed 32 square feet in area. Landings larger than 32 square feet may be used for commercial properties, public open-space recreational properties, and planned unit developments;
- (3) canopies or roofs are not allowed on stairways, lifts, or landings;
- (4) stairways, lifts, and landings may be either constructed above the ground on posts or pilings, or placed into the ground, provided they are designed and built in a manner that ensures control of soil erosion;
- (5) stairways, lifts, and landings must be located in the most visually inconspicuous portions of lots, as viewed from the surface of the public water assuming summer, leaf-on conditions, whenever practical; and
- (6) facilities such as ramps, lifts, or mobility paths for physically handicapped persons are also allowed for achieving access to shore areas, provided that the dimensional and performance standards of subitems (1) to (5) are complied with in addition to

the requirements of Minnesota Regulations, Chapter 1340.

- D. Significant Historic Sites. No structure may be placed on a significant historic site in a manner that affects the values of the site unless adequate information about the site has been removed and documented in a public repository.
- E. Steep Slopes. The \_\_\_\_\_ (designed official) must evaluate possible soil erosion impacts and development visibility from public waters before issuing a permit for construction of sewage treatment systems, roads, driveways, structures, or other improvements on steep slopes. When determined necessary, conditions must be attached to issued permits to prevent erosion and to preserve existing vegetation screening of structures, vehicles, and other facilities as viewed from the surface of public waters, assuming summer, leaf-on vegetation.

5.23 Height of Structures. All structures in residential districts, except churches and nonresidential agricultural structures, must not exceed 25 feet in height.

### 5.3 Shoreland Alterations

Alterations of vegetation and topography will be regulated to prevent erosion into public waters, fix nutrients, preserve shoreland aesthetics, preserve historic values, prevent bank slumping, and protect fish and wildlife habitat.

#### 5.31 Vegetation Alterations.

- A. Vegetation alteration necessary for the construction of structures and sewage treatment systems and the construction of roads and parking areas regulated by Section 5.4 of this ordinance are exempt from the vegetation alteration standards that follow.
- B. Removal or alteration of vegetation, except for agricultural and forest management uses as regulated in Sections 5.62 and 5.63, respectfully, is allowed subject to the following standards:
  - (1) Intensive vegetation clearing within the shore and bluff impact zones and on steep slopes is not allowed. Intensive vegetation clearing for forest land conversion to another use outside of these areas is allowable as a conditional use if an erosion control and sedimentation plan is developed and approved by the soil and water conservation district in which the property is located.
  - (2) In shore and bluff impact zones and on steep slopes, limited clearing of trees and shrubs and cutting, pruning, and trimming of trees is allowed to provide a view to the water from the principal dwelling site and to accommodate the placement of stairways and landings, picnic areas, access paths, livestock watering areas, beach and watercraft access areas, and permitted water-oriented accessory structures or facilities, provided that:
    - (a) the screening of structures, vehicles, or other facilities as viewed from the water, assuming summer, leaf-on conditions, is not substantially reduced;

- (b) along rivers, existing shading of water surfaces is preserved; and
- (c) the above provisions are not applicable to the removal of trees, limbs, or branches that are dead, diseased, or pose safety hazards.

### 5.32 Topographic Alterations/Grading and Filling.

- A. Grading and filling and excavations necessary for the construction of structures, sewage treatment systems, and driveways under validly issued construction permits for these facilities do not require the issuance of a separate grading and filling permit. However, the grading and filling standards in this Section must be incorporated into the issuance of permits for construction of structures, sewage treatment systems, and driveways.
- B. Public roads and parking areas are regulated by Section 5.4 of this ordinance.
- C. Notwithstanding Items A. and B. above, a grading and filling permit will be required for:
  - (1) the movement of more than ten (10) cubic yards of material on steep slopes or within shore or bluff impact zones; and
  - (2) the movement of more than 50 cubic yards of material outside of steep slopes and shore and bluff impact zones.
- D. The following considerations and conditions must be adhered to during the issuance of construction permits, grading and filling permits, conditional use permits, variances and subdivision approvals:
  - (1) Grading or filling in any type 2, 3, 4, 5, 6, 7, or 8 wetland must be evaluated to determine how extensively the proposed activity would affect the following functional qualities of the wetland\*:
    - (a) sediment and pollutant trapping and retention;
    - (b) storage of surface runoff to prevent or reduce flood damage;
    - (c) fish and wildlife habitat;
    - (d) recreational use;
    - (e) shoreline or bank stabilization; and
    - (f) noteworthiness, including special qualities such as historic significance, critical habitat for endangered plants and animals, or others.

\*This evaluation must also include a determination of whether the wetland alteration being proposed requires permits, reviews, or approvals by other local, state, or federal agencies such as a watershed district, the Minnesota Department of Natural Resources, or the United States Army Corps of Engineers. The



Planning Commission  
Date: 8/27/2012  
Item: 5a  
Business Item

ITEM: Design Guidelines Presentation and Discussion

SUBMITTED BY: Nick Johnson, City Planner

REVIEWED BY: Kyle Klatt, Planning Director

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**SUMMARY AND ACTION REQUESTED:**

Staff will present some case studies and examples of development design guidelines and standards to the Planning Commission. The purpose of this presentation is to stimulate discussion aimed at defining the approach the City of Lake Elmo should take in implementing design standards. Guidelines and standards will eventually be attached to the new sewerer zoning districts in the Zoning Ordinance.

**RECCOMENDATION:**

No action is required at this time. The Planning Commission is asked to better define the approach for implementing design standards that will capture the desired form and character in future development.

