



## City of Lake Elmo

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Lake Elmo, Minnesota 55042

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### NOTICE OF MEETING

The City of Lake Elmo  
Planning Commission will conduct a meeting on  
**Monday, June 13, 2011, at 7:00 p.m.**

### AGENDA

1. Pledge of Allegiance
2. Approve Agenda
3. Approve Minutes
  - a. March 28, 2011
  - b. April 25, 2010
  - c. May 23, 2011
4. Public Hearing
  - a. (CONT.) BREMER BANK PUD AMENDMENT. Consideration of a request to amend the Planned Unit Development for Eagle Point Business Park to allow the expansion of the parking facility at 8555 Eagle Point Boulevard.
5. Business Item
  - a. SOUTHERN LAKE ELMO – PROCESS, GOALS AND VISION. Review of draft policy document concerning the vision and goals for the I-94 planning committee.
  - b. FORM-BASED CODES DISCUSSION. Review of examples of form-based zoning codes.
  - c. Discussion of the Planning Commission Meeting Process – Robert’s Rules (Verbal)
6. Updates
  - a. City Council Updates
    - i. Sewer Infrastructure Project – Council Rejected Bids
    - ii. Fence Ordinance - Approval
  - b. Staff Updates
  - c. Commission Concerns
7. Adjourn

**City of Lake Elmo  
Planning Commission Meeting  
Minutes of March 28, 2011**

Chairman Van Zandt called to order the meeting of the Lake Elmo Planning Commission at 7:00 p.m. COMMISSIONERS PRESENT: Bidon, Britz, Fliflet, Hall, Haggard, Pelletier, Van Zandt, Williams and Ziertman. Absent: Obermueller. STAFF PRESENT: Planning Director Klatt and Planner Matzek.

**Agenda**

**Minutes – March 7, 2010**

M/S/P, Hall/Williams, move to approve as presented. Vote: 6:0. Abstained: Britz, Haggard, Pelletier.

**Public Hearing – Zoning Text Amendment to allow Park and Ride Uses**

Planner Matzek introduced the item, stated the Council's direction to consider the use for inclusion near the Interstate 94 corridor, and asked the commission to provide a recommendation. She asked the commission to consider if the suggested zoning district – HD-RR-LB would be the appropriate locations for that type of use; if the use should be permitted, conditionally permitted or an interim use; and if there should be additional regulations for the use such as a height limitation.

Commissioner Williams asked if I-94 was a public transit route.

Planner Matzek said that the corridor is guided in the Metro Transit long range plans as a transit route and it is currently being studied for various transit options. She said changing the ordinance to allow the use would be setting the table if there was interest in someone coming forward with that use.

Commissioner Fliflet asked if a park and ride would generate any revenue for the city versus having a commercial type use on that land.

Planning Director Klatt said it would depend on who owns the property. He said if it was owned by a public entity like Metro Transit they would not pay property taxes, but if it were owned privately and a public entity leased the land, there would be property taxes. He said the purpose of providing a park and ride is to provide residents with a service.

Commissioner Williams asked what other properties are guided for Limited Business within a quarter mile of the interstate.

Planner Matzek said the properties being suggested are the only properties guided for Limited Business. There is an area at the intersection of Manning Avenue and Hudson Boulevard that is guided for a business park and everything else guided for sewer in this area is identified as residential.

THE CHAIRMAN OPENED THE PUBLIC HEARING AT 7:22 P.M.

Jake Ebertz, 1147 Clipper Way; Woodbury

Mr. Ebertz said his family owns property off of Keats and the frontage road. He said to think of the property right on the Highway as residential is a mistake.

Planner Matzek said that there is a meeting later that week starting a public process to revisit the future land use map.

Chairman Van Zandt said that in other communities, businesses have found that building near park and rides have been a good investment.

Mr. Ebertz said he would encourage the park and ride.

THE CHAIRMAN CLOSED THE PUBLIC HEARING AT 7:27 P.M.

Commissioner Fliflet said she is opposed to a park and ride at the proposed locations. She said there are two prime locations for businesses and that is where the park and rides are identified. She suggested on Manning Avenue south of the freeway would be a better location, but said she thinks the I-94 task force should discuss the options. She said she would be more in favor of allowing the use as an interim use instead of a conditional use because it is in the holding district.

Commissioner Hall thought a conditional use permit would be more applicable given that this would be a part of the regional infrastructure. He said existing park and rides are at capacity now.

Commissioner Bidon said he thinks this is premature and does not see any real benefits for Lake Elmo. He said he would rather see a park and ride on Highway 5 near the airport.

Commissioner Pelletier said if it is on Manning Avenue she would like the safety of Oakland Junior High considered as the school is just up the road.

Chairman Van Zandt said he found statistics that say western Wisconsin will continue to grow and utilize I-94 which will only increase the traffic.

Commissioner Haggard asked about the timing.

Planner Matzek said that at preliminary discussions with the Metro Transit group, staff made them aware of the upcoming discussions for potential park and ride locations. However, their study of alternative transit options along the I-94 corridor is going to be a year long and if the city were interested in taking additional time to study this, it would not impact potential funding.

Commissioner Fliflet asked how many people live south of Highway 5, because that is the population that would utilize the park and ride other than populations from other communities.

M/S/F, Williams/Fliflet, move to recommend that no action be taken at this time, neither the inclusion of a Park and Ride as a use within the Limited Business district nor selection of any particular parcels along I-94 for a park and ride. 1. The Planning Commission is in favor of park and rides in the general sense. 2. The particular proposal is too soon as it is unknown if or where public transit will be located in this corridor. 3. There is little financial benefit to Lake Elmo to divert the very few limited business areas to most likely tax exempt uses. 4. We should wait until the I-94 Work Group has made its recommendations for zoning categories and zoning locations in this corridor before taking action. Vote: 4:5. Against: Britz, Van Zandt, Ziertman, Haggard, Pelletier

M/S Pelletier/Fliflet, move to recommend adding a Park and Ride as a conditional use in the HD-RR-LB district with the condition that the I-94 Work Group address this issue in a timely manner.

Commissioner Williams said if the Commission and Council approve it, it would not come back in front of the Commission unless an application were made.

Commissioner Pelletier withdrew her motion.

M/S/P, Pelletier/Ziertman, move to recommend adding a Park and Ride as a conditional use in the HD-RR-LB district. Vote: 5:4. Against: Bidon, Hall, Williams, Haggard.

**Business Item – Zoning Code Update and Form Based Zoning Discussion**

Planning Director Klatt introduced the item and showed potential revisions to the uses and definitions in the city code in order to simplify and to increase usability of the zoning code. He showed the comparisons of current code versus the proposed language, but did not provide an analysis.

Commissioner Williams said he is confused as the proposed districts do not match.

Commissioner Fliflet suggested that although most uses would be fine if they looked a certain way on the outside, there are some uses the city would not want anywhere in the city and would like to have a list of excluded uses.

Planning Director Klatt said he would need to check with the attorney to see if that is allowed.

Commissioner Pelletier asked if a use is not listed, does that mean it is not allowed.

Planning Director Klatt said some city codes are more explicit in stating that, but Staff's interpretation has been if it is not listed, it is not allowed.

M/S/P, Williams/Van Zandt, the commission is in favor of the complete shift in code format and that the additional step of defining uses not allowed within the city be completed as well. Vote: 9:0.

The Commission asked to defer discussion on the zoning districts to the next meeting.

**Business Item – Zoning Text Amendment – Public Purchase of Land**

Planning Director Klatt said this item will come before the Commission at their next meeting. He said the City Engineer has been trying to site a well on one acre in the northeast area of the City. The City must be fee owners of the land, but is having difficulty in finding an area for purchase that would not impact the existing property owner. He said Staff will be looking for general guidance to allow an underlying property owner to have underlying development rights retained if the City needs property for public purposes.

Commissioner Williams said he is in favor of this proposal for any parcel that is ten acres or greater, but when you smaller lots such as the R-1 district are involved, making the lots smaller could drastically alter the neighborhood.

**Updates**

Planning Director Klatt said the City will not be moving forward with the Commission's recommendation for the zoning text amendment and rezoning for the ECFC in the Village Area as the two parties were unable to come to a master agreement governing the purchase or lease of the site.

**Commission Concerns**

Chairman Van Zandt said he would like the Commission to receive the packets earlier.

**Adjournment:**

The meeting was adjourned 9:24 p.m.

Respectfully submitted,

Kelli Matzek  
Planner

**City of Lake Elmo  
Planning Commission Meeting  
Minutes of April 25, 2011**

Chairman Van Zandt called to order the meeting of the Lake Elmo Planning Commission at 7:00 p.m. COMMISSIONERS PRESENT: Bidon, Hall, Obermueller, Van Zandt, and Haggard (7:02). Absent: Williams, Ziertman, Fliflet, and Pelletier. STAFF PRESENT: Planning Director Klatt and Planner Matzek.

**Agenda**

M/S/P, Hall/Bidon, move to approve the agenda. Vote: 5:0.

**Minutes -April 11, 2011**

Commissioner Haggard said on page two she would like it to reflect that she said neighborhoods in general that were highly compact, not just the one she lived in.

Planner Matzek read Williams' comments into the minutes.

M/S/P, Haggard/Hall, move to approve as amended. Vote: 5:0.

**Public Hearing- Septic Variance Request 8242 Hidden Bay Trail**

Planner Matzek asked the Commission to consider approval of a 50 foot lakeshore setback variance request for the purpose of installing a replacement septic system twenty-five feet from the ordinary high waterline. Planner Matzek also described the site, highlighting an underground weir on the north end of the property, further restricting the placement of the new septic system.

Pete Ganzel, Washington County Public Health, described the proposed septic system as an elevated mound system. He also noted that this system would be more effective and efficient.

Planner Matzek noted that the system currently in use at 8242 Hidden Bay Trail is classified as a failing system under current state statute.

Chairman Van Zandt asked whether the current system, left as is, would be a threat to the lake.

Mr. Ganzel noted pathogens could get into the lake as well as drinking water if left as-is. He also noted that the new system would be safer in this regard.

Commissioner Bidon questioned the placement of the system and wondered whether it could be placed further to the North.

Planner Matzek provided further clarification with pictures of where on the property the easement for the weir exists. She also explained that the placement of the septic system

was at that location in order to not be located within the flood plain in the northern portion of the property.

Commissioner Hall noted that the 75 foot setback from the ordinary high waterline is a design safety standard, but does not mean that a design that is closer to the waterline is not safe.

Mr. Ganzel explained the reasoning behind the traditional 75 foot setback. He also noted that the contractor would have to implement erosion control in order to be careful and sensitive to the lake.

Commissioner Haggard questioned how close the final product would be from the lake.

Pete Ganzel reassured her that there would be 25 feet. He explained that the absorption area would be far enough away to not be a concern.

Commissioner Haggard expressed interest in why the relocating of the well was not considered when placing the septic system.

Planner Matzek speculated that the applicants may not have considered that location due to the cost of moving a well and the chance they would also need to work with a neighbor to move the neighbor's well to maintain the required separation.

CHAIRMAN VAN ZANDT OPENED THE PUBLIC HEARING AT 7:27 P.M.

Planner Matzek stated that Staff had received two letters from neighbors of the applicants. The first letter, from Bob and Margie Sevenich at 8224 Hidden Bay Trail, showed support for the approval of the variance. The second letter, from Gordon and Mary Grundien at 8270 Hidden Bay Trail, showed concerns about the elevation of the drain field and potential contamination of the lake by the septic system. Planner Matzek also read an email from Commissioner Williams, in which he also questioned the location of the septic system.

Commissioner Obermueller wondered whether the current proposal before the Commission included a lift station.

Pete Ganzel affirmed that it does include a lift system.

THE CHAIRMAN CLOSED THE PUBLIC HEARING AT 7:30 P.M.

M/S, Hall/Obermueller, move to approve the variance request for a reduced lakeshore setback for the replacement septic system.

Chairman Van Zandt suggested an amendment to the motion that the recommendation of approval was contingent on all other locations were deemed impractical. The amendment was approved.

Vote: 5:0.

**Public Hearing** – *Conditional Use Permit Amendment: Jesuit Retreat House Garage and Greenhouse Structure*

Planning Director Klatt introduced a Conditional Use Permit Amendment application at 8243 Demontreville Trail, which is zoned Public Facilities, to build an earth-sheltered maintenance shop and greenhouse. He summarized activities on the site and stated that the proposed site is highly screened and hardly visible. Planning Director Klatt outlined the various conditions of approval for the garage which is planned for servicing vehicles. He said that the design standards were not covered in staff report and staff is interpreting that we will regulate it so that the exposed surfaces will meet the requirements.

THE CHAIRMAN OPENED THE PUBLIC HEARING AT 7:53 P.M.

No one spoke.

THE CHAIRMAN CLOSED THE PUBLIC HEARING AT 7:53 P.M.

Commissioner Van Zandt commented that Commissioner Williams (absent) said he would be supportive of approving the conditional use permit.

M/S/P, Obermueller/Hall move to recommend approval of CUP as submitted by the applicant. Vote: 5:0.

**Public Hearing** – *Zoning Text Amendment for Public Land Acquisition*

Planning Director Klatt said this amendment was briefly discussed at the last meeting. The proposed amendment allows the purchase of land for municipal purposes to not count against property owners for acreage standards. He suggested using a percentage to put a cap on the amount as well.

Commissioner Haggard wondered if the situation could be solved using a variance.

Planning Director Klatt identified that there has been a recent court case that has greatly limited the city's ability to approve variances. He said the replacement of failing septic systems on small lots are the only variances the city has undertaken since that court case, which would render a house unusable.

Chairman Van Zandt agreed with the benefits of this amendment, noting that it would allow the city to move forward with infrastructure needs without penalizing the existing property owners.

Director Klatt explained that generally the city is able to acquire easements to complete other infrastructure projects, but in the most recent case, the city is trying to site a well



and the Department of Health requires that the city be the fee owner of the land so an easement is not an option.

THE CHAIRMAN OPENED THE PUBLIC AT 8:09 P.M.

No one spoke.

THE CHAIRMAN CLOSED THE PUBLIC HEARING AT 8:09 P.M.

Chairman Van Zandt read Commissioner Williams' comments, which were supportive of the amendment.

M/S/P, Bidon/Haggard, move to recommend approval with changes identified by staff.  
Vote: 5:0.

**Business Items**

None.

**Adjournment**

The meeting was adjourned 8:12 p.m.

Respectfully submitted,

Kelli Matzek  
Planner

**City of Lake Elmo  
Planning Commission Meeting  
Minutes of May 23, 2011**

Chairman Van Zandt called to order the meeting of the Lake Elmo Planning Commission at 7:00 p.m. COMMISSIONERS PRESENT: Bidon, Fliflet (7:02), Hall, Haggard, Obermueller, Van Zandt, Williams, and Ziertman. Absent: Pelletier. STAFF PRESENT: Planning Director Klatt, Planner Matzek and Planning Intern Johnson.

**Agenda**

M/S/P, Williams/Hall, move to approve as presented. Vote: 7:0.

**Minutes** – *None.*

**Public Hearing** – *Bremer Bank PUD Amendment*

Planning Director Klatt introduced a PUD Amendment application to allow a parking lot expansion of 155 parking stalls. He asked the Commission to discuss the item, to open the public hearing and to continue it to the next meeting. He said the City Engineer has requested revisions to the Storm Water Management Plan, therefore Staff is recommending tabling the application pending submission and review of the revised documents.

Fliflet arrived 7:02 p.m.

Commissioner Hall asked what the expected future land use of the property to the north was.

Planning Director Klatt said north of this site is part of the planned future sewered development. The current Future Land Use Plan designates this land as future residential development at an average of 3 and a half units per acre.

Commissioner Williams asked if the slopes would require a retaining wall for the expansion to the north.

Planning Director Klatt said the City Engineer will review that.

Chairman Van Zandt asked if runoff caused by the additional impervious area would be handled by the existing ponding.

Planning Director Klatt said the City Engineer will be reviewing that as well. He said the original ponding design encompassed this future expansion, but the City's ordinance has changed since then.

Commissioner Williams asked if the City's regulations address a two level parking structure as opposed to a ground level expansion.

Planning Director Klatt said it did not, to his knowledge.

THE CHAIRMAN OPENED THE PUBLIC HEARING AT 7:31 P.M.

M/S/P, Williams/Ziertman, move to table the public hearing to the June 13, 2011 meeting. Vote: 8:0.

**Public Hearing – Amendment to Fence Ordinance**

Planner Matzek introduced amendments to the fence ordinance to allow solid fences to be constructed on the rear or side of a through lot that abuts a road with a classification of principal arterial, A minor arterial or B minor arterial. She said the solid fence, as written, would not be allowed in the side yard when it does not abut a street or is the side yard of a corner lot – only a through lot. She said additional amendments put into place the need for an Easement Encroachment Agreement when a fence is proposed within an easement and a screening fence no longer needed to be enclosed. Staff is recommending the approval of the amendments to the ordinance, but to remove the language regarding the side yard and only allowing solid fences in yards designated as rear yards.

Commissioner Fliflet said a variance is an option for residents interested in adding a solid fence in a location not outright allowed.

Commissioner Hall asked if the City has requirements to keep obstructions from the view of traffic at street intersections.

Planner Matzek said there are not specific distances listed, but it is a nuisance to obstruct those views and she would rely on the City Engineer to determine that distance based on the speed of traffic.

Commissioner Haggard expressed concern regarding the view of traffic also leaving private driveways when they are not adjacent or a part of a street intersection.

Commissioner Williams said variances are expensive and to ask residents to pay for that without knowing if they will be able to put in their fence is asking too much. He suggested adding an exception for special cases involving side yards. He suggested changing the definition of double front lot to include front and side.

Commissioner Ziertman asked if a solid fence were allowed if it would meet the setback requirement for a structure.

Planning Director Klatt said screening fences are required when there is something being stored outside that is not allowed to be stored outside. He said there is also a provision in the code that allows a solid fence, if it is entirely enclosed at the same size as an accessory building allowed on the property. He said staff is suggesting a change to that portion of the ordinance as well.

Planner Matzek said she received an email from a resident interested in the fence ordinance. Her concern was that the ordinance does not allow fences to be within the Ordinary High Waterline setback and she thought it should be allowed.

Chairman Van Zandt said lakeside property owners' property rights are frequently violated.

Commissioner Haggard asked if variance fees can be waived or reduced for fence applications.

Planner Matzek said that would be a legal question and she would ask the City Attorney.

THE CHAIRMAN OPENED THE PUBLIC HEARING AT 8:06 P.M.

*Rob Konop, 12418 Marquess Way N*

Mr. Konop said his neighbors have a solid fence adjacent to Highway 5. He said that variances are expensive and the fence ordinance is currently more restrictive than any other city. He said he needs a solid six foot fence in the side yards as well because neighbors can look into his back yard and could take his kids.