**ATTACHMENTS:**

1. Development Design Standards: Research Summary

**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
- Action by the Commission..... Chair & Commission Members





## **Development Design Guidelines: Case Studies & Examples**

### **Purpose:**

Intended for general education and discussion, Staff has assembled the following examples of design standards/guidelines in order to present ideas regarding the types of standards that should be implemented to achieve desirable development outcomes within the urban residential and commercial zoning districts. The purpose of this discussion is to better define the approach of implementing design guidelines and standards that will support the City's goals pertaining to the character and form of future development. The following set of design standards have been selected from these four sources:

1. City of Eden Prairie Town Center Design Guidelines
2. Oak Park Design Standards and Guidelines (City of Sacramento, CA)
3. Camp Phillips Business Campus (City of Weston, WI)
4. City of Wayzata Design Standards

Each example of design guidelines represents different goals and development areas/intensities for which they are intended. For example, the Eden Prairie Town Center Design Guidelines are intended for a downtown core area, comprised of higher densities and mixed use, whereas the Oak Park Design Standards and Guidelines (City of Sacramento) include standards for traditional, single-family neighborhoods. It is important to recognize that not all of these standards included in the examples will achieve the desired development outcome that is appropriate for Lake Elmo. Staff simply included the standards or guidelines that may be applicable or worth consideration for Lake Elmo's future standards.

### **Organization:**

The following examples are organized into three categories:

1. Single-Family Residential
2. Multi-Family Residential
3. Commercial

While the ultimate design guidelines may not take on this exact organization, this structure provides an example of how to administer design guidelines according to different types and intensities of land use. Within these different land uses, the standards are organized into three sub categories: site development, buildings, and parking. These three subcategories describe how the site functions, the standards of the building itself, and the circulation of the site.

The Planning Commission is encouraged to examine these examples to gain a better understanding of the basics of design guidelines and standards. Through presentation and discussion of various methods of instituting design standards, Staff hopes to determine the direction and approach that will be utilized for the implementation of Lake Elmo's standards.

## **Design Guideline Examples**

### **I. Single-Family Residential**

#### **A. Site Development**

##### **1. Building Placement and Setbacks**

###### **i. Oak Park Design Standards and Guidelines (OPDSG)**

- a.** Homes should be oriented toward the front of the lot with front entries facing the street to encourage an active visual relationship with the street.
- b.** Setbacks should be slightly varied to create visual interest along the block.

##### **2. Landscaping**

###### **i. OPDSG**

- a.** Two trees should be planted in the front yard at a minimum on interior lots, and three trees at a minimum on corner lots.
- b.** Bare soil should be planted or mulched with bark, stone, or other suitable materials to avoid unnecessary runoff.
- c.** Tree species should be selected so that each tree's canopy at full growth can be accommodated by the site.

#### **B. Buildings**

##### **1. Building Scale and Mass**

###### **i. OPDSG**

- a.** Homes should be oriented perpendicular to the street to reduce the appearance of mass.
- b.** The mass of a larger structure should be broken down into smaller components through articulation.

##### **2. Building Form and Facade**

###### **i. OPDSG**

- a.** Facades should be articulated to break up the surface and decrease the appearance of mass. This may be accomplished with the following architectural features:
  - Protruding or recessed facade surfaces
  - Bow, bay, or dormer windows
  - Horizontal elements such as cornices, window lintels, or horizontal bands
  - Porches or porticoes
- b.** All sides of the home should be given visual interest. No side should present an entirely blank facade.

- c. Architectural elements, such as dormers, multiple gables, and windows, should be added to the second story to break up the facade.
- d. New stylistic interpretations of traditional architecture are welcomed. Plans should follow fundamental design principles without always copying them

### 3. Roof Design

#### i. OPDSG

- a. Flat roofs are discouraged.
- b. Roofing materials must have a minimum 30-year guarantee (40-year guarantee is encouraged).
- c. The color and materials used for roofing should complement the color and architectural style of the home.
- d. The following materials are recommended:
  - Laminated dimensional (asphalt) shingles
  - Wood shingles/shakes
  - Laminated dimensional fiberglass shingles
  - Lightweight concrete shingles
  - Terra cotta tile or lightweight concrete tile
  - Slate shingles
- e. Roof forms and slopes of additions should be similar to those of the original structure.

### 4. Lighting

#### i. OPDSG

- a. Lighting is required for the front entryway, walkways, and garage area.
- b. Lighting fixtures should be designed for exterior use and should be weather resistant
- c. Addresses should be illuminated and clearly visible from the street.
- d. Lighting fixtures should be directed away from adjacent areas to minimize light pollution.

### C. Parking

#### 1. Parking

#### i. OPDSG

- a. Alternative driveway paving surfaces, such as mortared brick or concrete pavers, are encouraged to minimize the appearance of a monotonous paved front-yard.
- b. Permeable materials, such as pavers, cobblestone, or similar treatments, are also recommended driveway materials.

## II. Multi-Family Residential

### A. Site Development

#### 1. Building Placement and Setbacks

- i. Proposed HDR Zoning District (LE Code)
  - a. 20' minimum front-yard setback
- ii. Eden Prairie Town Center Design Guidelines (EPTCDG)

- a. 10' minimum setback, 20' maximum setback.
- b. Front-yard setback area should be utilized for front stoops, building entries, plaza/patio space, landscaping, ornamental fencing and building identity.

iii. OPDSG

- a. Buildings should be easily accessed from the street, calling for minimum front-yard setbacks, particularly near mixed use or commercial development .
- b. Common spaces should be located at the interior of the lot to promote safety for children and easy access for residents.
- c. Large multi-family developments should be designed with varied setbacks that contribute to an interesting streetscape and avoids monotonous street wall.
- d. Individual buildings can also be designed with an articulated front, with porches closer to the street than recessed garages.