THE CHAIRMAN CLOSED THE PUBLIC HEARING AT 8:09 P.M.

Commissioner Fliflet said she supports a strict fence ordinance, but does not like the idea of having mismatching fences in the back yard and side yards. She said to fix the problem for that person who spoke, it still wouldn't accomplish what is being sought because you could see in the side yard from Highway 5.

Commissioner Bidon asked if there were regulations for landscaping or berms.

Planner Matzek said there are not regulations for landscaping, but berms may be regulated if they affect drainage.

Chairman Van Zandt said it amazes him that people buy homes in the airport approach path and then complain about the noise from the airplanes. He said the homes were cheaper to start with because of the airport and noise.

Commissioner Ziertman noted that when commercial uses abut residential property that the commercial property is required to screen that area by either a fence or landscaping.

Commissioner Fliflet asked why the city would care if the person's yard was a side yard instead of a rear yard if they felt the need to have a screening fence on a busy roadway.

Commissioner Obermueller suggested certain architecturally appealing fences could be allowed to be up to 72 inches.

M/S/P, Williams/Hall, moved to amend 154.120 C 1 to say "lots with frontage along improved public streets at both the rear yard and front yard or at both the front yard and a side yard may apply the standards of subdivision B above for fences paralleling rear or side yards" and to change "fences on double front lots" to "fences on through lots."

Commissioner Williams said the definition for “through lot” says all roads abutting a street should be considered the front yard, but that is not what is wanted in this case.

Planning Director Klatt said the fence ordinance makes that as an exception where it is considered differently.

Vote: 8:0.

M/S, Williams/Ziertman, move to recommend approval of revised fence ordinance as amended.

Commissioner Fliflet said she is not in favor of it as it does not seem to solve the problem.

Planning Director Klatt said it could be allowed as a conditional use permit which would require an individual review.

Commission Haggard suggested having a lower variance fee for fences.

M/S, Williams/Hall, move to postpone consideration of the previous motion and direct staff to return at a future date with proposed language which will satisfy the commission’s concern.

M/S, Hall/Williams, to amend the motion to include the reasons for postponing are to ensure staff has clearly understood the commission’s intent and motions and can come back with alternate language and additional information for the commission.

Vote on amendment failed 2:6. Against: Ziertman, Fliflet, Van Zandt, Obermueller, Bidon and Haggard.

Vote on motion to postpone consideration failed 3:5. Against: Ziertman, Fliflet, Van Zandt, Bidon and Haggard.

M/S/F, Obermueller/Ziertman, move to amend the original motion to not allow fences in a side yard on a corner lot, but instead to ask the City Council to consider a sliding fee for a fence variance. Vote: 3:5. Against: Williams, Hall, Van Zandt, Bidon and Haggard.

Original motion made by Commissioner Williams on ordinance: Vote: 4:3.  
Obermueller abstained as she was unclear with what was being. Against: Fliflet, Ziertman and Bidon.

The Commission tabled the next two items: Vision Statement and Goals for the South of 10<sup>th</sup> Street Area; Form Based Code Discussion

### **City Council Items**

Planning Director Klatt said the septic variance at 8242 Hidden Bay Trail was approved, but the City Council had a question about the removal of a second driveway, which was a

DRAFT

condition of a variance from years ago. He said the variance legislation has changed, making it easier for cities to grant variances again as it is now worded as “practical difficulties.” He said Washington County will be holding an open house on June 8th to receive input on potential trails along Inwood Avenue North and 10<sup>th</sup> Street as well as a western entrance to the Lake Elmo Regional Park Reserve.

Chairman Van Zandt said this Commission has, in the past, agreed to use a loose version of Robert’s Rules.

**Adjournment:**


The meeting was adjourned 9:27 p.m.

Respectfully submitted,

Kelli Matzek  
Planner

Planning Commission  
Date: 6/13/11  
**PUBLIC HEARING**  
Item: 4a

ITEM: Planned Unit Development Amendment – Bremer Bank Parking Lot  
Expansion

SUBMITTED BY: Kyle Klatt, Planning Director 

REVIEWED BY: Kelli Matzek, City Planner

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### **SUMMARY AND ACTION REQUESTED**

The Planning Commission is being asked to consider a request from Bremer Financial Services to amend the Planned Unit Development for Eagle Point Business Park to revise its site plan to expand the parking lot that is accessory to the Bremer Bank Building at 8555 Eagle Point Boulevard. The parking lot currently is comprised of 405 parking stalls and the proposed amendment would expand this number to 560 stalls (an increase of 155). The expansion has been requested due to the increase in employment within the facility that has been experienced since its construction in 2002.

The proposed PUD Amendment has been requested in order to reduce the parking setback along the northern property boundary of the business park from 80 feet down to 20 feet and to remove a landscaped berm that was planted under a powerline easement on the northern portion of the site.

The Planning Commission continued a public hearing on this agenda item from its last meeting, and should take additional testimony from the public on this matter at its June 13, 2011 meeting.

### **ADDITIONAL INFORMATION:**

The attached Staff report includes a detailed review of the application along with a Staff recommendation.

### **RECOMMENDATION:**

Staff is recommending that the Planning Commission recommend approval of the request from Bremer Financial Services to amend the Planned Unit Development for Eagle Point Business Park to revise its site plan to expand the parking lot that is accessory to the Bremer Bank Building at 8555 Eagle Point Boulevard, provided the following conditions are met:

1. Easements shall be provided up to the 100-year high water level for all storm water facilities. These easements shall be shown on the utility and grading plans.
2. The applicant shall enter into a maintenance agreement with the City of Lake Elmo related to the construction (and/or expansion) of the storm water facilities on the site. The legal descriptions for all storm water facilities (including access) must be added to the maintenance agreement, and this agreement must be approved and executed by the City prior to the commencement of any work authorized as part of the PUD amendment.
3. The applicant shall provide written approval from Xcel Energy to allow the expansion of the parking lot underneath an existing power line easement.

4. The applicant shall submit a revised landscaping plan depicting the landscaping materials to be salvaged during construction and replanted on other portions of the site. The plan shall also provide for additional plantings along the northern property line where necessary to provide screening and buffering to the adjacent property. The updated landscape plan shall be reviewed and approved by the Planning Director prior to the commencement of any work authorized as part of the PUD amendment.

ORDER OF BUSINESS:

- Introduction .....Planning Director
- Report by staff .....Planning Director
- Questions from the Commission ..... Chair & Commission Members
- Applicant Comments .....Chair facilitates
- Questions of the Applicant ..... Chair & Commission Members
- Open the Public Hearing .....Chair
- Close the Public Hearing .....Chair
- Call for a motion ..... Chair Facilitates
- Discussion of Commission on the motion ..... Chair Facilitates
- Action by the Planning Commission..... Chair & Commission Members

ATTACHMENTS:

1. Staff Report
2. Application Form
3. Letter from Bremer Financial Services
4. Review Letter from TKDA – UPDATED
5. Review Letter from SWWD
6. Response Letter from Applicant’s Engineer
7. Storm Water Runoff Summary
8. Proposed Site Plans – UPDATED
9. Eagle Point Planned Unit Development Preliminary Plans



City of Lake Elmo Planning Department  
**Planned Unit Development Amendment Request**

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*To:* **Planning Commission**

*From:* Kyle Klatt, Planning Director

*Meeting Date:* **6/13/11**

*Applicant:* **Larson Engineering, Inc.**

*Owner:* Bremer Financial Services, Inc.

*Location:* **8555 Eagle Point Boulevard**

*Zoning:* BP – Business Park

***Introductory Information***

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***Application  
Summary:***

The City of Lake Elmo has received a request from Bremer Financial Services to revise its site plan to expand the parking lot that is accessory to the Bremer Bank Building at 8555 Eagle Point Boulevard. The parking lot currently is comprised of 405 parking stalls and the proposed amendment would expand this number to 560 stalls (an increase of 155). The expansion has been requested due to the increase in employment within the facility that has been experienced since its construction in 2002.

This report and attached information has been updated from the last Planning Commission based on the submission of revised plans from the applicant.

***Property  
Information:***

The Bremer Bank building is located in the northeast corner of the Eagle Point Business Park, which was platted as part of a larger Planned Unit Development in 2001. The Bremer Bank facility received its site plan approval from the City in early 2002, at which point the plans indicated that the total parking stalls planned was 508, with some planned for construction with a future addition. The current conditions plan submitted by the applicant depicts 405 stalls on the site, along with the area that is set aside for a future addition. At this time, the applicant is not proposing any addition or alterations to the building.

When the City granted approval for construction of a building on this site, the applicant was allowed to construct only the parking needed to comply with the minimum standards of the code. It was noted in the staff report for the project that the actual surface parking surface installation be limited to 402 stalls until a need for the additional spaces is clearly demonstrated (by employee data from the tenant). With the present application the applicant has submitted a letter indicating that the number of persons employed at the site has increased from 248 in 2002 to 450 today, with an average number of monthly guests at 1,200, substantially more than when the building

was first opened.

As part of the Eagle Point Planned Unit Development, the applicant's property is regulated by not just the underlying BP – Business Park zoning district regulations, but also by the approval documents for the Planned Unit Development. The overall PUD plans were approved by the City in 1999, and contain a written description of the development standards for the park in addition to the illustrative graphics for various elements of the site. Staff has attached two of these documents for consideration by the Planning Commission, including a concept plan and prototypical elevation study depicting the northern border of the PUD area.

**Applicable Codes:** **Section 154.058 BP – Business Park Zoning District.** Includes the list of permitted uses and specific zoning regulations for properties zoned BP.  
**Section 154.070 Planned Unit Development.** Contains the regulations for a PUD including the application requirements.

### **Findings & General Site Overview**

**Site Data:** *Lot Size:* Approximately 13.5 acres (without small ponding area)  
*Existing Use:* Financial Services  
*Existing Zoning:* BP – Business Park  
*Property Identification Numbers (PID):* 33.029.21.41.0049 and 33.029.21.42.0007

### **Application Review:**

**Review Requirements** The proposed parking lot expansion does not represent a significant change from the plans previously approved by the City, but would result in the removal of some curb lines and landscaped areas with additional parking. The primary parking expansion area would be north of an existing lot, which would reduce the setback from the northern property line from 80 feet down to 20 feet. This area also happens to be located underneath a large power line that runs along the edge of this same property line. The other expansion areas are located fairly close to the existing facility and in close proximity to the future expansion area.

In reviewing the PUD for the business park, the proposed expansion deviates from the preliminary plans because it moves the parking area closer to the northern property line than was previously depicted on these plans. The proposed site plan does comply with the other written standards for parking lots as stated in the PUD plans.

The General Development Plan approval for the Eagle Point Business Park includes a document that describes the development standards that are to be applied within the PUD area. These standards typically mirror the BP – Business Park requirements, but in certain instances are more restrictive than the underlying zoning requirements. Since the parking lot addition only impacts a few of these standards, Staff will focus

only on those requirements that apply to the current request. These PUD requirements include the following:

- Parking spaces shall be 9' by 18' for all developments north of Hudson Boulevard. *The proposed plans match the existing width of existing parking spaces which comply with this requirement.*
- Primary landscaping materials shall be shade trees, with shrubs, hedges, etc., used only to complement trees, not as the sole means of landscaping. A landscape berm is shown on the northern portion of the Bremer Bank site, and the standards note that if landscaping within the berm is disturbed, it needs to be replaced by NSP (the holder of a power line easement over the berm) or the property owner. *The proposed PUD Amendment would amend this development standard since parking is proposed to extend into a portion of the landscaped area.*
- Minimum parking setbacks: 20' side and 10' rear. *The proposed plans conform to these requirements.*
- Parking ratio: One space for each 250 square feet of office building area or one space per two employees, whichever is greater. *The proposed plan well exceeds these minimum requirements, and the applicant has submitted documentation regarding the need for the additional spaces.*
- Storm Water Control. *The City has adopted stricter storm water requirements since the PUD was approved, the new plan conforms to these requirements as per the most recent review by the City Engineer.*
- Lighting Height: 30'. *The proposed plans conform to the height requirement and the light fixtures have been documented to comply with the City's lighting ordinance.*

In addition to these specific standards, the general development plans also depict a specific setback for the parking area on the Bremer Bank site at the current 80' from the northern property line. The PUD amendment would reduce this setback to 20' as noted earlier in this report. Although the 20' setback is consistent with the general written standards, it would not adhere to the general development plans; hence the need for a PUD amendment.

**PUD Review:**

Staff recommended that the Planning Commission continue its review of the PUD amendment to its June 13<sup>th</sup> meeting in order to give the City Engineer time to review revised storm water and erosion control plans for the site. This review has since been completed and the Engineer has found that the project will comply with the City's storm water and erosion control requirements. There are a few comments noted in the updated review from the City Engineer that can be addressed as conditions of approval, which are included in the Staff recommendation noted below.

Because the parking lot expansion does not represent a significant expansion of the use on the site, Staff will not review all PUD and BP District requirements for the

purposes of this analysis. The plans that have been submitted conform to the application requirements, and the proposed parking lot will comply with all applicable development standards for the business park zoning district. The proposed project would alter certain elements of the general development plans for the Eagle Point Business Park Planned Development; however, and these changes can be approved through a PUD amendment.

If approved, the most significant impact from the parking lot expansion will be the increased amount of storm water runoff from all of the new impervious area. The applicant has addressed the City Engineer's previous comments regarding the erosion control and storm water management plans for the site, and Staff is content that the project will conform to the City's recently updated storm water requirements. The plans call for the expansion of existing storm water retaining ponds, and make use of existing infrastructure and previous grading that occurred on the site.

The other significant impact associated with the parking lot expansion is the loss of existing green space and landscaping. The applicant proposes to minimize these impacts by salvaging as many of the existing trees and shrubs as possible and planting them elsewhere on the premises. An updated landscape plan has not been provided as part of the application materials; however, and Staff is recommending that a new plan be submitted that depicts how and where the reclaimed landscape materials will be distributed throughout the site.

The northern property line of the applicant's site is currently occupied by a large power line and associated easement, under which a landscape berm has been planted. This berm and landscaping provides a buffer between the future residential area to the north and the business park, and this berm will be eliminated should the applicant be allowed to expand its parking area. Different alternatives to expanding northward with the parking were considered, but ultimately were found to have the potential for much greater effects on surrounding properties due to the topography of the site. For example, any expansion of parking to the west of the existing building would have required the construction of a very large retaining wall to gain a modest amount of new parking (new residential development is planned in this direction as well).

Based on the parking and employment information submitted by the applicant, there is a need for additional parking on this site. Staff has also observed that at certain times the existing parking is at capacity and employees are forced to parking along Eagle Point Boulevard adjacent to the site. The need for additional parking is further expected to remain a problem for this site once a future addition is built in accordance with the original site plan for the property. With the need for additional parking on the site established, the proposed plans seem reasonable given the lack of options that exist on this property. The loss of the landscape berm is mitigated somewhat by the fact that this area is not useable for much else other than parking because of the power lines. In addition, tall trees would not be an option under the power lines, which minimizes the screening effect of any landscaping that could be planted in this location.

In order to compensate for moving the parking lot closer to the north and removing existing landscaping from this area, Staff is recommending that the applicant, as part

of an updated landscape plan, provide as much additional vegetation along the northern property line as is feasible. Of primary concern is filling in any larger gaps in the existing landscape buffer, and addressing the loss of plant materials in the northeastern corner of the site due to the grading work that is planned for this location.

The applicant has provided calculations that document the interior landscaping proposed will comply with the City's requirements. On this site, 17,300 square feet of landscaped area is required for the size of parking area proposed, and 19,402 square feet of interior landscaping areas are depicted on the plans.

All comments from the City Engineer are referenced below as recommended conditions of approval

**Resident Concerns:** Staff has not received any feedback from neighboring property owners regarding the proposed Planned Unit Development amendment. This action requires a public hearing to be conducted by the Planning Commission at which time members of the public may address the Commission regarding this application. The public hearing that was opened at the last meeting was continued until June 13, 2011.

**Additional Information:** The South Washington Watershed District has reviewed the proposed site plans and found that the work meets their standards.

### **Conclusion:**

Bremer Financial Services has asked to amend the Planned Unit Development for the Eagle Point Business Park to revise its site plan to expand the parking lot that is accessory to the Bremer Bank Building at 8555 Eagle Point Boulevard. The parking lot currently is comprised of 405 parking stalls and the proposed amendment would expand this number to 560 stalls (an increase of 155). The expansion has been requested due to the increase in employment within the facility that has been experienced since its construction in 2002.

The proposed PUD Amendment would reduce the parking setback along the northern property boundary of the business park from 80 feet down to 20 feet and would permit the removal of a landscaped berm that was planted under a power line easement on the northern portion of the site.

**Commission Options:** The Planning Commission has the following options:

- A) Recommend approval of the Planned Unit Development amendment request;
- B) Recommend denial of the Planned Unit Development request.

The 60-day review period for this application expires on June 25, 2011, but can be extended an additional 60 days if more time is needed.

**Staff Rec:** Staff is recommending that the Planning Commission recommend approval of the request from Bremer Financial Services to amend the Planned Unit Development for Eagle Point Business Park to revise its site plan to expand the parking lot that is accessory to the Bremer Bank Building at 8555 Eagle Point Boulevard, provided the following conditions are met:

1. Easements shall be provided up to the 100-year high water level for all storm water facilities. These easements shall be shown on the utility and grading plans.
2. The applicant shall enter into a maintenance agreement with the City of Lake Elmo related to the construction (and/or expansion) of the storm water facilities on the site. The legal descriptions for all storm water facilities (including access) must be added to the maintenance agreement, and this agreement must be approved and executed by the City prior to the commencement of any work authorized as part of the PUD amendment.
3. The applicant shall provide written approval from Xcel Energy to allow the expansion of the parking lot underneath an existing power line easement.
4. The applicant shall submit a revised landscaping plan depicting the landscaping materials to be salvaged during construction and replanted on other portions of the site. The plan shall also provide for additional plantings on along the northern property line where necessary to provide screening and buffering to the adjacent property. The updated landscape plan shall be reviewed and approved by the Planning Director prior to the commencement of any work authorized as part of the PUD amendment.