2. Streetscapes

i. EPTCDG

- a. Provide continuous sidewalks on all streets to encourage pedestrian circulation and connection to the community.
- b. Boulevard areas should be planted with turf grass and/or other attractive, low maintenance ground cover. In addition, street trees or boulevard trees should be planted at regular intervals.
- c. Pedestrian scaled street lighting that is shielded to prevent glare on adjacent residential properties is encouraged.
- d. Provide site furnishings such as benches, trash receptacles, bike racks, etc.
- e. Sidewalk materials should be attractive, durable, and low-maintenance.

ii. OPDSG

- a. Multi-family structures that present a blank wall to the street are not allowed.
- b. Multi-family structures should have entry features that front onto the street (doors, porches, stoops, etc.).
- c. Recessed features are discouraged (make entryways highly visible for safety).
- d. Paths and access points should be clearly visible and well lit at night.

3. Landscaping

i. EPTCDG

- a. Goals: reduce impermeable surfaces, reduce visual impact of parking, and integrate built environment with natural landscape.
- b. Public spaces, streetscapes, and setback areas should incorporate ornamental and shade trees, as well as other planted materials.
- c. Parking, outdoor storage, service areas, utility structures, and other objectionable views should be buffered with plantings.
- d. Use of low maintenance (native) plant materials is encouraged.

- e. Landscape connections between private and public space is encouraged.
- f. Increase storm water permeability where possible with rain gardens.
- g. Tree and shrub masses should be planted around parking areas to improve air quality.

ii. OPDSG

- a. Trees should be planted in the setback area.
- b. Bare soil should be planted or mulched with bark, stone, or other suitable materials to avoid unnecessary runoff.
- c. Mature trees should be retained when possible.
- d. Plant species should be suitable for the climate.

**B. Buildings**

**1. Building Scale and Mass**

i. EPTCDG

- a. Goals: establish base parameters for building proportioning both vertically and horizontally.
- b. Building volume should be broken up with recesses and projections such as porches, balconies, dormers, and bays that are incorporated to create variety and variation.
- c. Building mass should be broken up with multiple roof and ridgelines perpendicular with one another.
- d. Building mass should be reduced through facade articulation as a method of breaking down the facade into smaller elements. This may include trim, windows, doors, entries, overhangs, bays, dormers, and other architectural elements.
- e. 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.

ii. OPDSG

- a. 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.
- b. 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.

**2. Building Form and Facade**

i. EPTCDG

- a. Goals: To encourage design diversity of building components as materials, fenestration, and form come together to establish identity.
- b. Multiple planes should be created in the building facades, utilizing recessed and protruding trim, windows, doors, entries, overhangs, bays, dormers, and other elements that add articulation.
- c. Unfinished, exposed building foundation visible on any exterior facade should be limited to an area extending upward 18 inches

from the finished grade line. Finished exterior materials shall be applied to all other wall facade areas.

- d.** Living space below the main building level, such as walkout or lookout, should not be visible from the front side of the structure facing the public street.
- e.** Split entry type structures are strongly discouraged.
- f.** All front entries shall be part of a recess, covered porch, or other covered entry structure, highlighting the entry with articulation.
- g.** No blank facades without windows or doors are allowed.
- h.** Recess the garage whenever possible to draw attention away from the garage door.
- i.** Window and door styles should reflect the architectural style and materials used for the structure.
- j.** The head of all windows on any structure facade should align, with variation of window heights occurring at the bottom.
- k.** Building entries should contain strong architectural features (columns, pillars, cornices, transom windows, etc.) to distinguish the entryway.
- l.** Large windows should include mullions between individual window sash to encourage detailing of windows with multiple lites or panes.
- m.** Flat-panel exterior and garage doors are discouraged.
- n.** Sills and trim are required for exterior windows.
- o.** Sliding glass doors are not allowed on the front side of residential structures.

**ii.** OPDSG

- a.** Garages should be varied in their location to minimize the impact of a row of garage doors. Rows of garages or carports around the perimeter of a development should be avoided.
- b.** Entryways to individual units should include some entry feature, such as a portico or porch, to add visual interest.
- c.** Where individual units face a public street, each unit should be designed with a walkway from the sidewalk to the front entry feature.
- d.** Porch columns and railings should be constructed of high-quality materials.

**3.** Building Materials

**i.** EPTCDG

- a.** All building facades should include the use of multiple building materials, including clear vision glass and translucent materials.
- b.** With the exception of windows, changes in exterior building materials or colors should occur only at horizontal building lines demarcating changes in floor level; at vertical building lines at corners or recesses; or where facades are articulate with protruding or recessed features.
- c.** Multiple facade colors are encouraged, so long as the palette consists of complementary colors.

- d. Siding materials, in most cases, should emphasize horizontal lines, while vertical siding, shakes, and shingles should be used as accent materials only.
- e. Exposed exterior building materials should be authentic natural materials such as brick, wood, stone, cast stone, or stucco. High-quality simulated natural materials (such as vinyl or metal siding) may also be acceptable.
- 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 seams to be acceptable.
- g. Prohibited materials:
  - Plain, unpainted, or painted concrete block or cast-in-place concrete
  - Unpainted galvanized metal
  - Prefabricated or “tilt-up” concrete panels
  - Corrugated metal, plastic, or fiberglass regardless of color or finish.
  - Vinyl siding
  - EFIS (Exterior Insulating Finish Systems) is not permitted, for any component, on the principle facade of the building
- h. Samples of exterior building materials should be submitted for review.

#### 4. Building Entries

##### i. EPTCDG

- a. Goal: To encourage creative design that relates to human scale events differentiated from upper level building components.
- b. Units with individual exterior entries should be designed with porches, covered recesses, or covered stoop.
- c. Multi-family structures with shared entries should utilize architectural treatments on the entryway to call attention to or emphasize the primary building entrance.
- d. Ground level of multi-family structures should distinguish from upper levels to provide human-scale elements for pedestrians through the following techniques:
  - Change in primary building materials at ground floor level
  - Additional architectural detailing, such as special brick patterns, brick corbels, or brick quoins
  - An intermediate cornice line separating building levels
  - Use of awnings, trellis, arcades, or sign panels as elements to separate building levels
  - Special window details such as transom windows or recessed heads to separate levels
- e. Building entries should use design elements to promote variety and the relationship of the building to the street, using the following methods:

- Special detailing in entry area doors and windows
  - Architectural elements such as canopies, columns, or cornices
  - Special location such as at building corner or within a covered recess
  - Highlights based on changes in material or color
- f. Primary building entries shall be visible and connected to the street sidewalk by the most direct route practical.
  - g. Ground floor residences that adjoin a public street or open space shall have direct access to the public street or open space.
  - h. Each building should have one or more clearly identifiable “front doors” that address the street.
- ii. OPDSG
    - a. Multi-family structures should have entry features that front onto the street, including a door and porch or stoop that relate directly to street frontage.
    - b. 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.

## 5. Lighting

### i. EPTCDG

- a. Building lighting should only be used to highlight certain architectural features.
- b. Lighting should be used to draw interest to architectural features or entryway and not to exhibit or advertise buildings.
- c. Architectural accent lighting is limited to indirect lighting only.
- d. Bare bulb, exposed neon, or colored accent lighting is not allowed for accentuating building form.
- e. Service area lighting shall be confined within the service yard boundaries and enclosure walls.
- f. 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.

### ii. OPDSG

- a. Lighting should be provided in all common areas, including parking, vehicular and pedestrian entries, walkways, and at common facilities (mailboxes, pools, etc.).
- b. Maximum height of lighting:
  - Ornamental pedestrian lighting in common areas may not exceed 12' in height
  - Parking area lighting may not exceed 14' in height
  - Pedestrian lighting, such as lighted bollards, may not exceed 4' in height



- c. Parking area lighting should not result in light spillover to interior residential units or adjacent homes, and should not cast glare on the public street.
- d. Flashing or pulsating light fixtures should be avoided.

## 6. Building Signage

### i. EPTCDG

- a. Goal: Signage should identify location of residences in a way that is unobtrusive to surrounding residential uses and well integrated into the building and street.
- b. Signs shall be compatible with the character of the surrounding uses and architecture in terms of scale, proportion, color, materials, and lighting levels.
- c. Signs shall be consistent with the architectural style of the building on which they are placed.
- d. Signs shall be constructed of high quality, durable materials.
- e. Signs shall be creative in the use of two and three-dimensional forms, lighting and graphic design, and use of color, patterns, typography, and materials.

### ii. OPDSG

- a. Interior vehicle and pedestrian routes should be clearly marked.
- b. For units with individual exterior entries, all individual units should have addresses with letters that are 4-8 inches high.
- c. All signage should be illuminated and clearly visible after dark.

## C. Parking and Service Areas

### 1. Parking

#### i. EPTCDG

- a. Goal: Wherever possible, parking areas should be located within or behind primary buildings to support the goal of pedestrian emphasis.
- b. When feasible, structured parking is encouraged beneath or behind the primary building.
- c. Parking structure entries should not be a prominent building feature facing primary residential streets. They should be located on secondary streets to the side or behind the building.
- d. Locate parking structure mechanical equipment out of public view.
- e. Design and plan for adequate light levels for auto and pedestrian safety, while minimizing spillover or disturbance to residential units, adjacent properties, or public streets.
- f. Incorporate landscaping where appropriate.

#### ii. OPDSG

- a. Smaller, scattered lots will provide better access to residents and be less visually obtrusive than a single large lot.
- b. Covered parking should be located so that it does not interfere with the front entries or access to interior common spaces.
- c. Parking areas should be screened from adjacent structures with landscaping strips. These strips should be permeable and not

exceed 4' in height so the parking areas can be viewed by pedestrians for safety sake.

- d. Access to underground parking from the public street should not impede pedestrian traffic.

## 2. Service, Delivery, Storage Areas

### i. OPDSG

- a. Goal: Minimize visual impacts of service, delivery, and storage areas from public view. Strategic placement and screening of these areas is encouraged.
- b. Locate service areas so that views from adjacent properties and streets are minimized.
- c. Utilize screening through landscaping and architectural features to minimize visual impacts of service, delivery, and storage areas.
- d. Use signage to clearly identify service entrances to discourage the use of main building entry for service delivery.

### ii. OPDSG

- a. Trash and recycling receptacles should be screened from view through the use of trash enclosures and landscaping.
- b. Trash enclosures should be made of durable material and match the design of the primary building.
- c. Trash enclosures should be located so that noise and odor do not negatively affect nearby residents.
- d. Storage areas should match the design of the primary building and be located so that residents can access them from parking areas.
- e. Mechanical equipment should be included in the design of the building if possible, or screened with a solid enclosure and landscaping.
- f. Exterior utility equipment should be located in low traffic areas and screened.
- g. When feasible, heating, ventilation, and air conditioning units should be located on the north sides of buildings to shade the units and reduce energy consumption.