**Denial Motion** To deny the request, you may use the following motion as a guide:

**Template:** **I move to recommend denial of the request by Bremer Financial Services to amend a the Planned Unit Development for Eagle Point Business Park...(please site reasons for the recommendation)**

**Approval Motion** To approve the request, you may use the following motion as a guide:

**Template:** **I move to recommend approval of the request by Bremer Financial Services to amend a the Planned Unit Development for Eagle Point Business Park based on the findings provided in the staff report...(or cite your own)**  
**...with the conditions outlined in the staff report.**

cc: John Nemecek, Larson Engineering

APR 25 2011

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: John Nemeec, Larson Engineering, Inc. 3524 Labore Rd., White Bear Lake, MN 55110  
(Name) (Mailing Address) (Zip)

TELEPHONES: 651-481-9120 651-260-5159 651-481-9201  
(Home) (Work) (Mobile) (Fax)

FEE OWNER: Kathy Tucci, Bremer Bank, 8555 Eagle Point Blvd, Lake Elmo, MN 55042  
(Name) (Mailing Address) (Zip)


TELEPHONES: 651-734-4744 651-247-9222  
(Home) (Work) (Mobile) (Fax)

PROPERTY LOCATION (Address and Complete (Long) Legal Description):  
Lot 1, Block 1, EAGLE POINT BUSINESS PARK 3RD ADDITION, according to the plat thereof filed of record in the office of the Registrar of Titles in and for Washington County, Minnesota.  
(Per Certificate of Title No. 58177) AND OUTLOT E, EAGLE POINT BUSINESS PARK 2ND ADDITION, according to the plat thereof filed of record in the office of the Registrar of Titles in and for Washington County, Minnesota. (Per Certificate of Title No. 59457)

DETAILED REASON FOR REQUEST:  
Site plan review for parking lot additions, and stormwater management calculations.

\*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 of Applicant:  Date: 4/22/11  
Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_



April 21, 2011

Bremer Financial Services, Inc.  
8555 Eagle Point Blvd  
Lake Elmo MN 55042

RE Addition of parking spaces

To whom it may concern at the City of Lake Elmo:

I am writing to you today as we've engaged Larson Engineering to design additional parking due to the growth we've enjoyed over the past 8 years at the address listed above. When we moved to our new building in December 2002, we employed 248 staff along with our tenant having 40 employees.

We currently have 420 parking spaces which includes handicap, guest and tenant parking, designated spaces for those coming in for training and regular staff. We are in desperate need of additional parking spaces as street parking is only consistently viable April thru October each year.

We have grown to 450 employees with the average number of monthly guests at 1,200. Our tenant's staff has decreased to 12. It's a tight schedule to get this type of work done this year as we've had such a long winter. The work must be done prior to the first snow, so we ask you to strongly consider this request.

If there is further information I can provide, please let John Nemecek of Larson Engineering know and I'll get it to him right away. Thanks so much for your consideration to our request.

Respectfully,

A handwritten signature in cursive script that reads 'Kathy Tucci'.

Kathy Tucci  
VP Facilities  
Bremer Financial Services  
Bremer Service Center  
Lake Elmo, MN



# TKDA

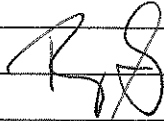
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## MEMORANDUM

<b>To:</b>	<u>Kyle Klatt, Planning Director</u>	<b>Reference:</b>	<u>Bremer Bank 2011 Parking Lot</u>
<b>Copies To:</b>	<u>Jack Griffin, City Engineer</u>		<u>Addition</u>
			<u>Updated Review</u>
<b>From:</b>	<u>Ryan Stempski, P.E. </u>	<b>Proj. No.:</b>	<u>14816.001</u>
<b>Date:</b>	<u>June 9, 2011</u>	<b>Routing:</b>	<u></u>

We have reviewed the updated submittals for the Bremer Bank 2011 Parking Lot Addition. The updated submittals were provided by Larson on June 1, 2011, to address the comments from the TKDA memo dated May 16, 2011.

### Updated Submittals:

1. Stormwater Calculations and Summary of Stormwater Runoff dated May 23, 2011.
2. Plan Set, dated May 23, 2011.
3. Comment Response Letter dated May 26, 2011.
4. Storm Water Quality Treatment Facility Maintenance Agreement received June 1, 2011.

The following comments must be addressed prior to engineering approval on this item:

### Storm Water Management and Erosion and Sediment Control:

1. Easements must be provided up to the 100-Year HWL for all Storm Water Facilities. The easements must be shown on the utility and grading plans.
2. The legal descriptions for all storm water facilities (including access) must be added to the Maintenance Agreement. The agreement must be approved by City Staff and executed by both parties.

### General Comments:

1. The parking lot expansion is within an Xcel Power Line easement. Written approval from Xcel Energy to allow this expansion in their easement must be provided to the City of Lake Elmo.

Please contact me with any questions or additional comments to this review.

May 17, 2011

John Nemeec  
Larson Engineering, Inc  
3524 Labore Rd  
White Bear Lake, MN 55110



RE: Proposed Bremer Bank Parking Expansion

Dear Mr. Nemeec:

SWWD has reviewed your revised submittal dated May 11, 2011 for the proposed Bremer Bank parking lot expansion. The project as currently proposed meets SWWD standards. Thank you for working to address our comments and demonstrate compliance.

If you have any questions or need additional information, please contact me at 651/714-3714 or [jloomis@ei.woodbury.mn.us](mailto:jloomis@ei.woodbury.mn.us).

Sincerely,  
South Washington Watershed District

John Loomis  
Water Resource Specialist

Cc: Ryan Stempiski/TKDA; Kyle Klatt/Lake Elmo

**Larson Engineering, Inc.**

3524 Labore Road  
White Bear Lake, MN 55110-5126  
651.481.9120 Fax: 651.481.9201  
www.larsonengr.com



May 26, 2011

Mr. Klatt  
City of Lake Elmo  
3800 Laverne Ave. N.  
Lake Elmo, MN 55042

Re: City of Lake Elmo Site Plan Review Comments  
2011 Parking Lot Addition Bremer Bank  
8555 Eagle Point Blvd, Lake Elmo, MN  
LEMN Project No: 12106105.000

Dear Mr. Klatt,

The following list is in response to the comments from your staff during the site plan review procedure for the Bremer Bank 2011 Parking Lot Addition. I have attached your comments at the end of this letter for reference.

1. The drainage calculations for the existing grass areas where the new impervious surface is to be placed, was revised to have a curve number of 58, for meadow conditions.
2. The proposed discharge rates for the 2, 10, and 100-year storm events were changed to meet the existing condition rates.
3. The proposed discharge volume for the 2, 10, and 100-year storm events were changed to meet the existing condition volume.
4. The details for the infiltration basin, infiltration trench, and permeable paver were revised to show possible soil corrections to provide free draining material at the bottom of the excavations. Storage volumes table for the storm water facilities is provided, to show the drain dry times of each facility.
5. Seed mix designations were added to the plan legend and notes.
6. The infiltration trench will use the existing curb as an overflow outlet; this was discussed with Ryan Stempski, who mentioned a detail would not be required for this.
7. We are currently writing and obtaining easements for the storm water facilities and pipes.
8. We are currently writing and obtaining a storm water facilities maintenance agreement.

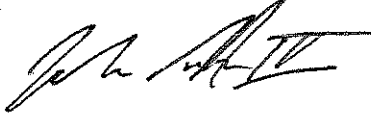
Mr. Klatt  
2011 Parking Lot Addition Bremer Bank  
May 26, 2011

9. A note was added to the plans indicating that only one construction entrance from Eagle Point Blvd is permitted, and shall have a rock construction entrance.
10. A note was added to the plan that a haul route will need to be submitted to the city by the contractor.

General Comments:

1. We are currently working with Xcel Energy for written approval to construct the parking lot with in the transmission line easement.
2. A note was added to the plans that a proposed construction schedule will need to be submitted to the city by the contractor.
3. A note was added to the plans indicating that the construction traffic must abide by the parking regulations of the city and that no overnight parking of construction equipment on eagle Point Boulevard will be permitted.

Sincerely,  
Larson Engineering, Inc.



John A. Nemecek III  
Design Engineer

---

*2011 Parking Lot Addition  
Bremer Bank Service Center Site Drainage*

**SUMMARY OF STORMWATER RUNOFF**

**Introduction:**

The following report is submitted to the South Washington Watershed District and City of Lake Elmo for the purpose of providing a detailed storm water runoff analysis of the construction for the 2011 Parking Lot Addition, in Lake Elmo, MN. The stormwater analysis includes detailed maps of the existing and proposed runoff conditions, with charts showing rate comparisons and detailing water quality requirements for the proposed stormwater runoff.

This project will consist of the construction of multiple new parking lot additions, infiltration basin, infiltration trench, permeable pavers, existing NURP pond modifications and related utilities.

**Existing Conditions:**

The existing site is currently an office building with landscaping and bituminous parking. The proposed parking will be located in the existing grass areas. The site has two drainage areas with NURP ponds on the west and south of the site, as indicated on the Existing Drainage Map. Subcatchment area I drains to the existing onsite storm sewer piping and into the existing pond on the property located south of the site. The remaining subcatchment areas drain to an existing northwest pond. This pond has evidence of overtopping and when modeled, a 100yr event will overtop the berm. The new parking addition drainage areas were modeled to the presettlement conditions, this information was used to design the infiltration basin, infiltration trench, and permeable pavers and meet the flow rate and volume of the presettlement conditions for the new parking lot additions.

**Existing Soils Conditions:**

The soil borings conclude most of the soils located near the infiltration basin include sandy lean clay in the top 2 feet; below 2 feet consists mostly of gravelly silty sand and silty sand, moist and dense (SP and SM) soils. The soils borings are attached to the end of this report.

**Analysis:**

The proposed BMPs and existing NURP pond were analyzed using the HydroCAD Version 8.0 storm water modeling software. SCS TR-20 modeling method, along with the Type II 24- hour storm event were utilized in the modeling of the existing and proposed runoff conditions. The 2-year, 10-year, and 100-year rainfall events were used to model runoff conditions. Curve numbers used are as follows: 58 for meadows, 61 for green space, and 98 for impervious areas.

**Existing Conditions:**

The east parking area, north parking lot additions, and the parking additions along the drives were modeled separately to determine the change in flow rate and volume.

The existing northeast pond was also modeled; this showed the berm to be overtopped during the 100yr rainfall event, with a high water level of 996.76 and an emergency overflow of 996.10 giving a runoff rate of 19.39 cfs.

**Proposed Conditions:**

An infiltration basin is proposed to collect the stormwater from the northernmost parking lots. The catch basins prior to the infiltration basin will be constructed with 3 foot sumps to collect sediment. A 4" PVC outlet pipe has been provided to insure the depth of water infiltrated is less than 2 feet, and larger events can be accommodated. The basin has a high water level of 1005.31 with an emergency overflow at 1007.00.

As shown on the attached Proposed Drainage Map, the east parking lot will drain to a proposed infiltration trench, and overflow to the existing storm sewer system. The infiltration trench will infiltrate storm water to an elevation of 1012.20, where it will overflow the curb and flow into the existing catch basin.

The parking lot expansion on the east will be constructed with permeable pavers, where the storm water will infiltrate during small rainfall events and a 4" perforated draintile, connected to the existing storm sewer pipe, will control larger rainfall events.

The parking lot expansion directly north of the building will drain across the existing bituminous and curb and gutter and into the existing storm sewer pipe.

With the parking directly north of the building and along the east drive draining to the northwest pond and since this pond has had overtopping problems in the past, we are proposing to extend the surrounding berm to 998.50, and increase the emergency overflow elevation to 997.50. These modifications decreased the runoff rate by 13.9 cfs to 5.49 cfs and decreased the runoff volume by 11 cf during a 100 year rainfall event.

**Proposed Outlets:**

The northeast pond will use the existing outlet size and elevation, but will be removed and replaced to increase the berm elevation. The infiltration basin will have a 6" PVC outlet at an elevation of 1004.45 with a bottom elevation of 1002.50. Smaller rainfall events will fill the basin and infiltrate through the modified soils. The infiltration trench will have a drainage gravel trench with a depth of 4.5 feet to an elevation of 1007. The trench will infiltrate storm water from the 2 year rainfall event, and larger rainfall events will overtop the existing curb and flow into the existing storm sewer system. The permeable pavers will

have a 4" drantile installed at an elevation of 1011, to provide infiltration in the bottom 0.48 feet of the drainage rock.

As the inundation period is defined as the time the high water level in the facility is above the 0.2 feet from the bottom of the facility, the infiltration facilities drain down within 48 hours. The table located at the end of the proposed HydroCAD model illustrates this.

**Erosion Control & Water Treatment:**

All flared end outlets will be provided with rip-rap to slow the rate of discharge and provide further sediment removal. Silt fence shall line the grading extents of the project and erosion control fabric will be used on all slopes 4:1 or greater. The adjacent pavement will be swept daily to help control sediment removal from the site.

**Rate Comparison:**

The existing and proposed runoff rates and volumes leaving the drainage areas are listed in the tables below, along with high water levels.

**North Drainage Area**

**2 year event**

	Existing Rate	Existing Volume	Proposed Rate	Proposed Volume
Outlet	1.65cfs	23,611cf	1.58cfs	22,846cf

**10 year event**

	Existing Rate	Existing Volume	Proposed Rate	Proposed Volume
Outlet	3.65cfs	49,931cf	3.52cfs	47,645cf

**100 year event**

	Existing Rate	Existing Volume	Proposed Rate	Proposed Volume
Outlet	19.39cfs	98,391cf	5.49cfs	98,380cf

**South Drainage Area**

**2 year event**

	Existing Rate	Existing Volume	Proposed Rate	Proposed Volume
Outlet	0.06cfs	460cf	0.00cfs	0.00cf

**10 year event**

	Existing Rate	Existing Volume	Proposed Rate	Proposed Volume
Outlet	0.39cfs	1,534cf	0.02cfs	152cf

**100 year event**

	Existing Rate	Existing Volume	Proposed Rate	Proposed Volume
Outlet	1.21cfs	3,942cf	1.24cfs	3,340cf

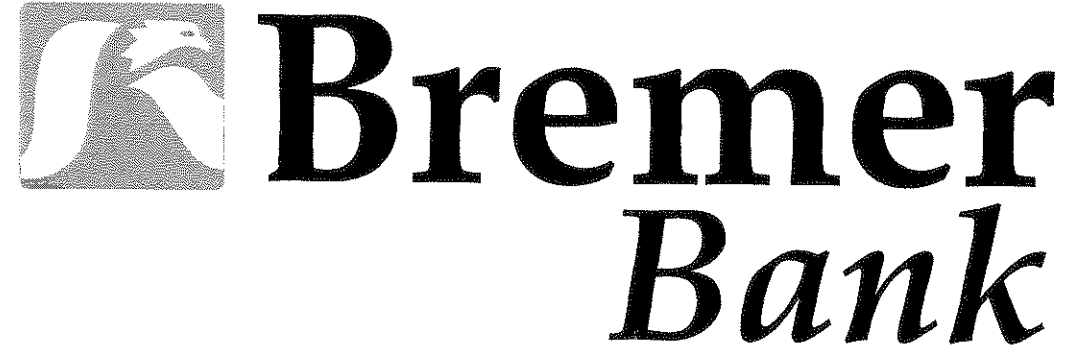
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**High Water Levels**

	Infiltration Basin	Infiltration Trench	Permeable Pavers	Northeast Pond
Existing HWL Elevation	0.00'	0.00'	0.00	996.76'
Proposed HWL Elevation	1005.27'	1012.34'	1011.03'	997.21'

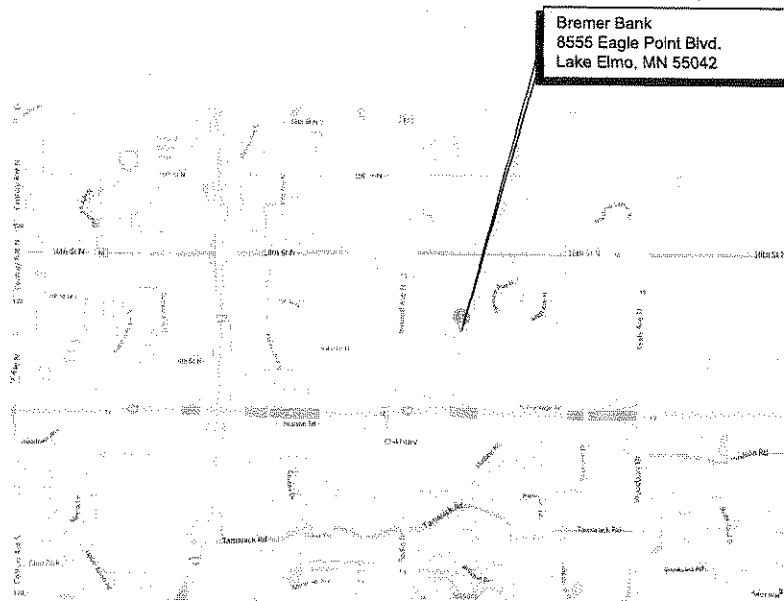


PROJECT:  
**2011 PARKING LOT ADDITION**



FRAUENSHUH INC.  
 380 ST. PETER STREET, SUITE 150  
 ST. PAUL, MN 55102

VICINITY MAP



INDEX OF DRAWINGS

T	Title Sheet
C0.0	Topographic Survey
C0.1	Topographic Survey
C1.0	Demolition Plan
C2.0	Paving and Landscaping Plan
C3.0	Grading and Erosion Control Plan
C4.0	Utility Plan
C5.0	Details
E1.0	Electrical Plan
E2.0	Photometric Plan

PROJECT CONTACTS

**Project Contact:**  
 John A. Nemecek III  
 Larson Engineering, Inc.  
 3524 Labore Road  
 White Bear Lake, MN 55110  
 Tel: 651.481.9120  
 Fax: 651.481.9201

**Civil Engineer:**  
 Michael A. Murphy, P.E.  
 Larson Engineering, Inc.  
 3524 Labore Road  
 White Bear Lake, MN 55110  
 Tel: 651.481.9120  
 Fax: 651.481.9201

**Electrical Engineer:**  
 Scott Rieger, P.E.  
 Dunham Associates Inc  
 50 South 6th Street, Suite 1100  
 Minneapolis, MN 55402  
 Tel: 612.465.7550  
 Fax: 612.465.7551

**Larson Engineering, Inc.**  
 3524 Labore Road  
 White Bear Lake, MN 55110  
 651.481.9120 (F) 651.481.9201  
 www.larsonengr.com  
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**FRAUENSHUH INC.**  
 380 ST. PETER STREET  
 SUITE 150  
 ST. PAUL, MN 55102

**2011 PARKING LOT ADDITION**  
 BREMER BANK  
 8555 EAGLE POINT BLVD.  
 LAKE ELMO, MN 55042

I hereby certify that this plan, specifications 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.  
  
 Michael A. Murphy, P.E.  
 Date: 05.23.11 Reg. No.: 42808

Rev.	Date	Description

Project #: 12106105  
 Drawn By: KBK  
 Checked By: JAN  
 Issue Date: 05.23.11  
 Sheet Title:

TITLE SHEET



**T**  
 Sheet: 1 of 10

# BREMER SERVICE CENTER

LAKE ELMO, MINNESOTA

**CONTACT:**  
**JOHN NEMEC**  
 LARSON ENGINEERING  
 3524 Labore Road  
 White Bear Lake, MN  
 55110-5100  
 Phone: (651) 481-9120

**COUNTY:**  
 WASHINGTON COUNTY

**SEAL:**  
 THE STATE OF MINNESOTA DOES NOT REQUIRE A SEAL.

**REVISIONS:**

DATE	REVISION
2-23-11	INITIAL ISSUE
3-30-11	ADDL TOPO

**CERTIFICATION:**  
 I hereby certify that this plan was prepared by me, or under my direct supervision, and that I am a duly Licensed Land Surveyor under the laws of the state of MINNESOTA.  
*Daniel L. Thurnes*  
 Daniel L. Thurnes Registration No: 25718  
 Date: 02-23-10

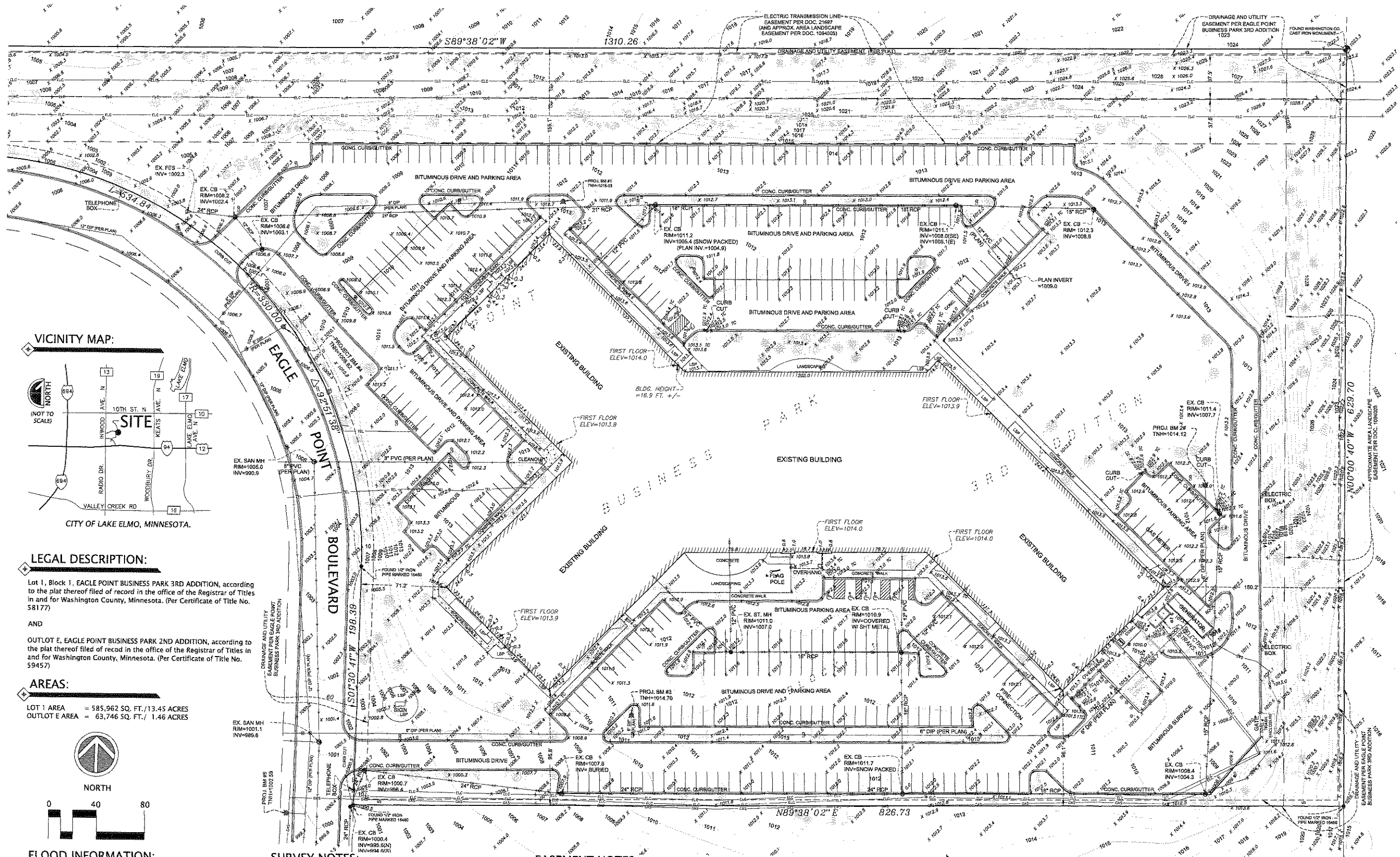
**PROJECT LOCATION:**  
**8555 EAGLE POINT BLVD.**  
 PID #3302921410049  
 PID #3302921420007

Suite #B100  
 200 East Chestnut Street  
 Stillwater, MN 55082  
 Phone 651.275.8969  
 Fax 651.275.8976  
 dan@cssurvey.net

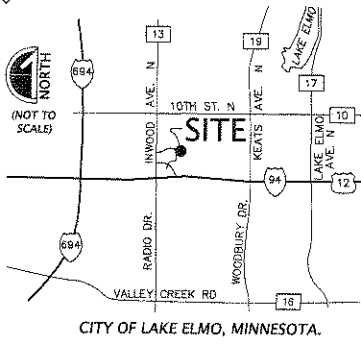
## CORNERSTONE LAND SURVEYING, INC

FILE NAME SURVLE73  
 PROJECT NO. LE01073

### BOUNDARY/TOPOGRAPHIC SURVEY



#### VICINITY MAP:



#### LEGAL DESCRIPTION:

Lot 1, Block 1, EAGLE POINT BUSINESS PARK 3RD ADDITION, according to the plat thereof filed of record in the office of the Registrar of Titles in and for Washington County, Minnesota. (Per Certificate of Title No. 58177)  
 AND  
 OUTLOT E, EAGLE POINT BUSINESS PARK 2ND ADDITION, according to the plat thereof filed of record in the office of the Registrar of Titles in and for Washington County, Minnesota. (Per Certificate of Title No. 59457)

#### AREAS:

LOT 1 AREA = 585,962 SQ. FT./13.45 ACRES  
 OUTLOT E AREA = 63,746 SQ. FT./ 1.46 ACRES

#### FLOOD INFORMATION:

BY GRAPHIC PLOTTING ONLY, THIS PROPERTY IS IN ZONE "X" OF THE FLOOD INSURANCE RATE MAP, COMMUNITY PANEL 27163C0335E DATED FEBRUARY 3, 2010. ZONE X IS AN AREA DETERMINED TO BE OUTSIDE THE 0.2% ANNUAL CHANCE FLOODPLAIN

#### BENCHMARK:

MNDOT GEODETIC DATABASE STATION #33426. VERTICAL CONTROL DISK STAMPED '8262 AD 1990' LOCATED IN TOP OF RAILING OF SOUTHWIND CO. RD. 13 (RADIO DR.) BRIDGE 82843 OVER INTERSTATE HIGHWAY 94. ELEVATION = 1008.33  
 PROJECT BENCHMARK SHOWN GRAPHICALLY AT SURVEY SITE.

#### SURVEY NOTES:

FIELDWORK PERFORMED FEBRUARY 14 - 21, AND MARCH 25, 2011.  
 TOPOGRAPHIC FEATURES WERE SHOT TO THE BEST OF OUR ABILITIES, INVERTS WERE TAKEN AS CLOSE TO THE BOTTOM OF THE STRUCTURE AS POSSIBLE.  
 LARGE PILES OF SNOW WERE PRESENT ON THIS SITE. ADDITIONAL UTILITIES AND/OR PAVEMENT TRANSITIONS MAY EXIST UNDER THE SNOW COVER OF WHICH WE ARE UNAWARE.  
 SPOT ELEVATIONS FOR THE CURB LINES ARE AVAILABLE AS A POINT BLOCK IN THE ELECTRONIC VERSION OF THIS DRAWING. SHOTS ARE TO THE GUTTER LINE OF CURB UNLESS OTHERWISE NOTED.  
 PROJECT COORDINATES IN ELECTRONIC FILE ARE BASED THE WASHINGTON COUNTY COORDINATE SYSTEM.

#### EASEMENT NOTES:

- 1) SUBJECT TO ELECTRIC TRANSMISSION EASEMENT PER DOC. 21697 SHOWN GRAPHICALLY.
  - 2) SUBJECT TO COVENANTS PER DOC. NO 1065503 AND AMENDED BY DOC. NO. 1118152. NOT SHOWN.
  - 3) SUBJECT TO DEVELOPMENT STANDARDS PER DOC. NO 1092260. NOT SHOWN.
  - 4) SUBJECT TO MONUMENT AND LANDSCAPING COVENANTS PER DOC. NO. 1094005. APPROXIMATE LANDSCAPE EASEMENTS SHOWN GRAPHICALLY.
  - 5) SUBJECT TO STORMWATER AGREEMENT PER DOC. 1110374. NOT SHOWN.
- ADDITIONAL EASEMENTS OF WHICH WE ARE UNAWARE MAY EXIST. INFORMATION SHOWN HEREIN PER CERTIFICATE OF TITLE NOS. 58177 AND 59457.

#### UTILITY NOTES

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#### LEGEND:

- DENOTES MONUMENT SET AND MARKED RLS 25718
- DENOTES FOUND MONUMENT AS MARKED
- ▽ WATER VALVES
- ⊕ HYDRANT
- ⊙ CATCH BASIN/STORM MH
- ⊙ CULVERT/F.E.S.
- ⊙ SANITARY MANHOLE
- CLEAN OUT
- SIGN
- UTILITY POLE
- LIGHT POLE
- ⊙ TELE/ELEC BOX
- ⊙ ELECTRIC METER/GAS METER
- ⊙ GAS VALVE
- ELECTRIC LINE
- TELEPHONE LINE
- FIBER OPTIC LINE
- WATER LINE
- STORM SEWER LINE
- SANITARY SEWER LINE
- FENCE
- CURB
- CONCRETE
- 1 FOOT CONTOUR INTERVAL

# BREMER SERVICE CENTER

LAKE ELMO,  
MINNESOTA

## CONTACT:

**JOHN NEMEC**  
LARSON ENGINEERING  
3524 Labore Road  
White Bear Lake, MN  
55110-5100  
Phone: (651) 481-9120

## COUNTY:

WASHINGTON  
COUNTY

## SEAL:

THE STATE OF MINNESOTA DOES NOT  
REQUIRE A SEAL.

## REVISIONS:

DATE	REVISION
2-23-11	INITIAL ISSUE
3-30-11	ADDL TOPO

## CERTIFICATION:

I hereby certify that this plan was prepared by me, or under my direct supervision, and that I am a duly Licensed Land Surveyor under the laws of the state of MINNESOTA.

*Daniel L. Thurmes*  
Daniel L. Thurmes Registration No: 25718  
Date: 02-23-10

## PROJECT LOCATION:

**8555**  
EAGLE POINT BLVD.

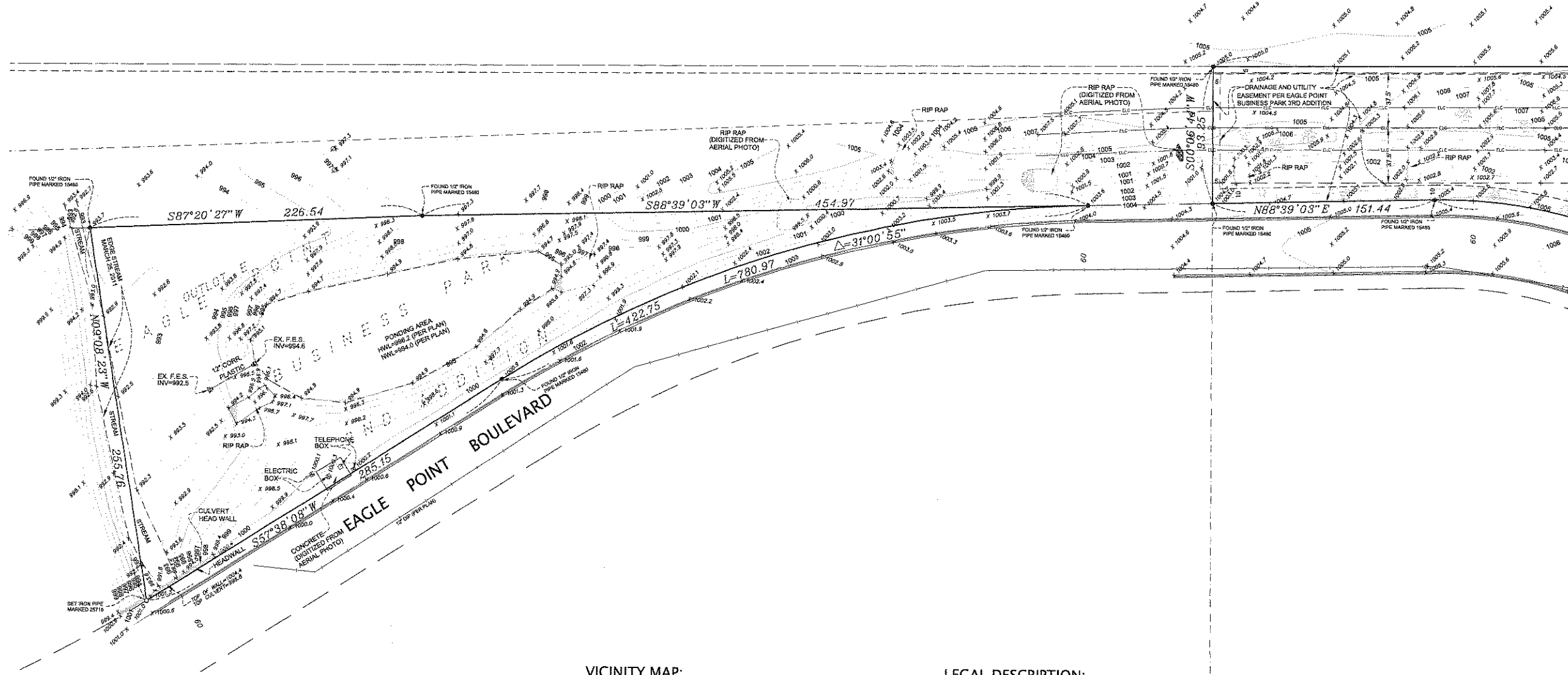
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PID #3302921420007

Suite #B100  
200 East Chestnut Street  
Stillwater, MN 55082  
Phone 651.275.8969  
Fax 651.275.8976  
dan@cssurvey.net

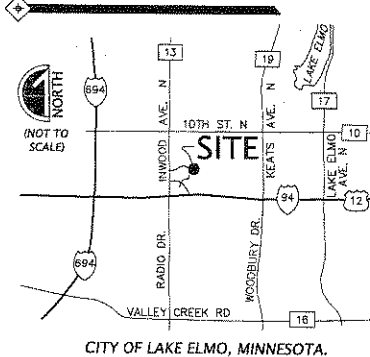
**CORNERSTONE**  
LAND SURVEYING, INC

FILE NAME: SURVLE73  
PROJECT NO.: LE01073

BOUNDARY/TOPOGRAPHIC  
SURVEY



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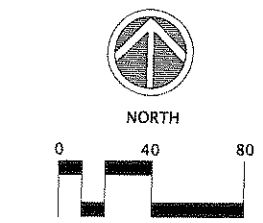
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  - SUBJECT TO STORMWATER AGREEMENT PER DOC. 1110374. NOT SHOWN. DOC. REFERS TO PONDING EASEMENT TO THE CITY OVER ALL OF OUTLOT E, THOUGH A SPECIFIC DEDICATION OF SUCH WAS NOT NOTED.
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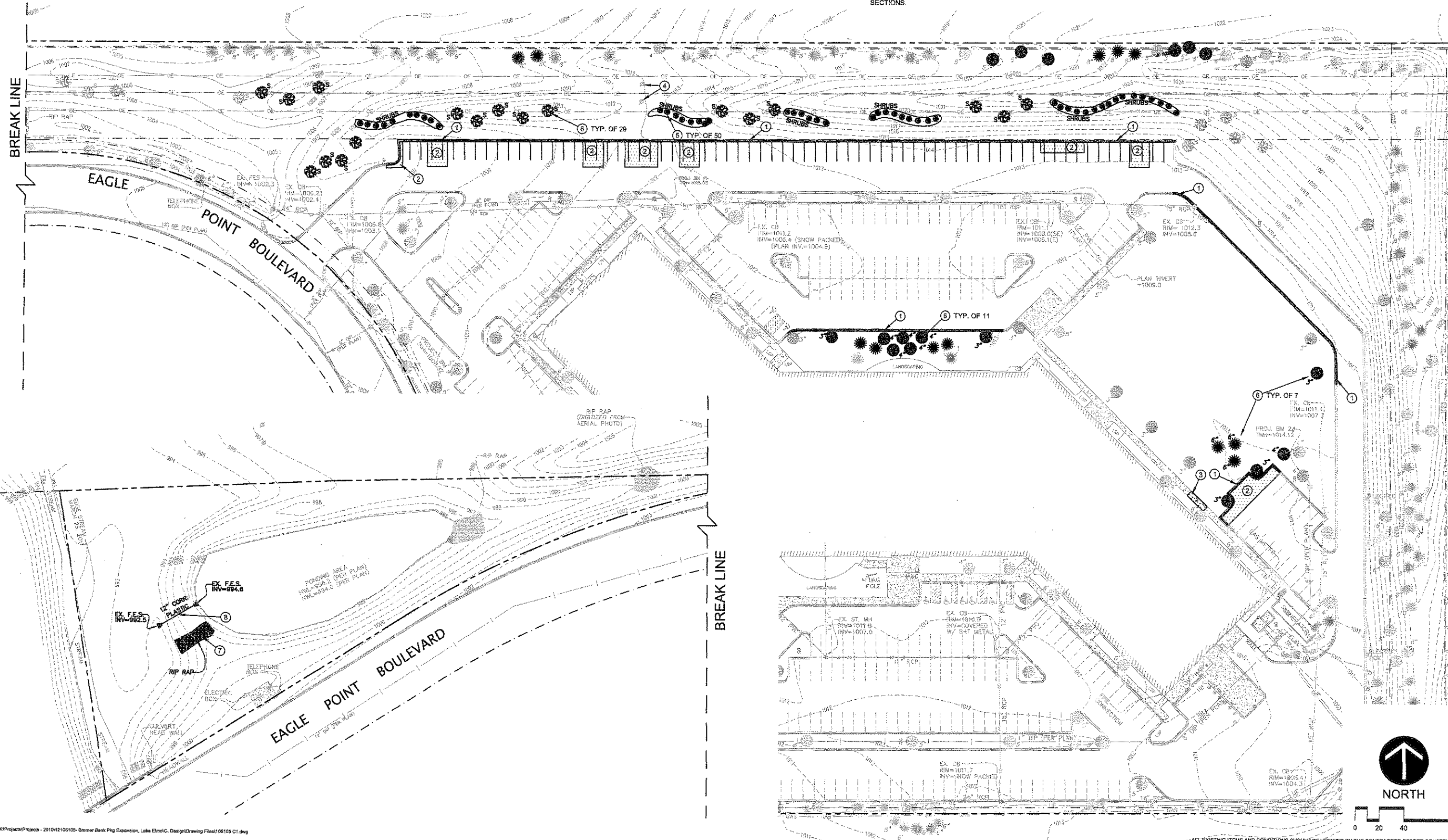
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**DEMOLITION NOTES**

- ① SAWCUT, REMOVE, AND DISPOSE OF EXISTING CONCRETE CURB AND GUTTER.
- ② SAWCUT, REMOVE, AND DISPOSE OF EXISTING BITUMINOUS PAVEMENT SECTION.
- ③ SAWCUT, REMOVE, AND DISPOSE OF EXISTING CONCRETE PAVEMENT SECTION.
- ④ PROTECT EXISTING ELECTRICAL POLE AND LINES DURING CONSTRUCTION, PER XCEL ENERGY GENERAL TRANSMISSION LINE ENCROACHMENT GUIDE LINES - 115KV
- ⑤ REMOVE, AND DISPOSE OF EXISTING SHRUBS AND LANDSCAPING.
- ⑥ REMOVE, AND SALVAGE EXISTING TREES, TO REPLANT AFTER CONSTRUCTION.
- ⑦ REMOVE, AND SALVAGE EXISTING RIP RAP TO REUSE AFTER GRADING IS COMPLETE.
- ⑧ REMOVE, AND SALVAGE EXISTING STORM SEWER PIPE AND FLARED END SECTIONS.