## III. Commercial

### A. Site Development

#### 1. Building Placement and Setback

##### i. Camp Phillips Business Campus Design Guidelines (CPBCDG)

- a. Minimum setback from the public ROW is 30'.
- b. Buildings should be located to enhance visibility and identity while maintaining compatible relationships with adjacent projects and street frontages.
- c. Buildings should be arranged to provide convenient access to entrances and efficient on-site circulation for vehicles and pedestrians.
- d. The orientation of multiple buildings on one site must be clearly coordinated.

- e. Buildings should be arranged to allow for landscaped outdoor places for workers and visitors.
- f. Shared drives/access points from the public ROW are encouraged. Vehicular access points should be limited to minimize traffic disruption.

ii. EPTCDG

- a. Gaps and openings between buildings should be minimized in order to maintain continuity of the pedestrian environment.
- b. While some exceptions may be necessary, parking areas should be located behind primary buildings to encourage continuity of building uses that front streets and support pedestrian activity.
- c. Building corners at primary intersections should be treated as prominent features, incorporating architectural elements and other treatments that support unique design and district identity.
- d. Buildings should be oriented parallel or perpendicular to the street they front, promoting continuity of design.

2. Streetscapes

i. EPTCDG

- a. Provide generous sidewalk width to invite pedestrian activity.
- b. Install street trees at regular intervals to frame the street, provide shade and consistent character along the street edge. Tree grates can be utilized to maximize usable sidewalk space.
- c. Pedestrian scaled street lighting will support district identity and promote safety.
- d. Provide site furnishings such as benches, trash receptacles, and bicycle racks at regular intervals.
- e. Pavement material should be attractive, durable, and low maintenance.
- f. Ornamental fencing may be used to separate outdoor dining from pedestrian movement.

3. Landscaping

i. EPTCDG

- a. Public spaces, streetscapes, plazas and parking areas should incorporate ornamental and shade trees, planting beds, and potted plants that emphasize seasonal color and change.
- b. Hardy plant species should be chosen for resistance to extremes in climate change, road salt, and disease.
- c. Parking, outdoor storage, service areas, utility structures, and other objectionable views should be buffered with plantings.
- d. Where possible, encourage landscape connections between public and private amenities and spaces.
- e. Use of low maintenance (native) plant materials is encouraged.
- f. Increase storm water permeability where possible by creating rain gardens for storm infiltration.

B. Buildings

1. Building Scale and Mass

i. EPTCDG

- a. Exterior building design that leads to the overall appearance of multiple structures, storefronts, and tenants is encouraged.
  - b. Building facade should not exceed 24' or the length of the building height without some form of facade articulation that visually breaks the building into smaller parts.
  - c. Single tenant buildings may have more uniform facades, but should still incorporate architectural design elements that break down any building face into parts that are proportional to the overall size of the structure.
- 2. Building Form and Facade
  - i. CPBCDG
    - a. Building design should employ clean and simple forms that produce overall unity, scale, and interest.
    - b. Facades should reflect a coordinated design concept and be an expression of building function, structure, and scale.
  - ii. EPTCDG
    - a. Structures located adjacent to public streets with parking in the rear should have customer access from both sides of the building, with the street side acting as the primary side in respect to storefront window area.
    - b. Commercial/retail structures building facades should include multiple changes in building materials, parapet heights, fenestration, and other elements that create variety in the building facade.
    - c. Primary storefronts of ground-level retail and commercial uses should include at least 60% of the storefront area in transparent windows or doors. Single-tenant, commercial uses may contain lesser amounts of windows and doors on the primary storefront. However, storefront window area should be maximized surrounding the primary entrances, exits, lobbies, and customer check-out and pick-up areas.
    - d. Buildings should be designed to fit comfortably within the scale of the surrounding development using the following methods:
      - Minimizing long expanses of wall at a single height or single plane
      - Varying floor heights to follow natural grade contours
      - Providing shifts in building massing
    - e. Uses that include non-pedestrian or auto-oriented uses, including garage entries, service bays or similar functions shall be oriented away from the primary street frontage, placing active, populated functions towards the street.
    - f. The highest level of architectural detail (fenestration, articulation, materials, colors, etc.) should be adjacent to areas of pedestrian activity.
- 3. Building Materials
  - i. CPBCDG
    - a. Exterior walls should be constructed of durable, permanent architectural materials.

- b.** Facades visible from the public R.O.W. or from neighboring buildings may incorporate brick, stone, stucco, dryvit, architectural block, architectural concrete, architectural metals, wood and or glass into the design. Unfaced concrete block and structural concrete will not be permitted without approval of the City.

**ii.** EPTCDG

- a.** Primary building materials for non-residential structures should include brick, stone, cast stone, or pre-cast concrete panels with exposed aggregate, banding, texturing, or other similar decorative finish treatment.
- b.** Accent materials may include a variety of finished architectural metals, metal curtain wall systems, stucco, wood lap siding and/or shakes, shingles and shakes as a roofing materials, and fabrics for canopies or awnings.
- c.** Synthetic materials that adequately duplicate natural materials may be acceptable.
- d.** Primary building colors should be muted earth tones.
- e.** Accent colors should harmonize and complement primary colors.
- f.** The following building materials are prohibited:
  - Reflective glass
  - Unpainted galvanized metal
  - Unfinished, or clear finished wood
  - Unfinished “green-treated” lumber
  - Plain or unpainted concrete block or cast-in-place concrete
  - Painted concrete block, except on rear side of structure or where the material is screened or visible only from a distance
  - Prefabricated or “tilt-up” concrete panels with standards smooth or raked finish, whether painted or unpainted
  - EFIS (Exterior Insulating Finish Systems) is not permitted on the principle facade of the building
- g.** High quality, durable materials should be used in street facing facades.