**SYMBOL LEGEND**

-  REMOVE AND DISPOSE OF EXISTING BITUMINOUS PAVEMENT SECTION
-  REMOVE AND DISPOSE OF EXISTING CONCRETE PAVEMENT SECTION



**Larson Engineering, Inc.**  
 3524 Labore Road  
 White Bear Lake, MN 55110  
 651.481.9120 (F) 651.481.9201  
 www.larsonengr.com

**FRAUENSHUH INC.**  
 380 ST. PETER STREET  
 SUITE 150  
 ST. PAUL, MN 55102

**2011 PARKING LOT ADDITION**  
 BREMER BANK  
 8555 EAGLE POINT BLVD.  
 LAKE ELMO, MN 55042

I hereby certify that this plan, specifications 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.

*Michael A. Murphy*  
 Michael A. Murphy, P.E.  
 Date: 05.23.11 Reg. No.: 42808

Rev.	Date	Description

Project #: 12108105  
 Drawn By: KBK  
 Checked By: JAN  
 Issue Date: 05.23.11  
 Sheet Title:

DEMOLITION PLAN

**C1.0**

Sheet: 4 of 10

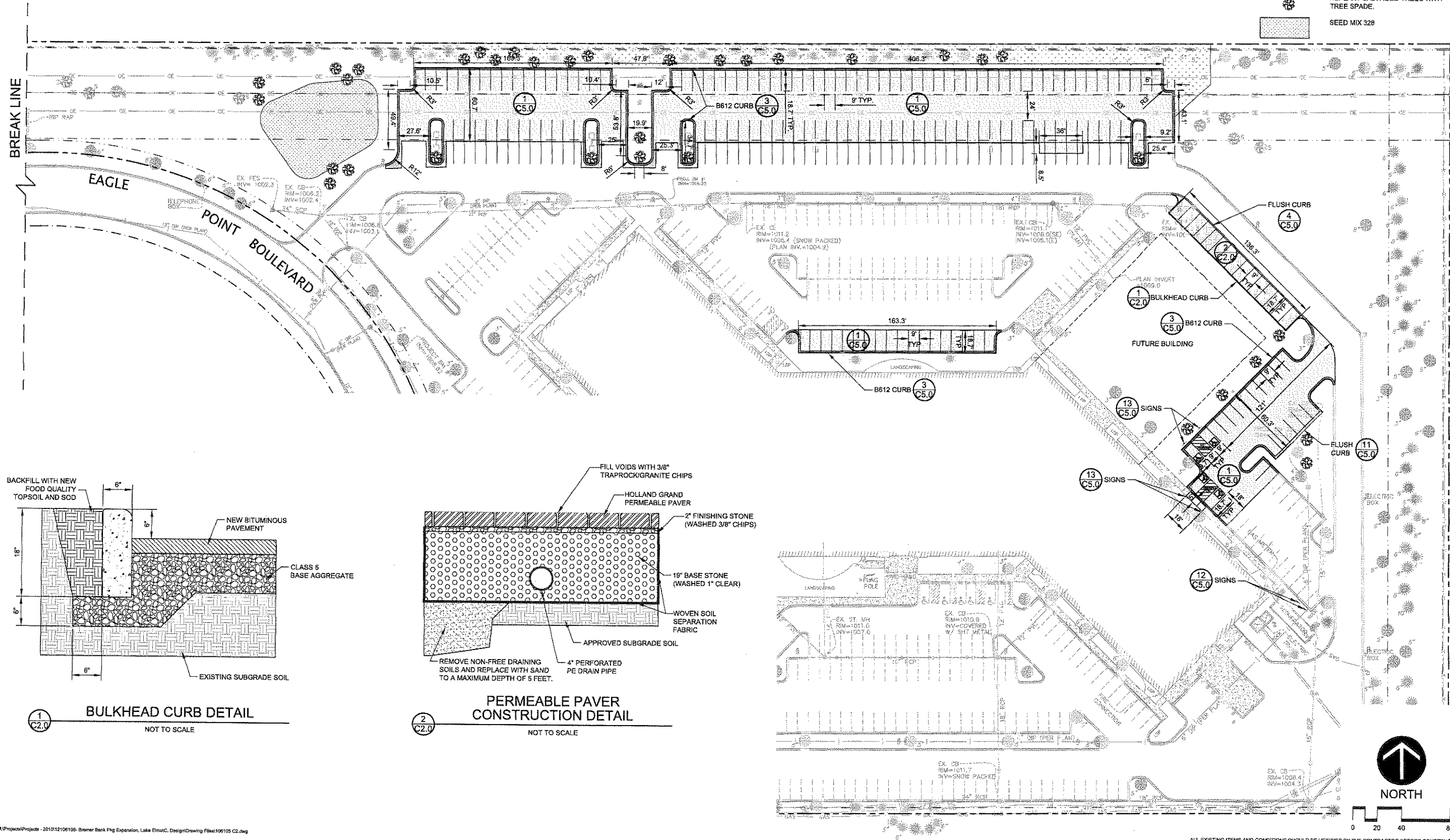
**NOTES**

- Contractor must submit a construction schedule and haul route diagram to the city of Lake Elmo prior to construction.
- Construction vehicle parking on Eagle Point Boulevard shall not extend overnight and shall abide by local regulations.

WHERE APPLICABLE, DIMENSIONS ARE FROM BACK OF CURB TO BACK OF CURB OR BACK OF CURB TO END OF STALL LINE.

**SYMBOL LEGEND**

- NEW 2.5" BITUMINOUS PAVEMENT OVER 7" AGGREGATE BASE SEE DETAIL 1/C5.0
- PERMEABLE PAVERS OVER 21" DRAINAGE ROCK SEE DETAIL 2/C2.0
- NEW 4" CONCRETE PAVEMENT OVER 6" AGGREGATE BASE SEE DETAIL 2/C5.0
- SHORT NO MOW NATIVE SEED MIXTURE WITH WILD FLOWERS
- REPLANT SALVAGED TREES WITH TREE SPADE.
- SEED MIX 328



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 Date: 05.23.11 Reg. No.: 42908

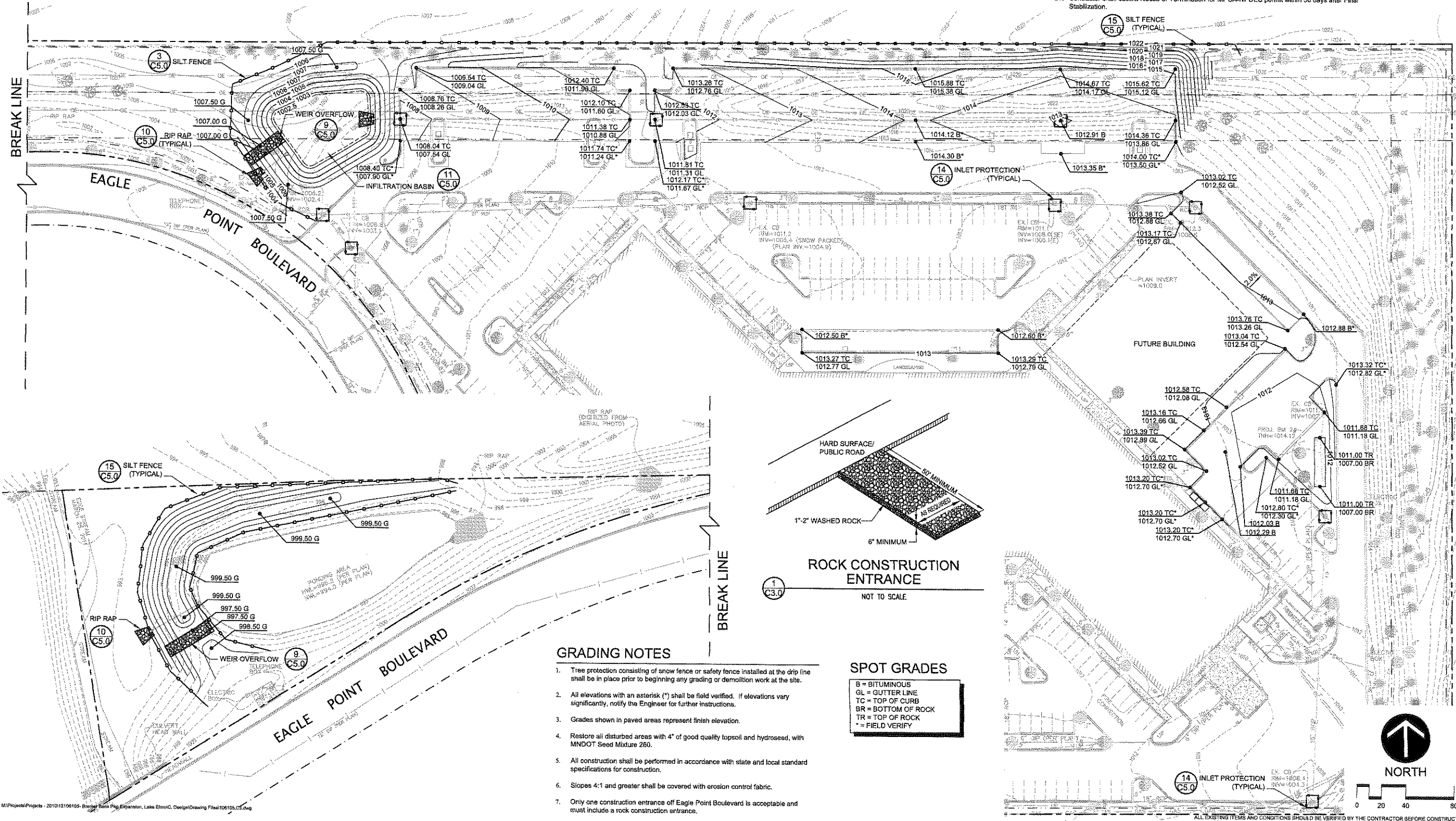
Rev.	Date	Description

Project #: 12106105  
 Drawn By: KBK  
 Checked By: JAN  
 Issue Date: 05.23.11  
 Sheet Title:

**PAVING AND LANDSCAPING PLAN**  
**C2.0**

# EROSION CONTROL NOTES

- Owner and Contractor shall obtain MPCA-NPDES permit. Contractor shall be responsible for all fees pertaining to this permit. The SWPPP shall be kept onsite at all times.
- Install temporary erosion control measures (inlet protection, silt fence, and rock construction entrances) prior to beginning any excavation or demolition work at the site.
- Erosion control measures shown on the erosion control plan are the absolute minimum. The contractor shall install temporary earth dikes, sediment traps or basins, additional siltation fencing, and/or disk the soil parallel to the contours as deemed necessary to further control erosion. All changes shall be recorded in the SWPPP.
- The toe of the silt fence shall be trenched in a minimum of 6". The trench backfill shall be compacted with a vibratory plate compactor.
- All grading operations shall be conducted in a manner to minimize the potential for site erosion. Sediment control practices must be established on all down gradient perimeters before any up gradient land disturbing activities begin.
- All exposed soil areas must be stabilized as soon as possible to limit soil erosion but in no case later than 7 days after the construction activity in that portion of the site has temporarily or permanently ceased. Temporary stockpiles without significant silt, clay or organic components (e.g. clean aggregate stockpiles, demolition concrete stockpiles, sand stockpiles) and the constructed base components of roads, parking lots and similar surfaces are exempt from this requirement.
- Pipe outlets must be provided with energy dissipation within 24 hours of connection to surface water.
- All riprap shall be installed with a filter material or soil separation fabric and comply with the Minnesota Department of Transportation Standard Specifications.
- All storm sewer catch basins not needed for site drainage during construction shall be covered to prevent runoff from entering the storm sewer system. Catch basins necessary for site drainage during construction shall be provided with inlet protection.
- In areas where concentrated flows occur (such as swales and areas in front of storm catch basins and inlets) the erosion control facilities shall be backed by stabilization structure to protect those facilities from the concentrated flows.
- Inspect the construction site once every seven days during active construction and within 24 hours after a rainfall event greater than 0.5 inches in 24 hours. All inspections shall be recorded in the SWPPP.
- All silt fences must be repaired, replaced, or supplemented when they become nonfunctional or the sediment reaches 1/3 of the height of the fence. These repairs must be made within 24 hours of discovery, or as soon as field conditions allow access. All repairs shall be recorded in the SWPPP.
- If sediment escapes the construction site, off-site accumulations of sediment must be removed in a manner and at a frequency sufficient to minimize off-site impacts.
- All soils tracked onto pavement shall be removed daily.
- All infiltration areas must be inspected to ensure that no sediment from ongoing construction activity is reaching the infiltration area and these areas are protected from compaction due to construction equipment driving across the infiltration area.
- Collected sediment, asphalt and concrete millings, floating debris, paper, plastic, fabric, construction and demolition debris and other wastes must be disposed of properly and must comply with MPCA disposal requirements.
- Oil, gasoline, paint and any hazardous substances must be properly stored, including secondary containment, to prevent spills, leaks or other discharge. Restricted access to storage areas must be provided to prevent vandalism. Storage and disposal of hazardous waste must be in compliance with MPCA regulations.
- External washing of trucks and other construction vehicles must be limited to a defined area of the site. Runoff must be contained and waste properly disposed of. No engine degreasing is allowed onsite.
- All liquid and solid wastes generated by concrete washout operations must be contained in a leak-proof containment facility or impermeable liner. A compacted clay liner that does not allow washout liquids to enter ground water is considered an impermeable liner. The liquid and solid wastes must not contact the ground, and there must not be runoff from the concrete washout operations or areas. Liquid and solid wastes must be disposed of properly and in compliance with MPCA regulations. A sign must be installed adjacent to each washout facility to inform concrete equipment operators to utilize the proper facilities.
- Upon completion of the project and stabilization of all graded areas, all temporary erosion control facilities (silt fences, hay bales, etc.) shall be removed from the site.
- Contractor shall submit Notice of Termination for MPCA-NPDES permit within 30 days after Final Stabilization.



## GRADING NOTES

- Tree protection consisting of snow fence or safety fence installed at the drip line shall be in place prior to beginning any grading or demolition work at the site.
- All elevations with an asterisk (\*) shall be field verified. If elevations vary significantly, notify the Engineer for further instructions.
- Grades shown in paved areas represent finish elevation.
- Restore all disturbed areas with 4" of good quality topsoil and hydroseed, with MNDOT Seed Mixture 260.
- All construction shall be performed in accordance with state and local standard specifications for construction.
- Slopes 4:1 and greater shall be covered with erosion control fabric.
- Only one construction entrance off Eagle Point Boulevard is acceptable and must include a rock construction entrance.

## SPOT GRADES

- B = BITUMINOUS
- GL = GUTTER LINE
- TC = TOP OF CURB
- BR = BOTTOM OF ROCK
- TR = TOP OF ROCK
- \* = FIELD VERIFY

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Rev.	Date	Description

Project #: 12106105  
 Drawn By: KBK  
 Checked By: JAN  
 Issue Date: 05.23.11  
 Sheet Title:  
**GRADING AND EROSION CONTROL PLAN**

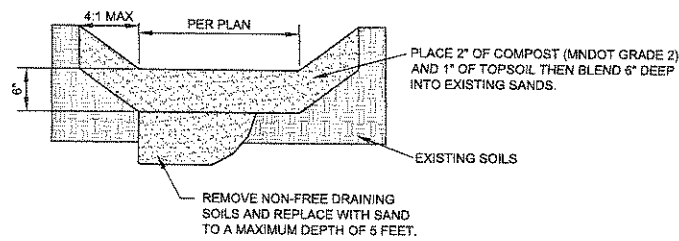
**C3.0**  
 Sheet: 6 of 10



M:\Projects\Projects - 2010\12106105- Bremer Bank Pkg. Expansion, Lake Elmo\G. Design\Drawing Files\106105\_C3.0.dwg

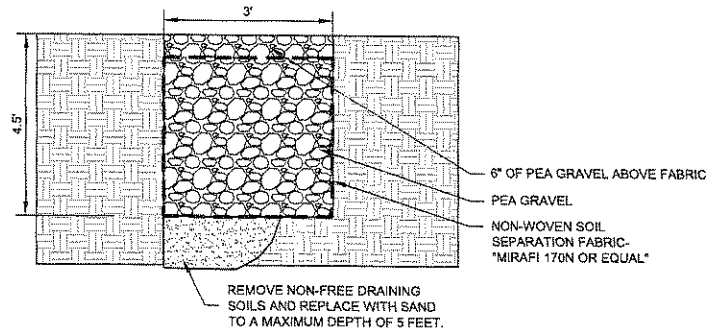
**CONSTRUCTION NOTES:**

- 1) THE INFILTRATION AREAS SHALL BE PROTECTED FROM CONSTRUCTION TRAFFIC.
- 2) ONLY LOW IMPACT EARTH MOVING EQUIPMENT SHALL BE ALLOWED IN THE INFILTRATION AREAS.
- 3) THE INFILTRATION AREAS ARE NOT TO BE EXCAVATED TO FINAL GRADE UNTIL THE CONTRIBUTING DRAINAGE AREAS HAVE BEEN CONSTRUCTED AND FULLY STABILIZED.



**INFILTRATION BASIN DETAIL**

NOT TO SCALE

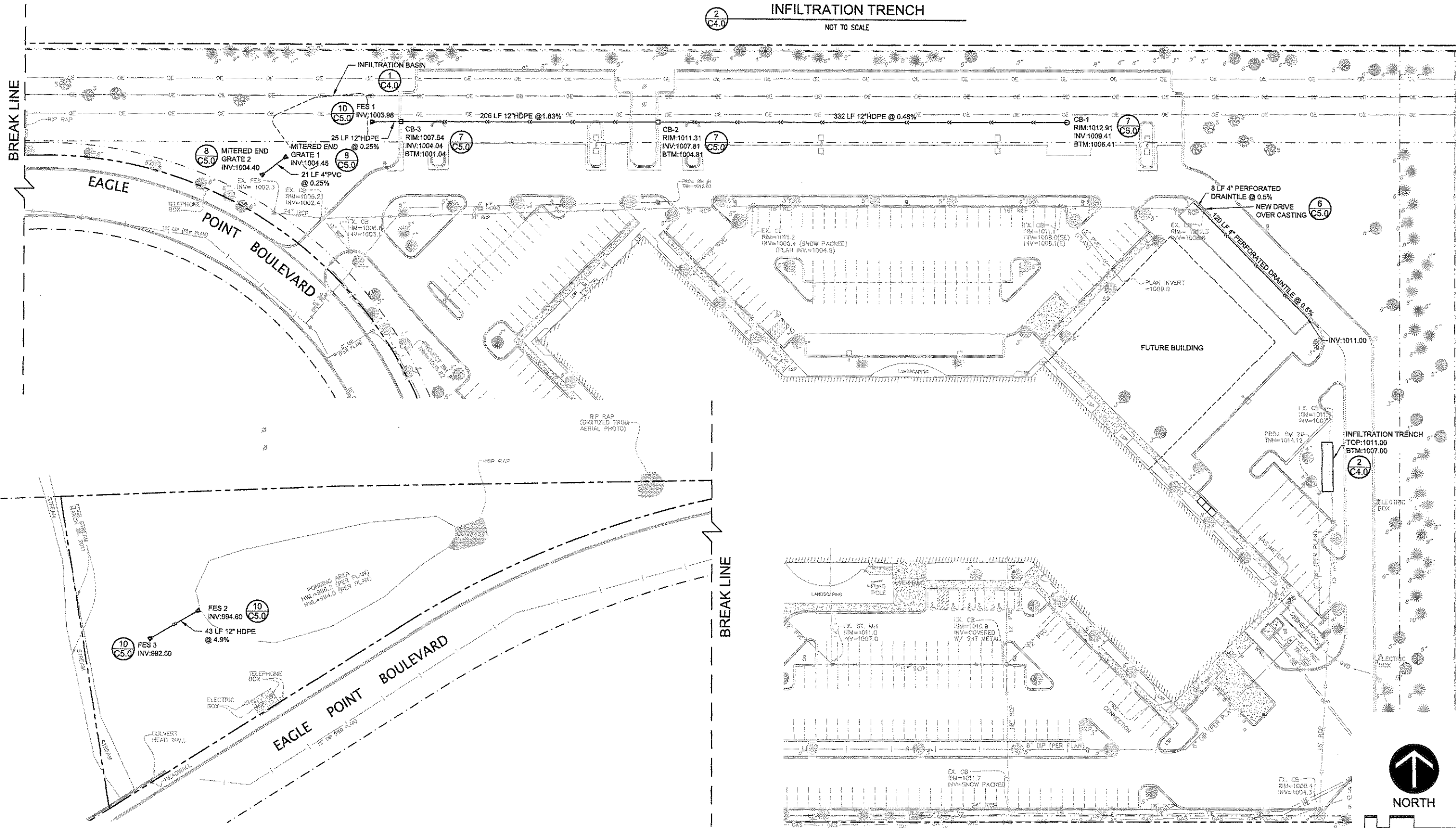


**INFILTRATION TRENCH**

NOT TO SCALE

**UTILITY NOTES**

1. It is the responsibility of the contractor to perform or coordinate all necessary utility connections and relocations from existing utility locations to the proposed onsite amenities, these connections include but are not limited to water, sanitary sewer, cable TV, telephone, gas, electric, site lighting, etc.
2. All service connections shall be performed in accordance with state and local standard specifications for construction.
3. The contractor shall notify all appropriate engineering departments and utility companies 72 hours prior to construction. All necessary precautions shall be made to avoid damage to existing utilities.
4. The contractor shall verify the connection pipe elevation prior to any utility work. If different than shown notify the Engineer immediately.
5. See Project Specifications for bedding requirements.



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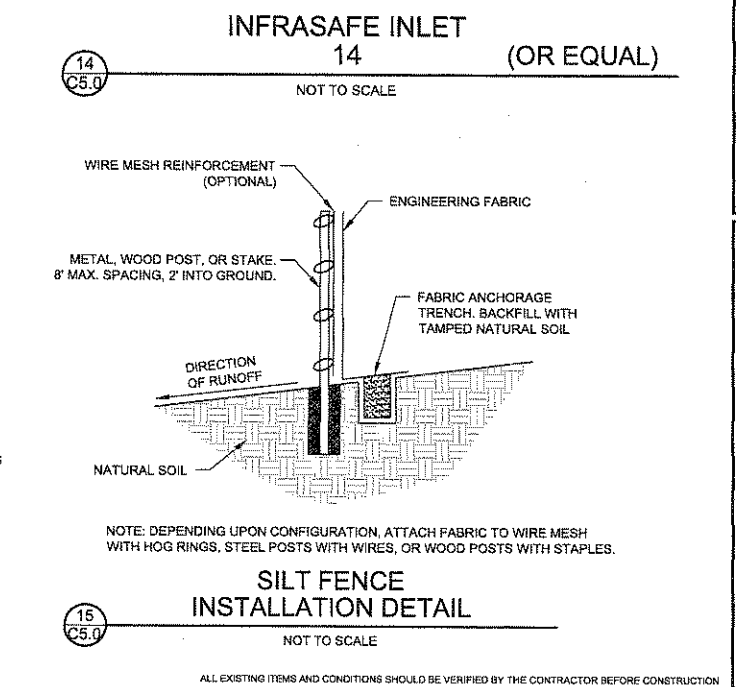
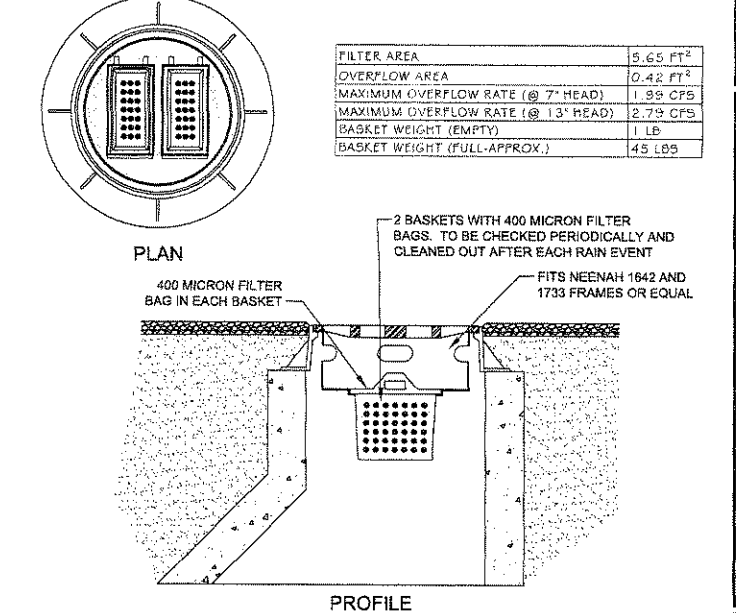
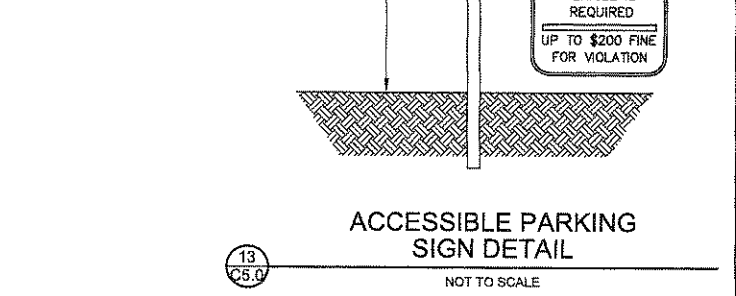
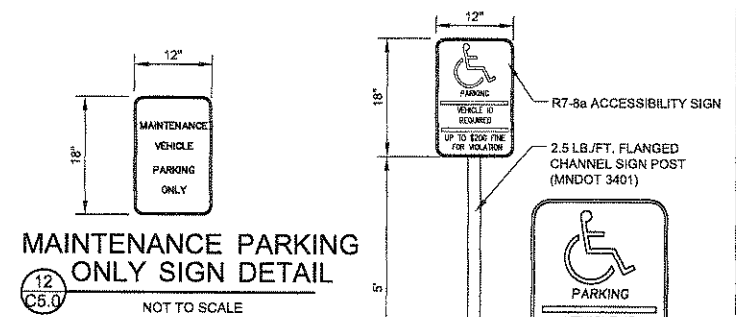
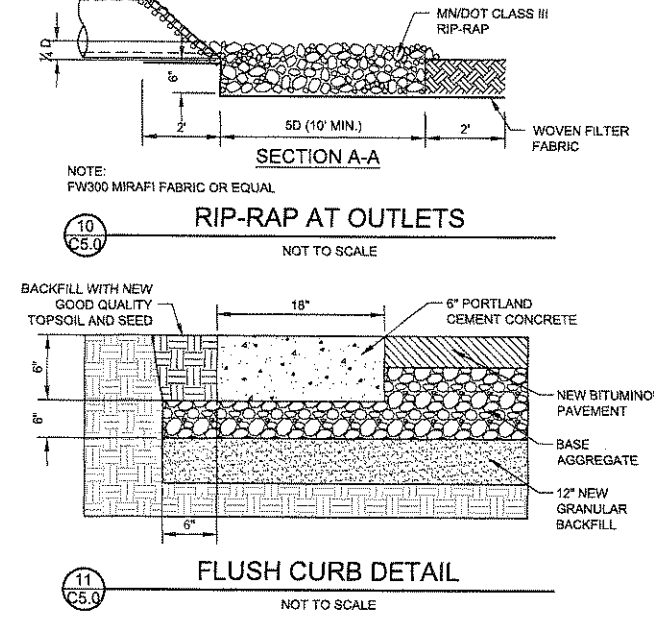
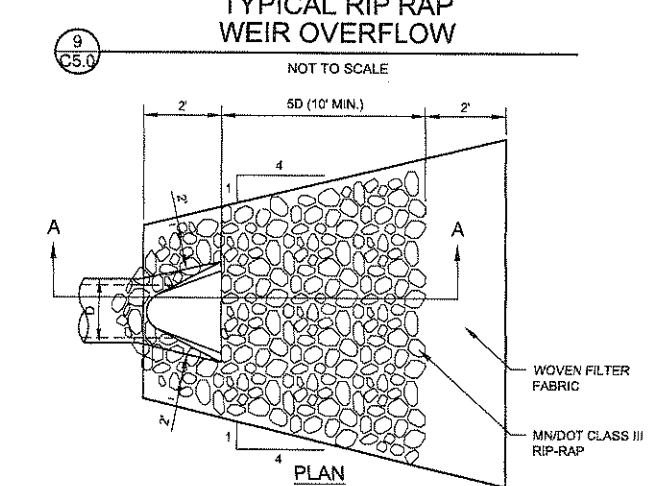
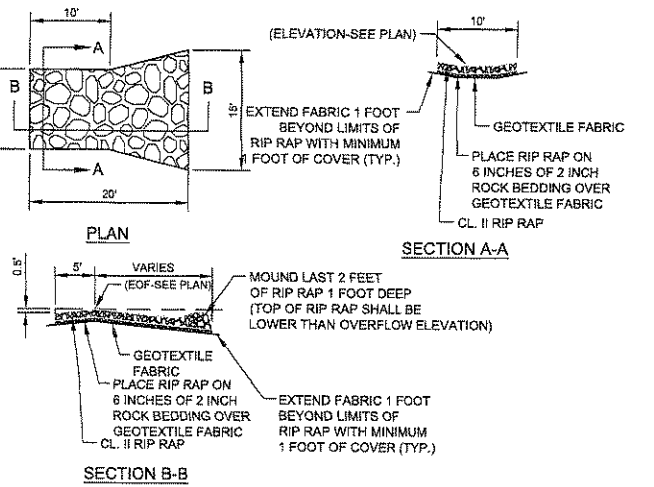
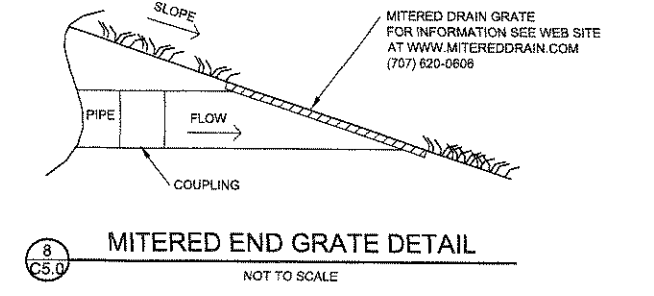
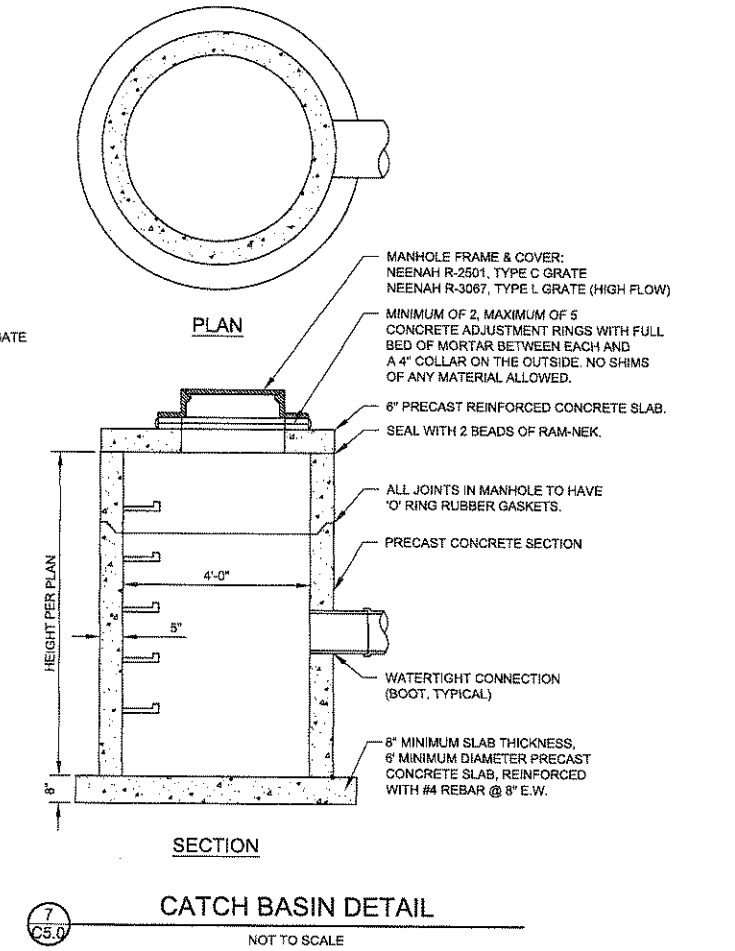
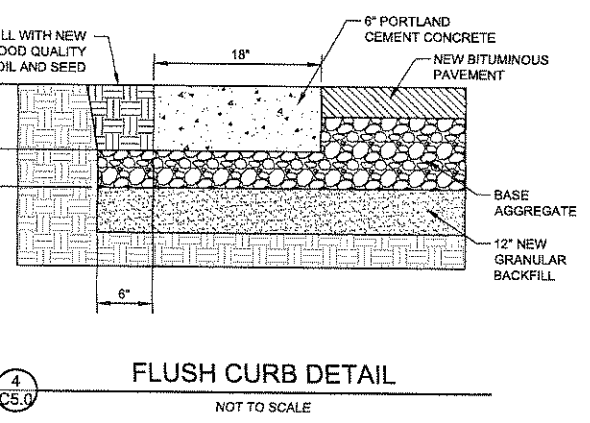
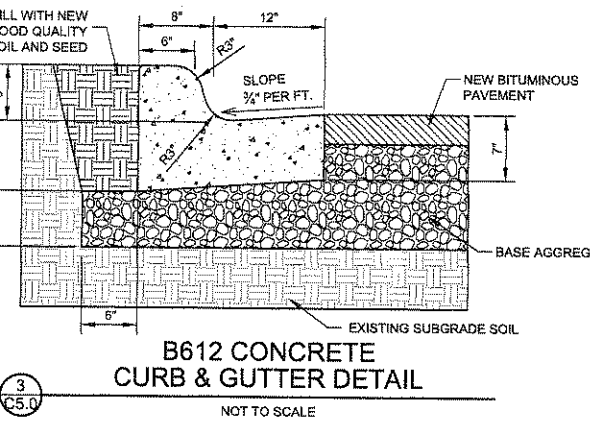
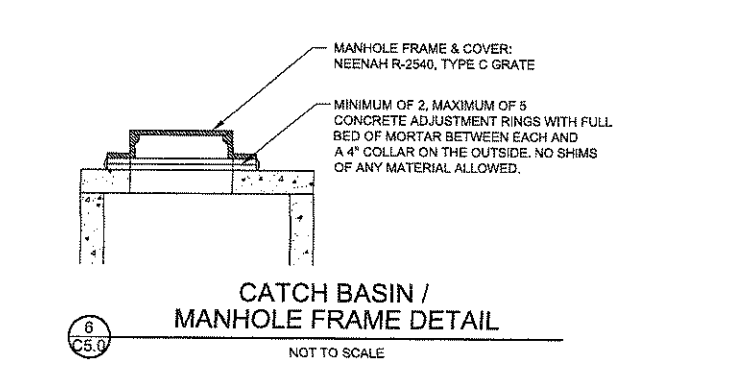
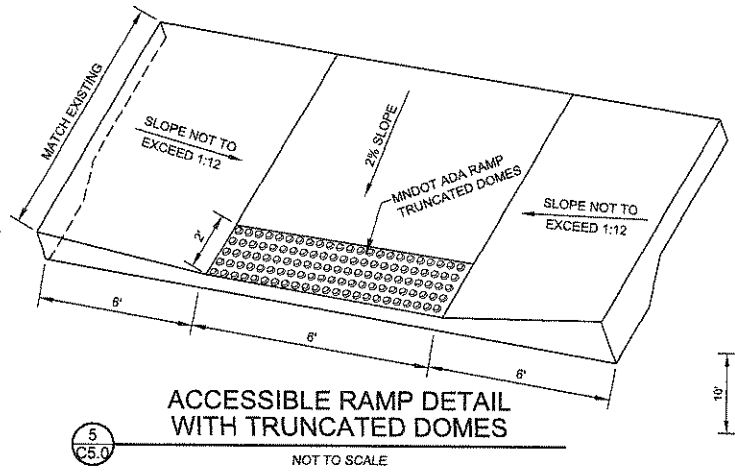
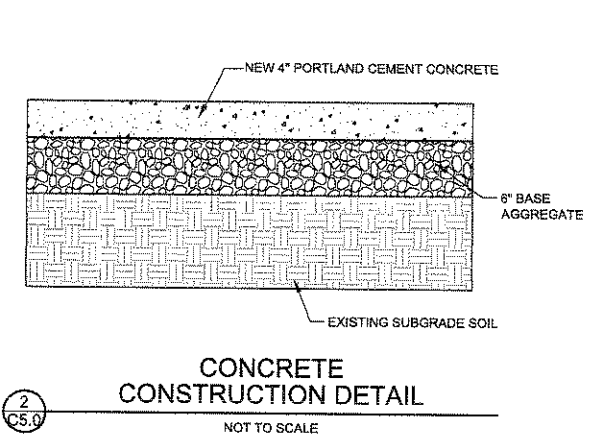
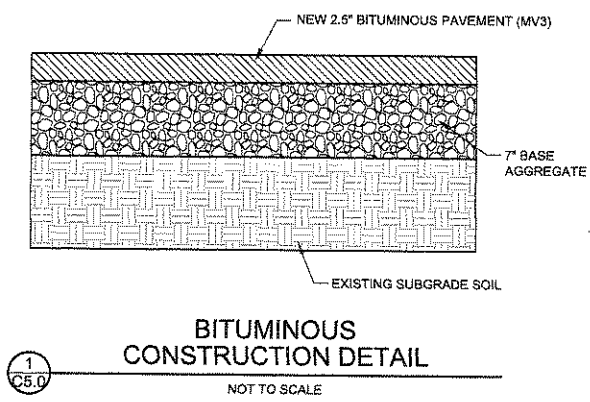
Rev.	Date	Description