**4.** Roof Design and Rooftop Screening

**i.** CPBCDG

- a.** Rooflines must take on a variety of forms and arrangements. Each design is building specific, but should include some of the following:
  - Gable, hip and other roof forms
  - Horizontal planes and parapets
  - Varied parapet height
  - Metal, tile, shingle and shake roofing

**ii.** EPTCDG

- a. The design of the roof form should be an integral part of the architecture.
- b. Where commercial structures have flat roofs, any rooftop mechanical equipment or exposed structure should be screened from ground-level view by the building parapet or other acceptable screening device.
- c. For larger buildings, simple flat roof or parapet profiles are preferred as the predominant roof form.
- d. Special consideration should be given to the roof area of new buildings which can be viewed from adjacent structures that are higher in elevation.

## 5. Building Entries

### i. EPTCDG

- a. Ground-level of commercial buildings should provide for human-scale elements, including:
  - Architectural detailing, such as brick corbels and quoins
  - Use of awnings, trellis, or arcades
  - Window details
- b. Entryways should be designed with unique elements, such as corner locations, changes in material/color, or canopies or cornices, among others.

## 6. Lighting

### i. CPBCDG

- a. On-site lighting includes lighting for parking areas, vehicular and pedestrian circulation, building exteriors, service areas, landscaping, and security.
- b. All exterior on-site lighting must be shielded and confined within site boundaries. No direct glare is permitted to shine onto public streets or adjacent lots.
- c. Lighting styles should be complementary to the architectural style of the building.
- d. Light mounts to the roof parapet are not permitted. Wall mounted light fixtures use to illuminate parking lots are not permitted.

### ii. EPTCDG

- a. No bare bulb or exposed neon lighting shall be used to accentuate building form or details. Colored accent lighting is not permitted.
- b. No spill-over should occur outside the service or storage areas.
- c. Lighting of architectural features should be used to provide accent and interest, as well as identify the building entryway.
- d. Lighting should not be used to advertise buildings.

## 7. Building Signage

### i. EPTCDG

- a. Signs should be complementary to the building's architecture, detailing, and materials.

- b.** Signs should be compatible with the architectural characteristics of the building in terms of proportion, scale, color, materials, and lighting levels.
- c.** Signs should be constructed of high quality, durable materials.

**C. Parking and Service Areas**

**1. Parking**

**i. CPBCDG**

- a.** Sufficient on-site parking must be provided to accommodate all vehicles associated with the use of each site.
- b.** Designated spaces should be provided in convenient locations for handicap, carpool, motorcycle, and bicycle parking.
- c.** Bicycle areas should be provided with racks and locking capabilities.
- d.** Parking areas should be screened from view of public streets by means of grading and/or landscaping.
- e.** Parking areas should be landscaped to provide shade canopy and pleasant appearance.
- f.** Any parking beneath buildings or in parking structures must be screened by architectural design or landscaping.

**ii. EPTCDG**

- a.** Structured parking is encouraged, and should be located behind or beneath primary buildings when possible.
- b.** Shared parking supplies should be promoted in the commercial district.
- c.** When possible, the entrance to parking facilities should be located on secondary streets.
- d.** Parking supply should be managed to meet the needs of both long-term and short-term users.
- e.** Parking facilities must meet the Americans with Disabilities Act accessibility requirements.
- f.** Landscaping should be incorporated into parking areas and structures.
- g.** Parking structure mechanical equipment should be located out of view.
- h.** Design parking areas with adequate lighting for pedestrian and auto safety, while minimizing light spill-over onto adjacent properties.

**2. Service, Delivery, and Storage Areas**

**i. CPBCDG**

- a.** Service, storage, maintenance, loading and refuse collection areas are to be located out of view of public roadways and buildings on adjacent sites, or screened by dense landscaping and/or architectural features.
- b.** Service areas may not extend into required setback zones.
- c.** Service areas should be located so that vehicles have clear and convenient access and do not disrupt pedestrian and auto circulation.

- d.** Outdoor storage areas and loading areas should be hard surface and dust free.
  - e.** Outdoor storage yards for materials, supplies, merchandise or equipment shall be screened from public view behind a visual barrier for the purpose of screening.
  - f.** Delivery, loading and service areas shall be readily identifiable to the first time user.
- ii.** EPTCDG
  - a.** Locate loading docks and service areas so that views from adjacent properties, streets, open spaces and pathways are minimized.
  - b.** Utilize landscaping and architectural screening devices to minimize visual impacts of service and storage areas when possible.
  - c.** Use signage to clearly identify service entrances.





Planning Commission  
Date: 8/27/2012  
Item: 5b  
Public Hearing

ITEM: Village Planning Update  
SUBMITTED BY: Nick Johnson, City Planner  
REVIEWED BY: Dean Zuleger, City Administrator

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### **SUMMARY AND ACTION REQUESTED:**

The Village Work Group recently endorsed a land use plan (attached) on 8/9/12 to move forward through the Comprehensive Plan Amendment process. At this time, Staff thought it prudent to present an update to the Planning Commission regarding important developments in the Village planning process. The Planning Commission will be tasked with holding a public hearing in the future to receive public comment on this plan.

### **BACKGROUND INFORMATION:**

The Village Planning Work Group, formed in May of 2011, has been charged with the creation of a future land use plan that is consistent achieving the desirable character and land use pattern for the Village Area, or downtown, of Lake Elmo. This work group consists of four Planning Commissioners, two members of the City Council, and one resident at large.