Project #: 12106105  
 Drawn By: KBK  
 Checked By: JAN  
 Issue Date: 05.23.11  
 Sheet Title:

**UTILITY PLAN**

**C4.0**

Sheet: 7 of 10



FILTER AREA	5.65 FT <sup>2</sup>
OVERFLOW AREA	0.42 FT <sup>2</sup>
MAXIMUM OVERFLOW RATE (@ 7\"/>	
MAXIMUM OVERFLOW RATE (@ 13\"/>	
BASKET WEIGHT (EMPTY)	1 LB
BASKET WEIGHT (FULL-APPROX.)	45 LBS

**Larson Engineering, Inc.**  
 3524 Labore Road  
 White Bear Lake, MN 55110  
 651.481.9120 (F) 651.481.9201  
 www.larsonengr.com

**FRAUENSHUH INC.**  
 380 ST. PETER STREET  
 SUITE 150  
 ST. PAUL, MN 55102

**2011 PARKING LOT ADDITION**  
 BREMER BANK  
 8555 EAGLE POINT BLVD.  
 LAKE ELMO, MN 55042

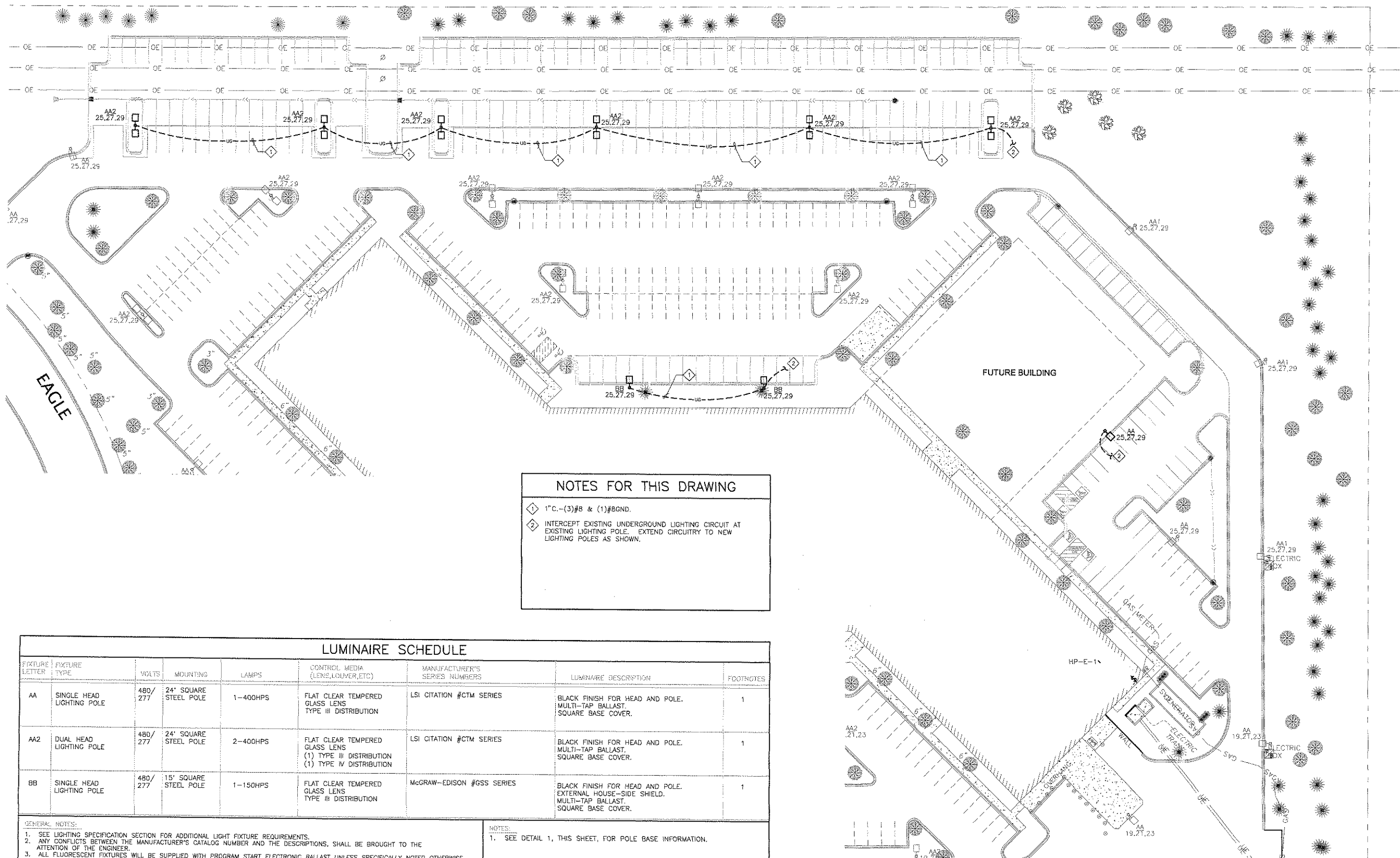
I hereby certify that this plan, specifications or report was prepared by me or under my direct supervision and that I am a duly licensed Professional Engineer under the laws of the state of Minnesota.  
*Michael A. Murphy, P.E.*  
 Michael A. Murphy, P.E.  
 Date: 05.23.11 Reg. No.: 42808

Rev.	Date	Description

Project #: 12106105  
 Drawn By: KBK  
 Checked By: JAN  
 Issue Date: 05.23.11  
 Sheet Title:

**C5.0**  
 Sheet 8 of 10





**NOTES FOR THIS DRAWING**

- ◇ 1" C.-(3) #8 & (1) #8 GND.
- ◇ INTERCEPT EXISTING UNDERGROUND LIGHTING CIRCUIT AT EXISTING LIGHTING POLE. EXTEND CIRCUITRY TO NEW LIGHTING POLES AS SHOWN.

**LUMINAIRE SCHEDULE**

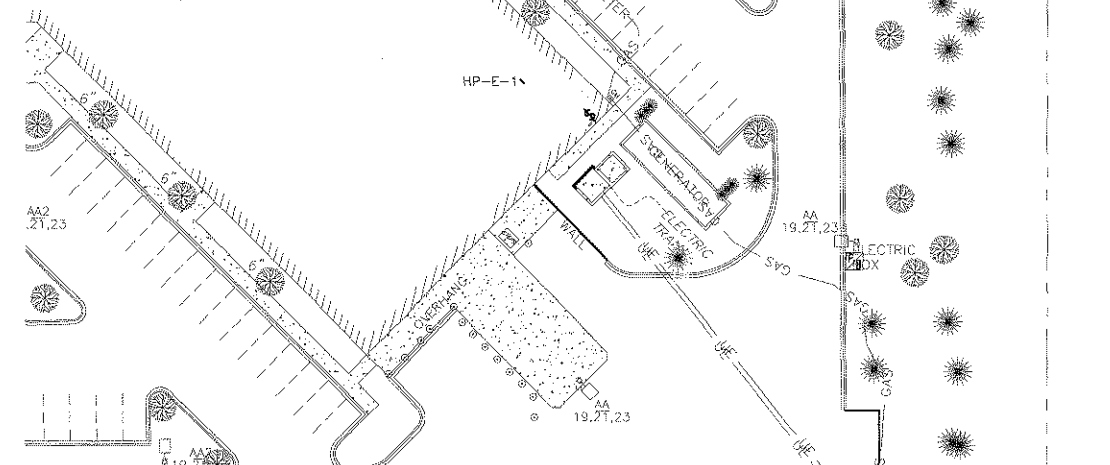
FIXTURE LETTER	FIXTURE TYPE	VOLTS	MOUNTING	LAMPS	CONTROL MEDIA (LENS, LOUVER, ETC)	MANUFACTURER'S SERIES NUMBERS	LUMINAIRE DESCRIPTION	FOOTNOTES
AA	SINGLE HEAD LIGHTING POLE	480/277	24' SQUARE STEEL POLE	1-400HPS	FLAT CLEAR TEMPERED GLASS LENS TYPE III DISTRIBUTION	LSI CITATION #CTM SERIES	BLACK FINISH FOR HEAD AND POLE. MULTI-TAP BALLAST. SQUARE BASE COVER.	1
AA2	DUAL HEAD LIGHTING POLE	480/277	24' SQUARE STEEL POLE	2-400HPS	FLAT CLEAR TEMPERED GLASS LENS (1) TYPE III DISTRIBUTION (1) TYPE IV DISTRIBUTION	LSI CITATION #CTM SERIES	BLACK FINISH FOR HEAD AND POLE. MULTI-TAP BALLAST. SQUARE BASE COVER.	1
BB	SINGLE HEAD LIGHTING POLE	480/277	15' SQUARE STEEL POLE	1-150HPS	FLAT CLEAR TEMPERED GLASS LENS TYPE III DISTRIBUTION	MCGRAW-EDISON #GSS SERIES	BLACK FINISH FOR HEAD AND POLE. EXTERNAL HOUSE-SIDE SHIELD. MULTI-TAP BALLAST. SQUARE BASE COVER.	1

**GENERAL NOTES:**

- SEE LIGHTING SPECIFICATION SECTION FOR ADDITIONAL LIGHT FIXTURE REQUIREMENTS.
- ANY CONFLICTS BETWEEN THE MANUFACTURER'S CATALOG NUMBER AND THE DESCRIPTIONS, SHALL BE BROUGHT TO THE ATTENTION OF THE ENGINEER.
- ALL FLUORESCENT FIXTURES WILL BE SUPPLIED WITH PROGRAM START ELECTRONIC BALLAST UNLESS SPECIFICALLY NOTED OTHERWISE.
- TO INSURE MATCHING COLOR AND APPEARANCE, ALL LAMPS SHALL BE FROM THE SAME MANUFACTURER. LAMPS SHALL HAVE COLOR TEMPERATURE 6000K, WITH CRI OF 85 UNLESS OTHERWISE NOTED.
- LUMINAIRES WITH T5 OR SMALLER COMPACT FLUORESCENT LAMPS SHALL HAVE BALLASTS/LAMPS WITH END OF LIFE POWER UNIT.
- UNLESS A SPECIFIC CATALOG NUMBER OR SERIES IS NAMED, THE MANUFACTURERS NAMED AS ALTERNATES MUST SUBMIT CATALOG CUT SHEETS, IES FORMATED PHOTOMETRIC REPORT TO THE ENGINEER FOR APPROVAL AT LEAST 10 DAYS PRIOR TO THE BID DATE. THE ENGINEER MAY REQUEST SAMPLE OF FIXTURE TO BE SUPPLIED.

**NOTES:**

- SEE DETAIL 1, THIS SHEET, FOR POLE BASE INFORMATION.



**1 ELECTRICAL SITE PLAN**  
1/32" = 1'-0"



**Larson Engineering, Inc.**  
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380 ST. PETER STREET  
SUITE 150  
ST. PAUL, MN 55102

**2011 PARKING LOT ADDITION**  
BREMER BANK  
8555 EAGLE POINT BLVD.  
LAKE ELMO, MN 55042

I hereby certify that this plan, specifications 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.

*Scott Rieger, P.E.*

Date: 05.12.11 Reg. No.: 45412

Rev.	Date	Description

Project #: 04-11135  
Drawn By: SJR  
Checked By: 05.12.11  
Issue Date: 05.12.11

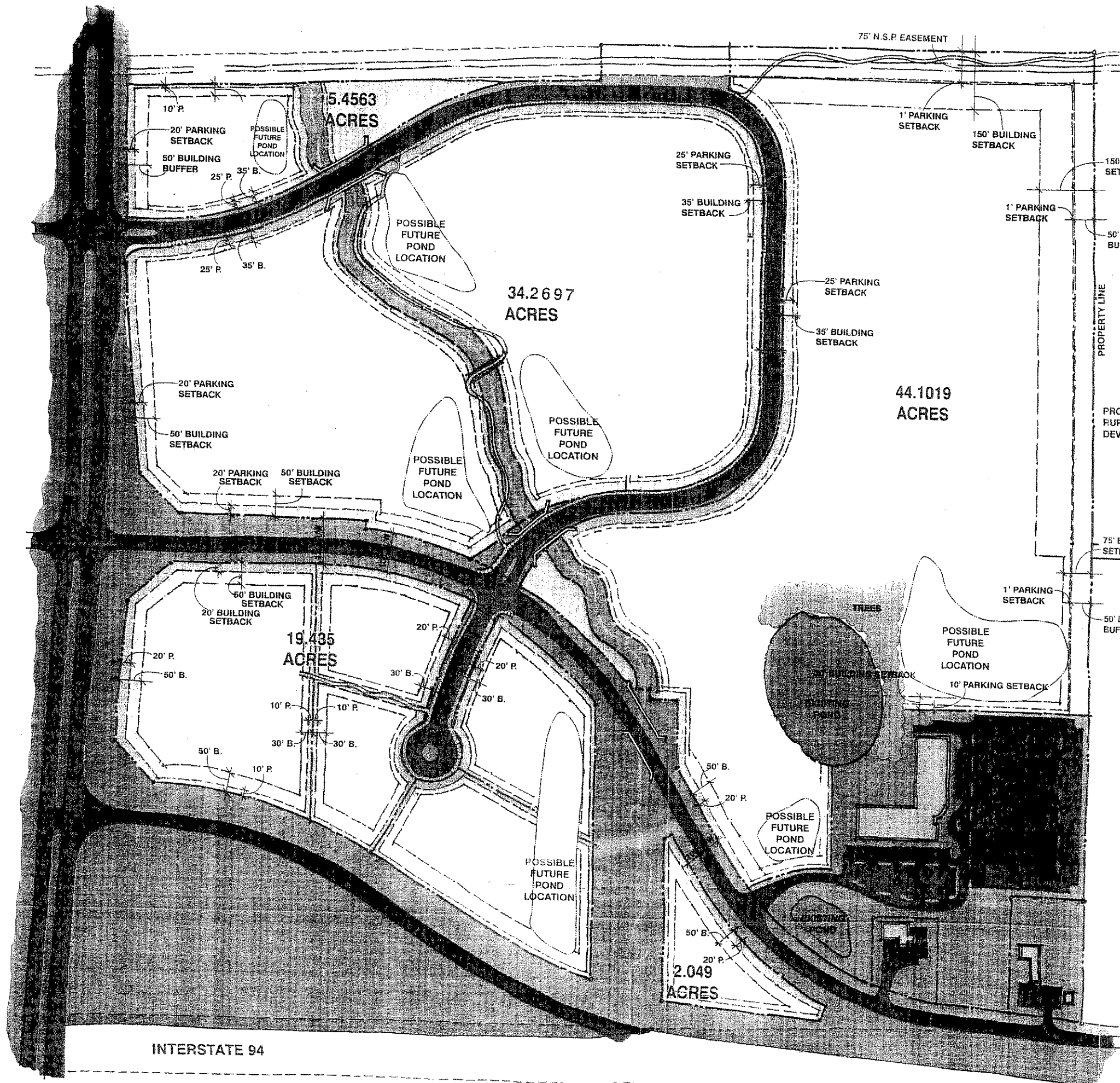
Sheet Title:  
**ELECTRICAL SITE PLAN**

**E1.0**

Sheet: \_\_\_\_\_ of \_\_\_\_\_

ALL EXISTING ITEMS AND CONDITIONS SHOULD BE VERIFIED BY THE CONTRACTOR BEFORE CONSTRUCTION





**DATA**

GROSS AREA	110.384 AC.
LESS STREETS ONLY (PAVING)	
3.6 AC +/- (impervious surface)	- 3.6 AC.
	106.784 AC.
x 25% = 26.7 AC +/-	
GREEN AREAS ESTABLISHED	15.82 AC.
BOULEVARD IN STREETS	+ 1.8 AC.
	- 17.62 AC.
	89.164 AC.
X 25% = 22.29 AC.	
+ 17.62 AC.	
	39.91 AC.
106.784 DIVIDE 39.91 = 37.4% GREEN AREA	

**GREEN SPACE ONLY**

75' NSP EASEMENT	2.26 AC.
50' BERM	1.86 AC.
TRIBUTARY GREENWAY	
(25' either side)	1.95 AC.
MISC. AREA (2)	+ 1.26 AC.
	7.33 AC.

**PROPOSED RURAL ESTATE DEVELOPMENT**

POND AREAS	+ 8.49 AC.
	15.82 AC.

**POPE ASSOCIATES INC.**

1255 Energy Park Drive  
 St. Paul, Minnesota  
 55108-5152  
 651-642-5000  
 FAX 651-642-1100

**UNITED PROPERTIES**

**EAGLE POINT BUSINESS PARK**

LAKE ELMO MINNESOTA

Revisions

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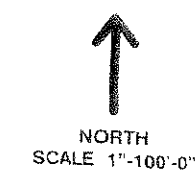
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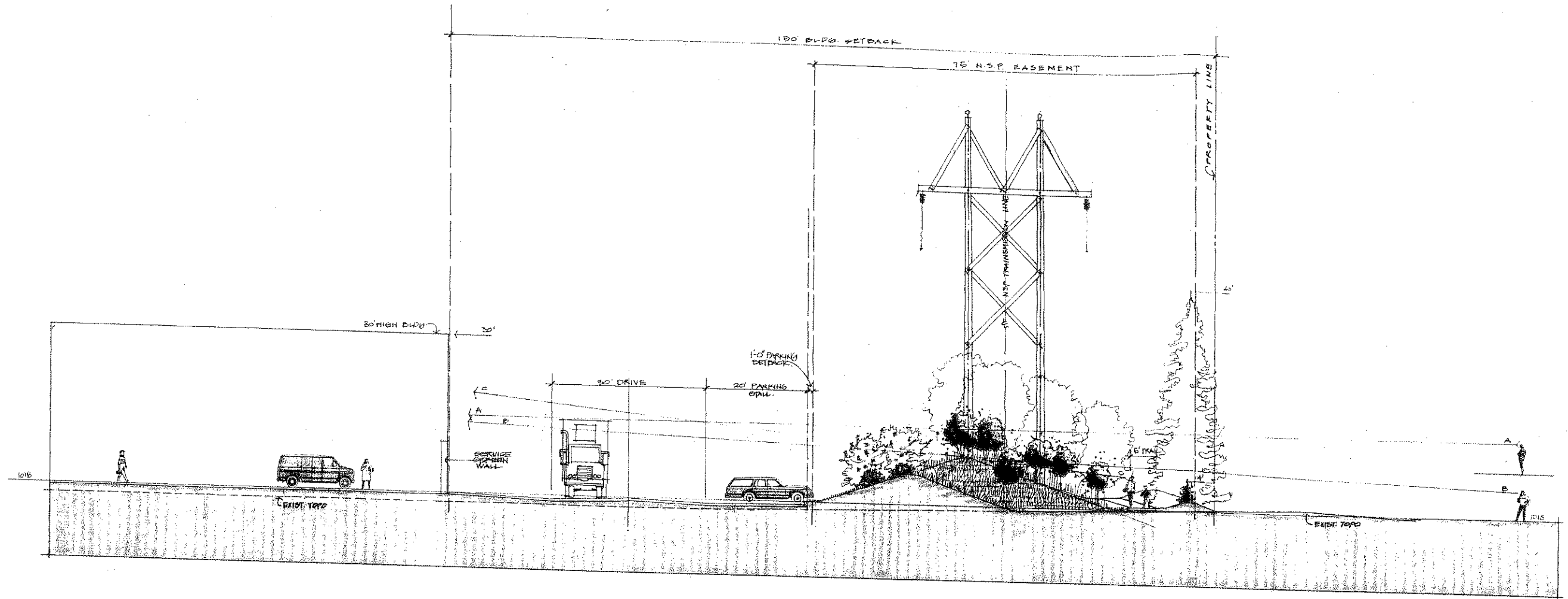
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Commission No. 75372-8825  
 Drawn by CWT  
 Checked by GFE  
 Date 05/20/99

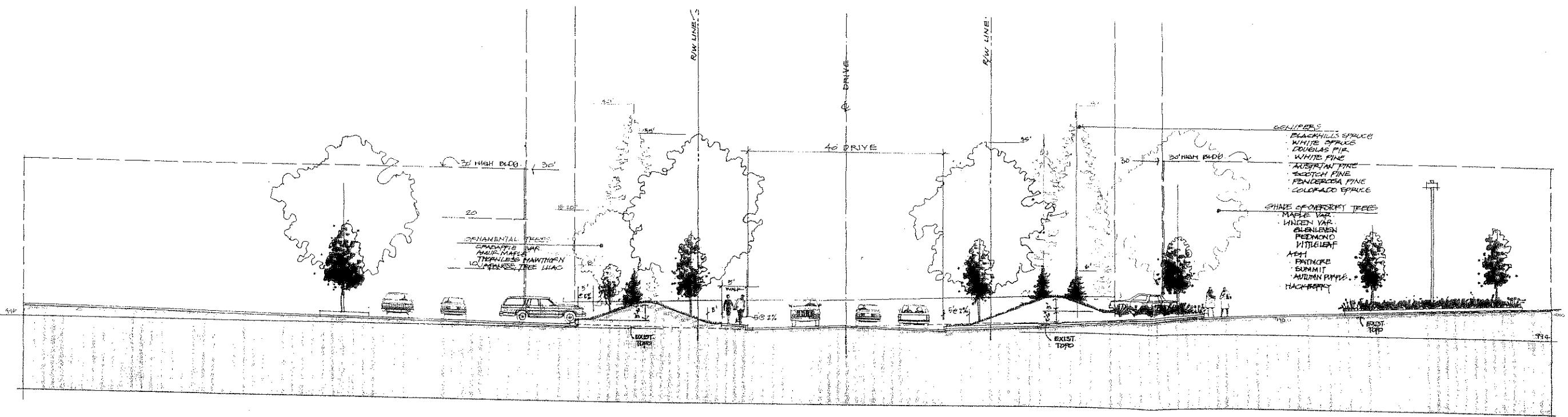
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SHEET





5  
 1/8" = 1'-0"  
 PROTOTYPICAL SECTION FIVE  
 EAGLE POINT BUSINESS PARK



6  
 1/8" = 1'-0"  
 PROTOTYPICAL SECTION SIX  
 EAGLE POINT BUSINESS PARK



Planning Commission  
Date: 6/13/11  
**Business Item**  
Item: 5a

ITEM: Southern Lake Elmo – Process Update and Vision and Goals Review.

SUBMITTED BY: Kelli Matzek, City Planner

REVIEWED BY: Kyle Klatt, Planning Director

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**SUMMARY AND ACTION REQUESTED**

The Planning Commission is being asked to review a drafted Vision Statement and Goals for the Southern Lake Elmo area. The draft was first reviewed and revised by the Southern Lake Elmo work group which then went to the larger stakeholder group. After a good discussion, the stakeholder group reviewed and commented on the wording and made suggestions that are provided in the right column of the attached handout. Staff is asking the commission to review the document and provide guidance on the incorporation of suggested comments and any additional thoughts or changes.

**RECOMMENDATION:**

Staff is asking the Planning Commission to review, comment and recommend forwarding on the Vision Statement and Goals to the City Council.

**ORDER OF BUSINESS:**

- Introduction ..... Kelli Matzek, City Planner
- Report by staff ..... Kelli Matzek, City Planner
- Questions from the Commission ..... Chair & Commission Members
- Call for a motion ..... Chair Facilitates
- Discussion of Commission on the motion ..... Chair Facilitates
- Action by the Planning Commission ..... Chair & Commission Members

**ATTACHMENTS:**

1. Vision Statement and Goals Worksheet

## Draft Vision Statement and Goals for Southern Lake Elmo (N of I-94, S of 10th Street)

<p><i>Vision Statement:</i></p> <p>The area south of 10th Street shall be known for safe, walkable and diverse neighborhoods with convenient access to parks, trails and open space. Lake Elmo will encourage a thriving business community that is as much an integral part of the city as the residential neighborhoods. The communities created, both residential and non-residential, will demonstrate sustainability through preservation of natural resources and responsible environmental stewardship.</p>	<p><i>Comments Received from Stakeholder Group (5-18-11 mtg.):</i></p> <ul style="list-style-type: none"> <li>- What does "diverse" mean?</li> <li>- There is no mention of transportation other than pedestrian (walking).</li> <li>- What is the difference between "preservation of natural resources" and "responsible environmental stewardship"? Suggested ending the sentence at "resources."</li> <li>- Liked the "thriving business" portion</li> <li>- Suggested adding "recognizing market need"; one liked the verbage as is</li> </ul>
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<p><i>Transportation Goals:</i></p> <ol style="list-style-type: none"> <li>1. Encourage safe, efficient and environmentally sound transportation including the extension of public transit to the area south of 10th Street.</li> <li>2. Make it easy and convenient to travel in and around the area south of 10th Street.</li> <li>3. Tie new development to the capacity of roadways and limit the impact of non residential traffic in neighborhoods when possible.</li> <li>4. Develop a comprehensive sidewalk, trail and bikeway system that provides an integrated system of roads, bikeways and pedestrian paths. The transportation system should minimize the impact of through traffic.</li> </ol>	<p><i>Comments Received from Stakeholder Group (5-18-11 mtg.):</i></p> <ul style="list-style-type: none"> <li>- Will sidewalks be required everywhere? The city does not currently have many sidewalks.</li> <li>- Is there currently a sidewalk plan?</li> </ul>
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<p><b>Housing Goals:</b></p> <ol style="list-style-type: none"> <li>1. Provide a quality living environment for the residents of Lake Elmo.</li> <li>2. Provide a balanced choice of housing types and densities suitable to a wide range of demographic groups, with a focus on life cycle housing. Where possible, distribute different housing types throughout the area south of 10th Street.</li> <li>3. Meet the Metropolitan Council's requirements for residential RECs.</li> </ol>	<p><i>Comments Received from Stakeholder Group (5-18-11 mtg.):</i></p> <p>- None.</p>
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<p><i>Environmental and Sustainability Goals:</i></p> <ol style="list-style-type: none"> <li>1. Create a natural resource open space system that preserves, protects, or restores environmental resources within the city.</li> <li>2. Use the natural resource open space system to connect open spaces, parks, activity centers and neighborhoods.</li> <li>3. Protect and enhance Lake Rose, Kramer Lake and Goose Lake as a natural open space system and passive recreation resource.</li> <li>4. Encourage environmentally responsible building and operation practices.</li> </ol>	<p><i>Comments Received from Stakeholder Group (5-18-11 mtg.):</i></p> <ul style="list-style-type: none"> <li>- Who will create a natural resource system inventory?</li> <li>- Suggested adding "while respecting the rights of property owners"</li> </ul>
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<p><i>Land Use Goals:</i></p> <ol style="list-style-type: none"> <li>Utilize the future land use map as the overall land use policy statement by designating residential, commercial and parks and open space lands appropriately located with adequate access and buffering from adjacent uses.</li> <li>Create new, interesting, quality-designed neighborhoods that relate to their natural settings and surrounding developed areas, that protect natural resources, and that provide central parks and open spaces that are interconnected by trails to neighborhood community destinations.</li> </ol>	<p><i>Comments Received from Stakeholder Group (5-18-11 mtg.):</i></p> <p>- None.</p>
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<p><i>Economic Development Goals:</i></p> <ol style="list-style-type: none"> <li>1. Increase the tax base and provide opportunities for economic growth for Lake Elmo and Lake Elmo area residents.</li> <li>2. Be cognizant that businesses in the area south of 10th Street are complementary to those of the Village Area's downtown.</li> <li>3. Encourage new locations for job growth in close proximity to housing and with convenient access while maintaining reasonable buffers between residential and non-residential uses.</li> <li>4. Meet the Metropolitan Council's requirements for non-residential RECs.</li> </ol>	<p><i>Comments Received from Stakeholder Group (5-18-11 mtg.):</i></p> <ul style="list-style-type: none"> <li>- "Cognizant" isn't a goal</li> <li>- Using the word "complimentary" is confusing</li> <li>- The market will dictate what businesses should go where.</li> <li>- Other markets, such as Woodbury already compete and will compete with the future non-residential development.</li> <li>- Businesses are supposed to compete with each other.</li> <li>- Suggested removing the second goal.</li> <li>- Suggested using "enhancing" instead of "complimentary" in second goal.</li> </ul>
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<p><i>Recreation Goals:</i></p> <ol style="list-style-type: none"> <li>1. Provide a variety of passive and active parks and other leisure, recreational and cultural opportunities that are conveniently located, accessible, affordable, safe, physically attractive and uncrowded for all Lake Elmo residents.</li> <li>2. Connect city parks to each other and to prominent destinations within and outside of the city through a system of trails.</li> </ol>	<p><i>Comments Received from Stakeholder Group (5-18-11 mtg.):</i></p> <p>- None.</p>
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<p><i>General Character Goals:</i></p> <ol style="list-style-type: none"> <li>1. To integrate, where possible, unique characteristics of rural Lake Elmo such as a strong sense of community with an emphasis on access to active and passive open space.</li> </ol>	<p><i>Comments Received from Stakeholder Group (5-18-11 mtg.):</i></p> <ul style="list-style-type: none"> <li>- Can we expect this area to feel like Lake Elmo?</li> <li>- Suggested using "promote" instead of "integrate"</li> <li>- Suggested "Where possible integrate"</li> <li>- Can see architectural design being rural in nature to an extent</li> <li>- Development needs to show a respect to the open space</li> </ul>
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Planning Commission  
Date: 6/12/11  
**Form-Based Code (FBC) Discussion**  
Business Item: 5b

ITEM: Discussion concerning possible creation and integration of form-based code (FBC)

SUBMITTED BY: Nick Johnson, Planning Intern

REVIEWED BY: Kyle Klatt, Planning Director

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

The Planning Commission is being asked to spend a brief amount of time at its next meeting discussing the possible future integration of some type of FBC into the Lake Elmo zoning code. As a follow up to prior discussion at the Planning Commission meeting on 5/9/2011, the Commission is asked to review several case studies in which FBC has been utilized in various planning initiatives. The purpose of this research is to evaluate how the observed benefits of FBC could be applicable in the case of Lake Elmo. Given this review and discussion, the Commission is asked to make a recommendation regarding the potential integration of FBC in future Lake Elmo planning initiatives.

### **FBC DISCUSSION:**

In order to ensure an overall understanding of the components of FBC, the Staff felt it would be important to provide a summary of the principles of FBC. To reiterate, the purpose of FBC is to create public spaces that maintain and enhance the character of the particular neighborhood, zone, or city, as well as promote a human and pedestrian scale. In order to achieve this purpose, FBCs are based on spatial organization with zones ranging in intensity from rural to urban. These zones are known as transects, which govern the allowable uses and performance standards for each zone. Ranging from rural to urban, the transects generally fall in the range T1 (Natural) through T6 (Urban Core). The process of implementing FBC involves three major components: the regulating plans (transects), the public space standards (building standards, street standards, etc.), and the administration (project application and review process). Beyond these basic components, cities may tailor their FBC to meet specific needs and goals, such as staff review requirements or other elements. This aspect of the process remains critical in terms of how successful the code is in achieving the desired results.

Based upon the Planning Commission's response after watching the introductory video about form-based code at the previous meeting, it is clear that there is interest into possible implementation. Throughout the discussion, the members of the Planning Commission expressed the need to evaluate other examples of FBC in practice. These examples and the lessons learned from their implementation may prove critical in deciding whether FBC can be applied and benefit the city of Lake Elmo. Staff has completed research on the following case studies:

- **Petaluma, CA**
  - Implemented FBC in 2003 into its revitalization plan for the river district of the city, adjacent to the downtown area.
  - Established a zoning map (transects and special districts), building function standards (allowed building functions and permit requirements), urban standards (building placement, façade design, types of civic spaces to be located there), thoroughfare standards (design of the streets and other public ways), landscaping and utility

standards, parking standards, historic preservation standards, and a design review process.

- Lessons learned: the Petaluma, CA planning staff noted that the largest challenge remained the period after implementation, in which developers had some difficulty adjusting to the new standards. However, after this first initial period, efficiency in terms of reviewing development proposals increased due to the property owners and developers having a better understanding of what is expected by the city and knowing what will be approved.
- **Columbia Pike (Arlington, VA)**
  - The FBC of Columbia Pike was focused on three main components.
    - Regulating plans
    - Building envelope standards
    - Architectural and streetscape standards
  - FBC applied as an overlay option to the existing zoning districts, in which developers are incentivized to utilize form-based code. Potential incentives include:
    - Expedited permitting and review process
    - Potential for increased densities with adherence to the code
    - Financial incentives (modified tax-increment financing (TIF) and tax credits)
    - Relaxed parking requirements
  - Lessons learned: Columbia Pike is an important case study because it illustrates how to implement FBC as an overlay option. Planning Staff attempted to obtain further testimony regarding challenges of the process, but was unable to solicit a response from the planning staff of Arlington, VA.
- **Benicia, CA**
  - Crafted a public participation process to seek input and ideas for future building form standards and help define the form-based zones or transects.
  - Modified the idea of transects by creating various sub groups within the larger transect groups. For example, T3 (Neighborhood General Zone) could be broken into an open (T3-O) or residential (T3-R) category. Open categories take a more market approach and allow a mix of uses within the zone.
  - Lessons learned: the creation of sub groups proved to be a useful tool to guide development in particular areas in the desired way. Once again, Staff did not receive a response from the Benicia planning staff after personal inquiry.
- **Grass Valley, CA**
  - Designated form-based zones (downtown, two historic residential areas, and a commercial corridor) to enhance and preserve existing character.

- Lessons learned: FBC had less flexibility because it was incorporated after the general land-use plan had been updated. Updates to general plan and integration of the FBC should be done in parallel to maximize its effectiveness.

Review of these cases will provide valuable lessons that could assist the Commission and the City in crafting some type of FBC that would address the unique needs and goals of Lake Elmo. Staff has discussed these examples and has pinpointed elements that could prove useful for Lake Elmo moving forward, particularly in the planning for future development in the village and I-94 corridor areas. These elements include:

- Integration of FBC as an overlay option to existing zoning, buttressed by incentives to encourage utilization of the form-based code.
- Adoption of transect zones, or zoning districts. These transects could include sub-groups, as was implemented in Benicia, CA. These zones may help ensure that the character of the particular neighborhoods selected remain intact and are not drastically altered by new development.
- Implementation of FBC should be done in parallel with zoning code updates, not after the fact, as was the case in Grass Valley, CA. Given the potential for large-scale development in the village and the I-94 corridor, FBC should be integrated at the beginning of the process as apposed to later when it will be more difficult to implement.

Staff feels that these specific points are applicable and beneficial for the City of Lake Elmo and ask that the Commission evaluate their potential.

**RECOMMENDATION:**

This is an informational item intended to generate discussion from the Planning Commission. Moving forward, the Staff is looking for direction regarding which course of action to take in relation to FBC.

**ATTACHMENTS: (None)**

**ORDER OF BUSINESS:**

- Introduction and Presentation by Staff.....Nick Johnson, Planning Intern
- Questions from the Commission.....Chair & Commission Members
- Planning Commission Discussion..... Chair Facilitates