The Village Area Future Land Use Plan endorsed by the Work Group has several notable features, including the following:

1. **Greenbelt:** The Work Group is promoting a concept that would provide open space surrounding the Village Area in order to maintain the rural character of Lake Elmo. City Staff is working with the MN Land Trust to explore possible strategies to facilitate land conservation in these areas.
2. **Village Center - Mixed Use District:** The Work Group is aiming to promote main street type growth in the core of the Village, building off of the existing commercial uses on Lake Elmo Ave. The district will allow mixed use development, typical of a vibrant downtown area. Staff is still working on constructing the proposed zoning code that will better define the allowable uses within this district. As highlighted in previous public meetings, it is within this district that the Work Group has promoted a Village Green concept.

- 3. Residential development surrounding downtown: The Land Use Plan includes areas guided for residential development at lower densities (2 units/acre) and medium densities (4 units/acre). The purpose of promoting residential development around the core area is to provide for housing opportunities that are within walking distance of downtown.
- 4. Recreation Facilities. The Plan has guided some land to the East of the Mixed Use district for a future regional recreational facility that will serve the whole of Lake Elmo.

The Planning Commission is encouraged to discuss and comment on the different features of the Village Land Use Plan.

In addition, the City has received a formal request from a land owner in the Village Area to be removed from the MUSA/Village Boundary in order to support the agricultural use of their property and avoid development pressure. With this request, the City may wish to pursue amendments to the MUSA/Village boundary in order to more clearly define the future areas to be served by sanitary sewer. The attached map (Draft MUSA Boundary Amendment) is simply starting point for discussion about changes to the boundary. If the City decides to pursue changes to the boundary, it would be prudent to include these changes in the upcoming Comprehensive Plan Amendment for the Village Area.

**RECCOMENDATION:**

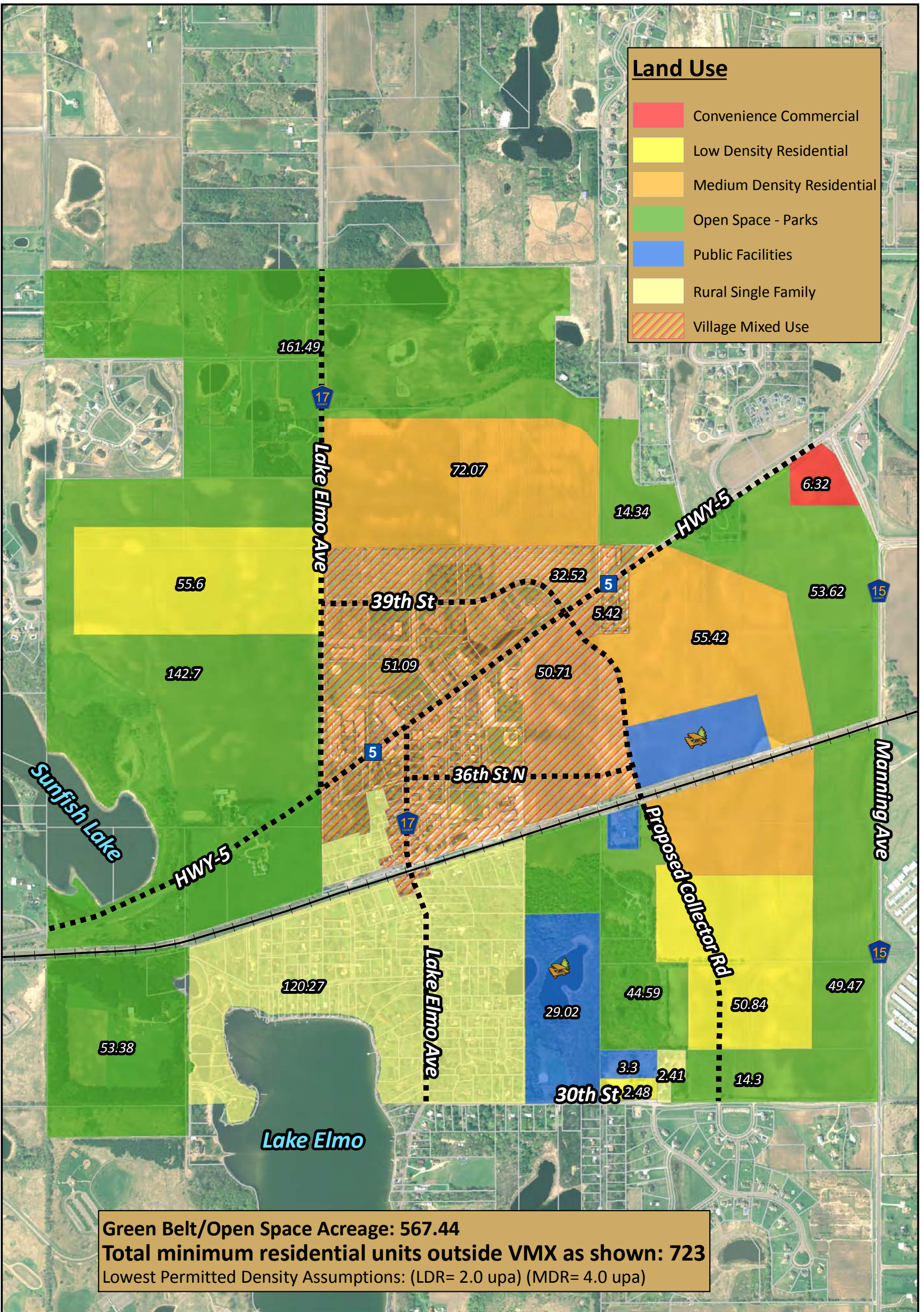
No action is required at this time. Staff is hoping to receive input from the Planning Commission regarding the Village Work Group endorsed land use plan and other updates.

**ATTACHMENTS:**

- 1. Draft Village Area Future Land Use Concept
- 2. Draft MUSA Boundary Amendment Map

**ORDER OF BUSINESS:**

- Introduction.....Planning Staff
- Report by Staff.....Planning Staff
- Questions from the Commission..... Chair & Commission Members
- Open the Public Hearing.....Chair
- Close the Public Hearing .....Chair
- Discussion by the Commission..... Chair & Commission Members
- Action by the Commission ..... Chair & Commission Members

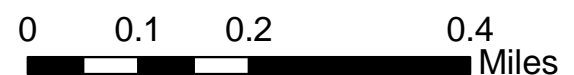
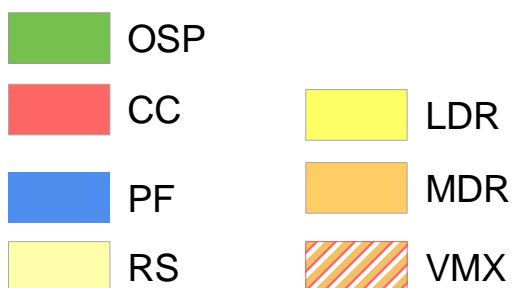


## DRAFT- Village Area Future Land Use Concept - Option #2

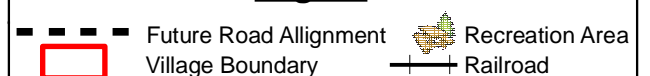


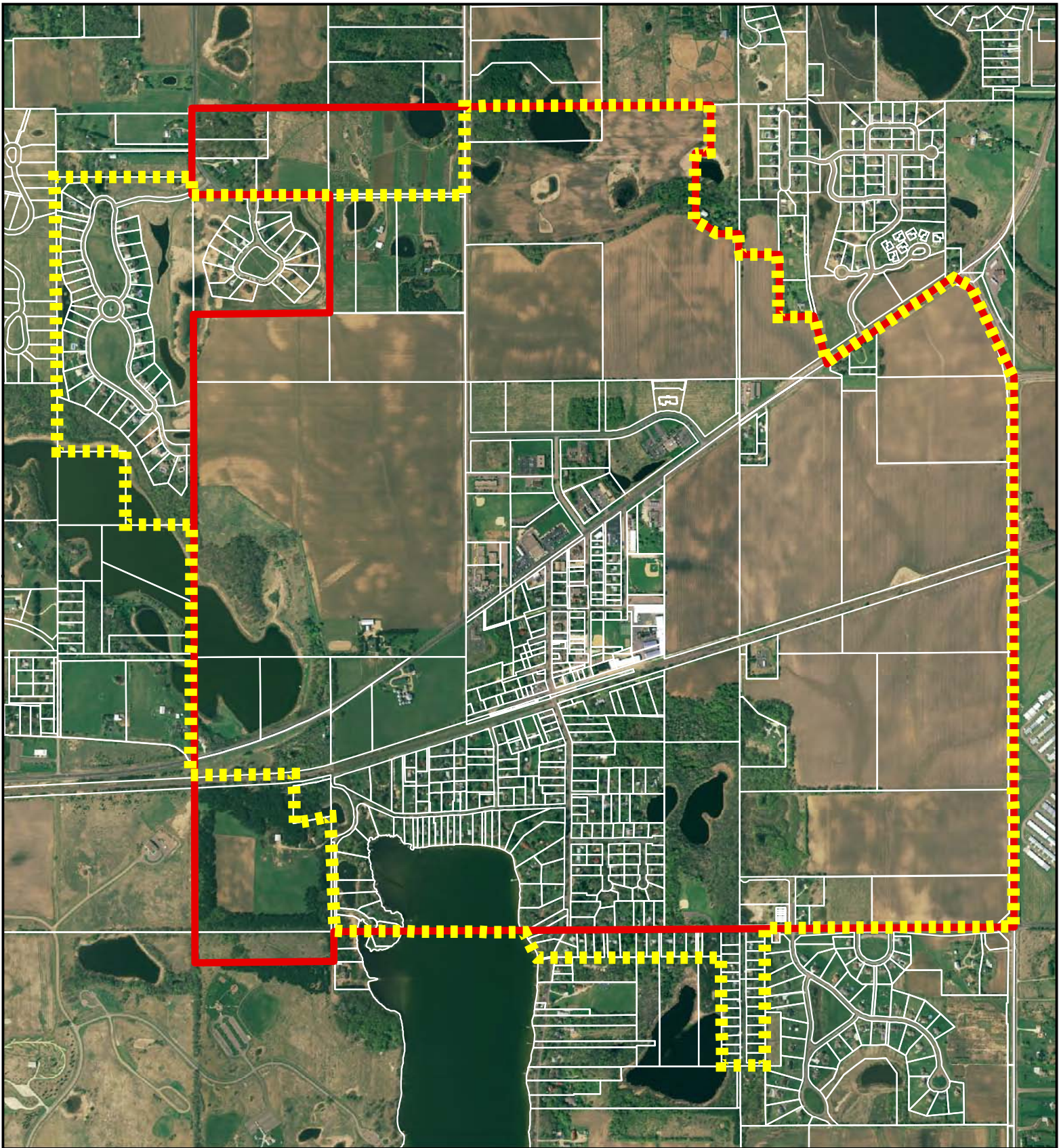
City of Lake Elmo  
 7-26-2012  
 Data Source:  
 Washington County, MN

### Land Use



### Legend







***DRAFT - Proposed Village/MUSA Boundary Amendment***



**Legend**

-  Existing Boundary
-  Proposed Boundary

City of Lake Elmo  
 8-24-2012  
 Data Source:  
 Washington County, MN

